



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



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

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

[www.justiceadmin.org](http://www.justiceadmin.org)

Justice Administration  
Tallahassee, Florida

October 15, 2020

Chris Spencer, Policy Director  
Office of Policy and Budget  
Executive Office of the Governor  
1603 The Capitol  
Tallahassee, Florida 32399-0001

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

Tim Sadberry, Staff Director  
Senate Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2021-22 Fiscal Year. The internet website address that provides the link to the LBR on the Florida Fiscal Portal is <http://floridafiscalportal.state.fl.us/AgencyList.aspx>. This submission has been approved by me as Executive Director of the Justice Administrative Commission on behalf of all agencies within the Department.

Sincerely,

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

**COMMISSIONERS**

**Diamond R. Litty, Chair**  
*Public Defender, 19<sup>th</sup> Circuit*  
**Kathleen A. Smith**  
*Public Defender, 20<sup>th</sup> Circuit*  
**Brian Haas**  
*State Attorney, 10<sup>th</sup> Circuit*  
**Jack Campbell**  
*State Attorney, 2<sup>nd</sup> Circuit*

WILLIAM "BILL" EDDINS  
STATE ATTORNEY



P.O. Box 12726  
Pensacola, FL 32591  
Telephone: (850) 595-4200  
Website: <http://osa1.org>

OFFICE OF  
**STATE ATTORNEY**  
FIRST JUDICIAL CIRCUIT OF FLORIDA

LEGISLATIVE BUDGET REQUEST

Justice Administration  
Tallahassee, Florida

September 26, 2020

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 Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2022-22 Fiscal Year. This submission has been approved by William Eddins, State Attorney First Judicial Circuit.

Sincerely,

A handwritten signature in blue ink, appearing to read "William Eddins".

William Eddins  
State Attorney





# OFFICE OF THE STATE ATTORNEY

## THIRD JUDICIAL CIRCUIT OF FLORIDA

**David A. Phelps, Acting State Attorney**

*Serving the Counties of Suwannee, Hamilton, Dixie, Lafayette, Taylor,  
Madison and Columbia*

*310 Pine Ave SW  
Live Oak FL. 32064  
(386) 362-2320  
FAX (386) 362-5370*

### LEGISLATIVE BUDGET REQUEST

October 15, 2020

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 Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State Attorney's Office, Third Judicial Circuit 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 2021-22 Fiscal Year. This submission has been approved by me as Acting State Attorney.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Phelps", written over a white background.

David A. Phelps  
Acting State Attorney



# STATE ATTORNEY

ELEVENTH JUDICIAL CIRCUIT OF FLORIDA  
E. R. GRAHAM BUILDING  
1350 N.W. 12TH AVENUE  
MIAMI, FLORIDA 33136-2111

**KATHERINE FERNANDEZ RUNDLE**  
STATE ATTORNEY

TELEPHONE (305) 547-0100

## LEGISLATIVE BUDGET REQUEST FY 2021-2022 October 15, 2020

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 Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the State Attorney, Eleventh Judicial Circuit, 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 2021-22 Fiscal Year. This submission has been approved by Katherine Fernandez Rundle, State Attorney.

Sincerely,

**KATHERINE FERNANDEZ RUNDLE**  
State Attorney

By: \_\_\_\_\_

  
Annette Perez  
Executive Director



# State Attorney

ANDREW H. WARREN  
Thirteenth Judicial Circuit  
419 N. Pierce Street  
Tampa, Florida 33602-4022  
(813) 272-5400

## LEGISLATIVE BUDGET REQUEST

Justice Administration  
Tallahassee, Florida

October 15, 2020

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 Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2021-22 Fiscal Year. This submission has been approved by Gary S. Weisman, Chief of Staff.

Sincerely,

A handwritten signature in blue ink that reads "Gary S. Weisman".

Gary S. Weisman  
Chief of Staff  
Office of the State Attorney, 13<sup>th</sup> Judicial Circuit

Telephone:  
(850) 487-0922

Fax:  
(850) 487-0927



**ROBERT FRIEDMAN**  
CAPITAL COLLATERAL REGIONAL COUNSEL  
NORTHERN REGION

OFFICE OF THE  
**CAPITAL COLLATERAL REGIONAL COUNSEL**  
**NORTHERN REGION**

1004 DeSoto Park Drive  
Tallahassee, FL 32301

LEGISLATIVE BUDGET REQUEST

Capital Collateral Regional Counsel – Northern Region  
Tallahassee, Florida

October 15, 2020

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 Committee on Appropriations  
201 The Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2021-22 Fiscal Year. This submission has been approved by Robert S. Friedman as the Capital Collateral Regional Counsel – Northern Region.

Sincerely,

  
Robert S. Friedman  
Capital Collateral Regional Counsel – North

LAW OFFICE OF THE  
CAPITAL COLLATERAL REGIONAL COUNSEL-SOUTH

State of Florida



Neal A. Dupree  
Capital Collateral Regional Counsel

110 S.E. 6th Street, Suite 701  
Ft. Lauderdale, FL 33301  
(954) 713-1284  
(SC) 453-1284  
FAX (954) 713-1299  
FAX (SC) 453-1299

FY 2021-2022 LEGISLATIVE BUDGET REQUEST

CCRC-South  
Ft. Lauderdale, FL

August 31, 2020

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 Committee on Appropriations  
201 Capitol  
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for CCRC-South is submitted in the format prescribed in the budget instructions. This information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2021-2022 Fiscal Year. This submission has been approved by Neal A. Dupree.

Neal A. Dupree  
CCRC-South





# **Justice Administration**

## **FY 2021-2022 Legislative Budget Request**

### **Department Level Exhibits and Schedules**

**LEGISLATIVE BUDGET REQUEST FY 2021-2022**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, Fourth Judicial Circuit	
Contact Person:	Stephen Siegel	Phone Number: 904-255-2933
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Bernard Albert Kruidbos vs. Melissa Nelson, in her capacity as State Attorney for the Fourth Judicial Circuit.	
Court with Jurisdiction:	Circuit Court, Fourth Judicial Circuit, Duval County	
Case Number:	2013-CA-007407-XXXX-MA	
Summary of the Complaint:	Plaintiff alleges the State Attorney's Office terminated his employment in retaliation for testimony he provided during an evidentiary hearing in a criminal case. The defense subpoenaed Kruidbos to testify at an evidentiary hearing regarding the State Attorney's Office's alleged mishandling of potentially exculpatory evidence found on the victim's cell phone.	
	\$ unspecified	
	Section 112.3187, FS Public Whistleblower Act	
Amount of Claim:		
Specific Statutes or Laws (including GAA) Challenged		Agency Counsel
Status of the Case:	Del Harrison	Office of the Attorney General or
Who is representing (of record) the state in this lawsuit? Check all that apply.		Division of Risk Management
	Alexander, Deganee Barnett	Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).		

**SCHEDULE VII: Agency Litigation Inventory**

Agency:	State Attorney's Office, 13th Circuit		
Contact Person:	Robin Menendez	Phone Number:	813-274-1904
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Olga Lavandeira v. Tampa Police Department, Brian Dugan in his official capacity as Chief of the Tampa Police Department, Thirteenth Judicial Circuit Courthouse, Office of the State Attorney Thirteenth Judicial Circuit, and Andrew H. Warren in his official capacity as State Attorney for the Thirteenth Judicial Circuit		
Court with Jurisdiction:	Hillsborough County		
Case Number:	8:20-cv-169-T-23CPT		
Summary of the Complaint:	Violations of Title II of the Americans With Disabilities Act, Violations of Section 504 of the Rehabilitation Act of 1973		
Amount of Claim:	None Listed		
Specific Statutes or Laws (including GAA) Challenged	42 U.S.C. § 12101, <i>et seq.</i> , and it implementing regulations; 29 U.S.C. § 794		
Status of the Case:	w/Risk Management		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
	Division of Risk Management	Office of the Attorney General or Division of Risk Management	
		Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

**LEGISLATIVE BUDGET REQUEST FY 2021-2022**

<b>SCHEDULE VII: Agency Litigation Inventory</b>		
Agency:	State Attorney's Office, 14th Judicial Circuit	
Contact Person:	Laurie Hughes, Executive Dir.	Phone Number: 850-872-4473
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Gloria Anderson v. Glenn Hess, in his official capacity as State Attorney, 14th Judicial Circuit	
Court with Jurisdiction:	Circuit Court of the 14th Judicial Circuit, Bay County, Florida	
Case Number:	20-CA-001268	
Summary of the Complaint:	Public Whistleblower Retaliation	
Amount of Claim:	In excess of \$30,000	
Specific Statutes or Laws (including GAA) Challenged		
Status of the Case:	Pending	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	Risk Management	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Not a class action.	

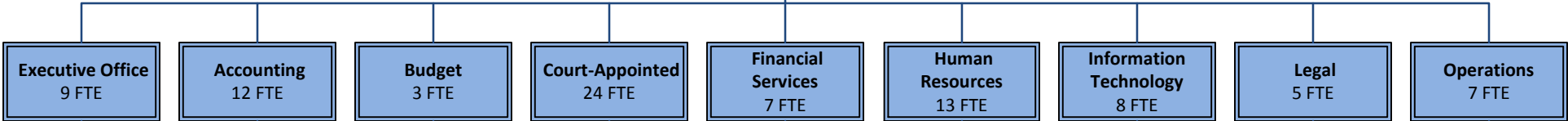
# JUSTICE ADMINISTRATIVE COMMISSION

Effective July 1, 2020



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

**Executive Director**



Serves as the main point of contact for the officials of the Judicial-Related Offices (JROs) and other state agencies and associations. Oversees and communicates the efforts and activities of JAC's eight sections. Serves as JAC's lobbyist before Legislative and Executive branches. Responds to public records requests. Conducts periodic meetings with the Commission, keeping them informed of administrative issues facing the JAC. Implements special functions directed by the Legislature. Publishes and distributes mission-related newsletters.

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

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

Contracts with private court-appointed and indigent for costs attorneys and associated due process vendors, representing indigent persons. Provides compliance and financial review of billings for services. Responds to billing and procedural inquiries.

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

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

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

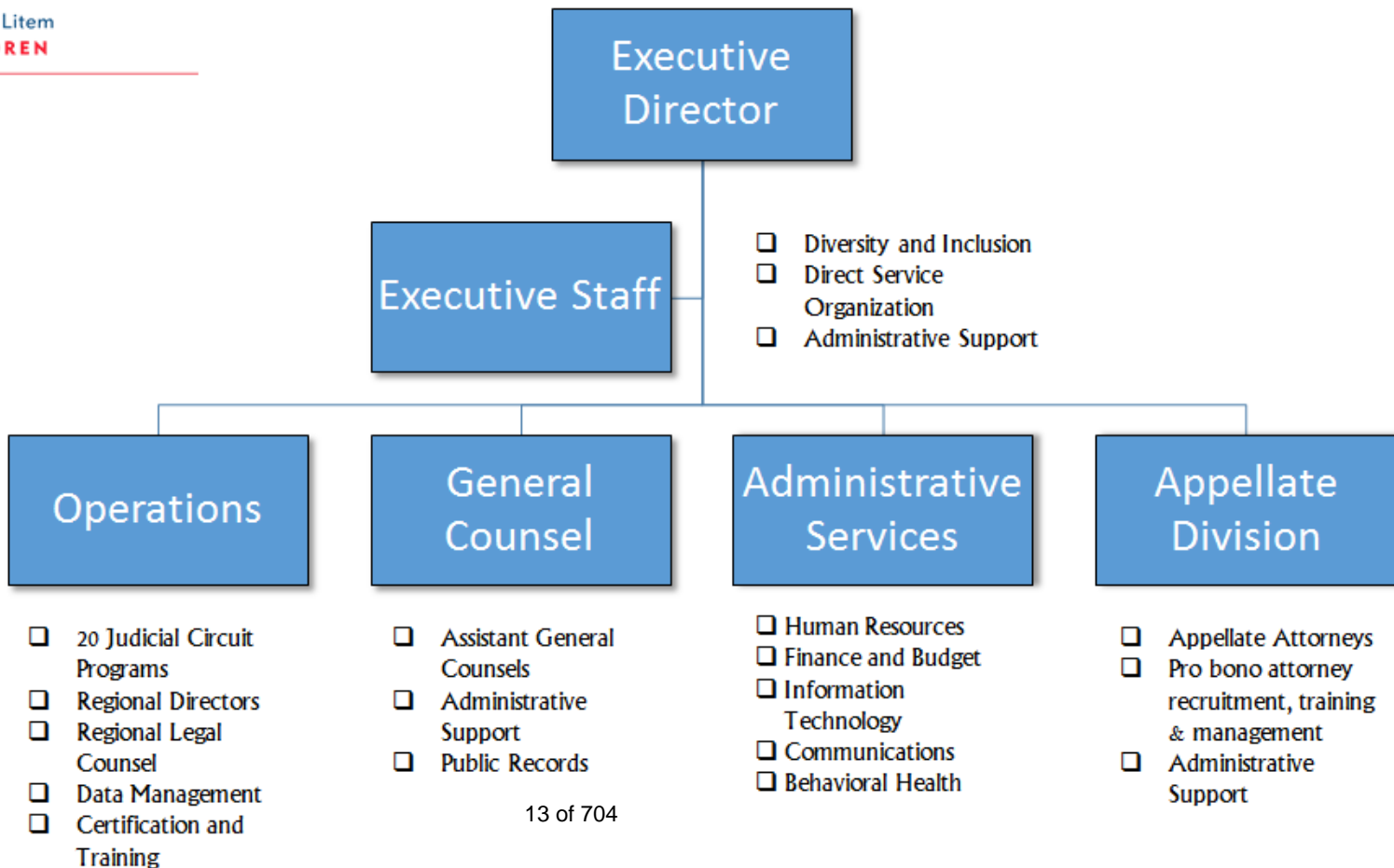
Provides legal expertise to the Commission, Executive Director, and the agency. Audits complex billings such as capital death and capital collateral attorney fee billings. Represents the Commission in court proceedings.

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





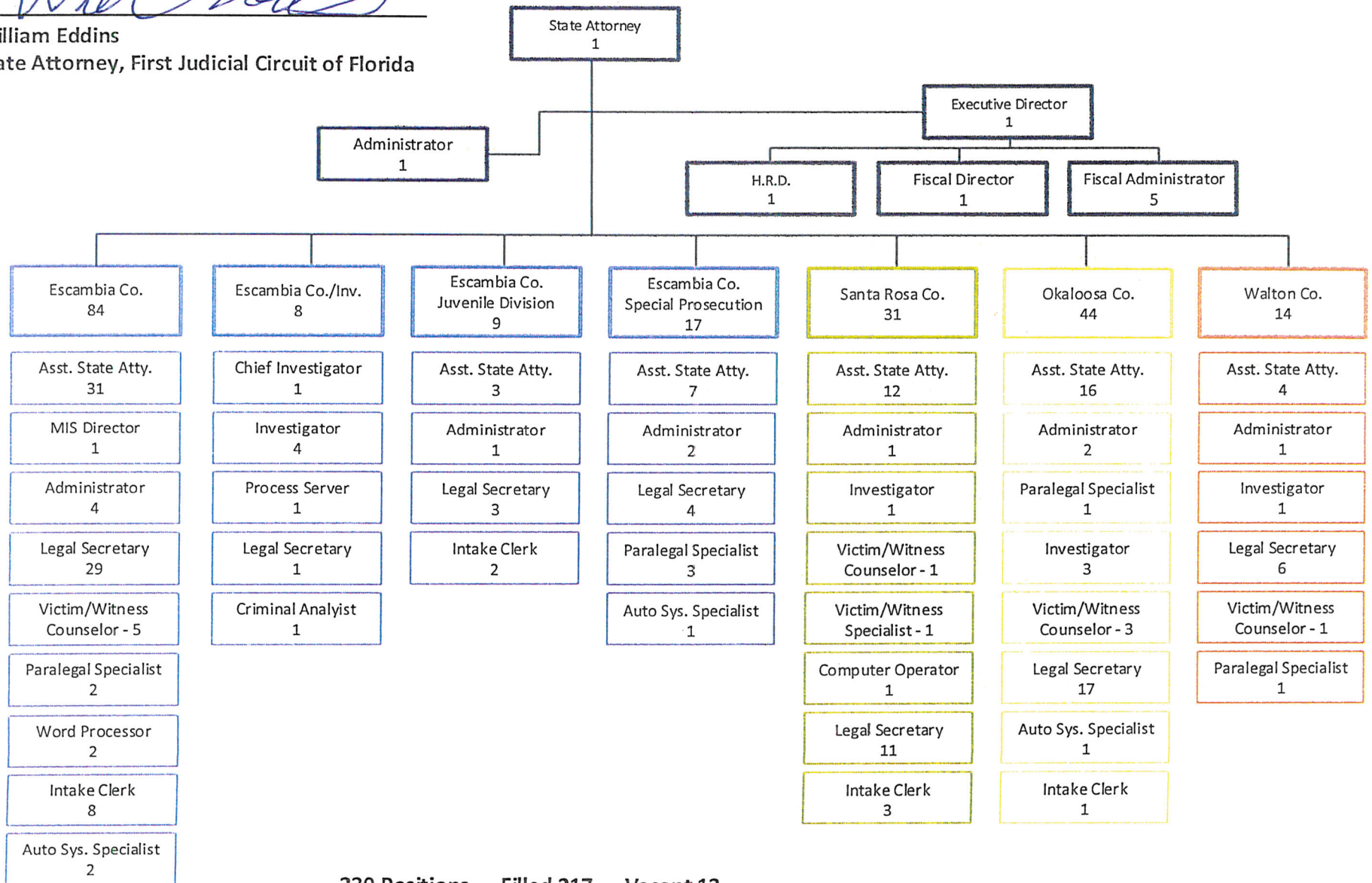
# Florida Statewide Guardian ad Litem Office





William Eddins  
State Attorney, First Judicial Circuit of Florida

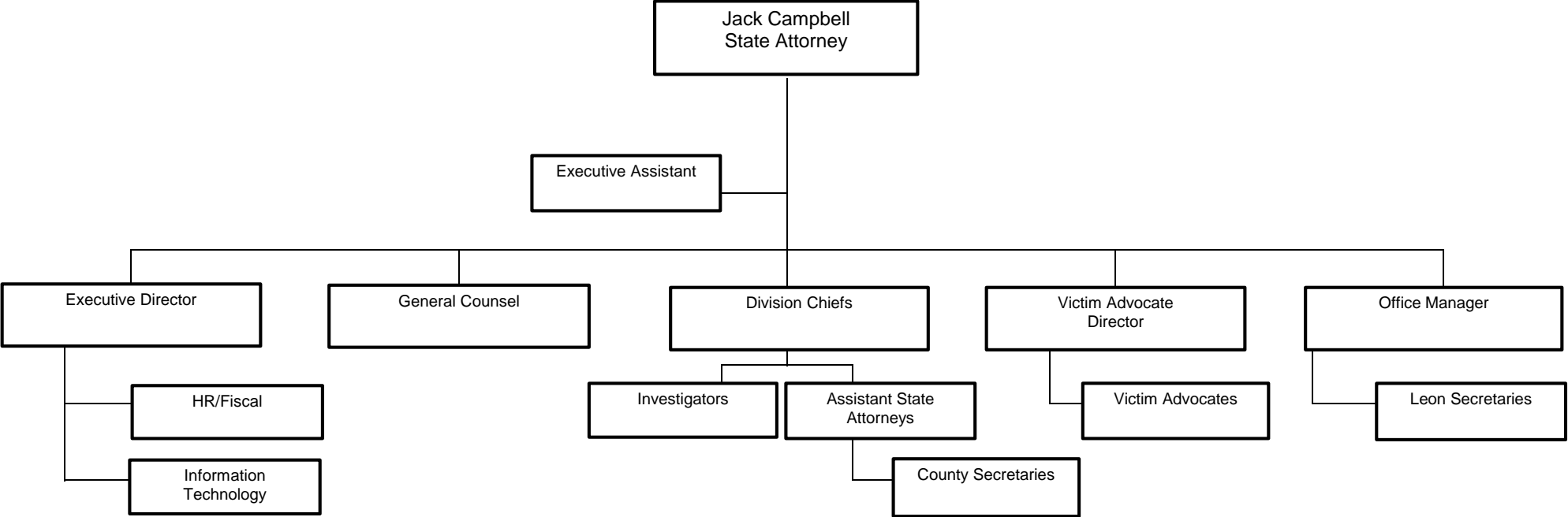
Organizational Chart  
July 1, 2020



**230 Positions Filled 217 Vacant 13**

Note: Position counts reflect filled and vacant positions as assigned to county locations as of July 1, 2020

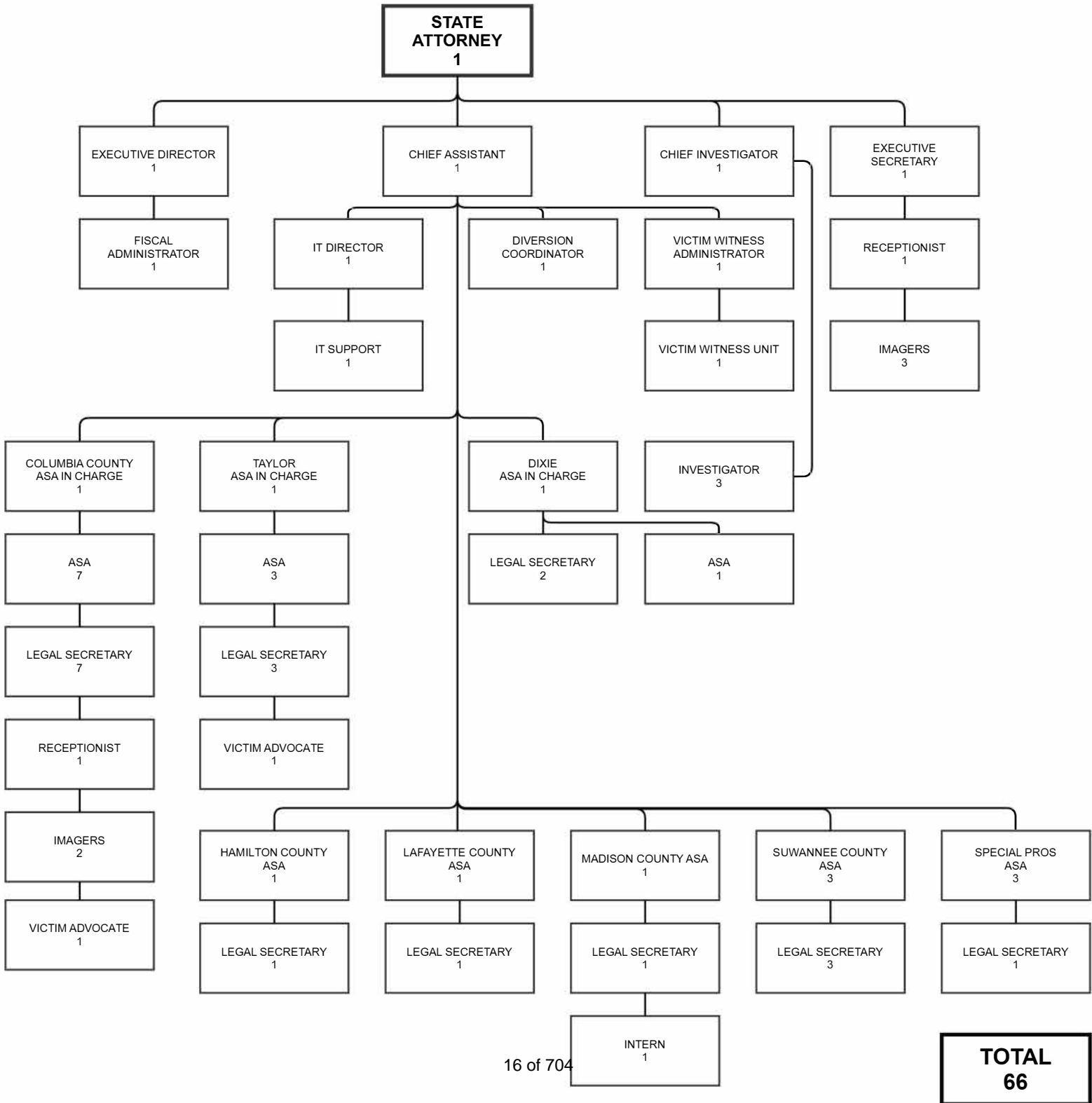
**Organizational Chart  
Office of the State Attorney  
Second Judicial Circuit  
As of July 1, 2020**



# ORGANIZATIONAL CHART OFFICE OF THE STATE ATTORNEY THIRD JUDICIAL CIRCUIT

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

JULY 1, 2020



**TOTAL  
66**

### State Attorney Melissa Nelson

Executive Assistant  
Cindy Cribbs

### CONVICTION INTEGRITY REVIEW

Shelley Thibodeau  
Investigator Tom Brady

### Chief Assistant L. E. Hutton

Executive Assistant  
Miriam Nelson

### OPERATIONS

#### First Assistant Steve Siegel

Executive Assistant  
Ariana Menendez

#### LEAD PARALEGAL

Brian Hughes

#### LEAD VICTIM ADVOCATE

Carl Harms

#### LEAD UNIT SUPERVISOR

Donna Cornellier

### RECRUITMENT and WORKFORCE DEVELOPMENT

Director Lisa Page

### SMART JUSTICE

Coordinator Coral Messina

### LEGAL

Director Sheila Loizos

### HUMAN RESOURCES

### BUSINESS OFFICE

### COMMUNICATIONS/PUBLIC RELATIONS

### COMMUNITY ENGAGEMENT

### TRIAL SUPPORT SERVICES

### INFORMATION TECHNOLOGY

### CIRCUIT COURT

#### Director Lara Mattina

**CR-A Anderson**  
Jonathan Sacks

Doug Baer  
Katie Borello  
Alex Fischer

Investigator Rob Rose

**CR-B Feltel**  
Coreylyn Brown

Laura Dadowski  
Annie Maguire  
Max Wesemann

Investigator Charlie Welch

**CR-C Charbula**  
Korey Milo

Hobbs Crockett  
Catie Messinger  
Matt Silverstein

Investigator Christi Petrie

**CR-D Borello**  
Garrett Hill

Sabrina Marcos

Investigator Bubba Eminisor

**CR-E Salvador**  
Stacie French

Brittany Johnson

Investigator Alan Harville

**CR-G Horkan**  
Theresa Simak

Veronica Brown  
Marcus Isom

Investigator Keith Nazworth

**CR-H Aho**  
Lori Carr

Asa Johnston

Investigator Sammy Rodriguez

**CR-I Salem**  
Rich Giglio

Jackie Blair  
Brittany Joyner  
Victoria Welch

Investigator John Sheppard

### HOMICIDE/VIOLENT CRIME

Director Alan Mizrahi  
Director Dan Skinner

Investigators  
Tim Reddish TC O'Steen

### TARGETED PROSECUTION

Director Mark Caliel  
Gun Crime and Violent Offenders (Reactive)

Director Matt O'Keefe  
Organized Crime and Gang (Proactive)

Division Chief  
Chris Huband

Leah Hogg (Proactive) Tom Mangan (Proactive)  
Chyna Makarowski (Reactive - CR-A) Christina Stifler (Reactive - CR-B, CR-H)  
Will Grauel (Reactive - CR-C) Trey Atkinson (Reactive - (CR-D, CR-E)  
Lauren Randall (Reactive) Lauren Anderson (Reactive - CR-I)  
Erin Wolfson (Reactive - CR-G)

Investigators  
Dave Bisplinghoff J.J. Thurne Tim Reddish

### SPECIAL VICTIMS

Director Adair Newman  
Division Chief Khary Gaynor

Senior Domestic Lawyer Terence Martin  
Elizabeth Beck Brooke Gasson Lindsay Michael  
Joel Cooper Jessica Hensley Kelli Shobe  
Rachel England Kristen Liesch

Senior SVU Attorney/Training Coordinator Anna Hixon  
Risk Protection Coordinator Rachel Algee  
Lawfully Owed DNA Coordinator Cate Waugh  
Sexual Assault Kit Initiative Grant Jimmy Ryce

Investigators  
Dennis Fuentes David Humphrey Robin Waters

### SPECIAL PROSECUTION

Director Cyrus Zomorodian  
Deputy Director Joe Licandro

White Collar

David Johnston  
Mai Tran  
Alex Weaver

Human Rights  
Division Chief  
Octavius Holliday

Investigators  
Tommy McKenzie Richard Trew Tim Adams

### CLAY COUNTY

Director Pam Hazel  
Division Chiefs  
Jason Kelly Ashley Terry

Sandra Brose  
Jamie Cona  
Hector Murcia Bustos  
Ernie Dukes

Johnna Lessard  
Shirtrina Roberts

Investigators  
Sam Balaguer Colin Markey

### NASSAU COUNTY

Deputy Director  
Donna Thurson  
Division Chief  
Beverly Collins

Sarah Bell  
Jackie Hutchins  
Laura Rosenthal  
Starleigh Smith

Investigator  
Rex Rudisill

### JUVENILE

Director  
Laura Lambert

Division Chief  
Vanessa Wheeler-Sanchez

Jack Moran  
Jesse Nardy  
Kelly Swaney

Investigators

Juvenile Diversion  
Director Alan Louder

### COUNTY COURT/TRAFFIC HOMICIDE

Director  
John Kalinowski  
Division Chiefs

Katelyn Johnston LaTasha Campbell

Division A - Ferguson  
Division B - Arias Gabe Roberts  
Division C - Bateh Sarah Usman  
Division D - Perry Ashleigh Brooks  
Division E - Moran  
Division F - Ruth  
Division G - Mitchell  
Division H - Eckley-Moulder Kimano Edwards  
Division I - Drake Sarah Purpura  
Division J - Derke  
Division K - Sadler Samantha Mizeras  
Division L - Kalil John Weedon  
Division M - Floyd Abbie Francis  
Division N - Flower Bianca Feazell  
Division O - Higbee Dora McClain  
Division P - Kite Carly Hazelip  
Division Q - Hudson

Investigator  
Mike Smith

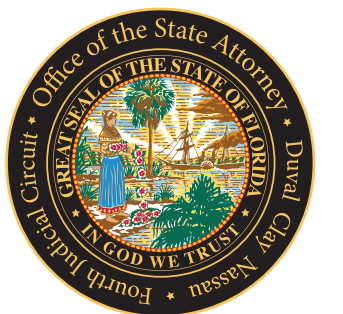
### ATTORNEY DEVELOPMENT & SELECT PROSECUTIONS

Director

### INVESTIGATIVE STAFF

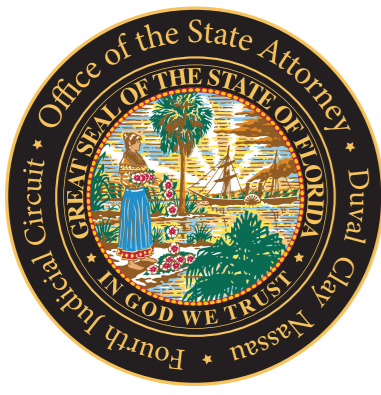
Chief Investigator  
Tim Quick

Asst. Chief Investigator  
Tim Reddish



OFFICE OF THE  
STATE ATTORNEY  
FOURTH JUDICIAL CIRCUIT





**OFFICE OF THE STATE ATTORNEY  
FOURTH JUDICIAL CIRCUIT**

**State Attorney  
Melissa Nelson**

\*Support Staff Assignments 7/1/20

**Chief Assistant  
L. E. Hutton**

**EXECUTIVE SUPPORT STAFF**

**Executive Assistants**  
Cindy Cribbs Ariana Menendez Miriam Nelson  
**Systems Analyst**  
Kristen Benedini Avinash Namilla

**INTERNAL OPERATIONS**

**First Assistant Steve Siegel  
Director Lisa Page  
Lead Unit Supervisor Donna Cornellier**

**CIRCUIT COURT STAFF**

**CR-A Legal Assistant**  
Robbie Cox  
**Paralegal**  
Royeller Joy  
**CR-B Legal Assistant**  
Stevee Mullins  
**Paralegal**  
**CR-C Legal Assistant**  
Monika Ragsdale  
**Paralegal**  
**CR-E Legal Assistant**  
Robin Wallace  
**Paralegal**  
Royeller Joy  
**CR-H Legal Assistant**  
Latoya Nelson  
**Paralegal**  
Diogo Quirino  
**Filing**  
Stephenie Beasley  
**CR-D Legal Assistant**  
Theresa Miller  
**Paralegal**  
Diogo Quirino  
**CR-G Legal Assistant**  
**Paralegal**  
**CR-I Legal Assistant**  
Teresa Lewis  
**Paralegal**  
Barbara Rothermel  
**Victim Advocate**  
Jeanette Lee

**CIRCUIT LINE/  
HMC LEGAL ASSISTANT**

**Teresa Lewis**  
Robbie Cox  
Stevee Mullins  
Theresa Miller  
LaToya Nelson  
Monika Ragsdale  
Robin Wallace

**HOMICIDE/VIOLENT  
CRIME STAFF**

**Legal Assistants**  
Angie Judah  
Devin Lybrand  
**Victim Advocates**  
Alexa Allchin  
Carl Harms  
**Paralegals**  
Barbarajo Foote Brian Hughes  
Robbie Zukauskas

**SPECIAL PROSECUTION STAFF**

**Supervisor** Toni Binder-Glase  
**Administrator** Teresa Lewis  
**Secretary** Jodi Griffin  
**Prosecution Support Specialist**  
Devin Lybrand  
**Legal Assistants**  
Angie Bastian Joe Farris Patsy Meeks  
Stevee Mullins Dori Stone  
**Paralegals**  
Sherika Carter Chris Cooper Debbie Chastain  
Barbara Chessman-Foote Brian Hughes  
Royeller Joy Lisa Lary Ronterious Williams  
**Victim Advocate**  
Carl Harms Jeanette Lee Nick May  
Dina Sadeq Samantha Youel

**FELONY INTAKE/FILING**

**Becky Hurtado Donna Cornellier**  
**CGIC - Alicia Cabrera-Thomas**  
**Felony Intake**  
Lindsey Alves  
Sheryl Blalock  
Pamela Green  
Kelli Morrison  
Samantha Norment  
Crystal Shea  
Cynthia Wilbur  
**Mail Room/  
File Control**  
James Edwards  
Keith Jordan II  
Lawrence Sneed  
Jermaine Whittle  
**Depo Room**  
Sabrina Belton  
**Felony Filing Div**  
Allison Joiner  
**NCIC**  
Valorei Miller

**CONVICTION INTEGRITY REVIEW**

**Legal Assistant** Deshonna Buchanan

**TARGETED PROSECUTION STAFF**

**Legal Assistant** Joyce Bennett  
**Paralegal** Shirley Cunningham  
**Victim Advocate** Ronshita Johnson

**CLAY COUNTY STAFF**

**Sarah Forbess**  
**Receptionist** Ashley Braden-Lavenderos  
**Secretaries**  
Karen Daughtry Carol Hughes  
**Legal Assistants**  
Lynne Camera Desiree Colon  
Teresa Covert Susan Worley  
**Program Coordinators**  
Rudy Polach Angela Sheppard  
**Clerks**  
Trish Hamilton Joanna Long  
Susan Worley  
**File Control** Zachary Webber  
**Paralegal**  
**Victim Advocate**  
Claudia de Curnou  
Mackenzie Masters

**LEGAL DIVISION STAFF**

**Unit/Training Supervisors**  
**Toni Binder-Glase Stacy Dale**  
**Baker Acts/Forfeitures** Vacant  
**Appeals/Extradition**  
**Sealing/Expunging** Renee Jones  
Natasha Andino Malika Harris

**JUVENILE STAFF**

**Unit/Training Supervisor**  
**Lisa Foreman**  
**Legal Assistants**  
Joseph Farris Andrea Ward  
**Court Secretaries**  
Ebony Hurley Aisha Smith  
**Filing Secretary** Angelique Kelly  
**Intake Clerk** Terri Pollard  
**Paralegals**  
Haley Branscome  
**Victim Advocate**

**NASSAU COUNTY STAFF**

**Dawn Carter**  
**Receptionists** Amanda Parker  
**Legal Assistants**  
Elizabeth Anderson Anita Nissen Sherri Shutt  
**Intake Clerk**  
Rhonda Farnham  
**Paralegal**  
Cindy Deger  
**Pros Support Specialist**  
Zandra Hooper  
**Victim Advocate**  
Renaee Lewin

**COUNTY COURT STAFF**

**Unit Supervisor Hope Kavalow**  
**County Court Secretaries**  
Melanie Carter Gina Hanning Rebecca Rivers  
Deanna Cagle Milka Harris Sarah Samo  
Dee Daily Alexis Hunte Lucille Teyon  
Angela Elias Jareh Kelly Brenae Thomas  
Amanda Gladden Raquel Mpamugo Tatiana Weaver  
Porsha Glover Melanie Woodard  
**Legal Assistants**  
Latoya Nelson Madison Tomlinson  
**Receptionist** Teresa Matthews  
**Director/DC Secretary** Jareh Kelly  
**Information Filing** Malori Crowder  
**Keys2Drive**  
**Paralegals** Laura Bottin  
Mary Fenhoff  
**Victim Advocates** Natoya Clark  
Dina Sadeq  
**MFD/911  
Report Desk**

**PUBLIC RECORDS**

**Administrator**  
**Miriam Nelson**  
**Clerks**  
Erin Turner Vivien Young  
**Legal Assistants**  
Ashley Bartuccelli  
Neresa Posey

**INVESTIGATIVE SUPP.**

- Inmate Area  
- JSO Prop Rm  
James Eminisor - Subpoenas  
Samuel Rodriguez - Subpoenas  
- Analyst

**JUVENILE DIVERSION STAFF**

**Director Alan Louder**  
**Case Manager**  
Trey Davis  
Casandra Clark-Murray  
**Support Specialist**  
Ivan Hicks  
**Legal Assistant**  
Kelly Williams

**BUSINESS OFFICE STAFF**

**Fiscal Director** Nike Campbell-Fatoki  
**Accounts Payable** Karen Eakin  
**Travel/Purchasing** Stacey Randolph  
**Court Reporting** Stacey Randolph  
**Program Analyst** Yecenia Mejia  
Amy Sanderson  
**Supplies/Maintenance** Ben Dulaj  
**Grants Manager** Lisa Williams  
**Clerk** Victoria Benjamin

**HUMAN RESOURCES**

**Human Resources Director** Debra Canada  
**Human Resources** Joyce Ridner

**INFORMATION SERVICES**

**STAC Administrator Kim Baggett**  
**STAC Administration**  
Deenee Logston Judy Vaughan  
**Incoming e-Service** Shirley Mills  
**Media Room** Marcus Bodenschatz  
Cathy Stevenson  
**Network Accesses** Darlene Drury  
**Secretary** Ollie Bowden

**MISDEMEANOR FILING DIV**

**Unit Supervisor Shannon Gibbs**  
**Misdemeanor Filing Div.**  
Beth Cray  
Mackenzie Heavener  
Delores Hawkins  
Heather Lind  
Tiffany Mitchell  
Hanne Pederson  
Tiffany Reid  
Brad Sontag  
Kierra Steele  
Rebecca Weiss

**TRIAL SUPPORT SERVICES**

James McMillan

**FRONT DESK/  
ADULT DIVERSION PROGRAM**

**Stacy Dale**  
**Front Desk**  
Leno Modelo  
Valery Sutton  
**Secretaries**  
Delores Hawkins  
**Diversion Program  
Supervisor Corelyn Brown**  
Albina Gjeci Michael Hrin Steve Sprunt

**COMMUNICATIONS/  
PUBLIC RELATIONS**

**Communications Director** David Chapman

**VICTIM ADVOCATE STAFF**

Alexa Allchin  
Natoya Clark  
Francis Collins  
Claudia deCurnou  
Carl Harms - Lead  
Zina Jiad  
Kristen Knecht  
Jeanette Lee  
Renaee Lewin  
Mackenzie Masters  
Nicholas May  
Takeisha Rice  
Dina Sadeq  
Brandy Stronko  
Samantha Youel

**COMMUNITY ENGAGEMENT**

**Community Engagement  
Coordinator** Linzee Ott  
**Community Prosecution  
Coordinator** Brian Jefferson

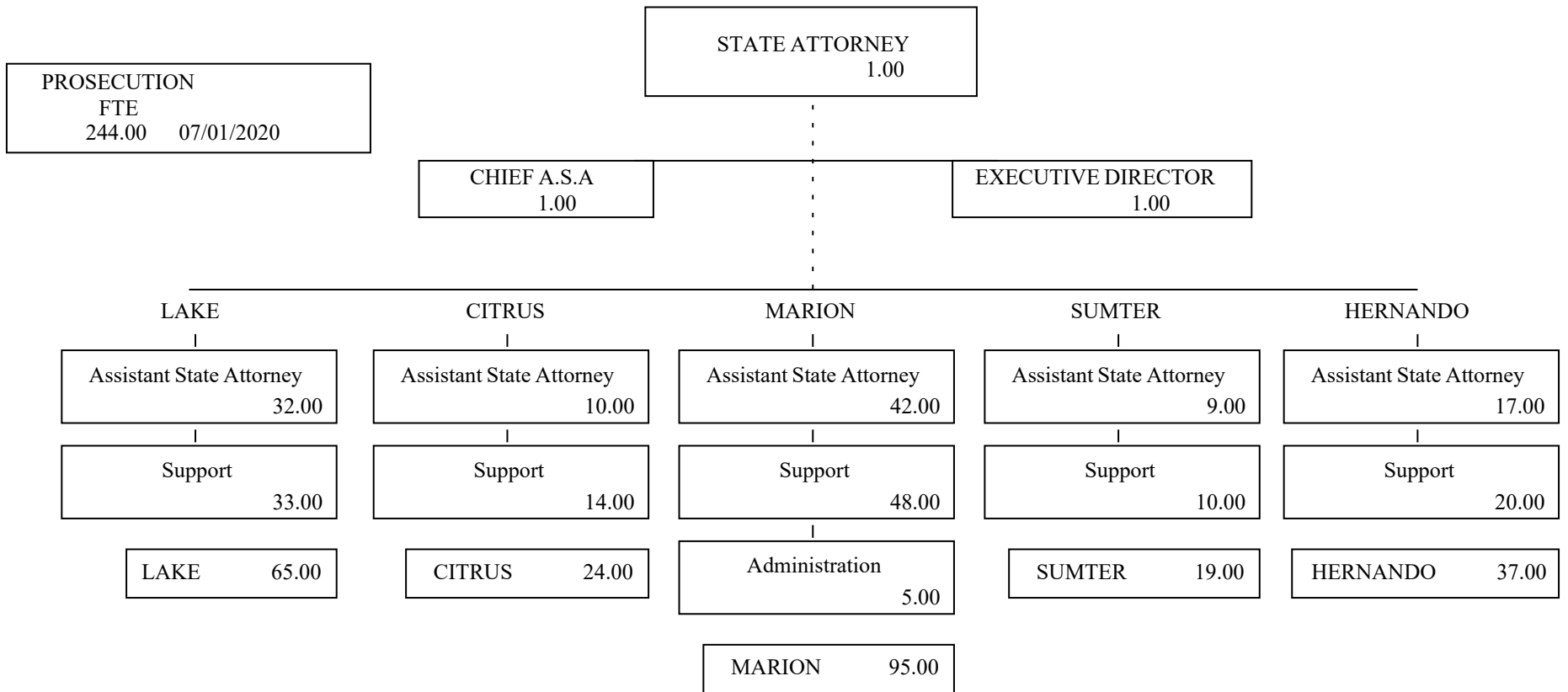
**INFORMATION TECHNOLOGY**

**Director** Chris King

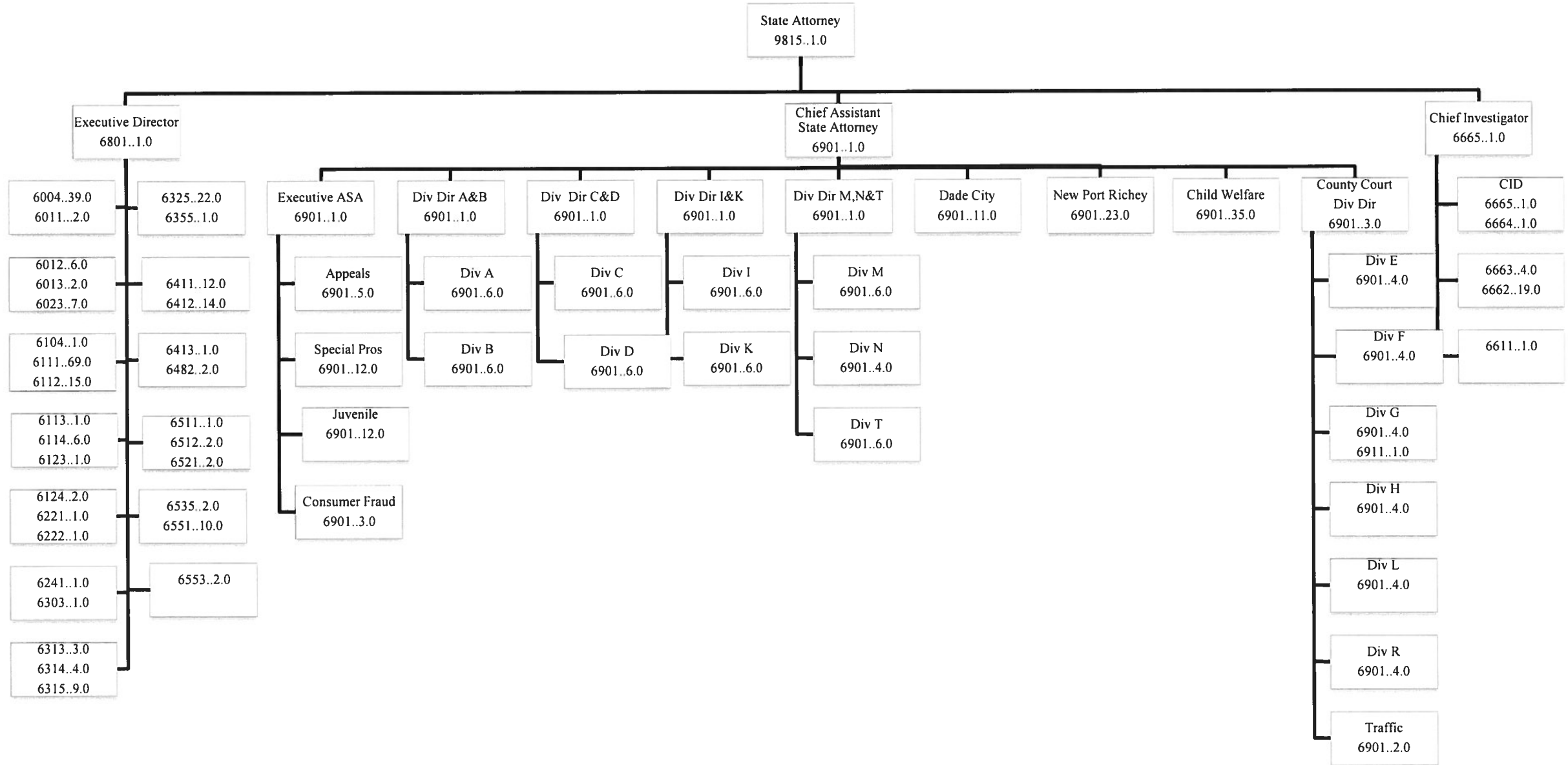
**PARALEGAL STAFF**

Laura Bottin  
Lauren Carr  
Sherika Carter  
Debbie Chastain  
Chris Cooper  
Shirley Cunningham  
Cindy Deger  
Mary Fenhoff  
Barbarajo Chessman Foote  
Brian Hughes - Lead  
Ronshita Johnson  
Royeller Joy  
Lisa Lary  
Jennette Moody  
- Courthouse Office  
Diogo Quirino  
Susan Reinhardt  
Nicole Soto  
Ronterious Williams  
Robbie Zukauskas

STATE ATTORNEY'S OFFICE, 5th JUDICIAL CIRCUIT

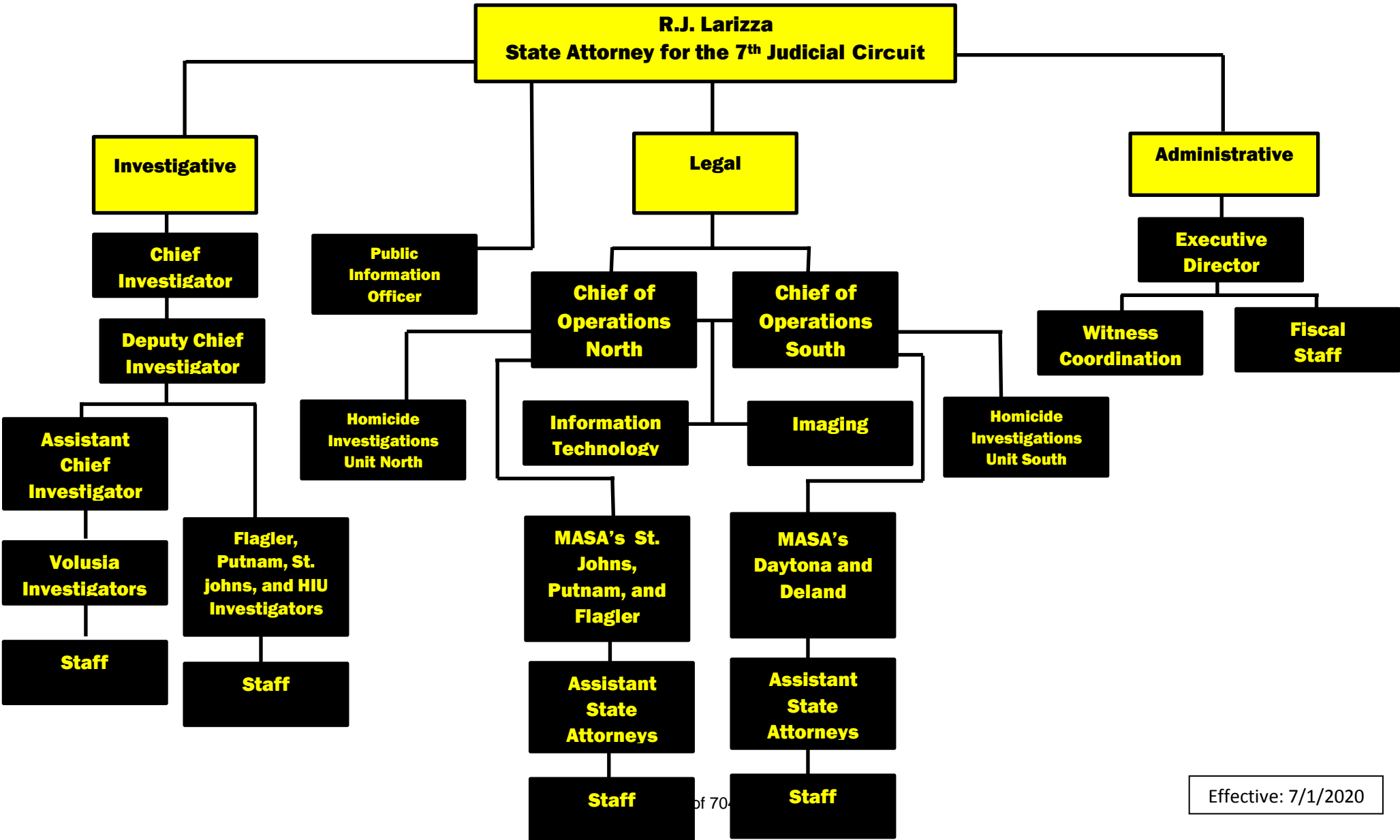


**Schedule X**  
**Organizational Structure**  
**Office of the State Attorney - Sixth Judicial Circuit**  
**Effective July 1, 2020**



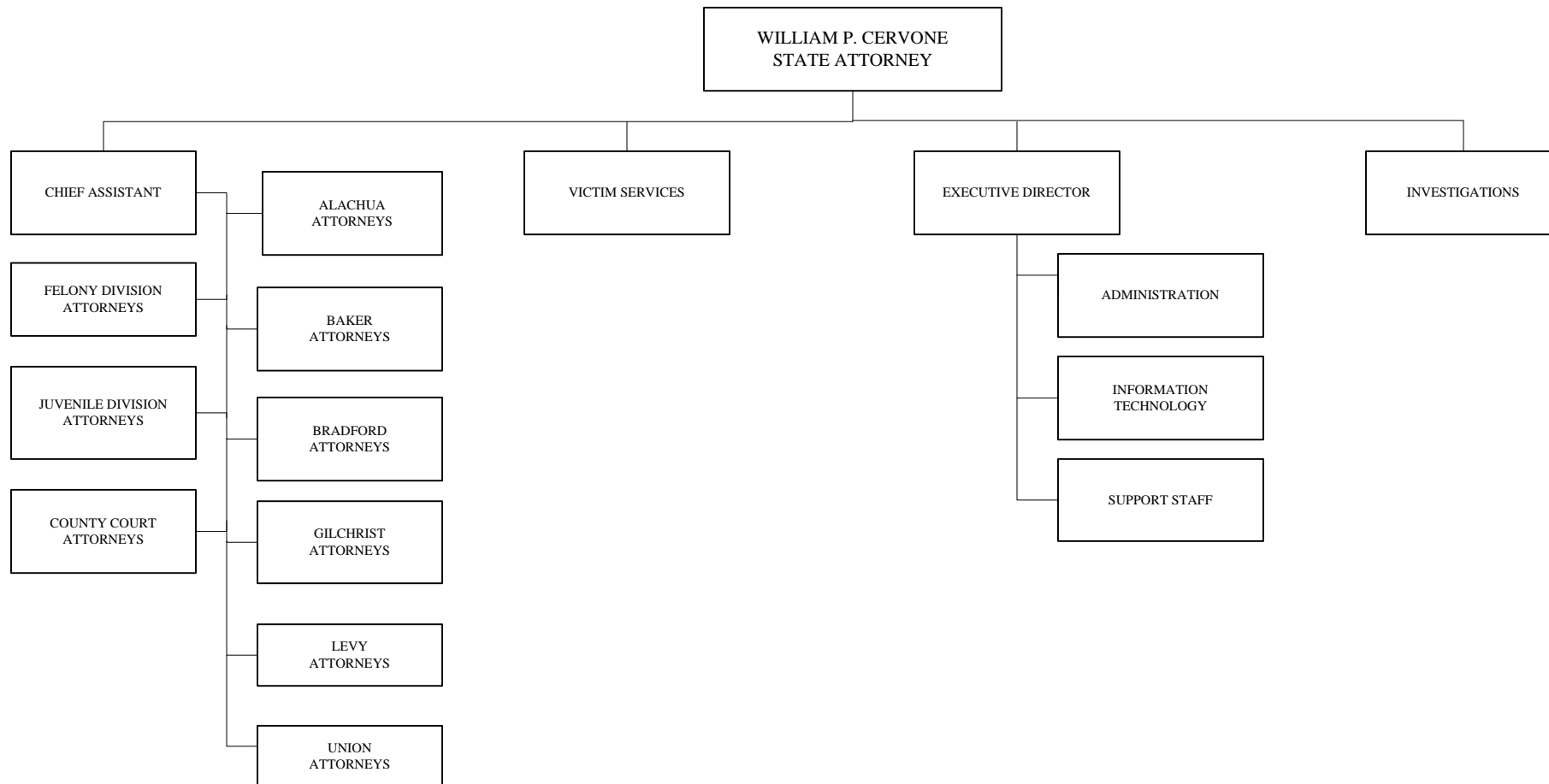


# Seventh Circuit State Attorney's Office Organizational Chart



Effective: 7/1/2020

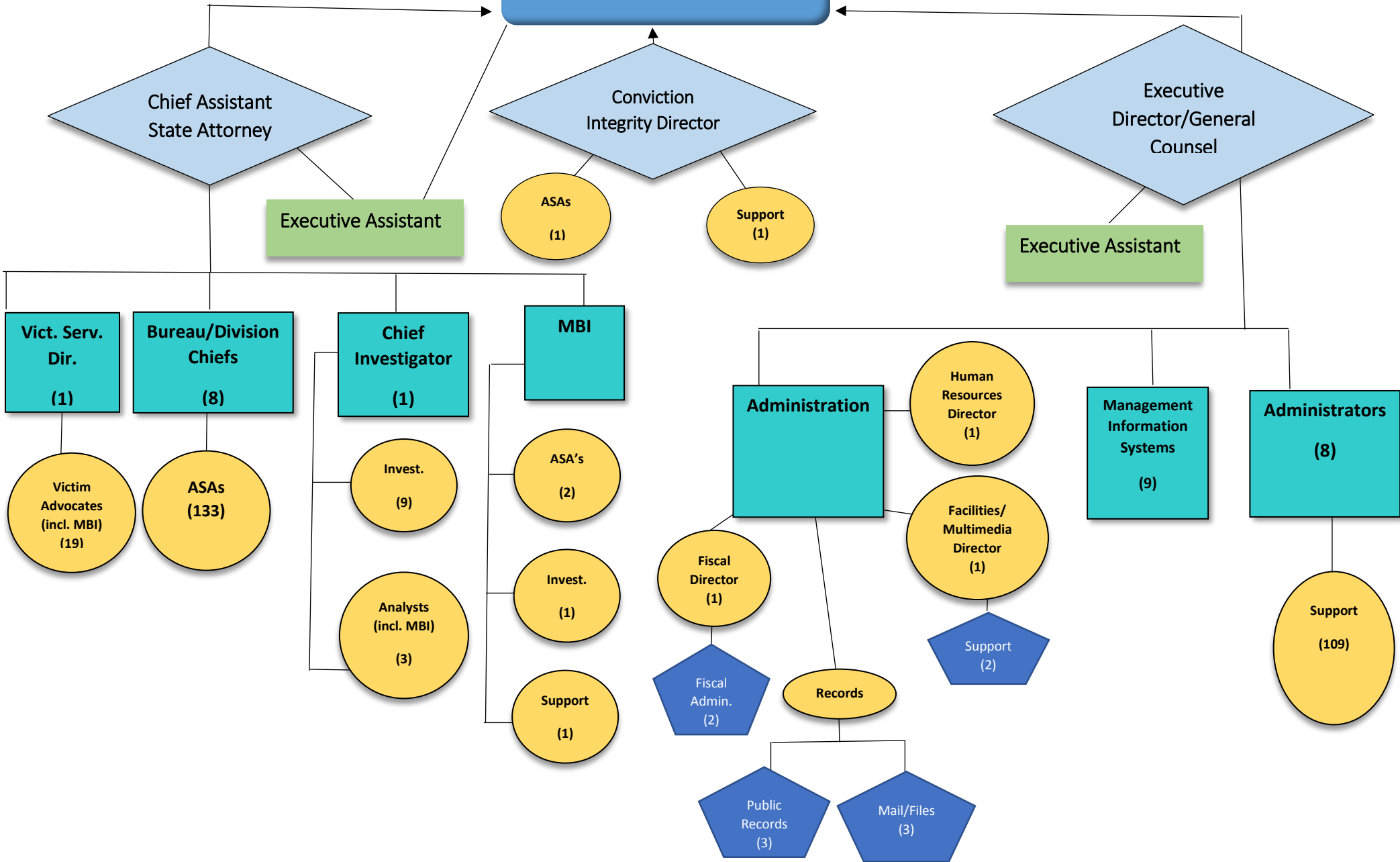
WILLIAM P. CERVONE  
STATE ATTORNEY  
ORGANIZATIONAL FLOW CHART





# Office of the State Attorney Ninth Judicial Circuit

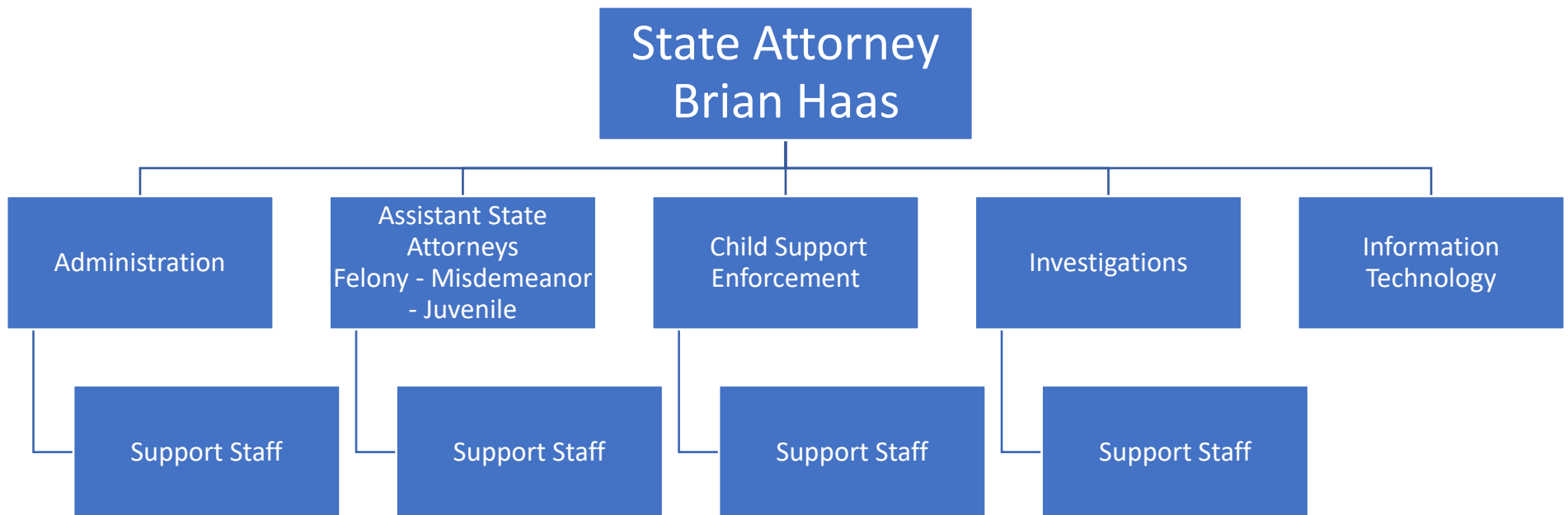
ARAMIS D. AYALA  
STATE ATTORNEY



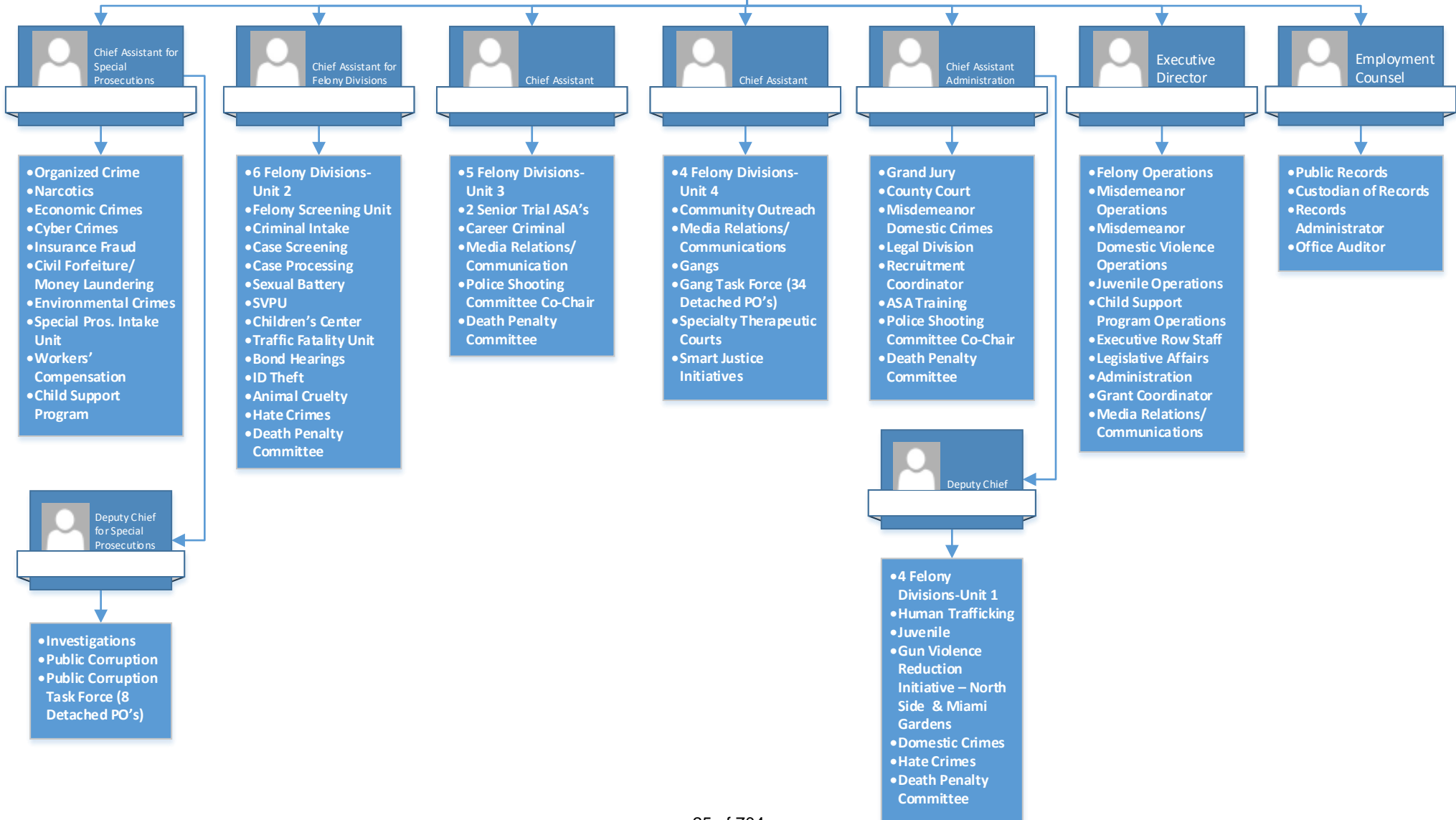
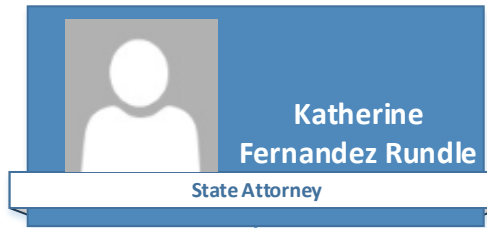
TOTAL FTE: 325

EFFECTIVE 07/01/2020

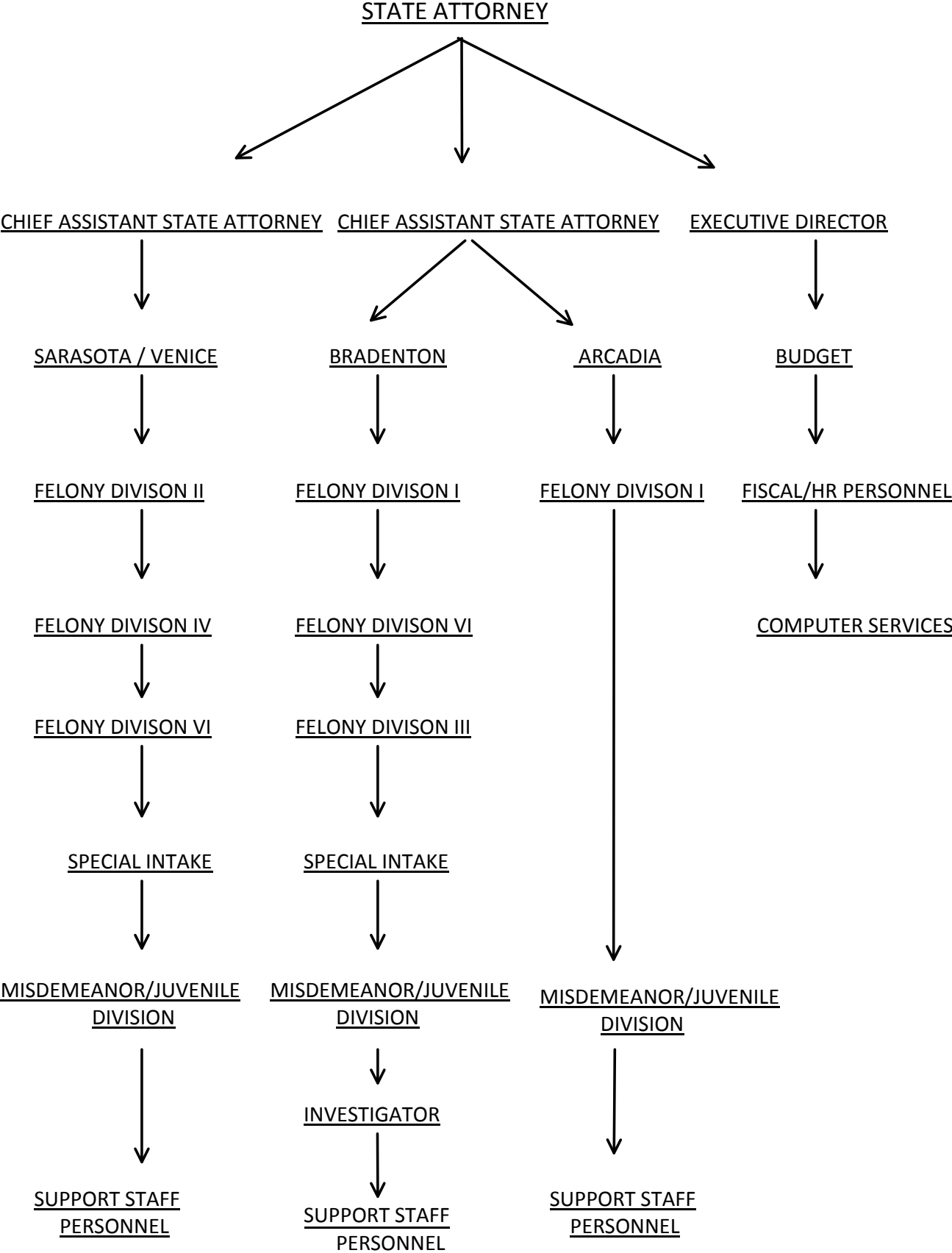
# Office of the State Attorney 10<sup>th</sup> Judicial Circuit Organization Chart July 1, 2020



# Office of the State Attorney Katherine Fernandez Rundle



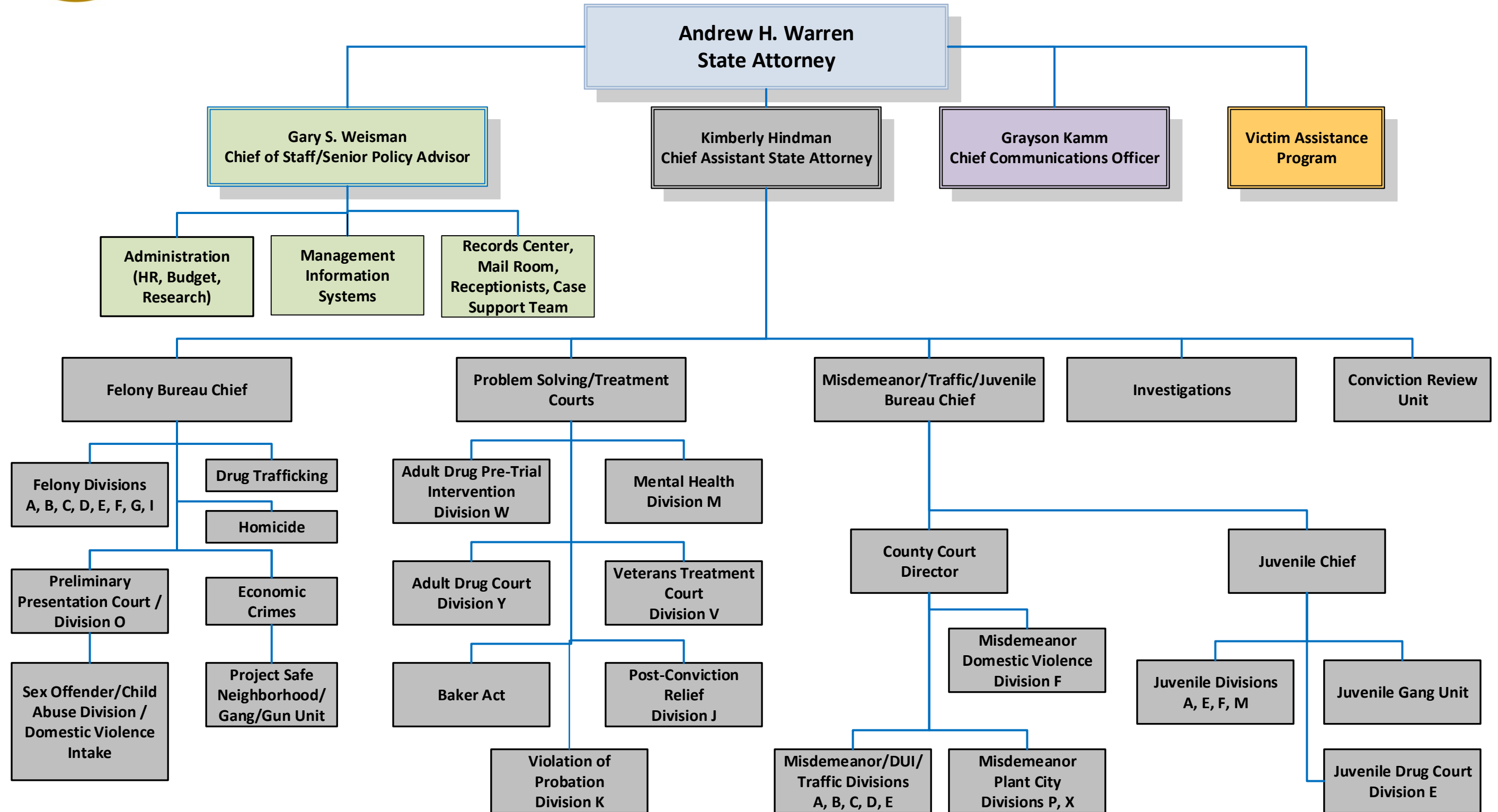
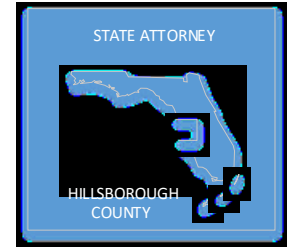
OFFICE OF THE STATE ATTORNEY -TWELFTH JUDICIAL CIRCUIT



Effective 07-01-20

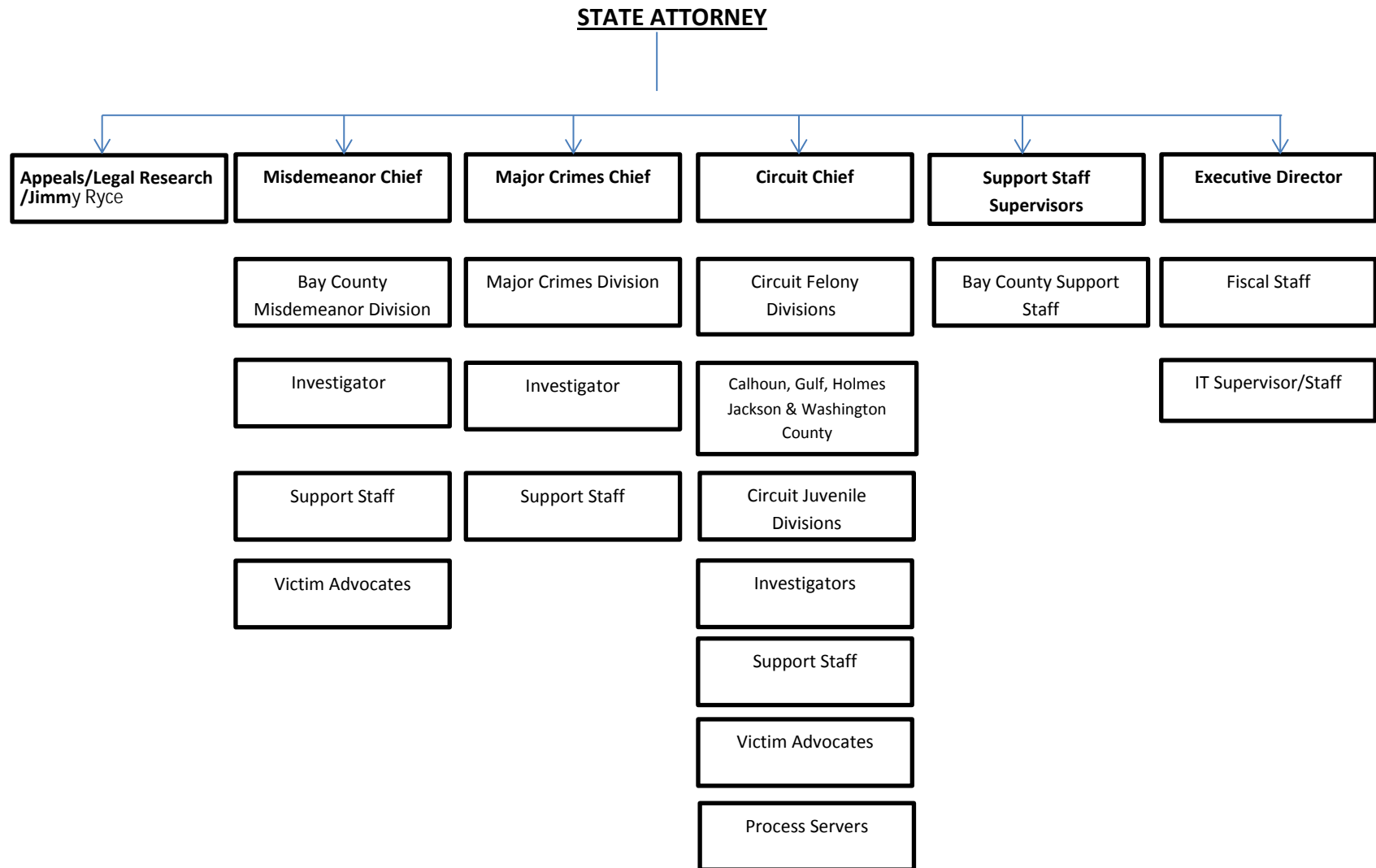


# OFFICE OF THE STATE ATTORNEY THIRTEENTH JUDICIAL CIRCUIT HILLSBOROUGH COUNTY, FLORIDA ORGANIZATIONAL CHART



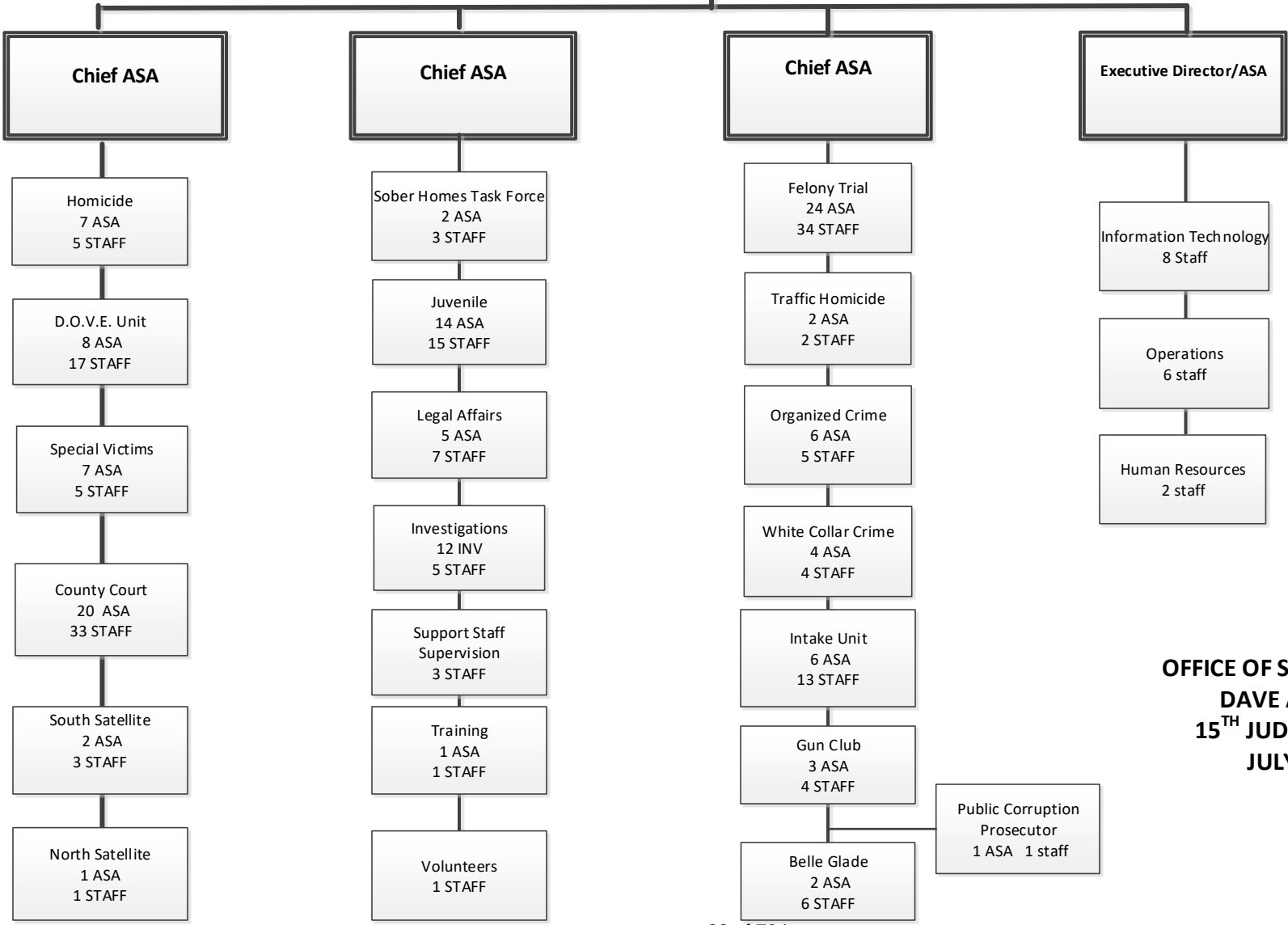
Organization Chart: July 1, 2020

**OFFICE OF THE STATE ATTORNEY – FOURTEENTH JUDICIAL CIRCUIT**



**State Attorney  
Dave Aronberg**  
1 STAFF

Executive Assistant  
1 STAFF

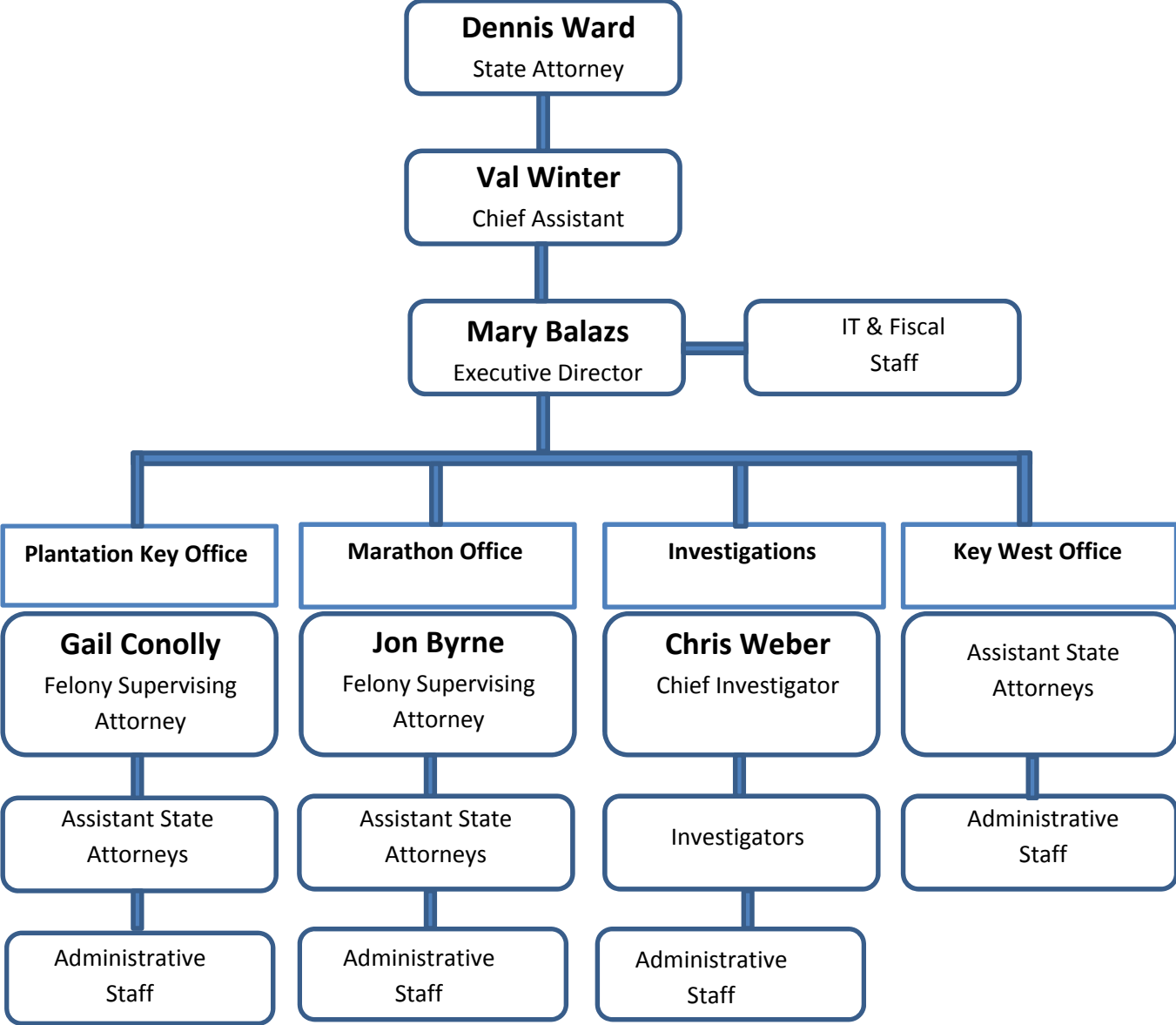


**OFFICE OF STATE ATTORNEY  
DAVE ARONBERG  
15<sup>TH</sup> JUDICIAL CIRCUIT  
JULY 1, 2020**



**State Attorney, Sixteenth Judicial Circuit**

Effective: July 1<sup>st</sup>, 2020

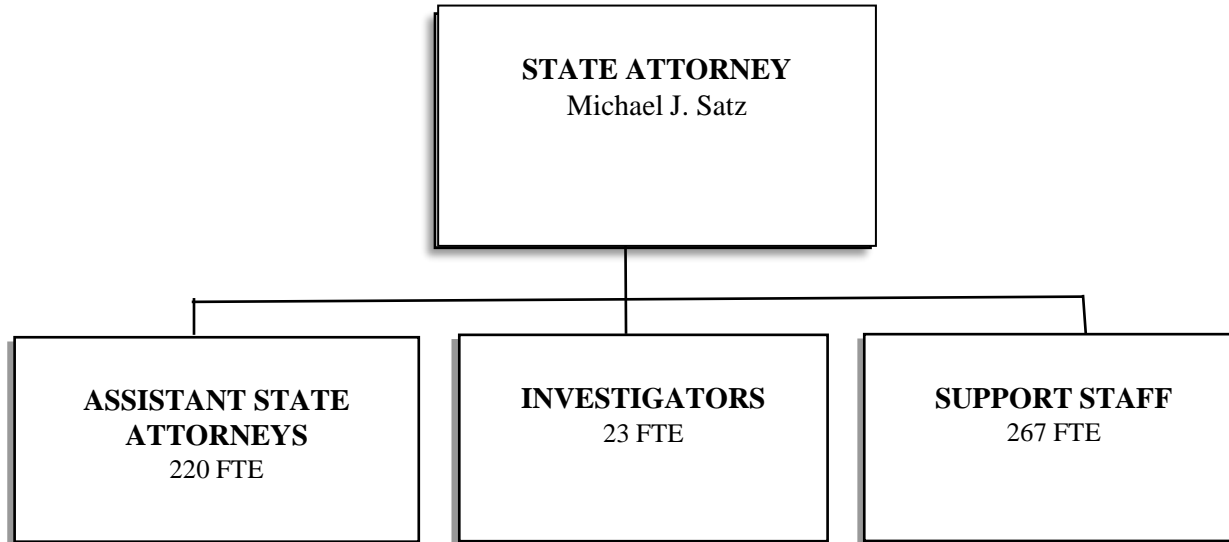


Organizational Chart

Effective July 1, 2020



**OFFICE OF THE STATE ATTORNEY 17TH JUDICIAL CIRCUIT**





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

**PROGRAM: PROSECUTION**

**STATE ATTORNEY  
PHIL ARCHER**

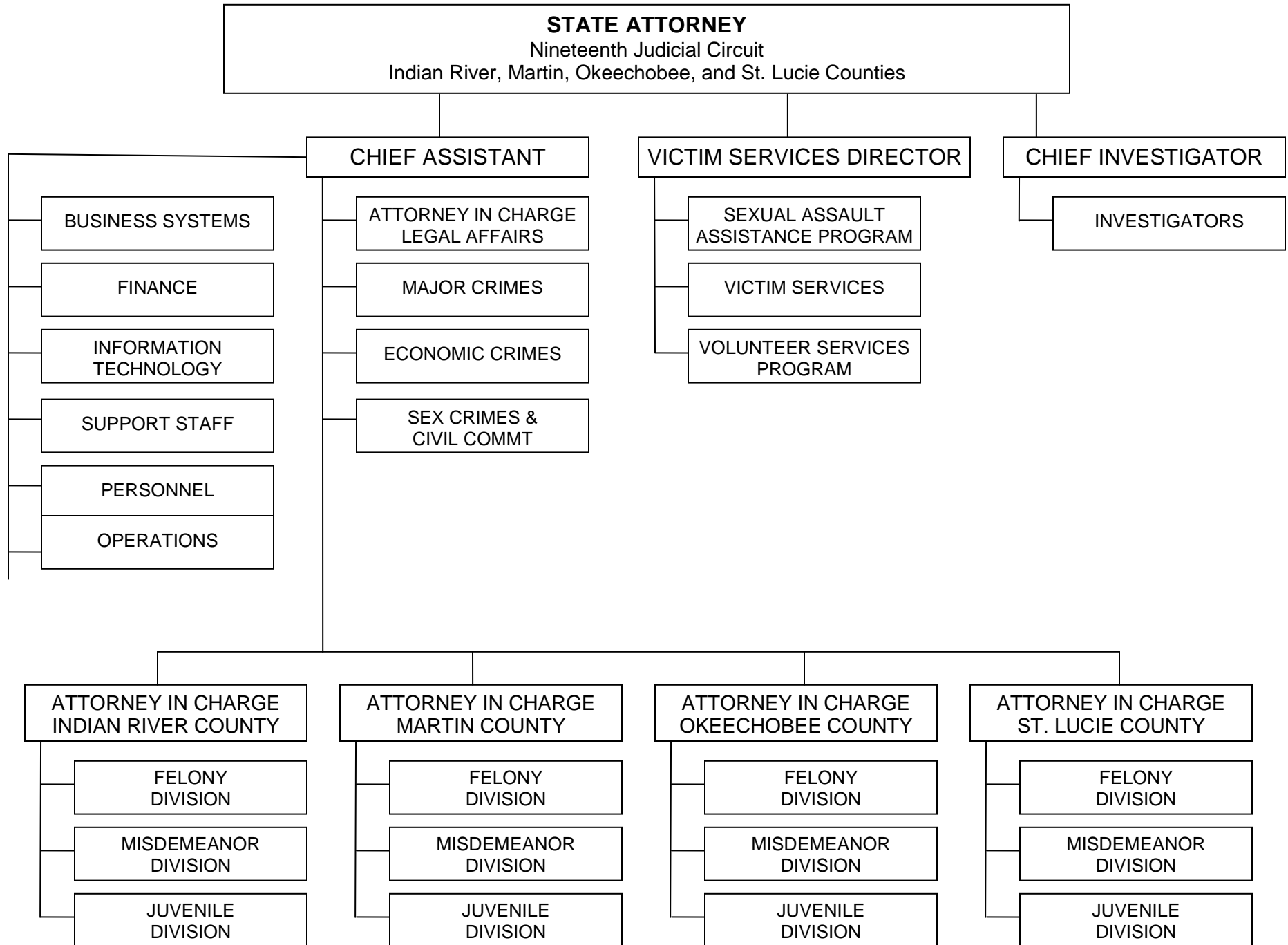
**ASSISTANT  
STATE  
ATTORNEYS**

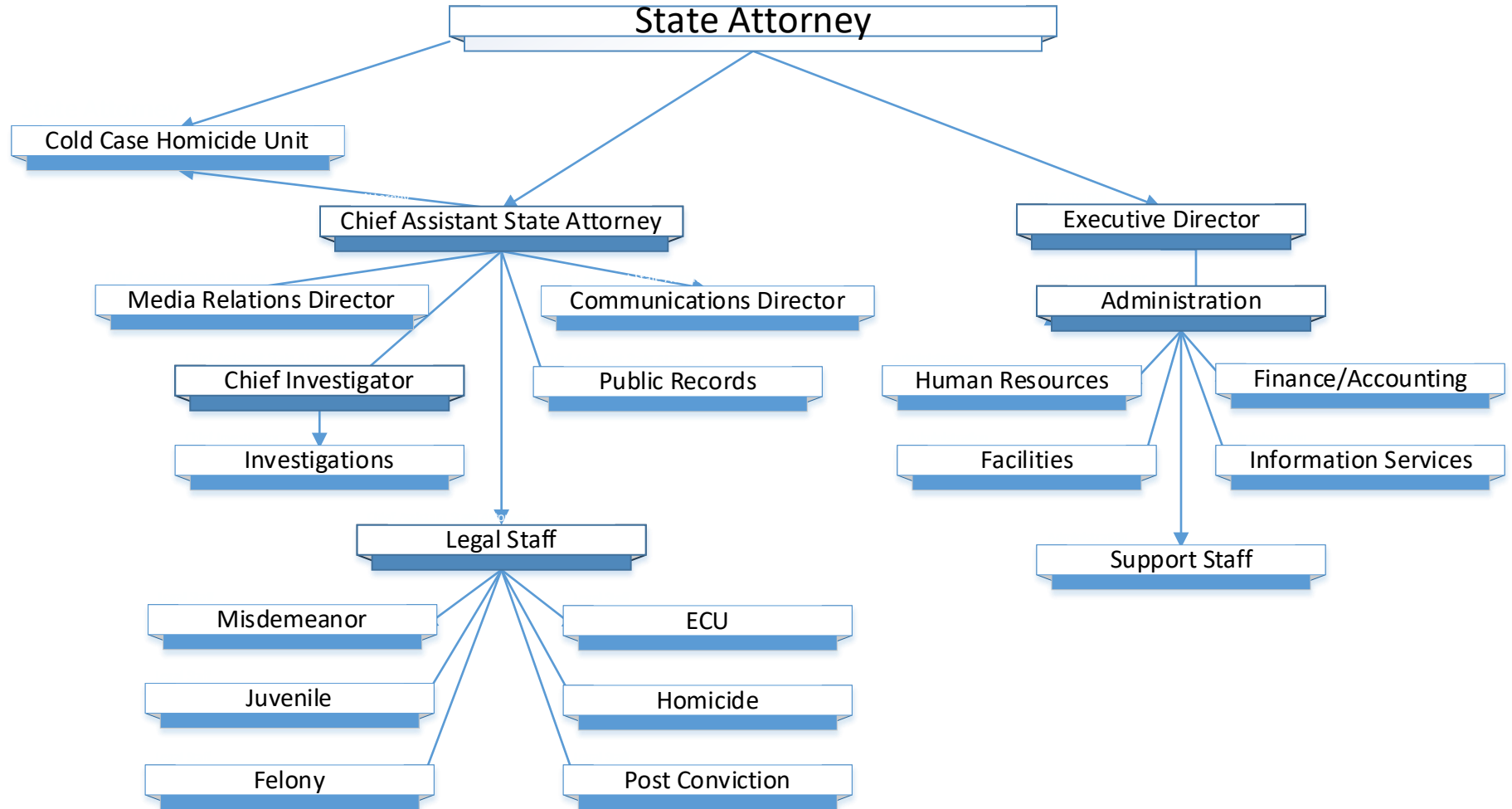
**SUPPORT  
STAFF**

A handwritten signature in blue ink that reads "Phil Archer".

**Phil Archer  
State Attorney**

July 1, 2020

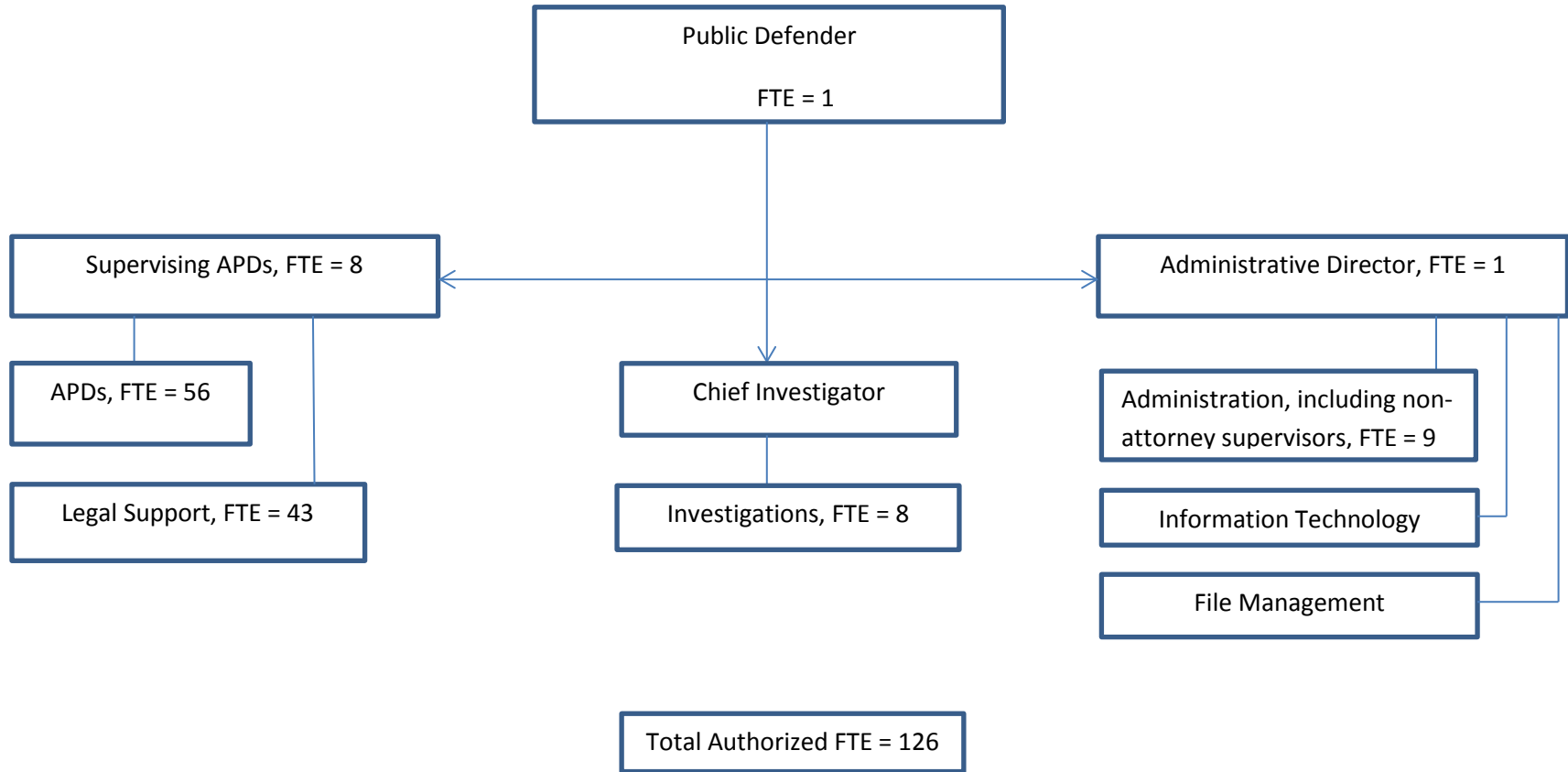




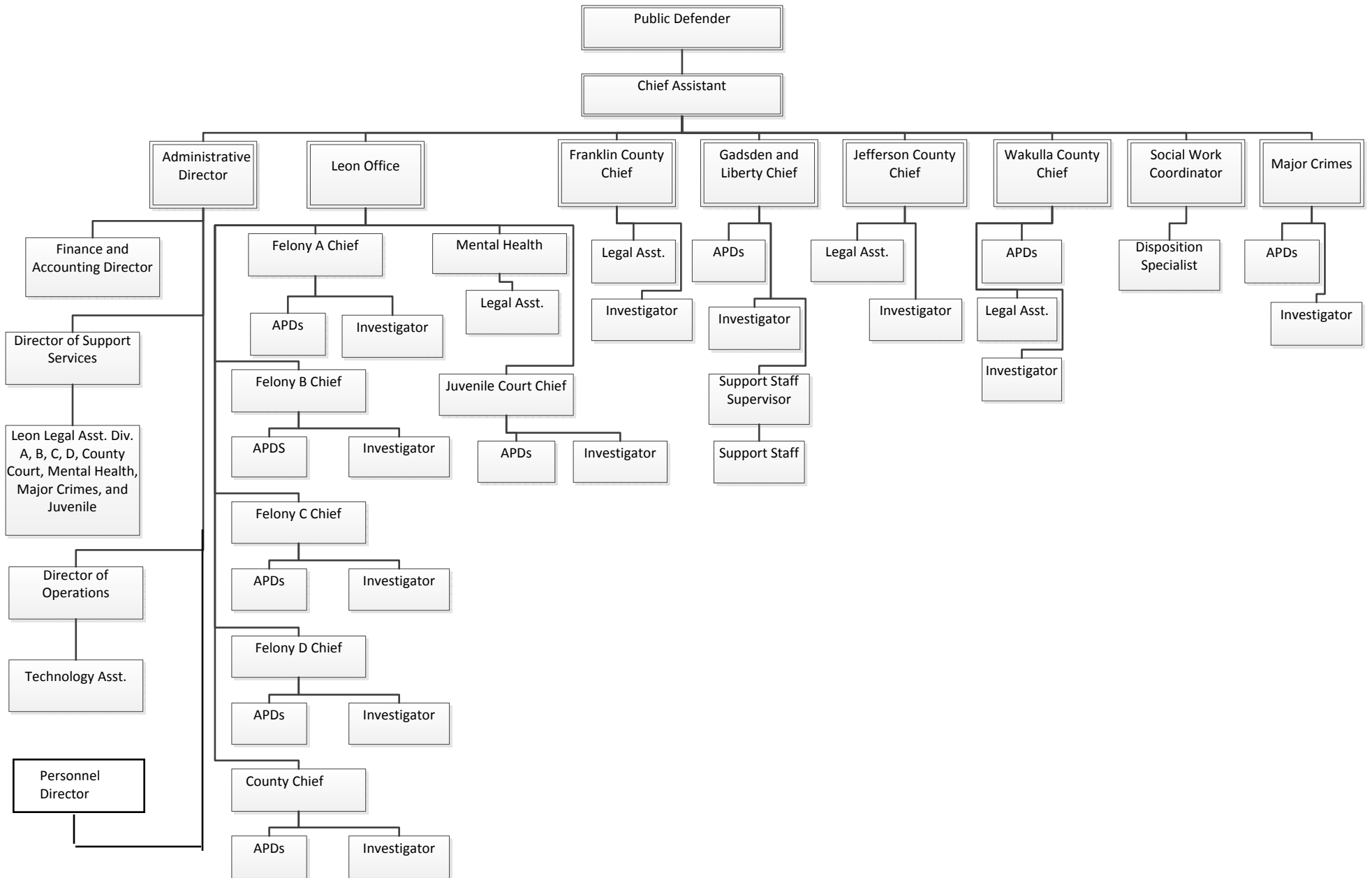
Office of the Public Defender, First Circuit Judicial Circuit

Bruce A. Miller, Public Defender

Organizational Chart, Effective July 1, 2020

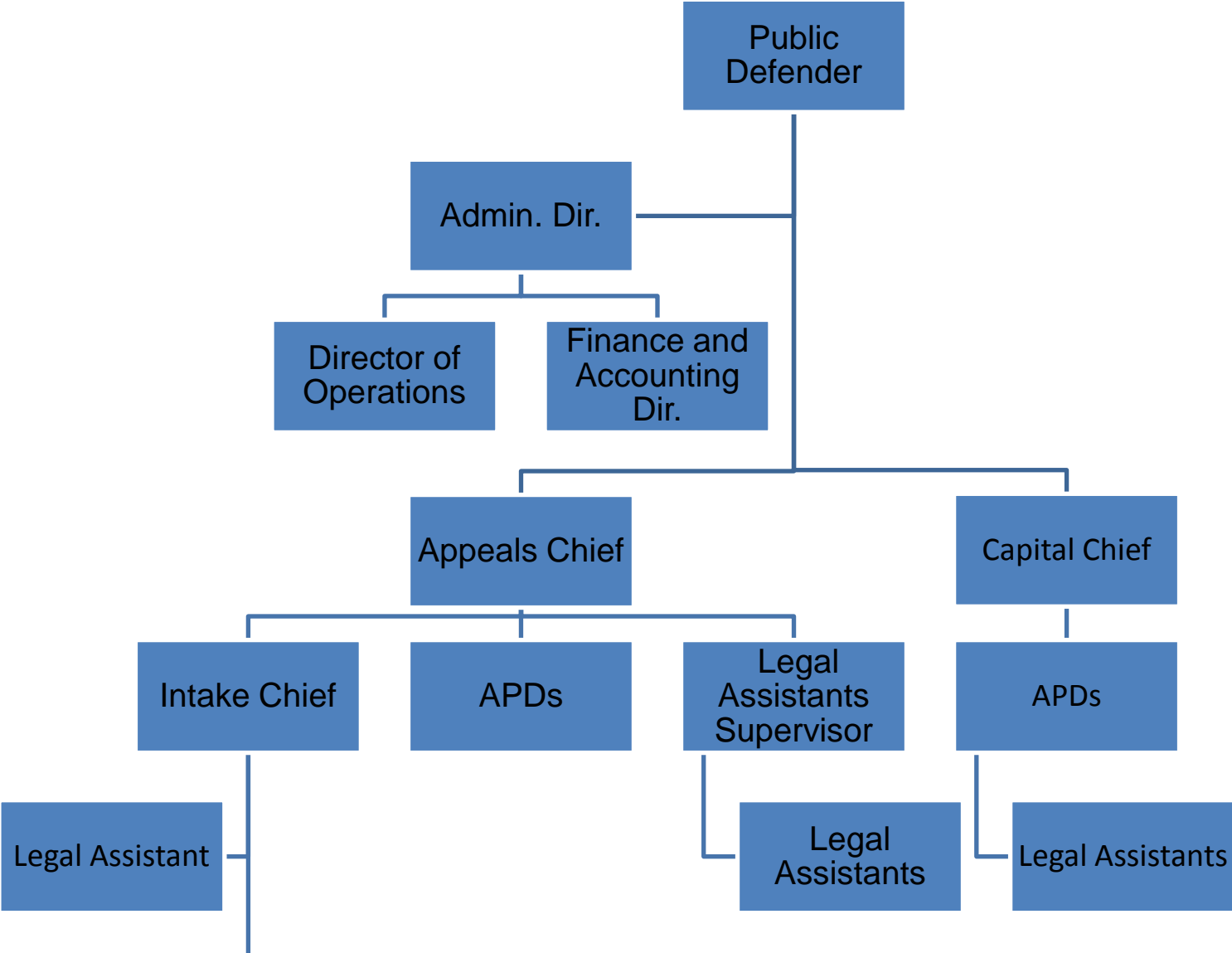


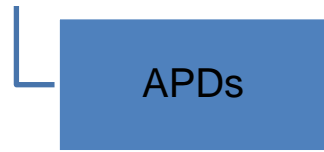
Public Defender, 2<sup>nd</sup> Judicial Circuit – Organization  
 Chart Effective July 1, 2020





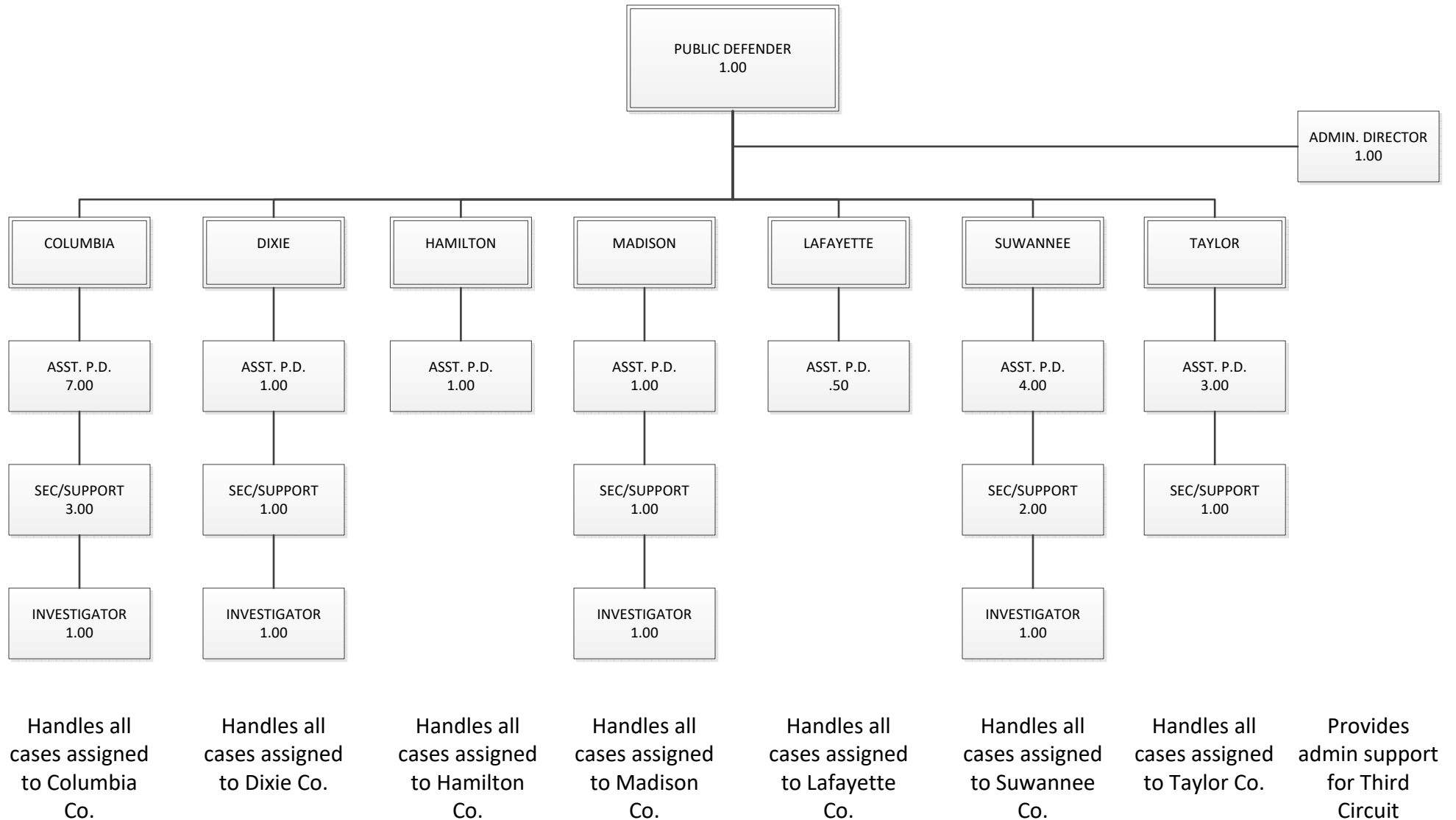
Public Defender, 2nd Judicial Circuit Appeals Division Organizational Chart (2020)





APDs

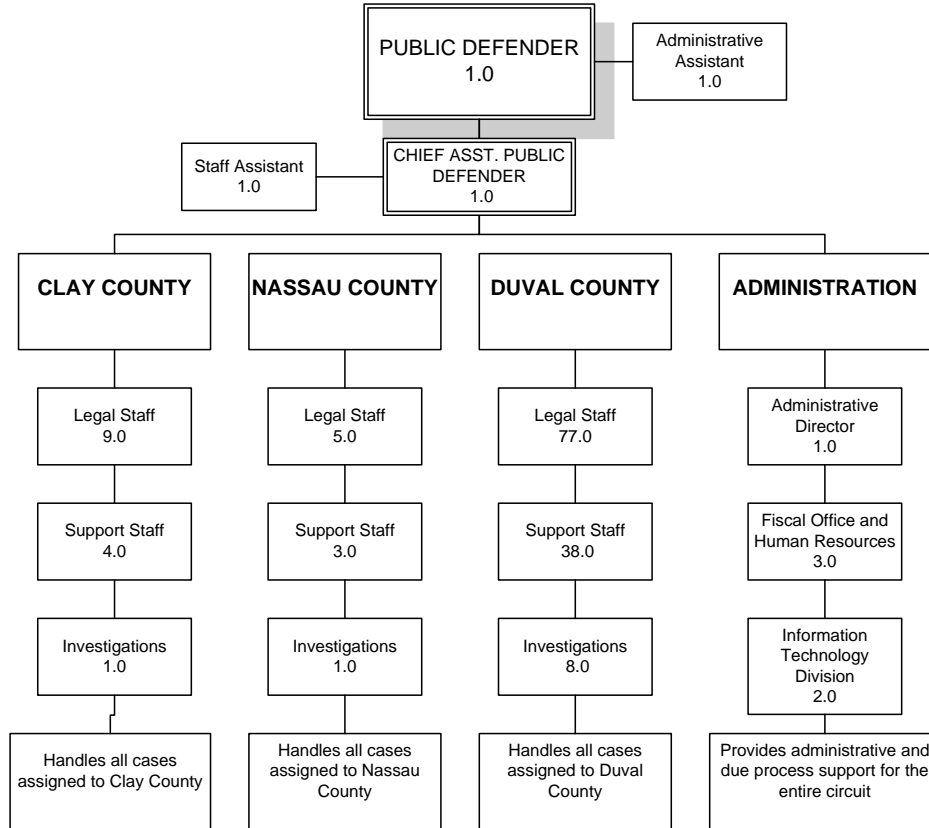
**ORGANIZATION CHART  
M. BLAIR PAYNE, PUBLIC DEFENDER  
THIRD JUDICIAL CIRCUIT  
AS OF JULY 1, 20**



**SCHEDULE X  
ORGANIZATIONAL CHART**

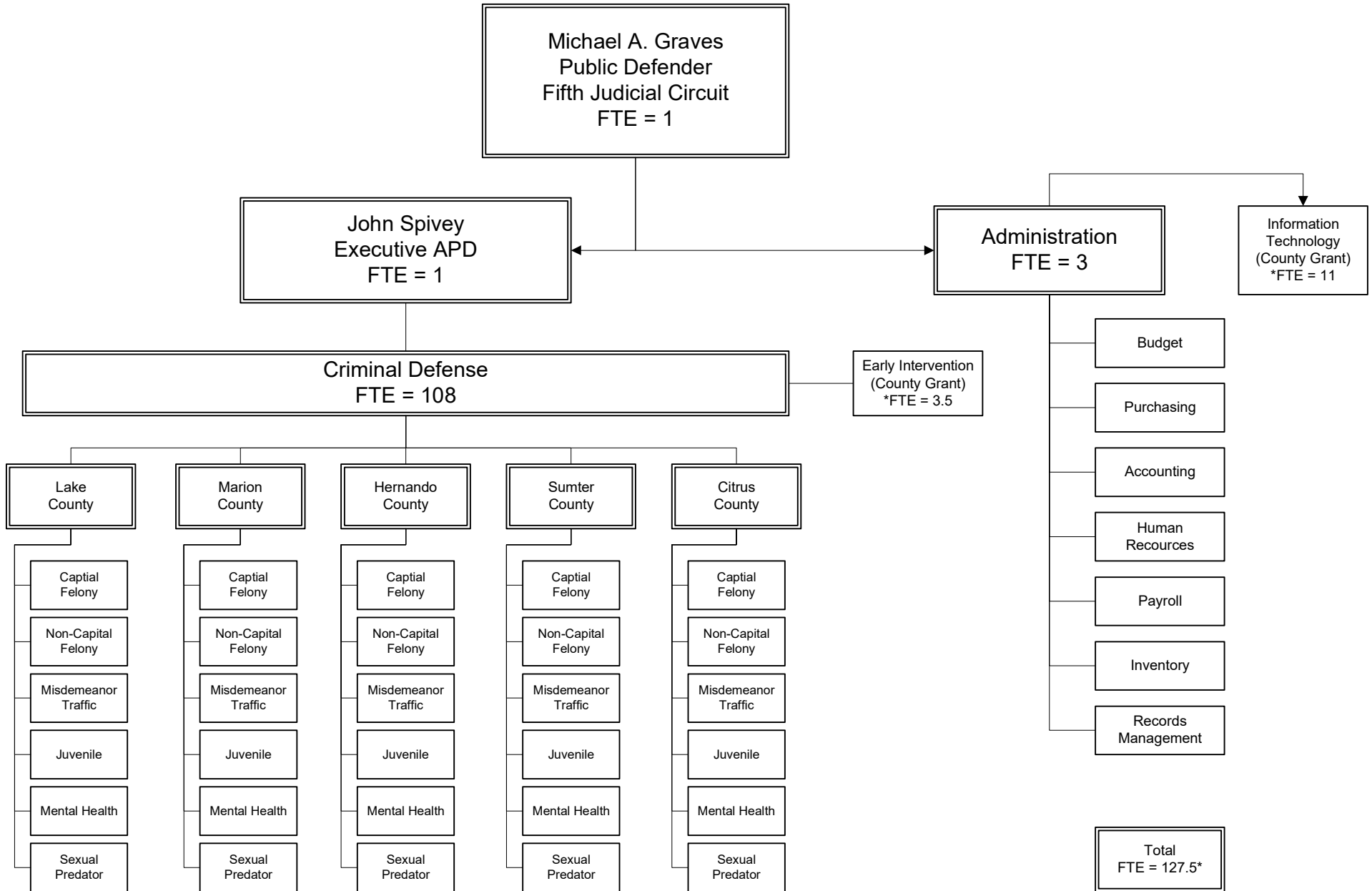
Office of the Public Defender, Fourth Judicial Circuit of Florida  
Charlie Cofer, Public Defender

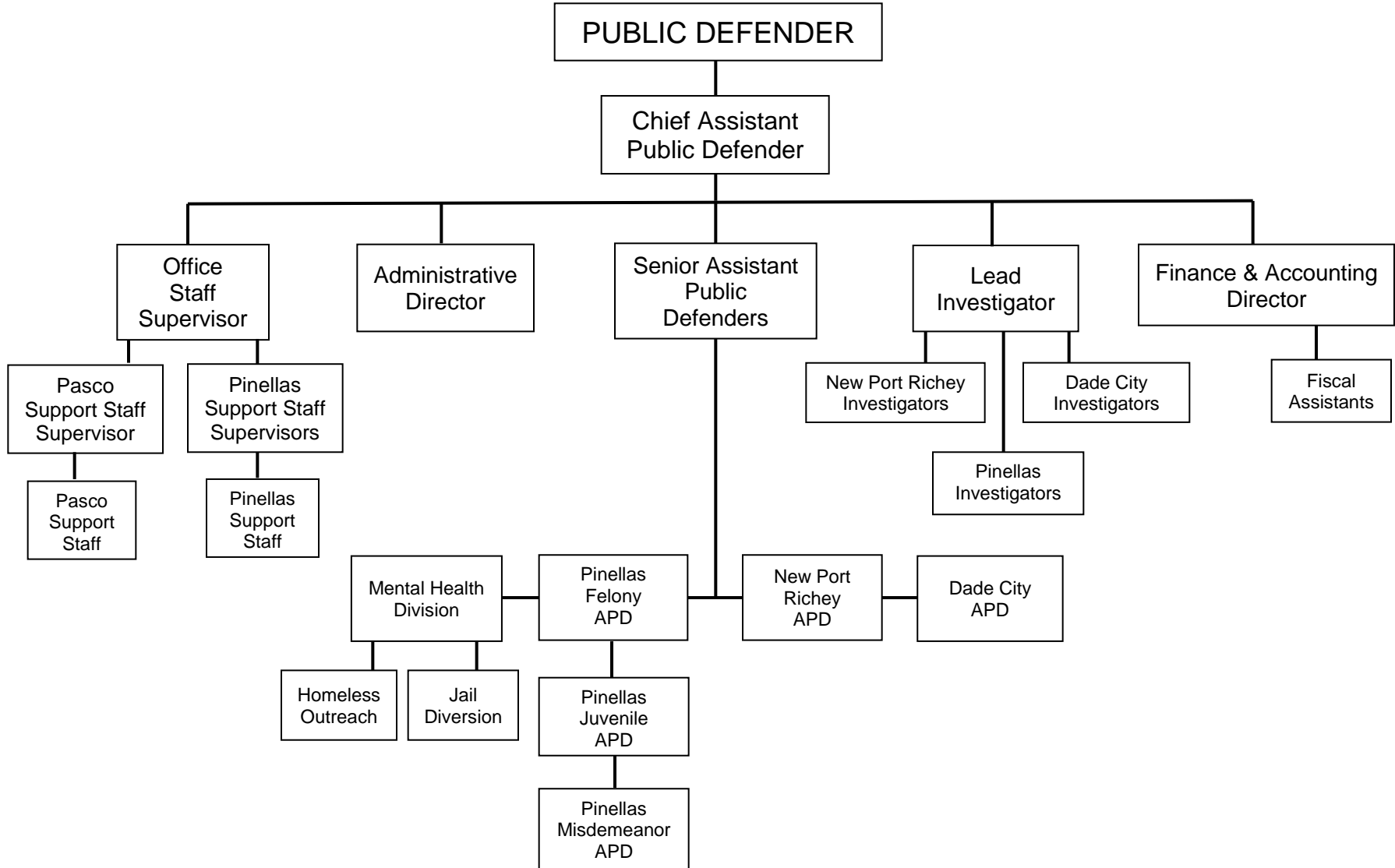
**FY 2020-21**  
**Total FTE's: 156**



# 2020/2021 Fiscal Year

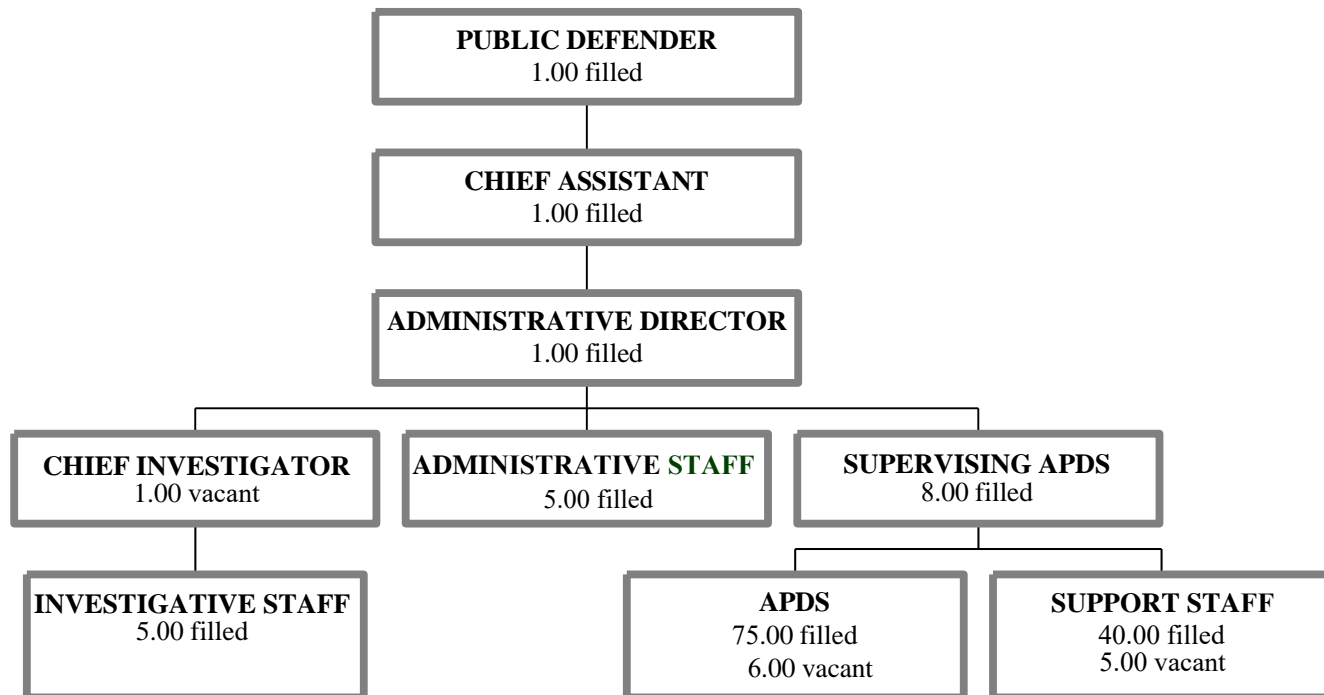
As of July 1, 2020



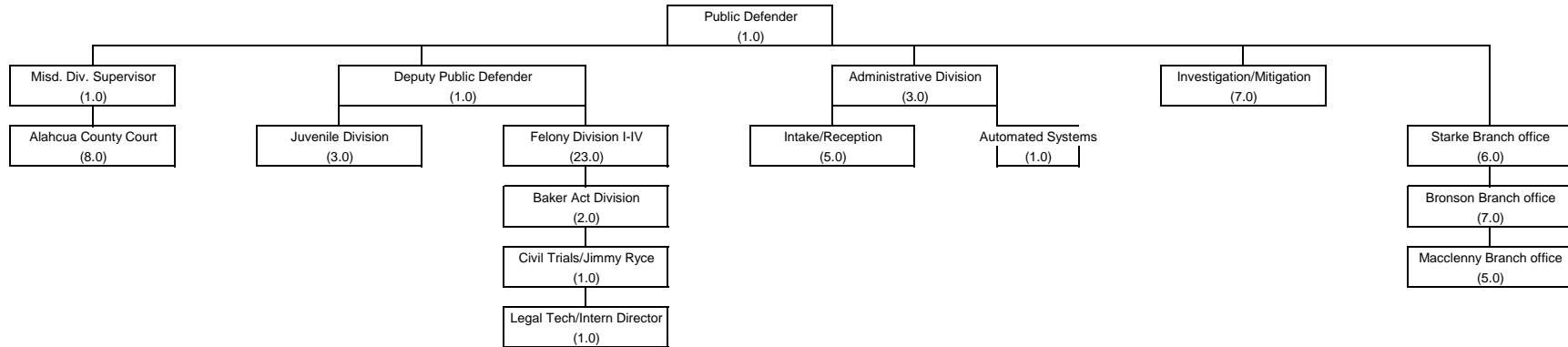


# OFFICE OF PUBLIC DEFENDER SEVENTH JUDICIAL CIRCUIT ORGANIZATIONAL CHART

07/01/2020



**PUBLIC DEFENDER, 8TH CIRCUIT  
ORGANIZATIONAL CHART AS OF JULY 1, 2020 (75.0 FTE)**



**AUTHORITY AND DESCRIPTION OF DUTIES**

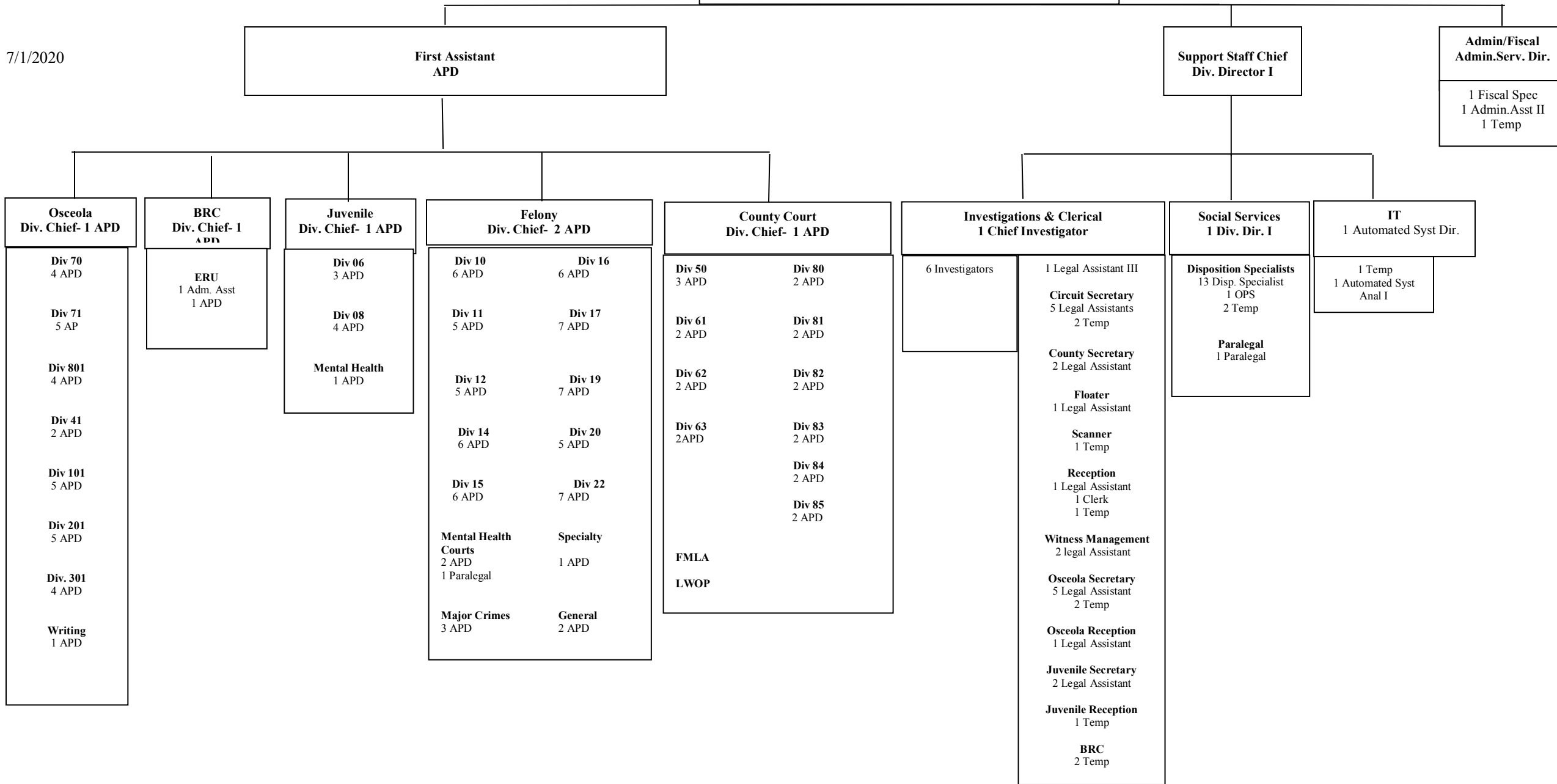
Section 27.50, Florida Statutes, provides that there shall be a Public Defender for each of the judicial circuits of the State who shall be elected at the general election by the qualified electors of the circuit. The duties of the Public Defender as prescribed by Chapter 27, Part III, Florida Statutes,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

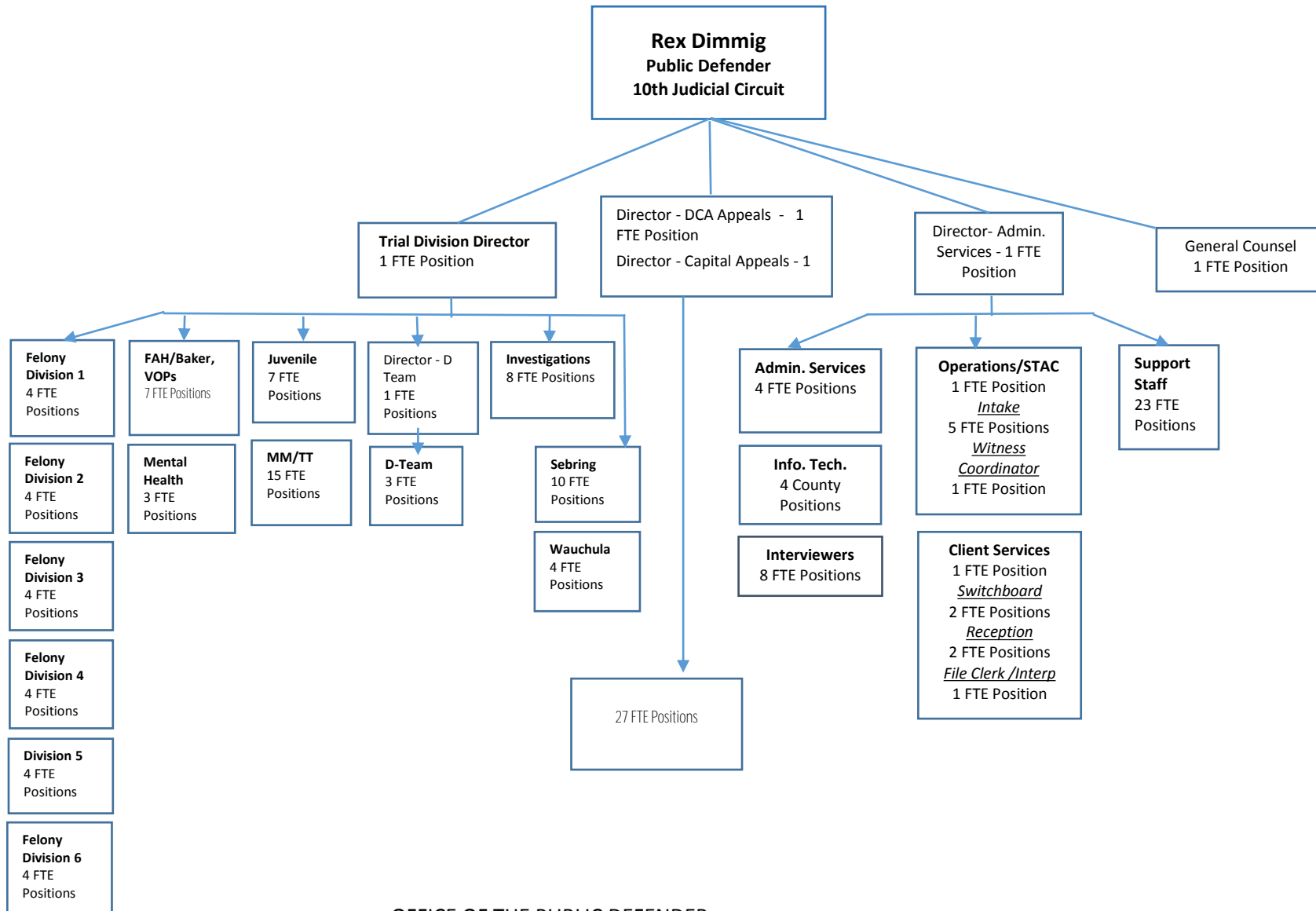
Stacy A. Scott is the Public Defender for the Eighth Judicial Circuit and is responsible for performing the duties described above, as provided by law, in Alachua, Baker, Bradford, Gilchrist, Levy and Unions Counties. Offices are maintained at Gainesville in Alachua County, Starke in Bradford County,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



**PUBLIC DEFENDER, 9<sup>th</sup> JUDICIAL CIRCUIT**

7/1/2020





OFFICE OF THE PUBLIC DEFENDER  
TENTH JUDICIAL CIRCUIT  
ORGANIZATIONAL CHART  
As of July 1, 2020

Trials 116 FTE  
Appeals 50 FTE

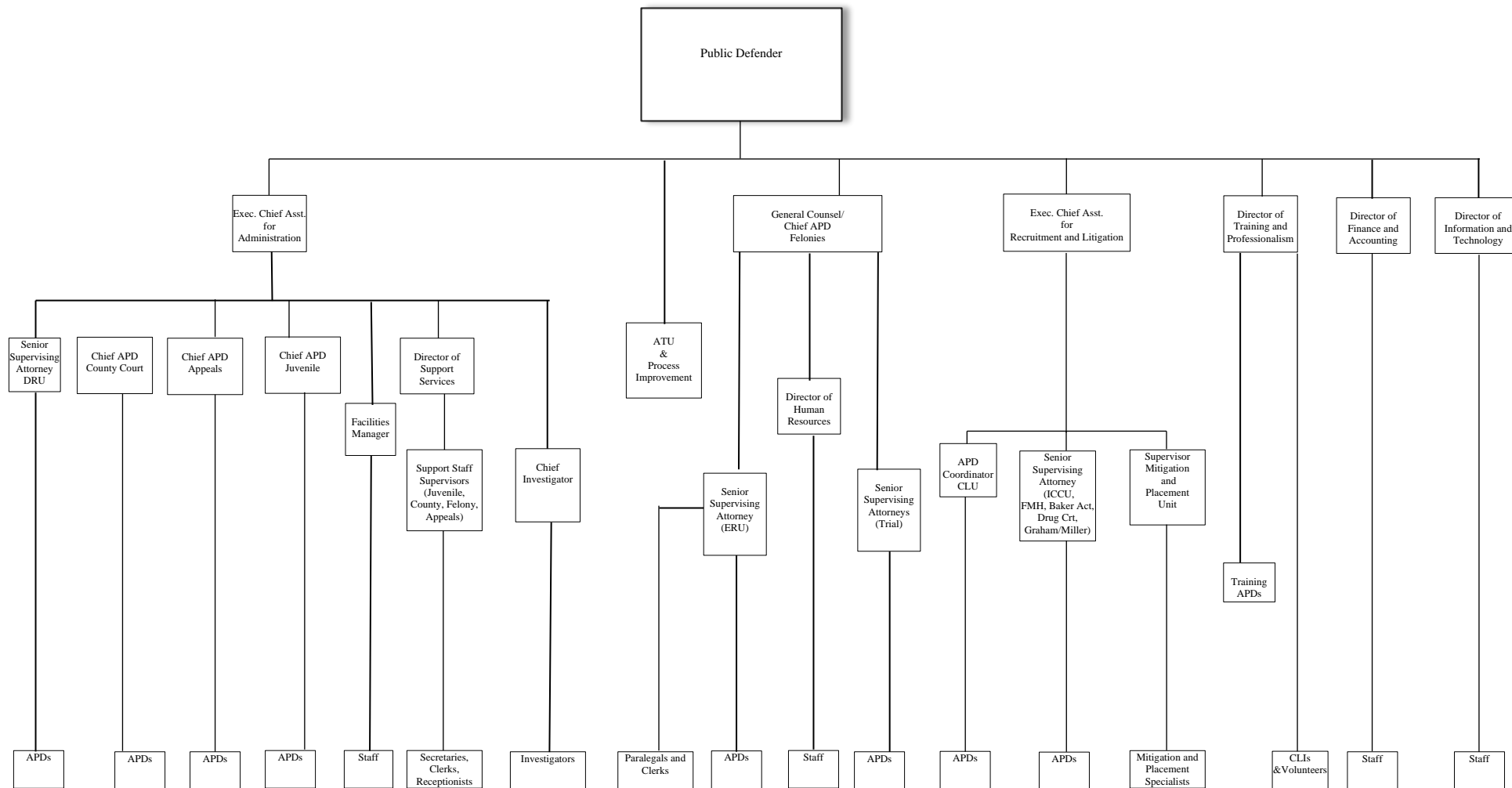


**LAW OFFICES OF THE PUBLIC DEFENDER**  
Eleventh Judicial Circuit of Florida

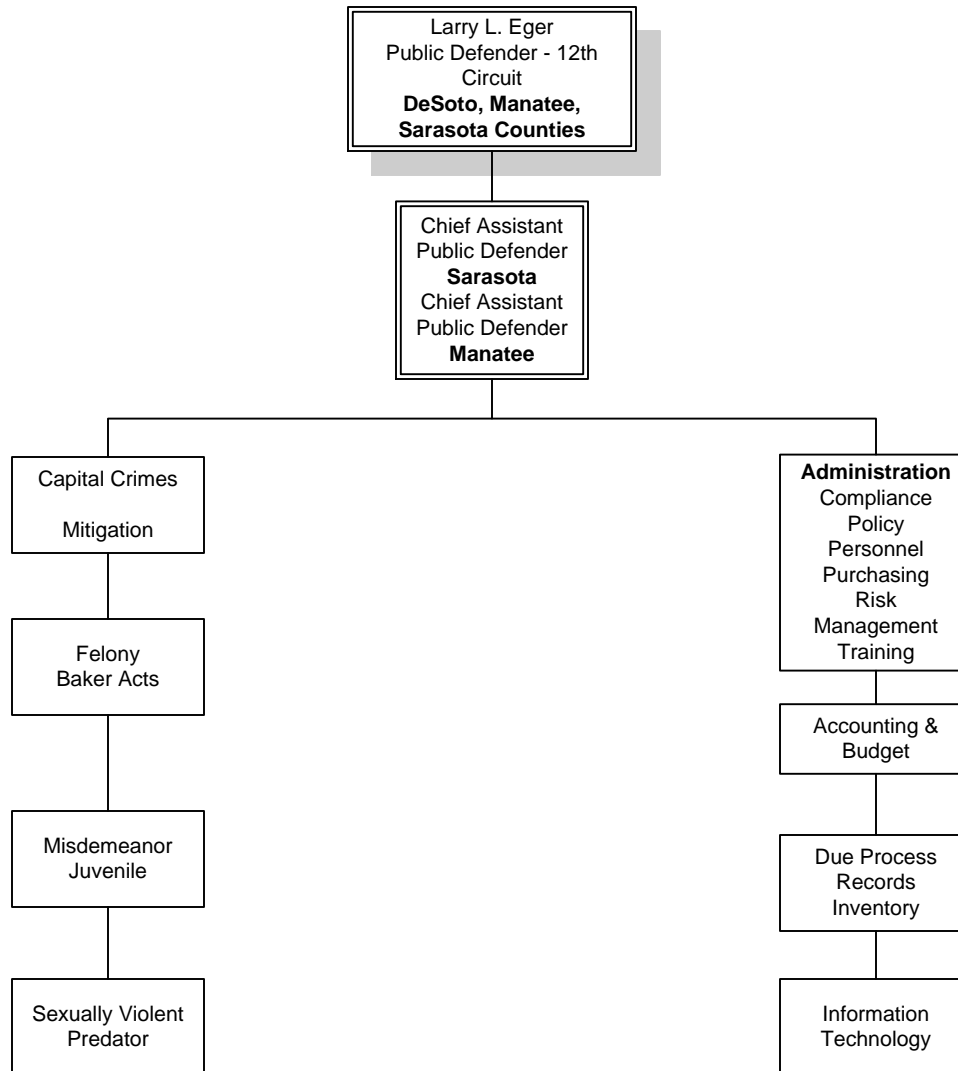


Revised: July 1, 2020

**Organizational Chart**



**Office of the  
Public Defender  
Twelfth Judicial  
Circuit  
July 1, 2020**

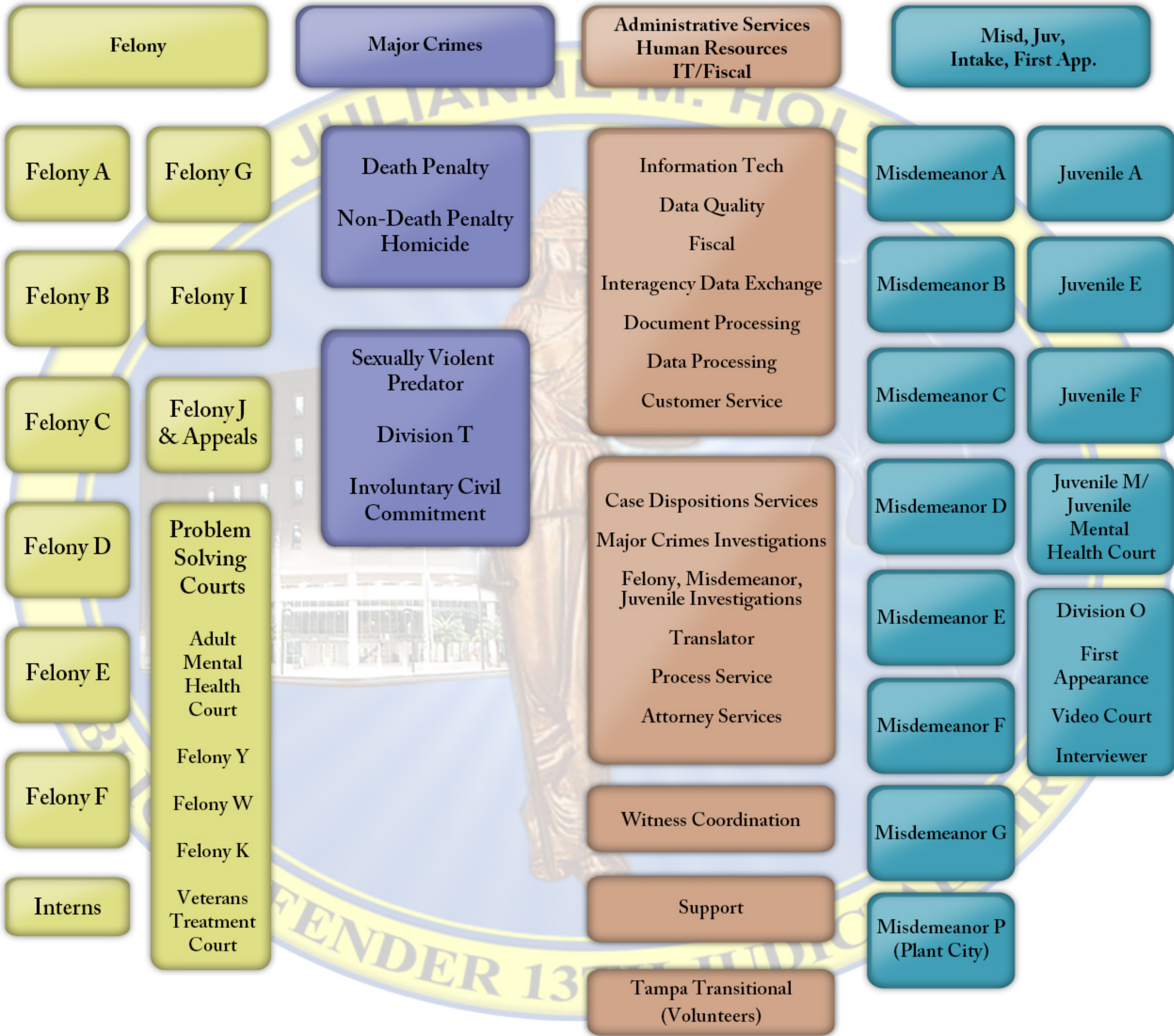


**97.5 FTE Positions  
Appropriated**



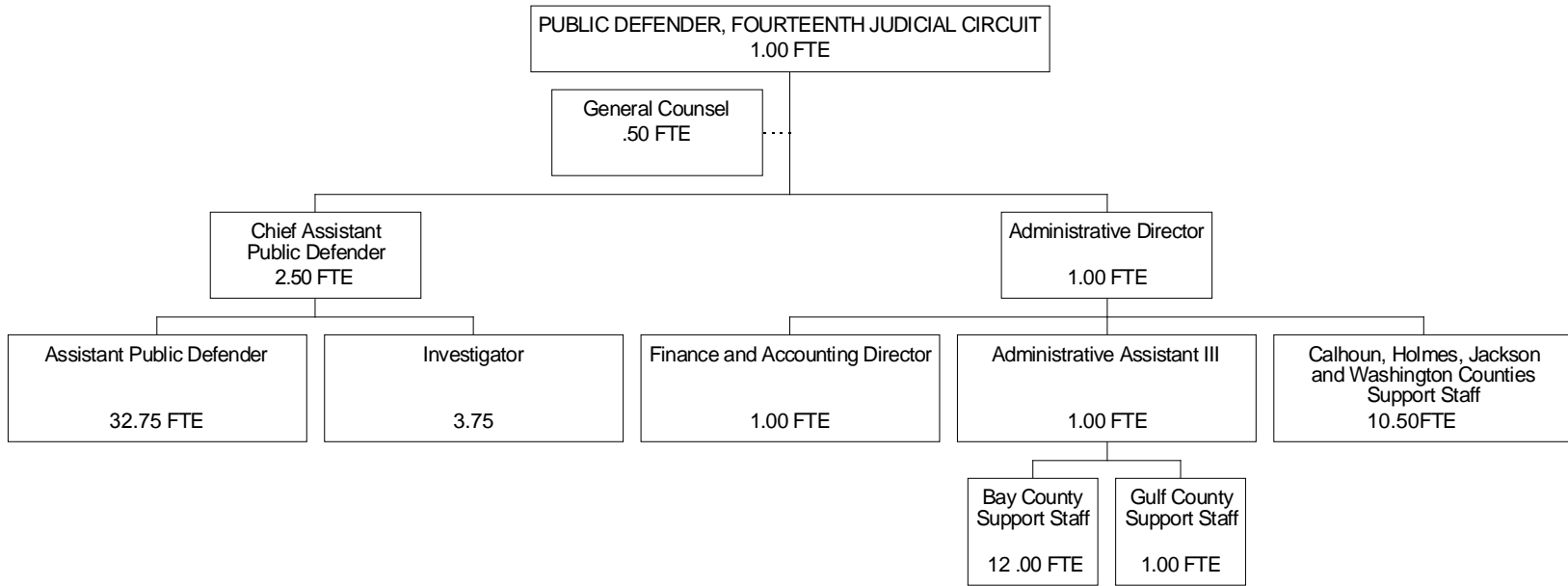


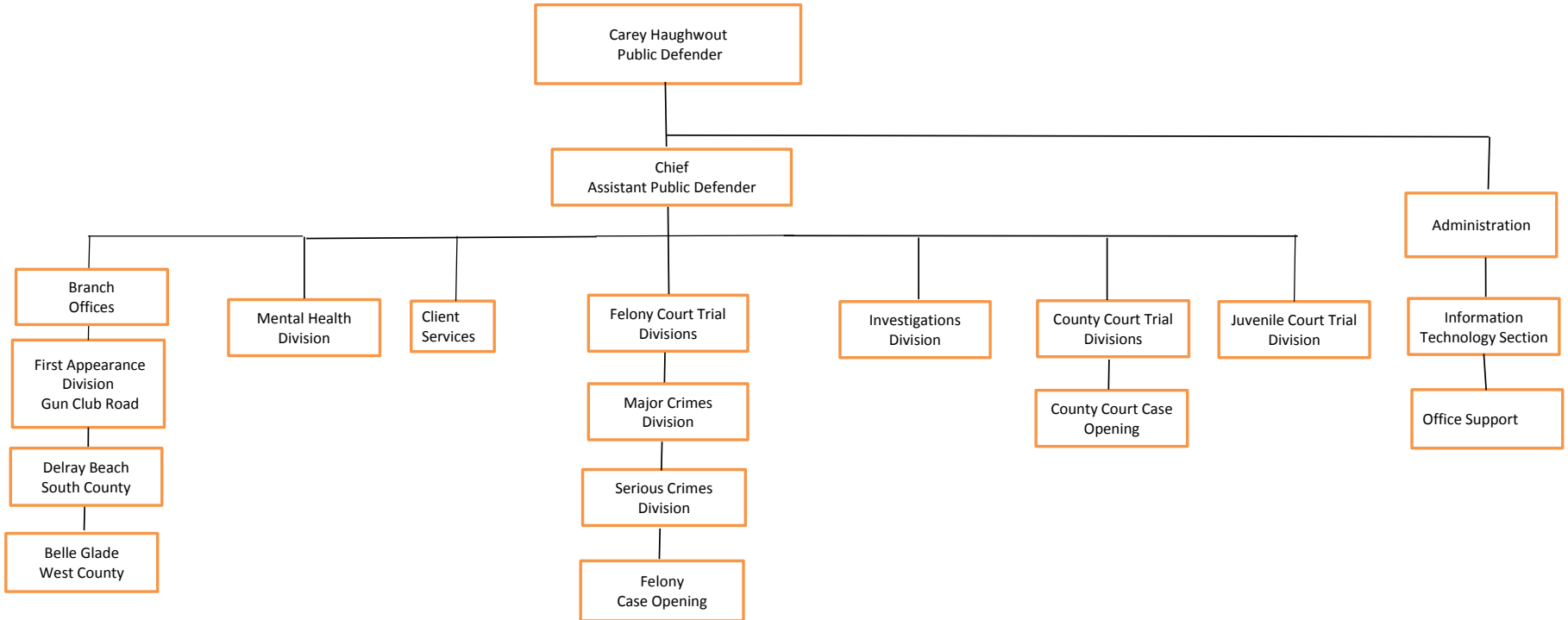
Julianne M. Holt  
Public Defender



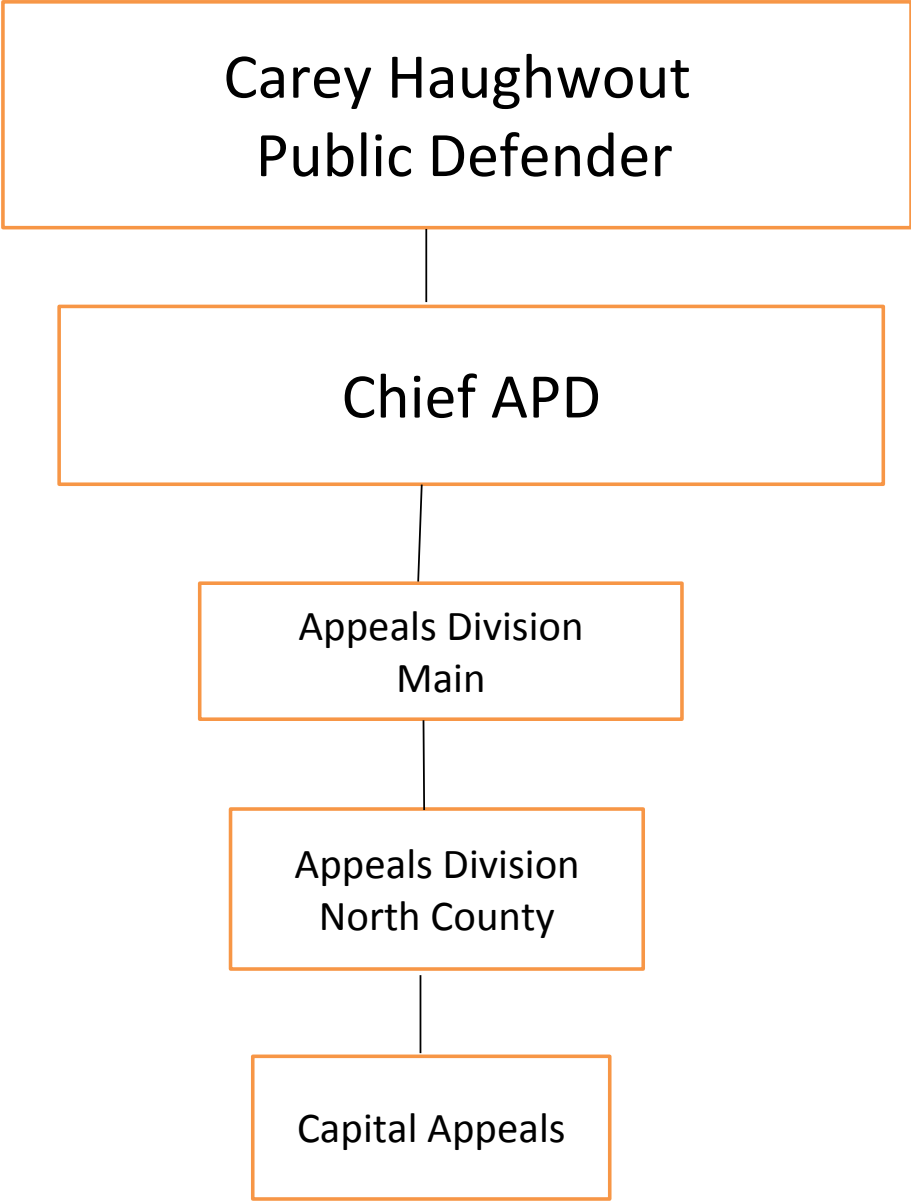


**OFFICE OF PUBLIC DEFENDER  
FOURTEENTH JUDICIAL CIRCUIT  
APPROVED FTE: 67.00  
JULY 1, 2020**





**PUBLIC DEFENDER'S OFFICE, 15TH JUDICIAL CIRCUIT**  
**189.00 FTE POSITIONS STATE FUNDED**  
 Effective July 1, 2020



**PUBLIC DEFENDER'S APPELLATE OFFICE, 15TH JUDICIAL CIRCUIT**

**37.00 FTE POSITIONS STATE FUNDED**

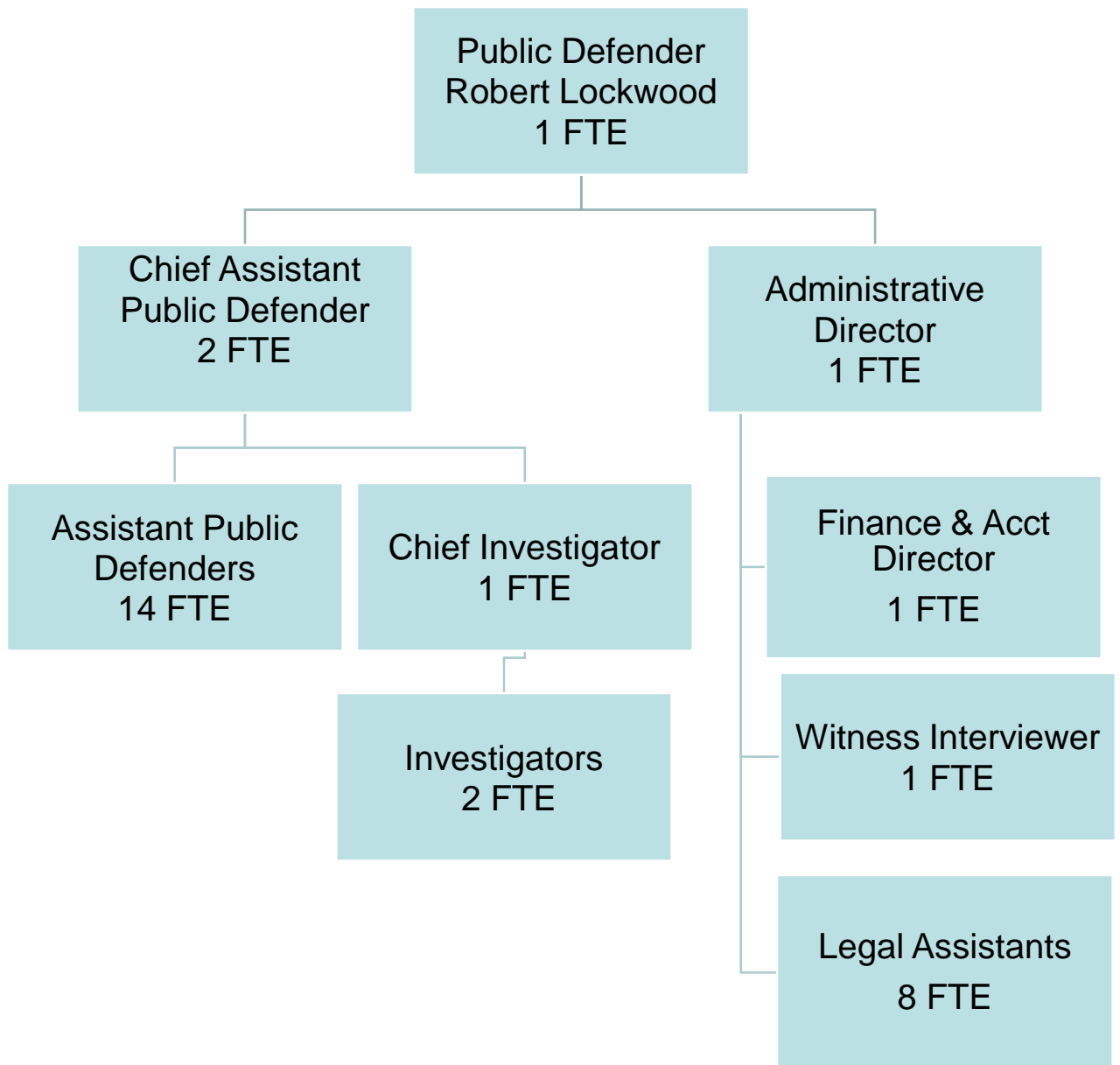
Effective: July 1, 2020



OFFICE OF THE PUBLIC DEFENDER

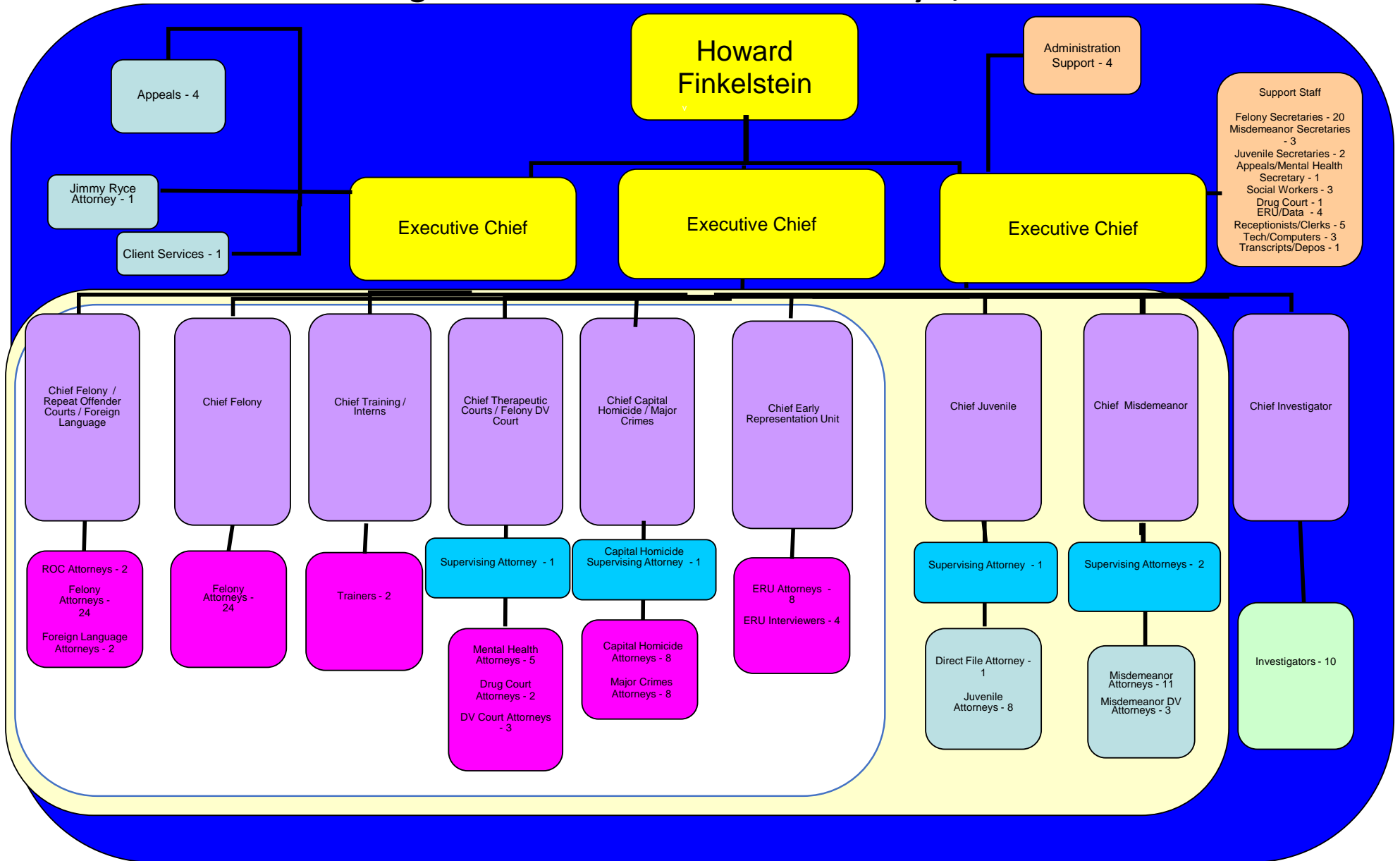
SIXTEENTH JUDICIAL CIRCUIT

July 1, 2020

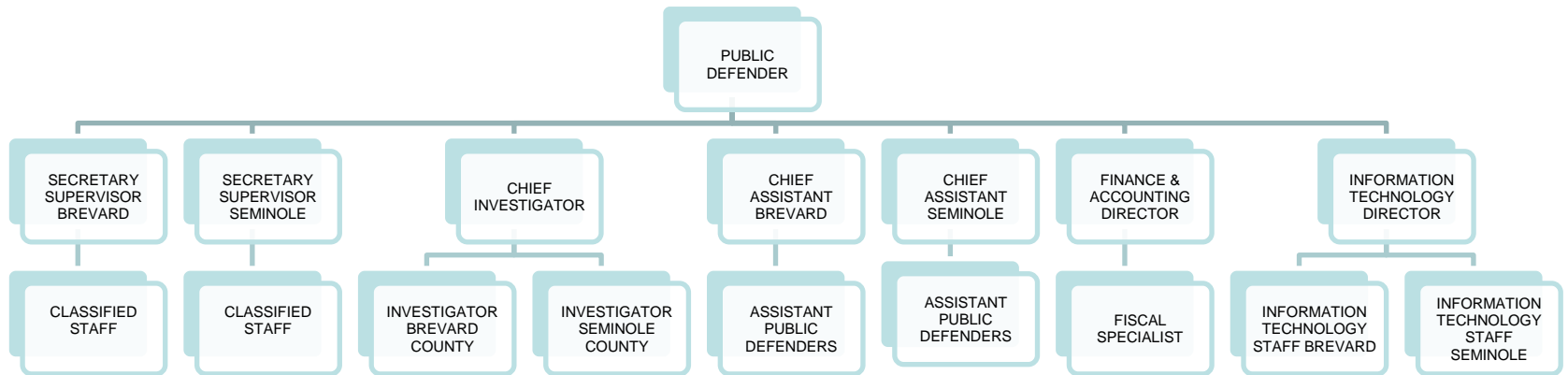


# Public Defender 17th Circuit

## Organizational Structure effective July 1, 2020

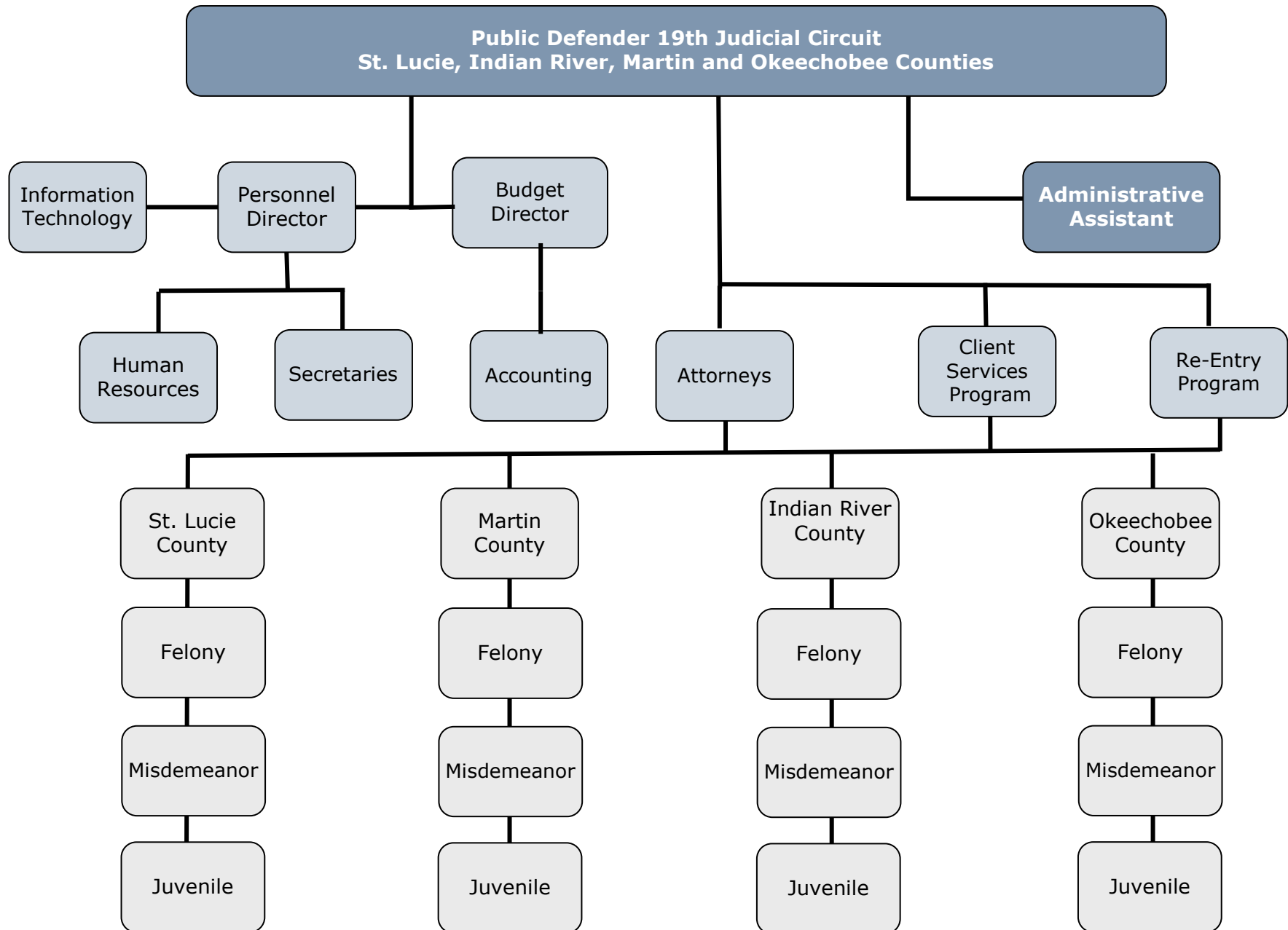


# PUBLIC DEFENDER, EIGHTEENTH JUDICIAL CIRCUIT

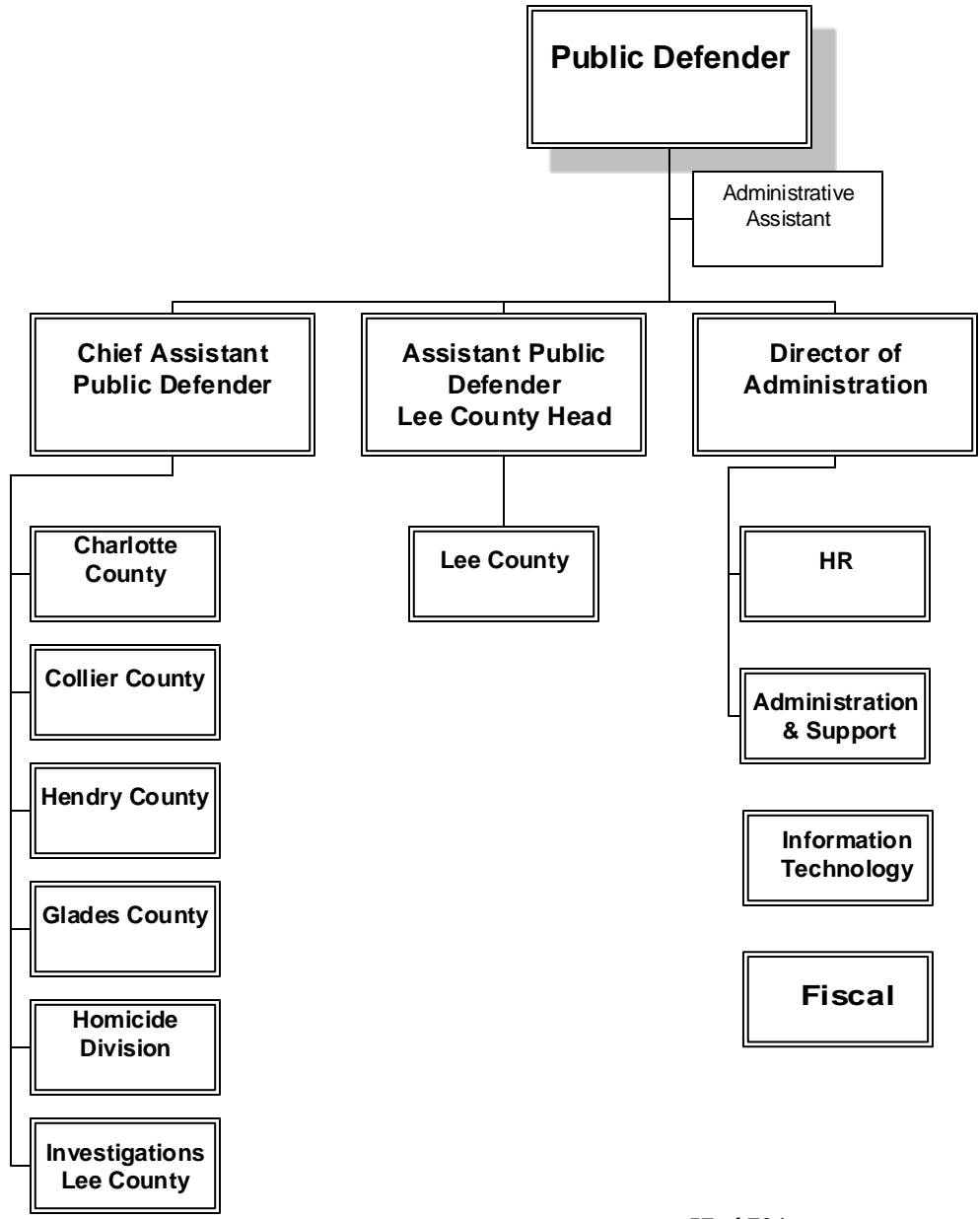


July 1, 2020

113 FTE POSITIONS STATE FUNDED



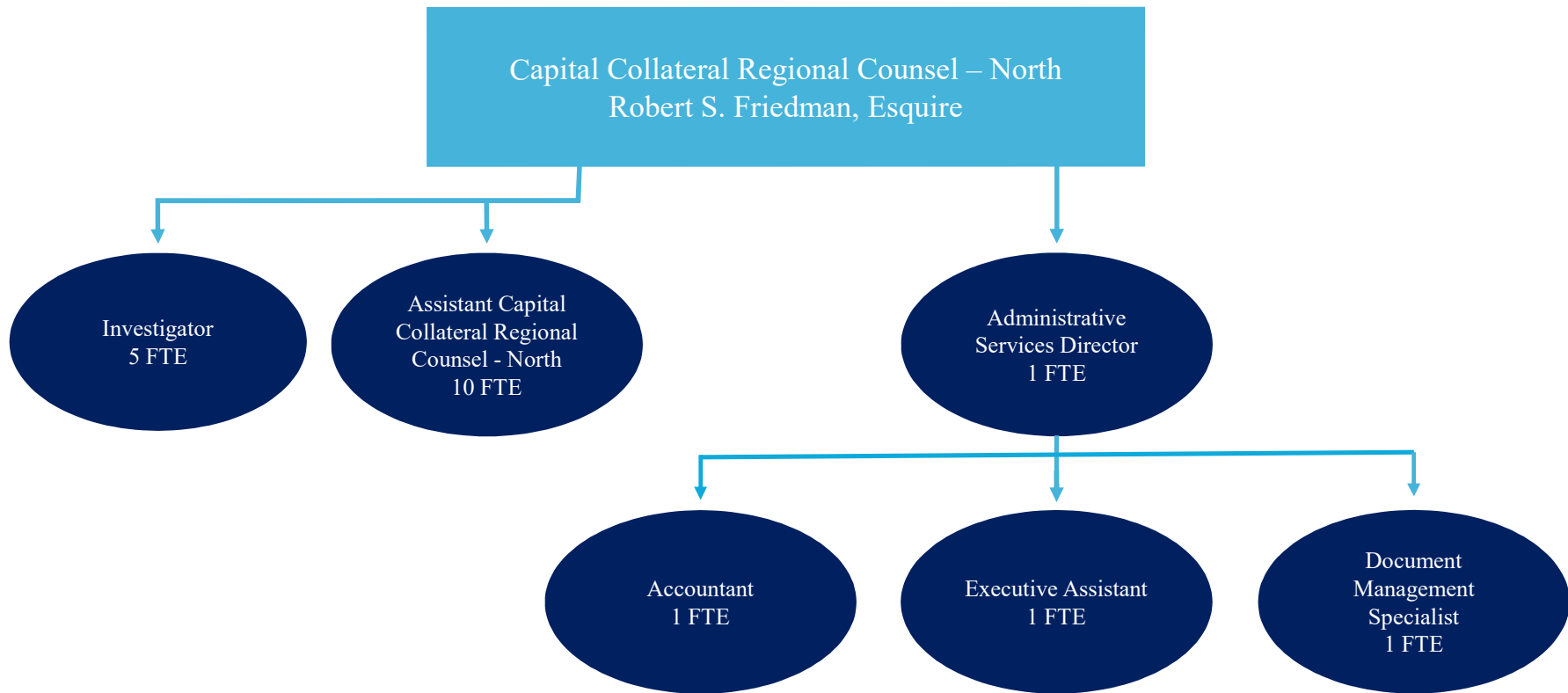
**Law Offices of Kathleen A. Smith  
Public Defender – 20<sup>th</sup> Judicial Circuit  
Organization Chart  
Effective July 1, 2020**



Authorized FTEs 141.0

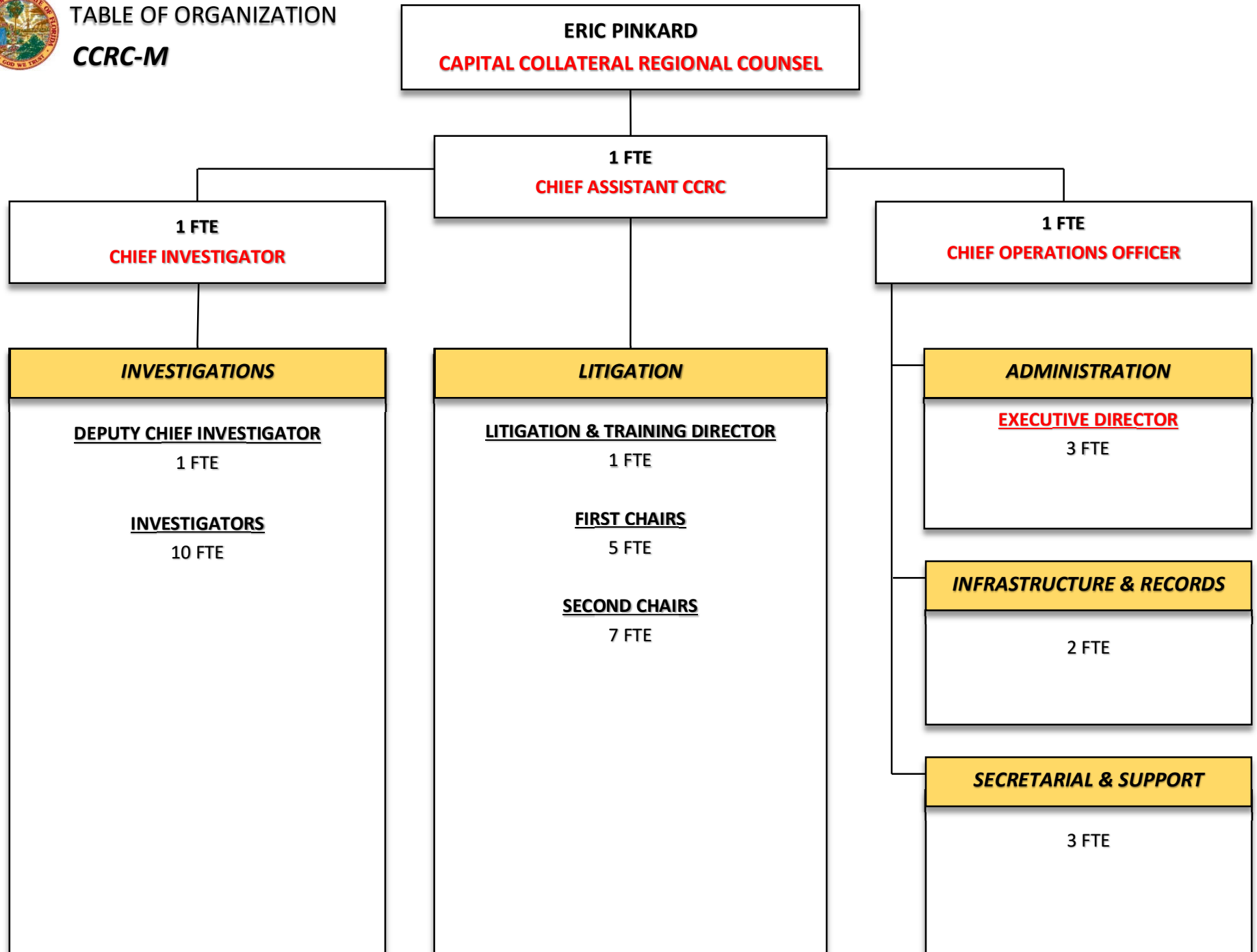
# Capital Collateral Regional Counsel – North

Office Flow Chart FY 2020-2021



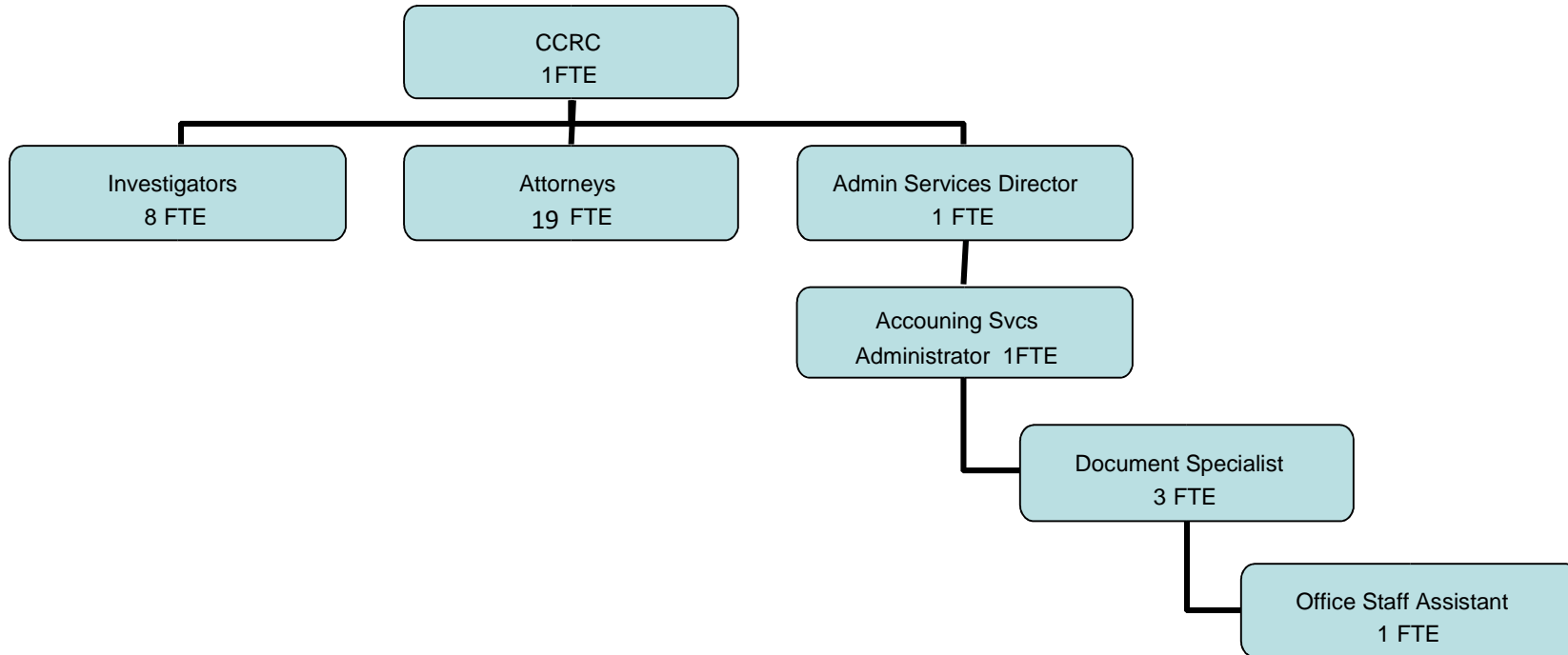


**TABLE OF ORGANIZATION**  
**CCRC-M**



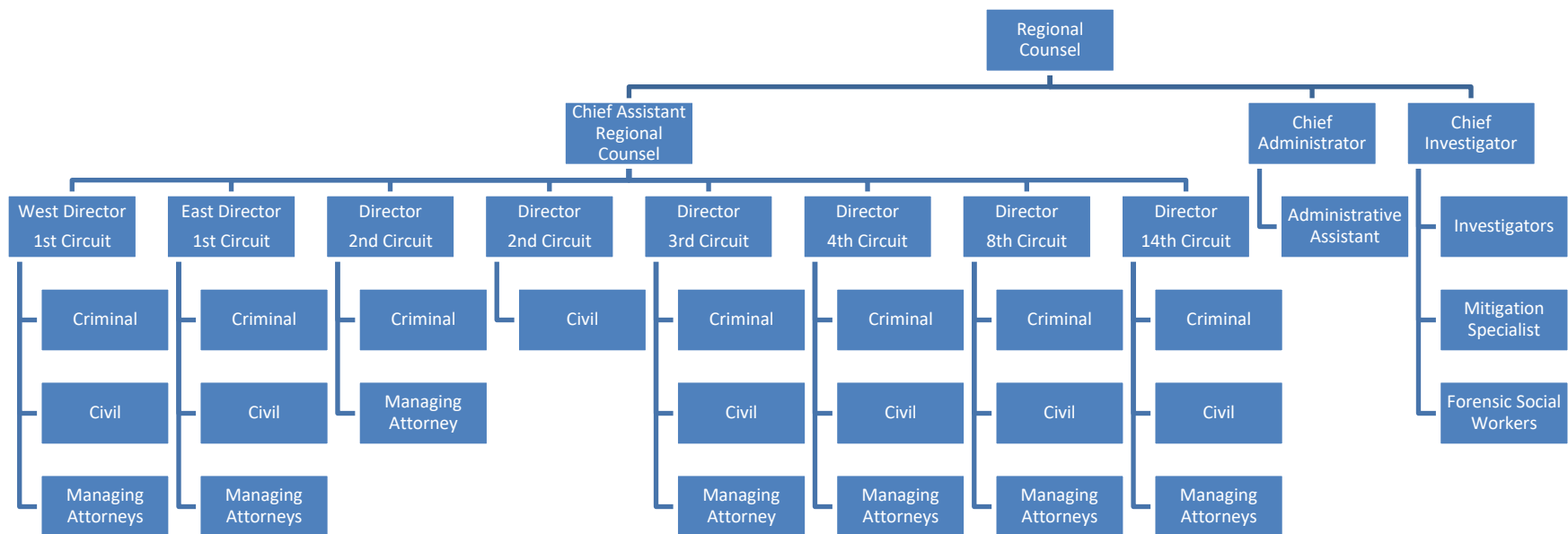
LEGISLATIVE BUDGET REQUEST FY 2020 - 2021

CCRC-South's Organizational Chart

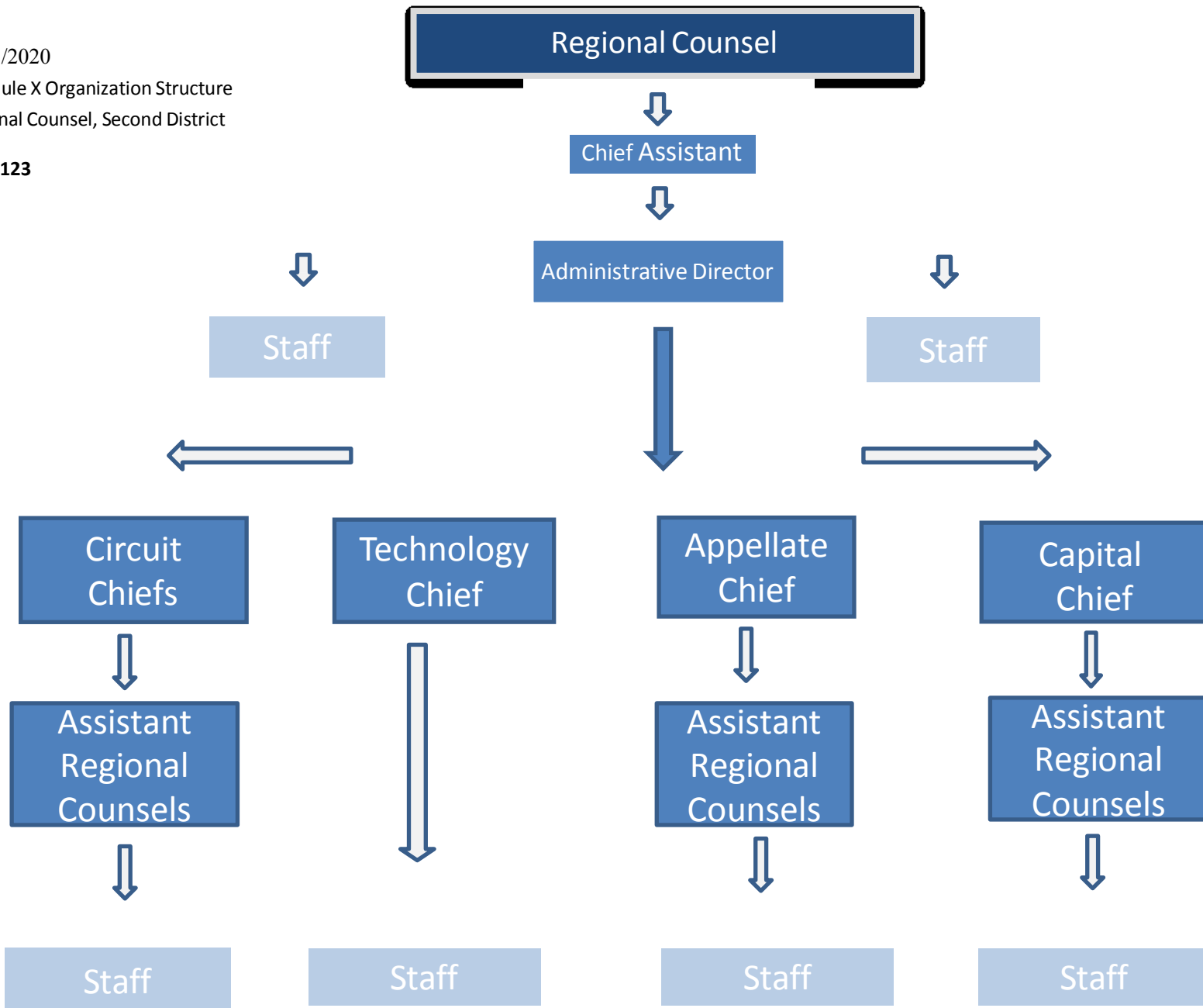




# Regional Counsel 1

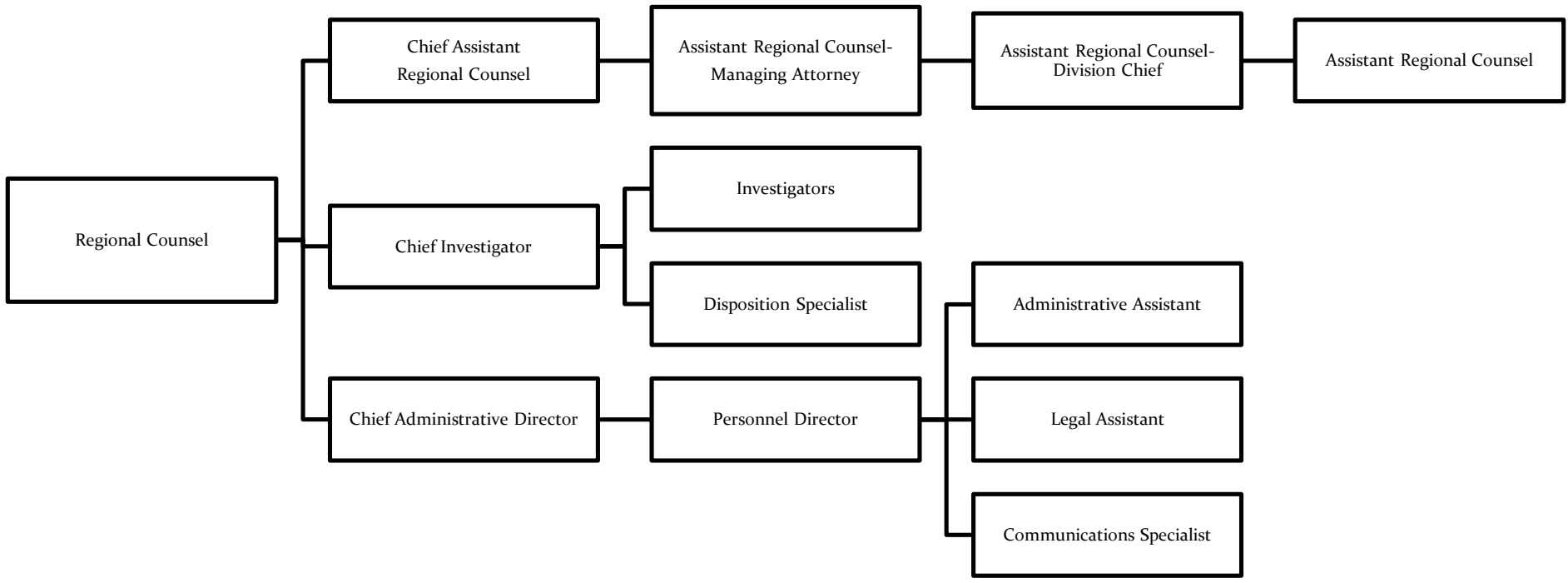


FTE = 123

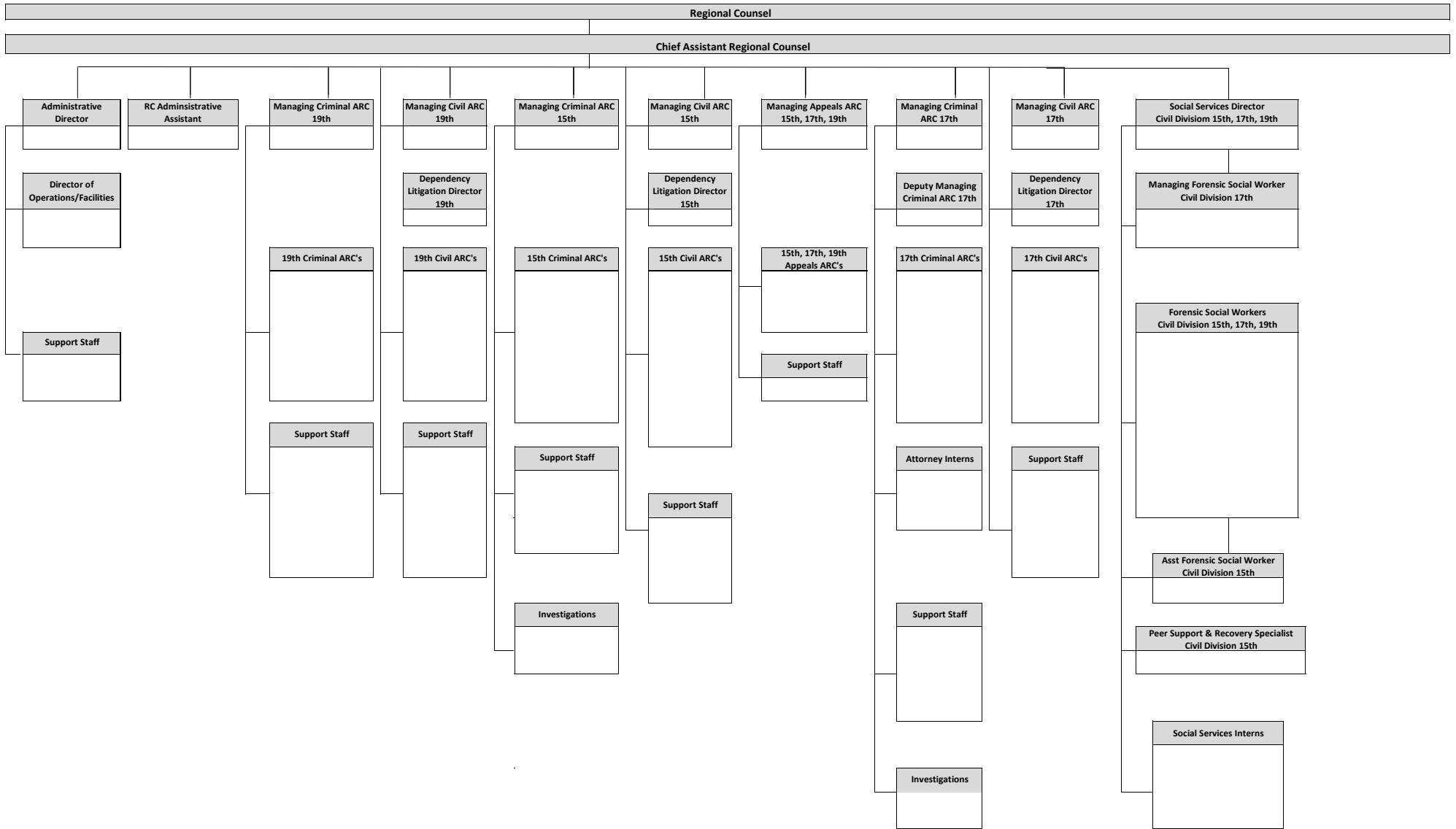


# Criminal Conflict and Civil Regional Counsel; Third Region of Florida (RC3)

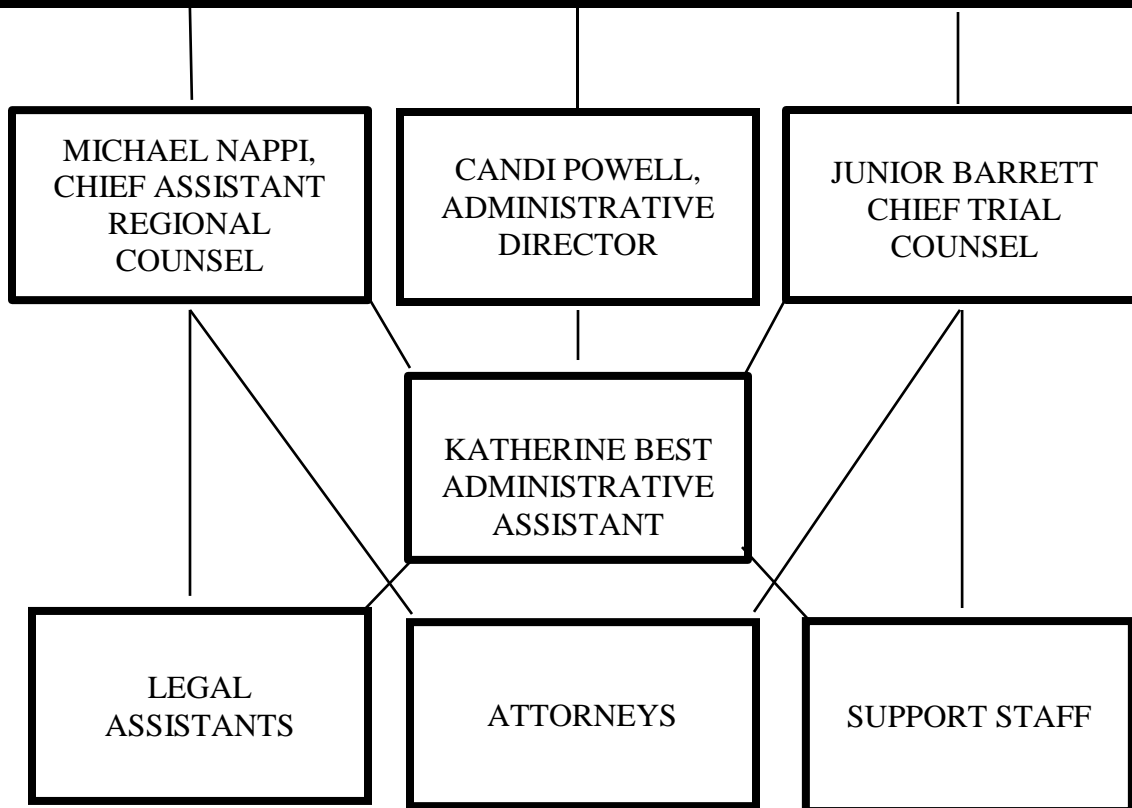
Effective 7/1/2020



SCHEDULE X - ORGANIZATION CHART  
 CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL, 4TH DISTRICT  
 Effective July 1, 2020



# JEFF DEEN, REGIONAL COUNSEL



- Effective July 1, 2020

JUSTICE ADMINISTRATION	FISCAL YEAR 2019-20			
SECTION I: BUDGET	OPERATING			FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT	955,772,448			0
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)	16,874,936			0
FINAL BUDGET FOR AGENCY	972,647,384			0
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>				0
Represent Children * Average number of children represented.	23,439	2,287.34	53,612,904	
Civil Investigative Services * Number of appointed civil cases investigated	40,576	227.47	9,229,786	
Criminal Investigative Services * Number of appointed criminal cases investigated	487,144	214.15	104,320,984	
Criminal Trial Indigent Defense * Number of appointed criminal cases	487,144	214.15	104,320,987	
Civil Trial Indigent Defense * Number of appointed civil cases	40,576	227.47	9,229,787	
Indigent Appellate Defense * Number of appointed appellate cases	2,515	6,727.53	16,919,743	
Death Penalty Legal Counsel * Number of active cases	165	33,538.10	5,533,787	
Death Row Case Preparation * Number of active cases	165	29,964.65	4,944,167	
Felony Prosecution * Felony Cases Referred	321,552	812.21	261,169,308	
Misdemeanor Prosecution * Misdemeanor/Criminal Traffic Cases Referred	527,695	220.36	116,284,189	
Juvenile Prosecution * Juvenile Cases Referred	65,610	499.48	32,770,775	
Child Support Enforcement Services * Child Support Enforcement Actions	20,336	1,301.41	26,465,511	
Civil Action Services * Number of Civil Actions	99,254	138.96	13,792,311	
Regional Counsel Workload * Number of appointed cases.	53,641	980.55	52,597,577	
TOTAL			811,191,816	
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES				114,163,290
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER				
REVERSIONS				47,292,224
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				972,647,330

## 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.

-----  
SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8: ACT5000 ACT5100 ACT5200 ACT5300 ACT5400

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

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

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

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

-----  
AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH THAT ARE NOT REPRESENTED BY THOSE ABOVE OR ADMINISTRATIVE COSTS THAT ARE UNIQUE TO THE AGENCY AND ARE NOT APPROPRIATE TO BE ALLOCATED TO ALL OTHER ACTIVITIES.

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

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

DEPARTMENT: 21	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	972,647,384	
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	972,647,330	
	-----	-----
DIFFERENCE:	54	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

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

Agency: Justice Administration

Contact: Alton L. "Rip" Colvin Jr.

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 2020 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 2021-2022 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 2021-2022 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Justice Administration Entities	B	\$6.5 M	\$ 8.7 M
b				
c				

- 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.

Issue Code 300040 "Increase Due Process Funds" - Individual State Attorneys and Public Defenders request an additional \$1.9M for due process costs related to capital felony cases. Of this amount, the State Attorney and Public Defender in the 17th Judicial Circuit request \$1.5M for due process costs associated with the Marjory Stoneman Douglas case.  
\*\*\*\*\*

Issue Code 5005020 "Cross Jurisdictional Death Penalty Program" - The Office of Criminal Conflict and Civil Regional Counsel, Second District Court of Appeal requests \$2M for a proposed Cross Jurisdictional Death Penalty Program to demonstrate how this office can provide death penalty litigation at reduced costs, when compared with private registry counsel.  
\*\*\*\*\*

The Offices of Criminal Conflict and Civil Regional Counsels and Capital Collateral Regional Counsels are requesting a total of \$4.8M for increased operational expenses, including building rental, salaries and benefits adjustments, training and workload. The amounts requested by office are based on the individual agency's assessment of their funding needs for FY 2021-22.

\* R/B = Revenue or Budget Driver



# **Budget Entity Level Exhibits or Schedules**

**Justice Administrative Commission**

**Budget Entity: 21300800**

*Justice Administrative Commission*

**Schedule I Series**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: Justice Administrative Commission**

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

**Name of Person Completing This Form: Mailea Adams**

**Telephone #: 850-488-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

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

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

**Qualified Transportation Benefits Program:** Based on anticipated collections

**Garnishment Fees:** Based on anticipated collections

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	300,500
Less 8% Service Charge	(24,040)
= Receipts Applicable to 5% Assessment	276,460
x 5% State Trust Fund Reserve	13,823

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

FY 2021-22 Receipts Applicable to SCGR	300,500
x 8% Service Charge	24,040
FY 2020-21 Receipts Applicable to SCGR	300,500
x 8% Service Charge	24,040

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Executive Direction and Support Services
	20-2-339040

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	87,891.87	(A)		87,891.87
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	24,000.00	(D)		24,000.00
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>111,891.87</b>	(F)	-	<b>111,891.87</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	70,000.00	(H)		70,000.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: Other Accounts Payable (SCGR)	105.00	(J)		105.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>41,786.87</b>	(K)	-	<b>41,786.87</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Executive Direction and Support Services  
20-2-339040

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 40,563.91 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

ADD Current Compensated Absences Liability 1,222.96 (D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 41,786.87 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 41,786.87 (F)

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

**\*SHOULD EQUAL ZERO.**

# **Budget Entity Level Exhibits or Schedules**

**Statewide Guardian ad Litem**

**Budget Entity: 21310000**

**Statewide Guardian ad Litem**  
**Schedule I Series**

**SCHEDULE 1 TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: Guardian ad Litem**

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

**Name of Person Completing This Form: David Windle**

**Telephone#: 850-922-7206**

\*\*\*\*\*

**Revenue Estimating Methodology:**

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

Pursuant to Chapter 938.10, Florida Statutes, if a person pleads guilty or nolo contendere to any offense against a minor, in violation of applicable sections of Chapters 775, 784, 787, 794, 796, 800, 823, 827, 847, 893, or 985, the court shall impose a court cost of \$151.00 against the offender. Each month the Clerk of the Court transfers \$50.00 of the court costs to DCF and the Guardian ad Litem Program. Total estimated fees to be paid to GAL in FY 2021-22 is \$58,941.

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

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

No funds were distributed by DCF the conference held in FY 2020-21. Instead, the conference was conducted virtually and DCF paid all registration fees directly. It is unknown if the FY 2021-22 conference will be conducted in a similar manner so no funds are expected for this grant in FY 2021-22.

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

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



payroll costs associated with the positions they have each agreed to fund. For Fiscal Year 2021-22 these revenues are coded to revenue code 001100.

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

Northwest Florida Guardian ad Litem Foundation = \$20,531

GAL Foundation of Florida's First Coast = \$14,747

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

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

We currently have three intergovernmental agreements with Boards of County Commissioners who agreed to fund specific OPS positions in their local Guardian ad Litem offices. These counties provide monthly reimbursement for the Other Personal Services (OPS) payroll costs associated with the positions they have each agreed to fund. For Fiscal Year 2021-22 these revenues are coded to revenue code 000810.

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

Volusia County (Circuit 7) = \$42,133

Monroe County (Circuit 16) = \$68,000

Lee County (Circuit 20) = \$80,160

These amounts include funds for salary, FICA, applicable benefits. The agreements are funded by local tax dollars. Agreements funded by tax revenues are exempt from paying the 8% service charge to general revenue (SCGR). An exemption to the SCGR will be needed in FY 2021-22 for each of these three agreements

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

**TOTAL ESTIMATED RECEIPTS FOR 2020-21**

Fines and Penalties - DCF:	\$58,941
Court Improvement Grant - DCF:	\$0
Other Grants:	\$35,278
Reimbursed from Counties:	\$190,293
<b>Total Estimated Receipts:</b>	<b>\$284,512</b>

**TOTAL ESTIMATED RECEIPTS FOR 2021-22**

Fines and Penalties - DCF:	\$58,941
Court Improvement Grant - DCF:	\$0
Other Grants:	\$35,278
Reimbursed from Counties:	\$190,293
<b>Total Estimated Receipts:</b>	<b>\$284,512</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	35,278
Less 8% Service Charge	(2,822)
= Receipts Applicable to 5% Assessment	32,456
x 5% State Trust Fund Reserve	1,623

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

FY 2021-22 Receipts Applicable to SCGR	35,278
x 8% Service Charge	2,822

FY 2020-21 Receipts Applicable to SCGR	35,278
x 8% Service Charge	2,822

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Statewide Guardian Ad Litem Office
	20-2-339044

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	287,681.82	(A)	-	287,681.82
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	33,772.96	(D)	-	33,772.96
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>321,454.78</b>	(F)	<b>-</b>	<b>321,454.78</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	201,501.49	(H)	-	201,501.49
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	1,514.87	(J)	-	1,514.87
<b>Unreserved Fund Balance, 07/01/20</b>	<b>118,438.42</b>	(K)	<b>-</b>	<b>118,438.42</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Statewide Guardian Ad Litem Office  
20-2-339044

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 118,438.42 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 118,438.42 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 118,438.42 (F)

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

**\*SHOULD EQUAL ZERO.**

# **Budget Entity Level Exhibits or Schedules**

## **State Attorneys**

**Budget Entities: 21500100 through 21502000**

**State Attorneys**

**Schedule I**

**Series**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney Office, First Judicial Circuit**

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

**Name of Person Completing This Form: Shirley Mitchell**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 01's estimated receipts are \$194,000 for FY 2020-2021 and \$225,040 for FY 2021-2022.

**Cost of Prosecution:** The revenues anticipated in the State Attorney Revenue Trust Fund, Cost of Prosecution for FY 2020-2021 is \$1,300,000. The revenues anticipated for FY 2021-2022 is \$1,300,000. The revenue estimates were determined by using an average of the monthly deposits for FY 2020-2021 and the fact that the Clerk of Courts have changed their office practices in collection procedures for Cost of Prosecution and have made adjustments to maximize collections.

**Worthless Checks:** The revenues anticipated in the State Attorney Revenue Trust Fund, Worthless Checks, for FY 2020-2021 is \$12,000 and \$12,000 for FY 2021-2022. The revenue in Worthless Checks varies from month to month. The worthless checks revenue estimates were estimated by using an average of the monthly deposits.

**Local Ordinance Prosecution:** The revenues anticipated in the Local Ordinance Prosecution for FY 2020-2021 is \$5,000. It is also anticipated that we will receive



\$5,000 in FY 2021-2022. Revenue estimates were determined by using an average of the monthly payments.

**Criminal History/Background Checks:** The revenues anticipated in Criminal History/Background Checks for FY 2020-2021 is \$1,800. It is also anticipated that we will receive \$1,800 in FY 2021-2022. The revenue estimates were determined by using an average of the monthly deposits.

**Restitution – (HB 409):** This was a new revenue source established in FY 2016-2017. We received \$145.06 to date.

**Prosecution Criminal Use of Personal ID:** This is a relatively new revenue source. In FY 2019-2020 we received \$250.00. It is anticipated that we will receive \$200 in FY 2020-2021 and \$200 in FY 2021-2022. The revenue estimates were determined by using an average of the monthly deposits.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,512,800
Less 8% Service Charge	(121,024)
= Receipts Applicable to 5% Assessment	1,391,776
x 5% State Trust Fund Reserve	69,589

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

FY 2021-22 Receipts Applicable to SCGR	1,543,840
x 8% Service Charge	123,507
FY 2020-21 Receipts Applicable to SCGR	1,512,800
x 8% Service Charge	121,024

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys - First Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	590,737.85	(A)		590,737.85
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	119,258.51	(D)		119,258.51
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>709,996.36</b>	(F)	<b>0</b>	<b>709,996.36</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	878,419.22	(H)		878,419.22
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	285.00	(I)		285.00
LESS: Other Accounts Payable (CY Reversions)	(200,565.00)	(J)		(200,565.00)
LESS: Other Accounts Payable (SCGR)	31,857.13	(J)		31,857.13
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.01</b>	(K)	<b>0</b>	<b>0.01</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - First Judicial Circuit
	20-2-058001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>(200,564.99)</b>	(A)
--	---------------------	-----

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description		(C)
-----------------------------------	--	-----

SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	0.00	(D)
---	------	-----

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

Adjustment: CY Certified Forward Reversions	200,565.00	(D)
---	------------	-----

		(D)
--	--	-----

		(D)
--	--	-----

		(D)
--	--	-----

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>0.01</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>0.01</b>	(F)
--	-------------	-----

<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, First Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Shirley Mitchell**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**FIST – State:** We will sell two vehicles in FY 2020-2021 and it is estimated that we should receive approximately \$4,000 from it. No additional receipts are expected.

**FIST – Federal:** We do not anticipate receiving any receipts from FIST Federal. We have no funds remaining in FIST Federal.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	4,000
Less 8% Service Charge	(320)
= Receipts Applicable to 5% Assessment	3,680
x 5% State Trust Fund Reserve	184

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

FY 2021-22 Receipts Applicable to SCGR	-
x 8% Service Charge	-
FY 2020-21 Receipts Applicable to SCGR	4,000
x 8% Service Charge	320

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - First Judicial Circuit
	20-2-316001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	13,631.97	(A)		13,631.97
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>13,631.97</b>	(F)	-	<b>13,631.97</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: Other Accounts Payable (SCGR)	1,876.96	(J)		1,876.96
<b>Unreserved Fund Balance, 07/01/20</b>	<b>11,755.01</b>	(K)	-	<b>11,755.01</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Forteiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - First Judicial Circuit
	20-2-316001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="11,755.01"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

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

**Add/Subtract Other Adjustment(s):**

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

A/P not C/F-Operating Categories	<input type="text"/>	(D)
----------------------------------	----------------------	-----

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

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

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

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="11,755.01"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="11,755.01"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, First Judicial Circuit**

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

**Name of Person Completing This Form: Shirley Mitchell**

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

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**Revenue Estimating Methodology:**

**Victims of Crime Act (VOCA):** The revenue amounts are fixed under Contract and is anticipated to \$504,145.44 for FY 2020-2021. However, the Attorney General’s office was behind in making the monthly refunds so it is estimated that the receipts for FY 2020-2021 will be \$552,000. The estimated revenue amounts for FY 2021-2022 will be \$552,000.

**County Information Technology:** The projected amounts for the County Information Technology Trust Fund are based on the amounts requested as repayment for the IT employees that work in Escambia, Santa Rosa, Okaloosa and Walton Counties. The amounts for each County are amounts agreed to with each County for the IT needs in each County, the anticipated funds from Article V, \$2.00 recording fees. Also, if the \$2.00 recording fees do not cover all of the yearly expenses for each County, each County is responsible for payment of any additional yearly expenses not covered by Article V. The anticipated reimbursements for FY 2020-2021 are \$450,346. The amount anticipated for FY 2021-2022 is \$450,346.

**US Marshals Service MOA:** The projected amounts for the US Marshals Service MOA are based on the MOA and/or any Amendments to increase the projected amounts due to the overtime worked by the various Investigators and the availability of additional funding by the US Marshals Service. It is anticipated that the reimbursements for FY 2020-2021 will be \$6,000. It is also anticipated that the reimbursements for FY 2021-2022 will also be \$6,000.



**Bureau of ATF MOA:** The projected amounts for the Bureau of ATF MOA are based on the MOA. It is anticipated that the reimbursements for FY 2020-2021 will be \$6,000 and the same for FY 2021-2022.

**Recovery of Fraudulent Indigency Claims:** This is a relatively new fund. We previously received \$533.00 in FY 2019-2020. It is anticipated that we will receive \$500.00 for FY 2020-2021 and \$500.00 for FY 2021-2022.

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

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

None applicable.

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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339012**

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 397,663.48	\$ 552,000.00	\$ 552,000.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>397,663.48</b>	<b>552,000.00</b>	<b>552,000.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>				<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - First Judicial Circuit
	20-2-339012

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	209,712.26	(A)		209,712.26
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	127,315.60	(D)		127,315.60
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>337,027.86</b>	(F)	<b>0.00</b>	<b>337,027.86</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	11,175.14	(H)		11,175.14
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	1,000.00	(I)		1,000.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>324,852.72</b>	(K)	<b>0.00</b>	<b>324,852.72</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - First Judicial Circuit
	20-2-339012

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="324,852.72"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="324,852.72"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="324,852.72"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: State Attorney Office, 2nd Judicial Circuit**

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

**Name of Person Completing This Form: Mary Dean Barwick**

**Telephone #: 850-606-6015**

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**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 02's estimated receipts are \$112,000 for FY 2020-2021 and \$129,920 for FY 2021-2022.

**Cost of Prosecution:** This projection is based on the trend line of historical data together with seasonal factors such as student influx. Leon County Clerk of Court collection practices as well as outlying counties are being maintained. COVID-19 impact is estimated in 20-21. With case filings sentencing being done at a slower pace, a decline in revenues is expected with a recovery in 21-22.

**Misdemeanor Diversion:** This projection is based on several years of historical data. Offenses subject to diversion have expanded thereby increasing collections. A circuit-wide pilot program was initiated in January of 2018. This consistency is projected to increase collections as well. COVID-19 impact is estimated in 20-21 with a recovery in 21-22.

**Identity Theft:** This projection is based on averages since FY 16-17, the year the surcharge was implemented. This is a surcharge of \$250 for the purpose of funding prosecutions of offenses relating to the criminal use of personal identification per F.S. 817.568(12). Revenues since FY 16-17 have averaged at \$1,500 a year.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	649,500
Less 8% Service Charge	(51,960)
= Receipts Applicable to 5% Assessment	597,540
x 5% State Trust Fund Reserve	29,877

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

FY 2021-22 Receipts Applicable to SCGR	819,920
x 8% Service Charge	65,594
FY 2020-21 Receipts Applicable to SCGR	649,500
x 8% Service Charge	51,960

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Second Judicial Circuit
	20-2-058002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	777,588.78	(A)	-	777,588.78
ADD: Other Cash (See Instructions)	304.50	(B)	-	304.50
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>777,893.28</b>	(F)	<b>-</b>	<b>777,893.28</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	12,590.27	(J)	-	12,590.27
<b>Unreserved Fund Balance, 07/01/20</b>	<b>765,303.01</b>	(K)	<b>-</b>	<b>765,303.01</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Second Judicial Circuit
	20-2-058002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="765,303.01"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

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

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="765,303.01"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="765,303.01"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

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

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Mary Dean Barwick**

**Telephone #: 850-606-6015**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The estimate for FY 2021-22 is based, in part, on pending investigations where the possibility of forfeiture exists.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	-
Less 8% Service Charge	-
= Receipts Applicable to 5% Assessment	-
x 5% State Trust Fund Reserve	-

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

FY 2021-22 Receipts Applicable to SCGR	50,000
x 8% Service Charge	4,000
FY 2020-21 Receipts Applicable to SCGR	-
x 8% Service Charge	-

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Second Judicial Circuit
	20-2-316002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	110,126.09	(A)		110,126.09
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>110,126.09</b>	(F)	-	<b>110,126.09</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>110,126.09</b>	(K)	-	<b>110,126.09</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forteiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Second Judicial Circuit
	20-2-316002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>110,126.09</b>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
--	--	-----

		(D)
--	--	-----

		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>110,126.09</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>110,126.09</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: State Attorney Office, 2nd Judicial Circuit**

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

**Name of Person Completing This Form: Mary Dean Barwick**

**Telephone #: 850-606-6015**

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**Revenue Estimating Methodology:**

**Victims of Crime Act:** \$500,000 Estimates are based on the grant contract amount.

**Violence Against Women Act:** \$130,000 Estimates are based on the grant contract amount.

**VAWA STOP Grant:** \$50,000 Estimates based on grant contract amount.

**U.S Marshals Service:** \$5,000 Estimates based on grant contract amount.

**County Grant:** \$37,000 Estimates are based on anticipated contractual amount.

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

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

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339008

<b>Transfers In</b> (Provide Agency and Fund Number Received From)	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 411,449.72	\$ 473,000.00	\$ 500,000.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	411,449.72	473,000.00	500,000.00		

<b>Transfers Out (Operating and Non-Operating)</b> (Provide Agency and Fund Number Transferred To)	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Second Judicial Circuit
	20-2-339008

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	194,267.48	(A)		194,267.48
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	64,553.68	(D)		64,553.68
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>258,821.16</b>	(F)	<b>0.00</b>	<b>258,821.16</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>258,821.16</b>	(K)	<b>0.00</b>	<b>258,821.16</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Second Judicial Circuit
	20-2-339008

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 258,821.16 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 258,821.16 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 258,821.16 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Third Judicial Circuit**

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

**Name of Person Completing This Form: Monica Baker**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 03's estimated receipts are \$65,000 for FY 2020-2021 and \$75,400 for FY 2021-2022.

**Cost of Prosecution:** The State Attorney's Office, Third Judicial Circuit, projects revenue of \$435,000 for Fiscal Year 2020-2021. For Fiscal Year 2021-2022, the revenue projection is also \$435,000. These projections are based on actual receipts collected in FY 2019-2020 with consideration of the number of cases that are currently being handled by the agency's Pre-Trial Diversion Program. The pre-trial diversion program is the major source of revenue in this trust fund. The other significant funding source for this trust fund comes from the Cost of Prosecution fee which is \$100 per felony case and \$50 for all other cases prosecuted by this office. This is a court ordered fee. Additional fees may be set by the court if the State Attorney's Office can show proof of higher costs incurred for the prosecution of a particular case. Currently, the COVID-19 virus has greatly impacted court operations. The \$100 and \$50 fees are ordered at sentencing. At this time, very few cases are being handled in the court system. Until such time as court operations return to normal, the State Attorney's Office will have diminished collections.



**Worthless Checks:** The State Attorney’s Office, Third Judicial Circuit projects revenue of \$500 for FY 2020-2021 and also for FY 2021-2022. The income generated in this trust fund is not expected to increase. Many businesses use private collection agencies to handle the worthless checks that they receive. In addition, the large number of point-of-sale transactions paid by debit cards has reduced the number of checks that vendors receive. Actual receipts from the last fiscal year were reviewed to project revenues for this fund.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	500,500
Less 8% Service Charge	(40,040)
= Receipts Applicable to 5% Assessment	460,460
x 5% State Trust Fund Reserve	23,023

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

FY 2021-22 Receipts Applicable to SCGR	510,900
x 8% Service Charge	40,872
FY 2020-21 Receipts Applicable to SCGR	500,500
x 8% Service Charge	40,040

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorney Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Third Judicial Circuit
	20-2-058003

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	384,155.31	(A)		384,155.31
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>384,155.31</b>	(F)	-	<b>384,155.31</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	11,051.38	(J)		11,051.38
<b>Unreserved Fund Balance, 07/01/20</b>	<b>373,103.93</b>	(K)	-	<b>373,103.93</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Third Judicial Circuit
	20-2-058003

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="373,103.93"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="373,103.93"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="373,103.93"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Third Judicial Circuit**

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

**Name of Person Completing This Form: Monica Baker**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Victims of Crime Act (VOCA):** The revenue amount for this grant in Fiscal Year 2020-2021 is estimated at \$233,000. This amount represents the annualized most recent grant reimbursements and includes a small increase over actual receipts in last fiscal year for the reimbursable benefit increases such as retirement and health insurance and the 3% legislative pay increase effective October 1, 2020. For Fiscal Year 2021-2022, estimated receipts are \$240,000. This amount includes current VOCA salary reimbursements plus annualized increases in retirement and employer health insurance costs which are reimbursable by the grant. It also includes the potential for a 3% employee pay increase for those employees covered under this grant.

**County Information Technology:** The revenue collected under this agreement is provided by funds received from the counties that make up the Third Judicial Circuit (Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, and Taylor) for the purpose of partially funding the salaries and benefits of Information Technology staff. The agreement for FY 2020-2021 calls for \$54,108 to be reimbursed to this agency for IT salary expenditures. This agency estimates that the same amount will be available in Fiscal Year 2021-2022.

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

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

None applicable.

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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339013**

<b>Transfers In (Provide Agency and Fund Number Received From)</b>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 221,570.63	\$ 233,000.00	\$ 240,000.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>221,570.63</b>	<b>233,000.00</b>	<b>240,000.00</b>		

<b>Transfers Out (Operating and Non-Operating) (Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Third Judicial Circuit
	20-2-339013

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	194,098.97	(A)		194,098.97
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	37,091.02	(D)		37,091.02
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>231,189.99</b>	(F)	<b>0.00</b>	<b>231,189.99</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>231,189.99</b>	(K)	<b>0.00</b>	<b>231,189.99</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Third Judicial Circuit
	20-2-339013

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 231,189.99 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 231,189.99 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 231,189.99 (F)

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

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 4<sup>th</sup> Judicial Circuit**

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

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

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 04's estimated receipts are \$319,000 for FY 2020-2021 and \$370,040 for FY 2021-2022.

**Cost of Prosecution:** The State Attorney's Office for the Fourth Judicial Circuit is projecting cost of prosecution revenues for FY 2020-2021 to be \$1,000,000 and for FY 2021-2022 to be \$1,000,000.

The revenue projections for cost of prosecution are based on the past five fiscal years of revenue collected. Our cost of prosecution continues to decline. This revenue is projected to decrease in the current year due to the COVID-19 pandemic.

Cost of prosecution revenue for the past seven fiscal years:

FY 2019 –2020=\$1,168,724.75

FY 2018-2019=\$1,197,852.00

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

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

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

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

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

**Worthless Checks:** The State Attorney's Office for the Fourth Judicial Circuit is projecting worthless check revenues for FY 2019-2020 to be \$2,000 and for FY 2020-2021 to be \$1,800.

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

Worthless check revenue for the past seven fiscal years:

FY 2019 –2020=\$1,864.79

FY 2018-2019 = \$2,340.97

FY 2017-2018 = \$3,470.07

FY 2016-2017 = \$5,490.35

FY 2015-2016 = \$4,912.97

FY 2014-2015 = \$6,438.05

FY 2013-2014 = \$6,441.78

**Restitution General:** Restitution General is an in & out item, there is no accumulation of revenue. It was set up for checks written to the office but should have been written to a victim. To date, we have not received one receipt attributable to restitution. Based on the number of cases we have in this circuit, we are projecting \$0 in receipts.

**Prosecution of Criminal Use of Personal Identification:** There is a surcharge of \$250 for the purpose of funding prosecutions of offenses relating to the criminal use of personal identification per F.S 817.568(12). There was no revenue in FY

2016-17 and revenue for FY 2017-18 was \$250. In the future, revenue is expected to decrease to zero.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,320,800
Less 8% Service Charge	(105,664)
= Receipts Applicable to 5% Assessment	1,215,136
x 5% State Trust Fund Reserve	60,757

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

FY 2021-22 Receipts Applicable to SCGR	1,371,840
x 8% Service Charge	109,747
FY 2020-21 Receipts Applicable to SCGR	1,320,800
x 8% Service Charge	105,664

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourth Judicial Circuit
	20-2-058004

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,072,129.93	(A)	-	1,072,129.93
ADD: Other Cash (See Instructions)	152.00	(B)	-	152.00
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,072,281.93</b>	(F)	<b>-</b>	<b>1,072,281.93</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	126,478.07	(H)	-	126,478.07
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	970.91	(I)	-	970.91
LESS: Other Accounts Payable (SCGR)	26,473.65	(J)	-	26,473.65
<b>Unreserved Fund Balance, 07/01/20</b>	<b>918,359.30</b>	(K)	<b>-</b>	<b>918,359.30</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourth Judicial Circuit
	20-2-058004

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="918,359.30"/> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/> (C)
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SWFS Adjustment # and Description	<input type="text"/> (C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
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A/P not C/F-Operating Categories	<input type="text"/> (D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="918,359.30"/> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="918,359.30"/> (F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 4<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund  
FID# 2316**

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

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

FIST revenues are case dependent; therefore, it is difficult to project revenues for future fiscal years. The State Attorney’s Office for the Fourth Judicial Circuit is projecting \$200,000 in revenue for FY 2019-2020 and \$200,000 FY 2020-2021 in FIST (State). Revenues are projected based on the prior fiscal year’s revenue.

The State Attorney’s Office, Fourth Judicial Circuit has entered into an Equitable Sharing agreement with the Department of Justice and anticipates revenue for FY 2019-2020 to be \$0.00 and FY 2020-2021 to be \$0.00. The funds are awarded based on involvement and asset availability. These projections are based on current pending equitable sharing requests.

The State Attorney’s Office Fourth Judicial Circuit has entered into an Equitable Sharing agreement with the Department of Treasury and anticipates revenue for FY 2019-2020 and FY 2020-2021 to be \$0.00. The funds are awarded based on involvement and asset availability. These projections are based on current pending equitable sharing requests.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	200,000
Less 8% Service Charge	(16,000)
= Receipts Applicable to 5% Assessment	

	184,000
x 5% State Trust Fund Reserve	9,200

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

FY 2021-22 Receipts Applicable to SCGR	200,000
x 8% Service Charge	16,000
FY 2020-21 Receipts Applicable to SCGR	200,000
x 8% Service Charge	16,000

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

None applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourth Judicial Circuit
	20-2-316004

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,013,667.05	(A)	-	2,013,667.05
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>2,013,667.05</b>	(F)	<b>-</b>	<b>2,013,667.05</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	175,694.39	(H)	-	175,694.39
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: _____		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,837,972.66</b>	(K)	<b>-</b>	<b>1,837,972.66</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourth Judicial Circuit
	20-2-316004

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,837,972.66"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="1,837,972.66"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="1,837,972.66"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 4<sup>th</sup> Judicial Circuit**

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

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

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

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**Revenue Estimating Methodology:**

**Stop Violence against Women VAWA:** The revenue amounts under Contract No. LN098 (are anticipated to be \$153,860 for FY 2020-2021 and \$141,038 for FY 2021-2022.

**Stop Violence against Women VAWA:** The revenue amounts under Contract No. 20STO56 are anticipated to be \$42,242 for FY 2020-2021 and \$42,242 for FY 2021-2022.

**Victims against Crime Act VOCA:** The revenue amounts under Contract No. VOCA 2020 00566 are anticipated to be \$568,520.97 for FY 2020-2021 and \$568,520.97 for FY 2021-2022.

**Insurance Fraud Prosecution:** The projected revenue amounts for the Insurance Fraud Prosecution is based on the Department of Financial Services transfer authority of up to \$274,209.90 in FY 2019-20 and \$274,919.60 in FY 2020-2021.

**Prosecution of Local Ordinances:** The projected revenue amounts for the Local Ordinance Prosecution Trust Fund are based on amounts stated in Inter-local Agreement No. JXMS011FFSA-04938 with the City of Jacksonville, and in the Inter-local Agreements with the City of Atlantic Beach, City of Baldwin, Clay County, City of Fernandina Beach, City of Green Cove Springs, City of Hilliard, Town of Callahan, City of Keystone Heights, Town of Orange Park, City of Jacksonville Beach, Nassau County, and the City of Neptune Beach for \$50 per Municipal Ordinance violation. Revenues are anticipated to be a total of \$30,700

in FY 2020-2021 and \$30,700 in FY 2020-2021. This trust fund is subject to an 8% service charge, and is thereby reduced by that amount every year.

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

**BYRNE - JAG - CPU Grant:** This program was appropriated by the Florida Legislature and funded through the Edward Byrne Memorial Justice Assistance Grant. In FY 2020-2021, this office is slated to receive \$123,000

**National Sexual Assault Kit Initiative (SAKI) – Multidisciplinary Approach (SAKI):** The revenue amounts under Contract No. 2018-AK-BX-0023 are anticipated in FY 2020 – FY 2021 to be \$800,000.

**National Sexual Assault Kit Initiative (SAKI) – Lawfully Owned DNA:** The revenue amounts under Contract No. 2018-AK-BX-0025 are anticipated to be \$290,000 in FY 2021.

**FIU/MacArthur Grant:** The project titled ‘Advancing Prosecutorial Fairness and Effectiveness through Data Innovation: A Multi-jurisdictional Initiative funded by John D. and Catherine T. MacArthur Foundation to Florida International University. The estimated revenue amounts anticipated for FY 2020 – 2021 is \$50,000.

**KEYS 2DRIVE:** The estimated revenue amounts in FY 2020 – FY 2021 are anticipated to be \$60,000 and in FY 2021 – FY 2022 is \$60,000.

**Upholding the Rule of Law- Conviction Integrity Program:** The revenue amounts under Contract No. 2018-FA-BX-0003 are anticipated to be \$65,000 for FY 2020-2021.

**Bail Reform Grant – Community Foundation for Northeast Florida:** This grant was funded on the approval of the Board of Trustees of the Community Foundation for North East Florida. The revenue from this grant in FY 2020 – FY 2021 will be \$5,000.

**Innovation Prosecution Solutions:** The revenue amounts under Contract 2019-YX-BX-0020 are anticipated to be \$150,000 in FY 2020-21.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	105,700
Less 8% Service Charge	(8,456)
= Receipts Applicable to 5% Assessment	97,244
x 5% State Trust Fund Reserve	4,862

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

FY 2021-22 Receipts Applicable to SCGR	105,700
x 8% Service Charge	8,456
FY 2020-21 Receipts Applicable to SCGR	105,700
x 8% Service Charge	8,456

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

Statewide Financial Services #B2100003 adjustment to increase accounts receivables: \$235,513.42.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339007

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Financial Services FID #2393	001500	\$ 361,506.75	\$ 254,765.00	\$ 254,765.00	100522	Sarah Goodman 10/1/2020
<b>TOTAL</b>		<b>361,506.75</b>	<b>254,765.00</b>	<b>254,765.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339007**

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 352,061.99	\$ 568,520.97	\$ 568,520.97	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>352,061.99</b>	<b>568,520.97</b>	<b>568,520.97</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>				<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys - Fourth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339007

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,151,712.96	(A)		1,151,712.96
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	353,307.35	(D)	-	353,307.35
ADD: Outstanding Accounts Receivable #B210003		(E)	235,513.42	235,513.42
<b>Total Cash plus Accounts Receivable</b>	<b>1,505,020.31</b>	(F)	<b>235,513.42</b>	<b>1,740,533.73</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	595,256.18	(H)		595,256.18
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	2,230.32	(J)		2,230.32
<b>Unreserved Fund Balance, 07/01/20</b>	<b>907,533.81</b>	(K)	<b>235,513.42</b>	<b>1,143,047.23</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Fourth Judicial Circuit  
20-2-339007

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 907,533.81 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B2100003; Transfer In from Other Agency 235,513.42 (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,143,047.23 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,143,047.23 (F)

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

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 5<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Bridget Kiefer**

**Telephone #: 352-671-5800**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, SA 05’s estimated receipts are \$215,000 for FY 2020-2021 and \$249,400 for FY 2021-2022.

**Worthless Checks:** Worthless check revenue projections are based on the past two year’s performance. Revenues have steadily decreased over the past few years. The State Attorney’s Office 5<sup>th</sup> Judicial Circuit projections have been adjusted accordingly. Receipts for FY 2018-2019 were \$3,560. Receipts for FY 2019-2020 were down 40% \$1,457. Estimated revenue for FY 2021-2022 is \$500.

**Cost of Prosecution:** Cost of prosecution has not had a long history upon which to base projections. Revenues based on actual figures for FY 2015-2016 are \$1,388,561.00, FY 2016-2017 are \$1,232,271.00 and FY 2017-2018 are \$1,269,545.

The State Attorney’s Office 5<sup>th</sup> Judicial Circuit cannot predict if a defendant will pay their cost of prosecution fee. FY 2018-2019 did have an increase in Cost of Prosecution revenue, \$1,497,750 from the previous the fiscal year due to increasing Cost of Prosecution fees from \$50.00 to \$100.00 for Misdemeanor cases and \$100.00 to \$150.00 for Felony cases. Due to the onset of COVID-19, SAO5 did have a decrease in Cost of Prosecution fees in the 4<sup>th</sup> quarter of FY 2019-2020. Funds received during FY 2019-2020 were \$1,457,264. The expected revenue

generated from for FY 2021-2022 will be difficult to predict due when the courts and trials will resume. However, a preliminary estimate would be \$1,550,000 for FY 2021-2022.

**Restitution-Criminal Use of Personal ID:** FY 2018-2019 SAO5 received \$2,283. SAO5 had an increase in receipts for FY 2019-2020 and received \$5,152. Estimated receipts for FY 2021-2020 is \$6,500.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,615,800
Less 8% Service Charge	(129,264)
= Receipts Applicable to 5% Assessment	1,486,536
x 5% State Trust Fund Reserve	74,327

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

FY 2021-22 Receipts Applicable to SCGR	1,799,900
x 8% Service Charge	143,992
FY 2020-21 Receipts Applicable to SCGR	1,615,800
x 8% Service Charge	129,264

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys - Fifth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058005

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	390,656.57	(A)		390,656.57
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>390,656.57</b>	(F)	-	<b>390,656.57</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	29,484.45	(J)		29,484.45
<b>Unreserved Fund Balance, 07/01/20</b>	<b>361,172.12</b>	(K)	-	<b>361,172.12</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifth Judicial Circuit
	20-2-058005

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="361,172.12"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="361,172.12"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="361,172.12"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 5<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Justice Administrative Commission**

**Telephone #: 850-488-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

There were no revenues collected in this fund in FY 2019-20, nor are there any expected revenues in the future. The balance in this fund is \$1.07.

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Civil RICO Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifth Judicial Circuit
	20-2-095001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1.07	(A)		1.07
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1.07</b>	(F)	<b>0</b>	<b>1.07</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	-	(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1.07</b>	(K)	<b>0</b>	<b>1.07</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Civil RICO Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifth Judicial Circuit
	20-2-095001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney's Office, 5<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund, FID# 2316**

**Name of Person Completing This Form: Justice Administrative Commission**

**Telephone #: (850) 488-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

There were no revenues collected in this fund in FY 2019-20, nor are there any expected revenues in the future. The trust fund balance is \$.03.

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

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

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifth Judicial Circuit
	20-2-316005

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.03	(A)		0.03
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>0.03</b>	(F)	-	<b>0.03</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.03</b>	(K)	-	<b>0.03</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Forfeiture and Investigative Support Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Fifth Judicial Circuit  
 20-2-316005

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, Judicial Circuit 5**

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

**Name of Person Completing This Form: Bridget Kiefer**

**Telephone #: 352-671-5800**

\*\*\*\*\*

**Revenue Estimating Methodology:**

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

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

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

VAWA Contract #20-8031-SAO FY 2019-2020 is \$67,927.55.

VAWA Contract #LN099-FY 2020-2021 is \$101,762.

The State Attorney’s Office 5<sup>th</sup> Judicial Circuit is requesting \$101,762 in Trust Fund Authority for FY 2020-2021.

**Victims of Crime Act (VOCA):** Due to COVID-19, The Office of the Attorney General, Division of Victim Services and Criminal Justice Programs, Bureau of Advocacy and Grants Management offered to have the 2019-2020 application copied over within the Egrants system to serve as the 2020-2021 application request for the Victims of Crime Act (VOCA). SAO5 accepted this agreement and will be requesting \$356,655 in federal funds for the VOCA grant for FY 2020-2021. When SAO5 applies for the VOCA grant in February of 2021 for fiscal year 2021-2022, SAO5 will be requesting \$506,004 in federal funds and (2) more Victim/Witness Counselors (1) Lake county and (1) Citrus county.

**Local Ordinance Prosecution:** The projected revenue amounts for the Local Ordinance Prosecution Trust Funds are based on the amounts stated in the contracts with each agency. Marion County's contract states that one quarter (\$23,175) of an ASA will be paid to The State Attorney’s Office 5<sup>th</sup> Judicial Circuit each year. Citrus County and Sumter County's contracts state that \$100 will

be paid per case prosecuted by The State Attorney's Office 5<sup>th</sup> Judicial Circuit. The City of Belleview's contract states that \$100 will be paid per case prosecuted by The State Attorney's Office 5<sup>th</sup> Judicial Circuit. The City of Ocala's contract states a cost of \$50.00 per hour. The City of Leesburg's cost is \$50.00 per hour. The City of Eustis's cost is \$50.00 per hour. Receipts for FY 2017-2018 were \$31,375, receipts for FY 2018-2019 were \$39,675. Receipts for FY 2019-2020 were \$27,025. For FY 2021-2022, The State Attorney's Office Fifth Judicial Circuit is requesting \$30,000 in Trust Fund Authority.

**Information Technology:** Each county is responsible for reimbursing each IT employee's salary plus a percentage of certain personnel's salary throughout The State Attorney's Office 5<sup>th</sup> Judicial Circuit. Marion county reimbursement for FY 2019-2020 was \$342,560. Lake county reimbursement for FY 2019-2020 was \$314,774. Hernando county reimbursement for FY 2019-2020 was \$170,307. Citrus county reimbursement for FY 2019-2020 was \$138,565. Sumter county reimbursement for FY 2019-2020 was \$115,022. The expected reimbursement for FY 2021-2022 for IT salaries is \$1,139,000.

**Civil Citation Diversion Prosecution Program:** This program was designed to help cut court costs, cost of prosecution fees, surcharges, and possible cost of probation if sentenced. The Civil Citation Program was implanted at the end of 2018. In FY 2018-2019 SAO5 received \$9,431. For FY 2019-2020 SAO5 received \$29,442. The expected reimbursement for FY 2021-2022 \$44,000.

**Early Intervention Program-Marion County and Lake County:** The early intervention program is a county agreement created to reduce inmate population. The funding provided is sourced from income of a revenue nature that is received from taxes and fees that are levied by Marion and Lake County, a Political Subdivision of the State of Florida, and is intended for the exclusive use by the State Attorney and Public Defender. For fiscal year 21-22 SAO5 will be requesting \$102,000 budget authority for Marion County and for the Early Intervention Program for Lake county \$112,510.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	55,000
Less 8% Service Charge	(4,400)
= Receipts Applicable to 5% Assessment	50,600
x 5% State Trust Fund Reserve	2,530

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

FY 2021-22 Receipts Applicable to SCGR	74,000
x 8% Service Charge	5,920
FY 2020-21 Receipts Applicable to SCGR	55,000
x 8% Service Charge	4,400

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339014

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 285,440.11	\$ 356,655.00	\$ 506,004.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	285,440.11	356,655.00	506,004.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys - Fifth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339014

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,262,168.29	(A)		1,262,168.29
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	322,367.81	(D)		322,367.81
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,584,536.10</b>	(F)	-	<b>1,584,536.10</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,584,536.10</b>	(K)	-	<b>1,584,536.10</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifth Judicial Circuit
	20-2-339014

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,584,536.10 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,584,536.10 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,584,536.10 (F)

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

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 6<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Robin Shaw**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

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

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

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

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 06's

estimated receipts are \$403,500 for FY 2020-2021 and \$468,060 for FY 2021-2022.

**Worthless Checks:** Revenue declined in FY2019-20 by 7.90% to \$9,085 from \$9,864 in FY2018-19. Revenue trends show a decline at a slower rate than previous years as the use of paper checks has been drastically reduced and the use of electronic transactions continues to increase. Revenue is expected to decrease by 7% in FY 2020-21 to \$8,449 and remain steady with revenue projected to be \$8,449 in FY 2021-22.

**Cost of Prosecution:** Cost of Prosecution revenue decreased in FY2019-20 by 7.28% due to the COVID-19 pandemic. Revenues are expected to return to normal in FY2020-21 at \$1,398,398. Revenue is expected to remain steady in FY2021-22 at \$1,398,398.

**Prosecution of Criminal Use of Personal Identification:** Revenue is a surcharge of \$250 for the purpose of funding prosecutions of offenses relating to the criminal use of personal identification per F.S. 817.568(12). Revenue increased in FY 2019-20 to \$413 from \$404 in FY2018-19. Based on trends, revenue is expected to increase by 2.19% in FY 2020-21 to \$422 and remain steady in FY2021-22 at \$422.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,810,347
Less 8% Service Charge	(144,828)
= Receipts Applicable to 5% Assessment	1,665,519
x 5% State Trust Fund Reserve	83,276

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

FY 2021-22 Receipts Applicable to SCGR	1,874,907
x 8% Service Charge	149,993
FY 2020-21 Receipts Applicable to SCGR	1,810,347

x 8% Service Charge

144,828

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixth Judicial Circuit
	20-2-058006

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	7,312,483.00	(A)		7,312,483.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>7,312,483.00</b>	(F)	-	<b>7,312,483.00</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	25,000.00	(H)		25,000.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	29,332.77	(J)		29,332.77
<b>Unreserved Fund Balance, 07/01/20</b>	<b>7,258,150.23</b>	(K)	-	<b>7,258,150.23</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Sixth Judicial Circuit  
 20-2-058006

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 7,258,150.23 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

A/P not C/F-Operating Categories ( 103225) 0.00 (D)

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 7,258,150.23 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 7,258,150.23 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 6<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Robin Shaw**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**TAX COLLECTION ENFORCEMENT DEFERRED PROGRAM:** This agreement is between Florida Association of Centers for Independent Living, Inc. (FACIL) and this circuit to aid the Department of Revenue in the collection of unpaid sales tax from local business owners. The revenue is fixed at \$18,750 per quarter provided the circuit collects that amount in collections, for maximum of \$75,000 per year. Revenue for FY 2019-20 was \$56,250 due to the 4<sup>th</sup> Quarter payment not being received in FY 2019-20 which decreased the total revenue. Revenue for FY 2020-21 and FY 2021-22 is expected to be \$75,000.

**VOCA - Victim of Crime Act-Grant #VOCA-2019-State Attorney's Office, - 00165:** This reimbursable grant is between this circuit and the Department of Legal Affairs, Office of the Attorney General which is the pass-through agency for the Victims of Crime Act. Revenue for FY 2019-20 was \$53,313. Revenue for FY2020-21 is expected to be \$59,973 as the circuit has applied for annual VOCA Grant funding (VOCA-2020-State Attorney's office-00244). Revenue for FY 2021-22 is expected to remain steady at \$59,973.

**CHILD WELFARE LEGAL SERVICES – QJ004:** Fiscal year 2019-20 was the fourth year of a four year agreement between this circuit and Florida Department of Children and Families. Revenues for FY 2019-20 were \$3,740,900 due to an amendment in May 2020 to the contract which did not permit time for the payment for June's services until the beginning of the new fiscal year. A new one year contract started in FY 2020-21 with revenue expected for FY 2020-21 to be

\$4,138,677. This contract includes provisions for increases for fund legislative raises and increases in retirement and health insurance. Revenue for FY 2021-22 is expected to be \$4,138,677.

**VETERANS TREATMENT COURT:** This is a three year agreement with the Sixth Judicial Circuit Court of Florida to provided aid to the Court with the screening and evaluation of offenders for eligibility to participate in the Veteran's Treatment Program in the Sixth Circuit. The agreement will end on January 15, 2021. The Court will reimburse 82 percent of the costs up to \$4,583.33 each month to be used solely for aiding the Court with this program. Revenue for FY 2019-20 was \$54,999. Revenue for FY 2020-21 and FY 2021-22 is expected to be \$55,000 per year.

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

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

None applicable.

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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339002**

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Children and Families FID #2261	001903	4,124,518	\$ 4,189,238	\$ 4,335,552	103034	Diane Sunday 10/1/20
	<b>TOTAL</b>	4,124,518.00	4,189,238.00	4,335,552.00		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>				<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Confirmed By/Date</b>



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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339002**

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 53,216.64	\$ 59,973.00	\$ 59,973.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>53,216.64</b>	<b>59,973.00</b>	<b>59,973.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>				<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixth Judicial Circuit
	20-2-339002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,857,014.15	(A)	-	1,857,014.15
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	411,388.54	(D)	-	411,388.54
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>2,268,402.69</b>	(F)	<b>-</b>	<b>2,268,402.69</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	37,000.00	(H)	-	37,000.00
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: _____		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>2,231,402.69</b>	(K)	<b>-</b>	<b>2,231,402.69</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixth Judicial Circuit
	20-2-339002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 2,231,402.69 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 2,231,402.69 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 2,231,402.69 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 7<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Bryan Shorstein, Executive Director**

**Telephone #: 386-239-7710**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, SA 07’s estimated receipts are \$212,500 for FY 2020-2021 and \$246,500 for FY 2021-2022.

**Cost of Prosecution/ Worthless Checks:** Revenue estimates are \$1,050,000 for FY 2020-21 and \$1,000,000 for FY 2021-22. These estimates are based on historical data, current contracts, new collection methodologies and evaluation of current criminal justice trends within the Seventh Circuit. We continue to work with the Clerk of Courts in each of our four counties which have led to increases in the collection of Costs of Prosecution in the past. In addition all of our counties are experiencing population growth with Flagler County being one of the fastest growing counties in the country. This growth coupled with the hiring of additional law enforcement officers will increase the collection of costs and fees within the criminal justice system. In addition, we are in the process of either beginning or expanding several Diversion Programs which will generate additional Cost of Prosecution funds.

**Worthless Checks:** Worthless check fees have decreased over the past decade and will continue to decline as the shift by retail customers to alternative methods of

payments continues. Estimated receipts for FY2020-21 are estimated at about \$8,000.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,270,500
Less 8% Service Charge	(101,640)
= Receipts Applicable to 5% Assessment	1,168,860
x 5% State Trust Fund Reserve	58,443

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

FY 2021-22 Receipts Applicable to SCGR	1,254,500
x 8% Service Charge	100,360
FY 2020-21 Receipts Applicable to SCGR	1,270,500
x 8% Service Charge	101,640

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys - Seventh Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058007

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	911,552.99	(A)		911,552.99
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>911,552.99</b>	(F)	-	<b>911,552.99</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	51,312.00	(H)		51,312.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	20,325.04	(J)		20,325.04
<b>Unreserved Fund Balance, 07/01/20</b>	<b>839,915.95</b>	(K)	-	<b>839,915.95</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventh Judicial Circuit
	20-2-058007

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="891,227.95"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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Approved "A" Carry Forward (Encumbrances) per LAS/PBS	<input type="text" value="(51,312.00)"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="839,915.95"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="839,915.95"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney's Office, 7<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Bryan Shorstein, Executive Director**

**Telephone #: 386-239-7710**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**FIST:**

There were no proceeds in FY 2019-20 The fund balance is \$1,610. There is no reason to expect any new revenue in this fund.

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

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

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

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventh Judicial Circuit
	20-2-316007

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,610.48	(A)		1,610.48
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,610.48</b>	(F)	-	<b>1,610.48</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,610.48</b>	(K)	-	<b>1,610.48</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forteiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventh Judicial Circuit
	20-2-316007

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,610.48 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,610.48 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,610.48 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 7<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Bryan Shorstein, Executive Director**

**Telephone #: 386-239-7710**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**VOCA (Victims of Violent Crime)**

This is a Federal pass through Grant received by this agency. We have been recipients of this grant every year for over two decades and have been told to anticipate the grant will be renewed for another year. We received about \$34,000 per month on this grant and assume about the same for FY 2021-2022.

**VAWA (Stop Violence Against Women)**

This is a Federal pass through grant to this agency. This grant has been renewed. In the first year which was 2016-2017, we received \$85,113. We then received an increase in 2017-18 to \$47,573 which brought the total to approximately \$132,686. In 2019-2020, we are to receive a total of \$166,198.91 (the amount is broken down as follows VAWA STOP 1 Grant = \$80,735.97, VAWA STOP II Grant + \$38,243/94, and VAWA STOP SEX CRIMEs Grant = \$47,219.00) This office has requested the additional Authority to cover the increase in receipts for 2021-2022 but as of now the amount we receive remains the same.

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

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339010

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 405,327.74	\$ 408,000.00	\$ 408,000.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	405,327.74	408,000.00	408,000.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventh Judicial Circuit
	20-2-339010

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	615,689.67	(A)		615,689.67
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	85,791.46	(D)		85,791.46
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>701,481.13</b>	(F)	-	<b>701,481.13</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>701,481.13</b>	(K)	-	<b>701,481.13</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventh Judicial Circuit
	20-2-339010

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; **701,481.13** (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** **701,481.13** (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** **701,481.13** (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Eighth Judicial Circuit**

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

**Name of Person Completing This Form: Michelle Signer**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, SA 08’s estimated receipts are \$124,500 for FY 2020-2021 and \$144,420 for FY 2021-2022.

**Cost of Prosecution:** The revenue amount for FY 2019-20 was \$436,971. We anticipate the collections to remain the same for FY 2020-21 and FY 2021-22.

**Worthless Checks:** The revenue amount in FY 2019-20 was \$1,215. We anticipate the collections to remain the same in FY 2020-21 and FY 2021-22.

**Restitution:** The revenue amount in FY 2019-20 was \$1,000. We anticipate the collections to remain the same in FY 2020-21 and FY 2021-22



**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	562,686
Less 8% Service Charge	(45,015)
= Receipts Applicable to 5% Assessment	517,671
x 5% State Trust Fund Reserve	25,884

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

FY 2021-22 Receipts Applicable to SCGR	582,606
x 8% Service Charge	46,608
FY 2020-21 Receipts Applicable to SCGR	562,686
x 8% Service Charge	45,015

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighth Judicial Circuit
	20-2-058008

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,672,317.08	(A)		1,672,317.08
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,672,317.08</b>	(F)	-	<b>1,672,317.08</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	10,491.04	(J)		10,491.04
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,661,826.04</b>	(K)	-	<b>1,661,826.04</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighth Judicial Circuit
	20-2-058008

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,661,826.04 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,661,826.04 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,661,826.04 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 8<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Michelle Signer**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**FIST:**

There were proceeds in FY 2019-20 for \$27,025.29

FIST revenues are case dependent; therefore, it is difficult to project revenues for future fiscal years. The State Attorney’s Office for the Eight Judicial Circuit is projecting no additional revenue for FY 2020-2021 or FY 2021-2022 in FIST (State).

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighth Judicial Circuit
	20-2-316008

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	27,025.29	(A)		27,025.29
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>27,025.29</b>	(F)	-	<b>27,025.29</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>27,025.29</b>	(K)	-	<b>27,025.29</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighth Judicial Circuit
	20-2-316008

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 27,025.29 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 27,025.29 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 27,025.29 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Eight Judicial Circuit**

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

**Name of Person Completing This Form: Michelle Signer**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Victims of Crime Act VOCA:** The contract amount for FY 2020-21 is \$554,181 and it is anticipated to increase by approximately 10% to \$609,599 in FY 2021-22.

**Prosecution of Local Ordinances:** The projected revenue amounts are based on current contracts with the City of Gainesville (\$3,550/annually), Town of Inglis (\$200/annually), Town of LaCrosse (\$200/annually), City of Lake Butler (\$200/annually), City of Williston (\$250/annually.), City of Chiefland (\$250/annually), City of Hawthorne (\$250/annually and Levy County (\$250/annually). This is a total of \$5,150/annually for FY 2020-21 and it is anticipated to remain the same in FY 2021-22.

**UF Law School Intern Program:** The revenue amounts are based on the current contract of \$15,000/annually for FY 2020-21 and it is anticipated to remain the same FY 2021-22.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	5,150
Less 8% Service Charge	(412)
= Receipts Applicable to 5% Assessment	4,738
x 5% State Trust Fund Reserve	237

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

FY 2021-22 Receipts Applicable to SCGR	5,150
x 8% Service Charge	412
FY 2020-21 Receipts Applicable to SCGR	5,150
x 8% Service Charge	412

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

None applicable.



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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339015**

<b>Transfers In</b> (Provide Agency and Fund Number Received From)	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 488,418.78	\$ 554,181.00	\$ 609,599.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>488,418.78</b>	<b>554,181.00</b>	<b>609,599.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> (Provide Agency and Fund Number Transferred To)	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighth Judicial Circuit
	20-2-339015

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	266,597.32	(A)	-	266,597.32
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	83,085.51	(D)	-	83,085.51
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>349,682.83</b>	(F)	<b>-</b>	<b>349,682.83</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>349,682.83</b>	(K)	<b>-</b>	<b>349,682.83</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighth Judicial Circuit
	20-2-339015

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>349,682.83</b> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	(C)
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SWFS Adjustment # and Description	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
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Approved FCO Certified Forward per LAS/PBS	(D)
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A/P not C/F-Operating Categories	(D)
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	(D)
--	-----

	(D)
--	-----

	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>349,682.83</b> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>349,682.83</b> (F)
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<b>DIFFERENCE:</b>	<b>0.00</b> (G)*
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**\*SHOULD EQUAL ZERO.**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-2022 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name:** State Attorney, Ninth Judicial Circuit

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

**Name of Person Completing This Form:** Ashma Kumar

**Telephone # (407) 836-2440**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 09's estimated receipts are \$309,500 for FY 2020-2021 and \$359,020 for FY 2021-2022.

**Cost of Prosecution:** The State Attorney's Office, Ninth Judicial Circuit projects revenue of \$1,255,872 for Fiscal Year 2020-21. For Fiscal Year 2021-2022, the revenue projection is \$1,255,872. These projections are based solely on actual receipts collected in FY2019-2020 with consideration for the number of cases that are currently handled. However, due to Covid-19 and the decrease in Cost of Prosecution revenues due to early case resolution and other case dispositive activities, we anticipate a continued reduction in revenues that cannot be determined.

The court ordered Cost of Prosecution cases are the major source of revenue in this trust fund. In addition, the other significant funding source for this trust fund comes from the Pre-Trial Diversion Program in which a fee of \$100 is assessed per felony case and \$50 for all other cases prosecuted by this office. Additional fees may be set by the court if the State Attorney's Office can show proof of higher costs incurred for the prosecution of a particular case.

**Restitution:** The revenue for FY 2020-21 and FY 2021-22 are projected at \$2,000.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,565,372
Less 8% Service Charge	(125,230)
= Receipts Applicable to 5% Assessment	1,440,142
x 5% State Trust Fund Reserve	72,007

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

FY 2021-22 Receipts Applicable to SCGR	1,614,892
x 8% Service Charge	129,191
FY 2020-21 Receipts Applicable to SCGR	1,565,372
x 8% Service Charge	125,230

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys Office-9th Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058009

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	6,336,691.85	(A)	-	6,336,691.85
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>6,336,691.85</b>	(F)	<b>-</b>	<b>6,336,691.85</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	61,146.00	(H)		61,146.00
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	25,682.36	(J)		25,682.36
<b>Unreserved Fund Balance, 07/01/20</b>	<b>6,249,863.49</b>	(K)	<b>-</b>	<b>6,249,863.49</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Ninth Judicial Circuit
	20-2-058009

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="6,249,863.49"/> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/> (C)
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SWFS Adjustment # and Description	<input type="text"/> (C)
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**Add/Subtract Other Adjustment(s):**

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

A/P not C/F-Operating Categories	<input type="text"/> (D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="6,249,863.49"/> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="6,249,863.49"/> (F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*
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**\*SHOULD EQUAL ZERO.**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-22 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Ninth Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID#: 2316**

**Name of Person Completing This Form Ashma Kumar**

**Telephone # (407) 836-2440**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

**State Forfeitures:** FY 2020-21 and 2021-22 estimated revenues are based on anticipated proceeds from state forfeitures for these years. Cases sometimes take years to resolve and for the proceeds to be received.

**Federal Forfeitures:** FY 2020-21 and 2021-22 estimated revenues are based on anticipated proceeds from federal forfeitures. Federal forfeitures are very difficult to predict as these cases take years to go through the federal forfeiture procedures and federal court trials/appeals.

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

FY 2020-21 Receipts Applicable to SCGR	225,050
Less 8% Service Charge	(18,004)
= Receipts Applicable to 5% Assessment	207,046
x 5% State Trust Fund Reserve	10,352

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

FY 2021-22 Receipts Applicable to SCGR	225,050
x 8% Service Charge	18,004



FY 2020-21 Receipts Applicable to SCGR	225,050
x 8% Service Charge	18,004

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Ninth Judicial Circuit
	20-2-316009

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	662,681.37	(A)		662,681.37
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	719.73	(D)		719.73
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>663,401.10</b>	(F)	-	<b>663,401.10</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>663,401.10</b>	(K)	-	<b>663,401.10</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Ninth Judicial Circuit
	20-2-316009

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 663,401.10 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 663,401.10 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 663,401.10 (F)

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

**\*SHOULD EQUAL ZERO.**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-22 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Ninth Judicial Circuit**

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

**Name of Person Completing This Form: Ashma Kumar**

**Telephone # (407) 836-2440**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

**Victims of Crime Act (VOCA):** FY 2020-21 and 2021-22 estimated revenues are based on the actual contracted amount for FY 2020-21. The contractual agreement for FY 2021-22 will not be made until next year; the assumption is that revenues will remain constant. In the event that the contract is not renewed, all expenditures for VOCA will cease for that year.

**STOP Violence Against Women (VAWA):** FY 2020-21 and 2021-22 estimated revenues are based on the actual contracted amount for FY 2020-21. The contractual agreement for FY 2021-22 will not be made until next year; the assumption is that revenues will remain constant. In the event that the contract is not renewed, all expenditures for VAWA will cease for that year.

**Prosecution of Insurance Fraud:** FY 2020-21 and 2021-22 estimated revenues are based on current proviso in the GAA (reference Line Item 844). As this program has been continued since FY 2007-08 and insurance fraud continues to be a serious issue in the State of Florida, the assumption that in FY 2021-22 this revenue amount will be continued.

**Prosecution of Local Ordinance:** This office has two Local Ordinance contracts – one with the City of Orlando for \$2,000 per year and one with Orange County for \$59,387 per year. The 2020-21 and 2021-22 estimated revenues for the City of Orlando and Orange County are based on current contracted amounts. The contractual agreements for FY 2021-22 will not be made until next year. The assumption is that revenues will remain constant. In the event that the contracts are not renewed, all expenditures for local ordinance prosecution will cease.

**Sales Tax Collection Recovery Diversion (FACIL):** The Office of the State Attorney, 9th Judicial Circuit has entered into an agreement with the Florida Association of Centers for Independent Living, Inc. (“FACIL”), whereby the State Attorney’s Office will receive \$75,000 annually to develop, implement and administer a Tax Collection Enforcement Diversion Program. The revenue amounts are fixed at \$18,750/qtr. x 4 = \$75,000 annually. The assumption is that revenues will remain constant. In the event that the contract is not renewed, all expenditures for sales tax recover will cease for that year.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	61,387
Less 8% Service Charge	(4,911)
= Receipts Applicable to 5% Assessment	56,476
x 5% State Trust Fund Reserve	2,824

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

FY 2021-22 Receipts Applicable to SCGR	61,387
x 8% Service Charge	4,911
FY 2020-21 Receipts Applicable to SCGR	61,387
x 8% Service Charge	4,911

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339005

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b> <b>FY 19-20 (A01)</b>	<b>Amount</b> <b>FY 20-21 (A02)</b>	<b>Amount</b> <b>FY 21-22 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Department of Financial Services FID #2393	001500	\$ 325,801.25	\$ 437,739.00	\$ 437,739.00	100522	Sarah Goodman 10/1/2020
<b>TOTAL</b>		<b>325,801.25</b>	<b>437,739.00</b>	<b>437,739.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

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

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

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339005**

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 410,236.05	\$ 413,638.00	\$ 413,638.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	410,236.05	413,638.00	413,638.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Ninth Judicial Circuit
	20-2-339005

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,979,160.79	(A)	-	3,979,160.79
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	83,787.90	(D)	-	83,787.90
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>4,062,948.69</b>	(F)	<b>-</b>	<b>4,062,948.69</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>4,062,948.69</b>	(K)	<b>-</b>	<b>4,062,948.69</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Ninth Judicial Circuit
	20-2-339005

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 4,062,948.69 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 4,062,948.69 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 4,062,948.69 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, 10<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Terri Cassano**

**Telephone #: 863-534-4970**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 10's estimated receipts are \$189,500 for FY 2020-2021 and \$219,820 for FY 2021-2022.

**Worthless Checks:** The State Attorney's Office, 10<sup>th</sup> Circuit, estimates that revenues will not increase for the 2020-21 and 2021-22 fiscal years for the Worthless Checks Fund. There has been a consistent decrease in collections. We project it will remain the same for the two fiscal years, \$1,200 per year.

Worthless Checks Funds collected 19-20	\$ 1,201	actual
Worthless Checks Funds collected 20-21	\$ 1,200	estimate
Worthless Checks Funds collected 20-21	\$ 1,200	estimate

**Cost of Prosecution:** Due to the COVID-19 crisis which affected all aspects of the criminal justice system, the fees collected for Cost of Prosecution were lower in total for the 19-20 fiscal year. The normal collection rate has not returned to the 10<sup>th</sup> Judicial Circuit. It is expected that the 21-22 FY collections will be the same as 19-20 FY. The 21-22 FY should have us seeing the criminal justice system on a more normal track. The State Attorney’s Office, 10th Circuit will have an estimated 5% increase for the 21-22 FY.

Cost of Prosecution Trust Fund

18-19 Collections	\$4,151,910	actual	
19-20 Collections	\$3,452,476	17% decrease	actual
20-21 Collections	\$3,452,476	no increase	estimate
21-22 Collections	\$3,625,100	5% increase	estimate

**Surcharge Criminal Use of Personal ID Information:** The State Attorney’s Office, 10<sup>th</sup> Circuit, has collected minimal funds for the surcharge of \$250 allowed to be collected under Statute 817.568 (12)(b) for the criminal use of personal identification. The estimates for future years are shown below without an increase per year.

19-20 Collections	\$1,670
20-21 Collections	\$1,670
21-22 Collections	\$1,670

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	3,643,176
Less 8% Service Charge	(291,454)
= Receipts Applicable to 5% Assessment	3,351,722
x 5% State Trust Fund Reserve	167,586

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

FY 2021-22 Receipts Applicable to SCGR	3,846,120
x 8% Service Charge	307,690
FY 2020-21 Receipts Applicable to SCGR	3,643,176
x 8% Service Charge	291,454

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Tenth Judicial Circuit
	20-2-058010

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,778,059.98	(A)		3,778,059.98
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>3,778,059.98</b>	(F)	-	<b>3,778,059.98</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	223,362.07	(H)		223,362.07
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	53,841.70	(J)		53,841.70
<b>Unreserved Fund Balance, 07/01/20</b>	<b>3,500,856.21</b>	(K)	-	<b>3,500,856.21</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Tenth Judicial Circuit
	20-2-058010

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE  
 FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, 10<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Terri Cassano**

**Telephone #: 863-534-4970**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**CHILD SUPPORT ENFORCEMENT:** The State Attorney’s Office, 10<sup>th</sup> Circuit is under contract with the Department of Revenue to provide legal services in Child Support Title IV-D cases in Polk, Hardee and Highlands Counties. The revenue for the FY 2020-21 is \$1,521,975 which is the contract amount with the Department of Revenue including forecasted administered funds. The projected contract amount and revenue for FY 2021-22 is \$1,535,490.

**IT COUNTY REIMBURSEMENT – POLK COUNTY:** The State Attorney’s Office, 10<sup>th</sup> Circuit, entered an agreement with Polk County to provide reimbursement to SAO 10 for Information Technology Personnel Salary & Benefits expenses. This agreement was made pursuant to Chapter 29, Florida Statutes, that requires the counties to provide certain technology services.

The revenue projections are calculated as follows:

7/1/20 – 6/30/21	Projected IT Payroll Expense 12 months	\$653,976
	HR services	<u>\$1,944</u>
	TOTAL 20-21 Revenue projection	\$655,920
	The revenue projection for 21-22 is the same amount	\$655,920

**IT COUNTY REIMBURSEMENT – HIGHLANDS COUNTY:** The State Attorney’s Office, 10<sup>th</sup> Circuit, entered an agreement with Highlands County to provide reimbursement to SAO 10 for Information Technology Personnel Salary & Benefits expenses. This agreement was made pursuant to Chapter 29, Florida Statutes, that requires the counties to provide certain technology services.

The 20-21 revenue projection is \$82,739 which is the total for Salaries and Benefits approved for the 19-20 Highlands County Fiscal Year Budget. It is projected that the Salaries and Benefits for the 21-22 will remain approximately the same, \$82,739.

**Victims of Crime Act (VOCA):** The State Attorney’s Office, 10<sup>th</sup> Circuit, has been awarded a Victim of Crime Act (VOCA) Grant by the Office of the Attorney General.

The 20-21 revenue for the VOCA grant is \$166,385.

Projections are that the 21-22 Fiscal year will be approximately the same amount, \$166,385.

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

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

None applicable.



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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339006

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 28,198.61	\$ 166,385.00	\$ 166,385.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	28,198.61	166,385.00	166,385.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339006

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Revenue FID #2610	001903	\$1,393,642.41	\$ 1,521,975.00	\$1,535,490.00	102877	Laura Dukes - 9/25/20
	<b>TOTAL</b>	<b>1,393,642.41</b>	<b>1,521,975.00</b>	<b>1,535,490.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Tenth Judicial Circuit
	20-2-339006

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	72,172.28	(A)		72,172.28
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	25,579.87	(D)		25,579.87
ADD: Reduce Accounts Receivable		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>97,752.15</b>	(F)	-	<b>97,752.15</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	97,720.69	(H)		97,720.69
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>31.46</b>	(K)	-	<b>31.46</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Tenth Judicial Circuit  
20-2-339006

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

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

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

**Name of Person Completing This Form: Sharon Savoldy**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 11's estimated receipts are \$747,500 for FY 2020-2021 and \$867,100 for FY 2021-2022.

**Cost of Prosecution:** A twelve-month period was averaged for the **Costs of Conviction** fees received from the Department of Revenue and local Cost of Prosecution. Actual collections for 2019-20 were \$1,045,489. Based on anticipated collections, we estimate collections of approximately \$1,400,000 for FY 2020-2021 and \$1,600,000 for FY 2021-2022.

**Worthless Checks:** Actual collections for FY 2019-2020 were \$0. We estimate collections of approximately \$150 for FY 2020-2021 and \$150 for FY 2021-2022.

**Prosecution of Criminal Use of Personal ID:** Actual collections for FY 2019-2020 were \$4,681. We estimate collections of approximately \$7,000 for FY 2020-2021 and \$12,000 for FY 2021-2022.

**Local Ordinance Prosecution:** Actual collections for FY 2019-2020 were \$26,089. We estimate collections of approximately \$60,000 for FY 2020-2021 and \$75,000 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	2,207,650
Less 8% Service Charge	(176,612)
= Receipts Applicable to 5% Assessment	2,031,038
x 5% State Trust Fund Reserve	101,552

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

FY 2021-22 Receipts Applicable to SCGR	2,542,250
x 8% Service Charge	203,380
FY 2020-21 Receipts Applicable to SCGR	2,207,650
x 8% Service Charge	176,612

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

Statewide Financial Services #B2100001 adjustment to remit General Revenue Service Charge: \$-26,500.82.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-058011

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,168,805.88	(A)		4,168,805.88
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	276,551.57	(D)		276,551.57
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>4,445,357.45</b>	(F)	-	<b>4,445,357.45</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	157,000.00	(H)		157,000.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating) SWFS Adj: #B2100001 - SCGR		(I)	26,500.82	26,500.82
LESS: Other Accounts Payable (SCGR)	-	(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>4,288,357.45</b>	(K)	<b>(26,500.82)</b>	<b>4,261,856.63</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-058011

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;	4,288,357.45	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B2100001; SCGR Transfer out	(26,500.82)	(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
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		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	4,261,856.63	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	4,261,856.63	(F)
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<b>DIFFERENCE:</b>	0.00	(G)*
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**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

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

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

**Name of Person Completing This Form: Sharon Savoldy**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

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

FY 2020-2021 Estimated Revenue =	\$27,288,132
CSE – Federal Quasi-Judicial =	\$ 371,405
Transfer in – State Funds =	\$ 8,820,178
Transfer in – Federal Funds =	\$17,121,521
Transfer in – Federal Indirect Costs =	\$ 975,028
FY 2021-2022 Estimated Revenue =	\$28,157,417
CSE – Federal Quasi-Judicial =	\$ 371,405
Transfer in – State Funds =	\$ 9,093,733
Transfer in – Federal Funds =	\$17,717,251
Transfer in – Federal Indirect Costs =	\$ 975,028

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

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

None applicable.

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

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

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

**Fund Name and Number :** Child Support Trust Fund 20 2 084008

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount FY 19-20 (A01)</b>	<b>Amount FY 20-21 (A02)</b>	<b>Amount FY 21-22 (A03)</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
Department of Revenue FID #2610	001510	\$ 219,315.03	\$ 371,405.00	\$ 371,405.00	102877	Laura Dukes - 9/25/20
Department of Revenue FID #2610	001510	\$ 932,163.94	\$ 975,028.00	\$ 975,028.00	102877	Laura Dukes - 9/25/20
Department of Revenue FID #2261	001500	\$ 8,420,122.78	\$ 8,820,178.00	\$ 9,093,733.00	102877	Laura Dukes - 9/25/20
Department of Revenue FID #2261	001510	\$16,404,862.45	\$ 17,121,521.00	\$ 17,717,251.00	102877	Laura Dukes - 9/25/20
	<b>TOTAL</b>	<b>25,976,464.20</b>	<b>27,288,132.00</b>	<b>28,157,417.00</b>		
<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Child Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-084008

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,743,921.64	(A)	-	2,743,921.64
ADD: Other Cash (See Instructions)	7.71	(B)	-	7.71
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	2,458,950.45	(D)	-	2,458,950.45
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>5,202,879.80</b>	(F)	<b>-</b>	<b>5,202,879.80</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	339,426.48	(H)	-	339,426.48
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>4,863,453.32</b>	(K)	<b>-</b>	<b>4,863,453.32</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Child Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-084008

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 4,863,453.32 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 4,863,453.32 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 4,863,453.32 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 11<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Sharon Savoldy**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

The methodology used for estimating revenue can be based on estimated collections of approximately \$26,250 per quarter in FY 2020-21. We anticipate collections of \$26,250 per quarter in FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	105,000
Less 8% Service Charge	(8,400)
= Receipts Applicable to 5% Assessment	96,600
x 5% State Trust Fund Reserve	4,830

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

FY 2021-22 Receipts Applicable to SCGR	105,000
x 8% Service Charge	8,400
FY 2020-21 Receipts Applicable to SCGR	105,000
x 8% Service Charge	8,400

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Civil RICO Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-095001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	222,390.87	(A)		222,390.87
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>222,390.87</b>	(F)	-	<b>222,390.87</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	500.00	(H)		500.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>221,890.87</b>	(K)	-	<b>221,890.87</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Civil RICO Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-095001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 221,890.87 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 221,890.87 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 221,890.87 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 11<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund  
 FID# 2316**

**Name of Person Completing This Form: Sharon Savoldy**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

Revenue estimates are based on our anticipated share of South Florida Financial Crimes Task Force (SFFCSF) seizures and other forfeiture awards. We anticipate increases in FY 2020-2021 and in FY 2021-2022, as a result of seizures currently in the pipeline and anticipated by the SFFCSF.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	150,000
Less 8% Service Charge	(12,000)
= Receipts Applicable to 5% Assessment	138,000
x 5% State Trust Fund Reserve	6,900

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

FY 2021-22 Receipts Applicable to SCGR	105,000
x 8% Service Charge	8,400
FY 2020-21 Receipts Applicable to SCGR	150,000
x 8% Service Charge	12,000

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2021 - 2022 Justice Administration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>Budget Entity:</b>	State Attorneys - Eleventh Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-316011

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	741,435.37	(A)	-	741,435.37
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>741,435.37</b>	(F)	<b>-</b>	<b>741,435.37</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	80,000.00	(H)	-	80,000.00
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: _____		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>661,435.37</b>	(K)	<b>-</b>	<b>661,435.37</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-316011

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 661,435.37 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 661,435.37 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 661,435.37 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 11<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing this Form: Sharon Savoldy**

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

\*\*\*\*\*

**Revenue Estimating Methodology:**

1. **State Funds:** The following grant programs are appropriated by the legislature or are federal pass-through funds awarded by other state agencies. The following amounts are anticipated for FY2020-2021 - \$1,681,000 and for FY 2021-2022 - \$1,786,550:

**MOVES/VAWA** funded by Department of Children and Families

FY 2020-21 = \$286,000            FY 2021-22 = \$300,300

**VAWA/SV** funded by Department of Health

FY 2020-21 = \$50,000            FY 2021-22 = \$52,500

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

FY 2020-21 = \$505,000            FY 2021-22= \$555,500

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

FY 2020-21 = \$75,000            FY 2021-22 = \$75,000

**Insurance Fraud** funded by Department of Financial Services (DFS): Revenue estimate is based on DFS authority to transfer up to:

FY 2020-21 = \$615,000            FY 2021-22 = \$645,750

**Prosecution Workers Comp Fraud** funded by Department of Financial Services: Revenue estimate is based on DFS authority to transfer up to:

FY 2020-21 = \$150,000            FY 2021-22 = \$157,500

**2. City and County Funds:** The following grant programs are funded by Miami-Dade County, City of Coral Gables, City of Miami and other local municipalities. The following amounts are anticipated for FY 2020-2021 - \$2,760,000 and FY 2021-2022 \$2,691,100:

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

FY 2020-21 = \$560,000            FY 2021-22 = \$588,000

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

FY 2020-21 = \$377,000            FY 2021-22 = \$395,850

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

FY 2020-21 = \$75,000            FY 2021-22 = \$78,750

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

FY 2020-21 = \$280,000            FY 2021-22 = \$294,000

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

FY 2020-21 = \$250,000            FY 2021-22 = \$262,500

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

FY 2020-21 = \$470,000            FY 2021-22 = \$493,500

**North-End Strike Force** funded by the City of Miami

FY 2020-21 = \$290,000            FY 2021-22 = \$300,000

**Gun Violence Reduction** funded by the City of Miami Gardens

FY 2020-21 = \$170,000            FY 2021-22 = \$178,500

**Rapid Response Net** funded by The Children's Trust

FY 2020-21 = \$100,000            FY 2021-22 = \$100,000

**Anti-Human Trafficking** funded by The City of Miami

FY 2020-21 = \$100,000            FY2021-22 = \$0

**Human Trafficking Investigations** funded by The Women's Fund

FY 2020-21 = \$88,000            FY2021-22 = \$0

3. **Federal Funds:** The following grant program funding is received directly from Federal agencies or funded through pass-through agencies. The following amounts are anticipated for FY 2020-2021 - \$687,000 and FY 2021-2022 - \$577,500:

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

FY 2020-21 = \$105,000                      FY 2021-22 = \$105,000

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

FY 2020-21 = \$450,000                      FY 2021-22 = \$472,500

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

FY 2020-21 = \$132,000                      FY 2021-22 = \$0

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

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

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339004

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Financial Services FID #2393	001500	\$ 617,585.98	\$ 406,915.00	\$ 406,915.00	100522	Sarah Goodman 10/1/2020
Department of Financial Services FID #2795	001500	\$ 147,862.99	\$ 149,722.00	\$ 149,722.00	100526	Sarah Goodman 09/28/2020
Department of Financial Services FID #2393	001500		\$ 212,568.00	\$ 212,568.00	100529	Sarah Goodman 10/1/2020
<b>TOTAL</b>		<b>765,448.97</b>	<b>769,205.00</b>	<b>769,205.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>



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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339004

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 483,513.13	\$ 505,000.00	\$ 555,500.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>483,513.13</b>	<b>505,000.00</b>	<b>555,500.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-339004

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,030,954.21	(A)	-	1,030,954.21
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	414,870.36	(D)	-	414,870.36
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,445,824.57</b>	(F)	<b>-</b>	<b>1,445,824.57</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	323,761.89	(H)	-	323,761.89
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,122,062.68</b>	(K)	<b>-</b>	<b>1,122,062.68</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eleventh Judicial Circuit
	20-2-339004

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,122,062.68 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,122,062.68 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,122,062.68 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 12<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Jennifer Strawn**

**Telephone #: 941-861-4439**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 12's estimated receipts are \$175,000 for FY 2020-2021 and \$203,000 for FY 2021-2022.

**Cost of Prosecution:** Revenue estimate for Cost of Prosecution for FY 2020-21 is based on a monthly average over the past four months (April 2020 through July 2020) of \$68,400 per month multiplied by 12 for a projection total of \$820,800. As Courts begin to process back logged cases, we anticipate revenue will continue to slowly increase; therefore, we anticipate an increase in revenue of approximately twenty percent in FY 2021-22 for a total of \$984,460.

**Worthless Check:** Revenue estimate for Worthless Check for FY 2020-21 is based on actual receipts for the FY 2019-20 fiscal year for a total of \$30.00. We anticipate no reduction or expansion of programs or collections in FY 2021-22, therefore, the projection remains the same.

**Fraud Surcharge/Restitution:** Revenue estimate for Fraud Surcharge for FY 2020-21 is based on a monthly average over the past four months (April 2020 through July 2020) of \$478.68 per month multiplied by 12 for a projection total of \$5,744.16. We anticipate no reduction or expansion of programs or collections in FY 2021-22, therefore, the projection remains the same.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	890,554
Less 8% Service Charge	(71,244)
= Receipts Applicable to 5% Assessment	819,310
x 5% State Trust Fund Reserve	40,965

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

FY 2021-22 Receipts Applicable to SCGR	918,554
x 8% Service Charge	73,484
FY 2020-21 Receipts Applicable to SCGR	890,554
x 8% Service Charge	71,244

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twelfth Judicial Circuit
	20-2-058012

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,656,274.85	(A)		2,656,274.85
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	393.45	(D)		393.45
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>2,656,668.30</b>	(F)	-	<b>2,656,668.30</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	99,325.24	(H)		99,325.24
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	19,598.77	(J)		19,598.77
<b>Unreserved Fund Balance, 07/01/20</b>	<b>2,537,744.29</b>	(K)	-	<b>2,537,744.29</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twelfth Judicial Circuit
	20-2-058012

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	2,537,744.29	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
--	--	-----

		(D)
--	--	-----

		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	2,537,744.29	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	2,537,744.29	(F)
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<b>DIFFERENCE:</b>	0.00	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney Office, 12<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Jennifer Strawn**

**Telephone #: 941-861-4439**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Drug Court, Local Requirement:** This reimbursable grant is between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$133,838 for FY 2020-21 and project \$137,853 for FY 2021-22 with anticipation of the grant continuing.

**Drug Court, Local Requirement:** This reimbursable grant is between this circuit and Manatee County Government. It is estimated that this grant will receive revenue of \$112,436 for FY 2020-21 and project \$115,809 for FY 2021-22 with anticipation of the grant continuing.

**County Agreement, IT Personnel Services:** This is a reimbursable grant between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$276,971 for FY 2020-21 and project \$285,280 for FY 2021-22 with anticipation of the grant continuing.

**County Agreement, IT Personnel Services:** This is a reimbursable grant between this circuit and Manatee County Government. It is estimated that this grant will receive revenue of \$123,517 for FY 2020-21 and project \$127,222 for FY 2021-22 with anticipation of the grant continuing.

**VOP Court, Local Program:** This is a reimbursable grant between this circuit and Sarasota County Government. It is estimated that this grant will receive revenue of \$138,735 for FY 2020-21 and project \$142,897 for FY 2021-22 with anticipation of the grant continuing.



**VOCA Grant:** This reimbursable grant administered through the attorney general's office is estimated to receive revenue of \$113,761 for FY 2020-21 and project \$117,173 for FY 2021-22 with anticipation of the grant continuing.

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

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339003

<b>Transfers In</b> (Provide Agency and Fund Number Received From)	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 109,029.37	\$ 113,761.00	\$ 117,173.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	109,029.37	113,761.00	117,173.00		

<b>Transfers Out (Operating and Non-Operating)</b> (Provide Agency and Fund Number Transferred To)	<b>Transfer Out Expenditure Category</b>	<b>Amount</b>			<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twelfth Judicial Circuit
	20-2-339003

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	684,236.68	(A)		684,236.68
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	76,787.99	(D)		76,787.99
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>761,024.67</b>	(F)	-	<b>761,024.67</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>761,024.67</b>	(K)	-	<b>761,024.67</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twelfth Judicial Circuit
	20-2-339003

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 761,024.67 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 761,024.67 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 761,024.67 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, 13<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Robin Menendez**

**Telephone #: 813-274-1932**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 13's estimated receipts are \$316,500 for FY 2020-2021 and \$367,140 for FY 2021-2022.

This Revenue Estimating Methodology does not account for the significant and detrimental economic impact of the State of Florida's declared State of Emergency from COVID-19.

**Cost of Prosecution:** SARTF Cost of Prosecution revenue projections are based on FY 2019-2020 actual receipts. Receipts for this time period were \$912,068.99. Revenue estimates for FY 2020-2021 are the same amount, \$912,068.99. Estimates for FY 2021-2022 are also \$912,068.99. We anticipate that additional analysis will be required to reliably determine the economic impact of the State of Florida's declared State of Emergency from COVID-19 on this revenue projection.

The Service Charges to General Revenue for FY 2020-2021 and FY 2021-2022 are projected to be \$72,965.52 for each year (\$912,068.99 x 8%).

**Fraud Surcharge/Restitution:** SARTF Fraud Surcharge/Restitution revenue projections are based on FY 2019-2020 actual receipts. Receipts for this time period were \$1,568.92. Revenue estimates for FY 2020-2021 are the same

amount, \$1,568.92. Estimates for FY 2021-2022 are also \$1,568.92. We anticipate that additional analysis will be required to reliably determine the economic impact of the State of Florida's declared State of Emergency from COVID-19 on this revenue projection.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,228,569
Less 8% Service Charge	(98,286)
= Receipts Applicable to 5% Assessment	1,130,283
x 5% State Trust Fund Reserve	56,514

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

FY 2021-22 Receipts Applicable to SCGR	1,279,209
x 8% Service Charge	102,337
FY 2020-21 Receipts Applicable to SCGR	1,228,569
x 8% Service Charge	98,286

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Thirteenth Judicial Circuit
	20-2-058013

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,326,313.67	(A)		2,326,313.67
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>2,326,313.67</b>	(F)	-	<b>2,326,313.67</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	21,154.67	(J)		21,154.67
<b>Unreserved Fund Balance, 07/01/20</b>	<b>2,305,159.00</b>	(K)	-	<b>2,305,159.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Thirteenth Judicial Circuit  
 20-2-058013

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, 13<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Robin Menendez**

**Telephone #: 813-274-1932**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**FAJUA PIP Insurance Fraud Grant:** This program is funded on an annually renewable basis by the Florida Joint Underwriters Association to fund the prosecution of PIP Insurance Fraud. Funding of \$150,000 annually was received in February of 2020, for FY 2019-2020.

Upon execution of a new Memorandum of Understanding with FAJUA, continued funding of this grant is anticipated at the rate of \$150,000 annually for FY 2020-2021 and FY 2021-2022.

This fund is exempt from Service Charges through a Service Charge to GR.

**Insurance Fraud Prosecution (PIP through DFS):** The origin of the Insurance Fraud Prosecution (PIP through DFS) Trust Fund is based on SB0002C, Committee JA, Amendment 4 (Sec. 04, Page 046, Spec app 292) and changes made in subsequent years, which originally granted annually recurring funds to the State Attorney, 13<sup>th</sup> Circuit, for the purpose of PIP Insurance Fraud Prosecution. HB 5001, Engrossed 1, page 146, of the 2020 Florida Legislature grants funding to the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit for FY 2020-2021. The estimate is based on the Department of Financial Services transfer authority to transfer up to \$152,179 in FY 2020-21 and \$152,179 in FY 2021-2022.

FY 2019-2020 revenue was \$153,243.01. FY 2020-2021 anticipated revenue is \$153,243.01. FY 2021-2022 anticipated revenue is also \$153,243.01.

There is no service charge associated with this fund.

**Insurance Fraud Prosecution (WC through DFS):** The origin of the Insurance Fraud Prosecution (Workers’ Comp through DFS) Trust Fund is based on SB0002, Committee JA, Amendment 4 (Sec. 04, Page 046, Spec app 292) and changes made in subsequent years, which originally granted annually recurring funds to the State Attorney, 13<sup>th</sup> Circuit, for the purpose of Workers’ Compensation Insurance Fraud Prosecution. HB 5001, Engrossed 1, page 146, of the 2020 Florida Legislature grants funding to the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit for FY 2020-2021. The estimate is based on the Department of Financial Services transfer authority to transfer up to \$137,852 in FY 2020-2021 and \$137,852 in FY 2021-2022.

FY 2019-2020 revenue was \$138,485. FY 2020-2021 anticipated revenue is \$138,485. FY 2021-2022 anticipated revenue is also \$138,485.

There is no service charge associated with this fund.

**Prosecution of Local Ordinances:** The projected revenue amount for the Local Ordinances Prosecution Trust Fund billed to Hillsborough County under Interlocal Agreement Document No. 11-0520 with Hillsborough County is anticipated to be \$24,000 in FY 2020-2021 and FY 2021-2022 (\$6,000/qtr. x 4 = \$24,000 annually).

In addition, an annual invoice is submitted to the City of Plant City based on actual hours worked. The FY 2020-2021 and FY 2021-2022 amount is anticipated to be \$850.

The revenue from Hillsborough County is subject to an 8% service charge and is thereby reduced by that amount (\$1,920) per year for both FY 2020-2021 and FY 2021-2022.

The revenue from the City of Plant City is also subject to and 8% service charge and is thereby reduced by that amount (\$68) per year for both FY 2020-2021 and FY 2021-2022.

Summary:

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

Revenue from Hillsborough County for FY 2019-2020 was \$6,000. Revenue for 1<sup>st</sup> Quarter (\$6,000) was received. Revenue for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters will be

received in FY 2020-2021. Revenue from Plant City for FY 2019-2020 was \$300. Total annual revenue for FY 2019-2020 was \$6,300.

Revenue from Hillsborough County for FY 2020-2021 is anticipated to be \$42,000 (FY 2020-2021 \$6,000/qtr. x 4 = \$24,000) (FY 2019-2020 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters \$6,000/qtr. x 3 = \$18,000). Revenue from Plant City for FY 2020-2021 is anticipated to be \$850. Total annual revenue anticipated for FY 2020-2021 is \$42,850.

Revenue from Hillsborough County for FY 2021-2022 is anticipated to be \$24,000 (\$6,000/qtr. x 4 = \$24,000 annually). Revenue from Plant City for FY 2021-2022 is anticipated to be \$850. Total annual revenue anticipated for FY 2021-2022 is \$24,850.

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

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

Therefore, anticipated revenue should continue unchanged at \$75,000 annually for FY 2020-2021. Anticipated revenue should also continue unchanged at \$75,000 annually for FY 2021-2022.

There is no service charge associated with this fund.

**FIU/MacArthur Grant:** On January 1, 2020, a Subaward between the Office of the State Attorney, 13<sup>th</sup> Judicial Circuit and The Florida International University Board of Trustees was signed and entered into by both parties. This Subaward granted \$50,000.00 for the implementation by the Office of the State Attorney of a research and technical assistance project. This project was set to expire on December 31, 2020. We anticipate a renewal of the Subaward during FY 2020-2021.

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

Anticipated revenue for FY 2020-2021 is \$50,000. We do not anticipate any revenue beyond FY 2020-2021 for this project.

**IT Reimbursement Hillsborough County:** Florida Statute 29.008 requires county funding of court-related functions. In part, this includes providing computer network systems and the salaries and benefits of information technology (IT) staff (reference s. 29.008(1)(f)2.,F.S.). Hillsborough County has allocated \$1,199,882 for IT salaries and benefits reimbursement to the Office of the State Attorney, Thirteenth Judicial Circuit for State FY 2019-2020 (County Fiscal Year beginning October 1, 2019). Anticipated funding for State FY 2020-2021 (County Fiscal Year beginning October 1, 2020) is \$1,199,882.

This funding is approved through our local county commission. While we anticipate applying for this funding for State FY 2021-2022 (County Fiscal Year beginning October 1, 2021) we are too soon in the county fiscal planning process to reliably predict the outcome of this request. We anticipate our request to the county for State FY 2021-2022 will be in the amount of \$1,199,882.

Exemption from Service Charge was established via approval of Budget Amendment Request, EOG Request Number O0047.

**City of Tampa Gun Violence Grant:** On March 18, 2020, the State Attorney’s Office, Thirteenth Judicial Circuit, entered into a Participating Agency Subgrant Agreement with the City of Tampa. The City of Tampa has been designated as the recipient of the Local Law Enforcement Crime Gun Intelligence Center Integration Initiative federal grant, administered by Bureau of Justice Assistance in partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives. Under this Agreement, the City of Tampa has allocated and will disperse a cost-reimbursement of \$68,000 per year for three (3) years, beginning July 1, 2019 and ending June 30, 2022, to the State Attorney’s Office to offset a portion of the salary associated with a dedicated Assistant State Attorney to assist with Crime Gun Intelligence Center cases.

Exemption from Service Charge for this grant was established via approval of Budget Amendment Request, EOG Request #O0070.

Anticipated revenue for FY 2020-2021 is \$68,000. Anticipated revenue for FY 2021-2022 is \$68,000.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	6,300
Less 8% Service Charge	(504)

= Receipts Applicable to 5% Assessment	5,796
x 5% State Trust Fund Reserve	290

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

FY 2021-22 Receipts Applicable to SCGR	6,300
x 8% Service Charge	504
FY 2020-21 Receipts Applicable to SCGR	6,300
x 8% Service Charge	504

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

None applicable.

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339016

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Financial Services FID #2393	001500	\$ 153,243.01	\$ 153,926.00	\$ 153,926.00	100522	Sarah Goodman 10/1/2020
Department of Financial Services FID #2795	001500	\$ 138,485.00	\$ 139,900.00	\$ 139,900.00	100526	Sarah Goodman 09/28/2020
<b>TOTAL</b>		<b>291,728.01</b>	<b>293,826.00</b>	<b>293,826.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Thirteenth Judicial Circuit
	20-2-339016

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,672,083.72	(A)		2,672,083.72
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	93,750.00	(D)		93,750.00
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>2,765,833.72</b>	(F)	-	<b>2,765,833.72</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>2,765,833.72</b>	(K)	-	<b>2,765,833.72</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Thirteenth Judicial Circuit
	20-2-339016

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 2,765,833.72 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 2,765,833.72 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 2,765,833.72 (F)

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

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney’s Office, 14<sup>th</sup> Circuit**

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

**Name of Person Completing This Form: Laurie Hughes**

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

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**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, SA 14’s estimated receipts are \$116,000 for FY 2020-2021 and \$134,560 for FY 2021-2022.

**Cost of Prosecution:** The traditional estimating methodology of using an average of revenues for the previous three fiscal years would not adequately account for the limited court operations during the COVID-19 pandemic. For FY 2020-2021, the average of revenues for the last four months has been extrapolated to one year, for a total of \$457,824. For FY 2021-2022, 20% has been added to that amount, for a total of \$549,389.

**Worthless Check Fees:** Revenues have decreased significantly over the past several years. Total revenues for 2019-2020 were only \$390. Rather than use an average of the past three years, the \$390 figure is carried over to 2020-2021 and 2021-2022, although it will likely continue to decrease.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	574,214
Less 8% Service Charge	(45,937)
= Receipts Applicable to 5% Assessment	528,277
x 5% State Trust Fund Reserve	26,414

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

FY 2021-22 Receipts Applicable to SCGR	684,339
x 8% Service Charge	54,747
FY 2020-21 Receipts Applicable to SCGR	574,214
x 8% Service Charge	45,937

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys - Fourteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058014

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,238,161.23	(A)	-	3,238,161.23
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	560.00	(D)	-	560.00
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>3,238,721.23</b>	(F)	<b>-</b>	<b>3,238,721.23</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	10,937.19	(H)	-	10,937.19
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	16,302.31	(J)	-	16,302.31
<b>Unreserved Fund Balance, 07/01/20</b>	<b>3,211,481.73</b>	(K)	<b>-</b>	<b>3,211,481.73</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourteenth Judicial Circuit
	20-2-058014

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney’s Office, 14<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Laurie Hughes**

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

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**Revenue Estimating Methodology:**

**Victims of Crime Act (VOCA):** Revenues for FY 2020-2021 and FY 2021-2022 are based upon a signed contract in the amount of \$337,169 for FY 2019-2020. The contract period is October 1 through September 30, and we anticipate this contract will be renewed at the same amount. Due to the COVID-19 pandemic, the Attorney General’s office gave agencies the option to rely on their FY 2019-2020 application to continue to receive FY 2020-2021 funding without delay, and this office chose that option.

**VAWA-STOP VIOLENCE AGAINST WOMEN:** This contract was not renewed after the FY 2018-2019 year. No revenue is expected.

**LOCAL ORDINANCE PROSECUTION:** Revenues are received under contracts with municipalities and counties for the prosecution of municipal ordinance violations at a rate of \$50.00 per hour. The traditional estimating methodology of using an average of revenues for the previous three fiscal years would not adequately account for the limited court operations during the COVID-19 pandemic. For FY 2020-2021, the average of revenues for the last four months has been extrapolated to one year, for a total of \$8,592. For FY 2021-2022, 20% has been added to that amount, for a total of \$10,310.

**COURT INFORMATION TECHNOLOGY:** Revenues for FY 2020-2021 and FY 2021-2022 are based upon a signed contract for reimbursement of salary and benefits. Revenue for FY 2020-2021 is contracted at \$89,352. The contract period is January 3, 2019 through January 2, 2021. We expect the contract to be renewed at the same amount.

**HURRICANE MICHAEL/FEMA:** This fund was based upon a federal FEMA grant for repair of state vehicles damaged during Hurricane Michael on October 10, 2018. The funds have been spent, and no further revenue is expected.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	8,592
Less 8% Service Charge	(687)
= Receipts Applicable to 5% Assessment	7,905
x 5% State Trust Fund Reserve	395

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

FY 2021-22 Receipts Applicable to SCGR	10,310
x 8% Service Charge	825
FY 2020-21 Receipts Applicable to SCGR	8,592
x 8% Service Charge	687

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

Statewide Financial Services #B2100008 adjustment to reduce accounts receivable: -\$68,758.86

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

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

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339017

<b>Transfers In</b> (Provide Agency and Fund Number Received From)	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 329,368.02	\$ 337,169.00	\$ 337,169.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>329,368.02</b>	<b>337,169.00</b>	<b>337,169.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> (Provide Agency and Fund Number Transferred To)	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourteenth Judicial Circuit
	20-2-339017

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	761,889.41	(A)		761,889.41
ADD: Other Cash (See Instructions)	68,758.86	(B)	-	68,758.86
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	36,027.89	(D)		36,027.89
ADD: Reduce Cash on Hand Adjustment #B2100008		(E)	(68,758.86)	(68,758.86)
<b>Total Cash plus Accounts Receivable</b>	<b>866,676.16</b>	(F)	<b>(68,758.86)</b>	<b>797,917.30</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	236.00	(J)		236.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>866,440.16</b>	(K)	<b>(68,758.86)</b>	<b>797,681.30</b> **

**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.

Office of Policy and Budget - July 2020



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fourteenth Judicial Circuit
	20-2-339017

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>866,440.16</b>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B2100008; Reduce Transfer In from other Agencies	(68,758.86)	(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
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		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>797,681.30</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>797,681.30</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Judicial Circuit 15**

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

**Name of Person Completing This Form: Jeanne D. Howard**

**Telephone #: 561-355-7272**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 15's estimated receipts are \$308,500 for FY 2020-2021 and \$357,860 for FY 2021-2022.

**Cost of Prosecution:** The receipts for FY 2019-20 were \$2,473,498. It is estimated that collections for FY 2020-21 may show a reduced rate if court cases cannot resume by January 2021. These collections are continuing to come in during the pandemic based on the work of the State Attorney's Office to reach out to misdemeanor defendants and submit deferred prosecution agreements that include the Cost of Prosecution. It is projected that the collections will likely decrease for some months and then return to our standard collection rate in the middle of FY 21-22. Overall the projection even through the pandemic will be consistent in FY 21-22 at 2.5 million.

**Worthless Check Fees:** Fee collections were \$200-400 per month for FY 2018-19. Collections for FY 2019-20 totaled approximately \$9200. FY 2020-21 is projected to actually increase a little as credit cards max out because of the pandemic and more people revert to paper checks again. For FY 21-22 there will most likely be a limited use of paper checks again and this fee will eventually reduce itself and result in a final closure of the program in a few more years.

**Criminal Use of ID:** Fee collection for Identity Fraud/Theft cases (FS 817.568). The Office handles approximately 35 cases per year. Collections for FY 19-20 totaled \$4,108. Collections are increasing year to year so \$5,000 is estimated for FY 2020-21 to increase to \$7,000 by FY21-22. The increase is based on the potential for an increase of cases of identity fraud throughout the pandemic.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	2,820,500
Less 8% Service Charge	(225,640)
= Receipts Applicable to 5% Assessment	2,594,860
x 5% State Trust Fund Reserve	129,743

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

FY 2021-22 Receipts Applicable to SCGR	2,869,860
x 8% Service Charge	229,589
FY 2020-21 Receipts Applicable to SCGR	2,820,500
x 8% Service Charge	225,640

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifteenth Judicial Circuit
	20-2-058015

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,114,962.04	(A)	-	2,114,962.04
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>2,114,962.04</b>	(F)	<b>-</b>	<b>2,114,962.04</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	104,800.00	(H)	-	104,800.00
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	40,978.70	(J)	-	40,978.70
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,969,183.34</b>	(K)	<b>-</b>	<b>1,969,183.34</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifteenth Judicial Circuit
	20-2-058015

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="1,969,183.34"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="1,969,183.34"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="1,969,183.34"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Judicial Circuit 15**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Jeanne D. Howard**

**Telephone #: 561-355-7272**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Forfeiture and Investigative Support Trust Fund—State:**

The amount and timing of funds vary based on court ruling, task force involvement and asset availability. State Attorney 15 works with the Palm Beach County Narcotics Task Force and Sober Home Task Force. This collaboration results in a share of proceeds received from the Palm Beach Sheriff's office. FY 19/20 collections equaled \$168,654. The estimated revenue is based on past collections and pending cases.

**Forfeiture and Investigative support Trust Fund—Federal:**

This FIST fund is primarily based on an e-share agreement between the Dept. of Justice (DEA) and SAO 15. The estimated revenue is based on the percentage of hours our investigator worked on the case with the DEA task force. Our share in FY 19/20 was \$51,444. For FY 20-21 and 21-22 there are 15-20 DEA cases that may settle including a large case that may result in over \$50,000. At this point our only estimates are based on prior receipts and upcoming cases.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	50,000
Less 8% Service Charge	(4,000)
= Receipts Applicable to 5% Assessment	46,000
x 5% State Trust Fund Reserve	2,300

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

FY 2021-22 Receipts Applicable to SCGR	60,000
x 8% Service Charge	4,800
FY 2020-21 Receipts Applicable to SCGR	50,000
x 8% Service Charge	4,000

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifteenth Judicial Circuit
	20-2-316015

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	345,840.17	(A)		345,840.17
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>345,840.17</b>	(F)	-	<b>345,840.17</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: Other Accounts Payable (SCGR)	6,260.90	(J)		6,260.90
<b>Unreserved Fund Balance, 07/01/20</b>	<b>339,579.27</b>	(K)	-	<b>339,579.27</b> **

**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.

*Office of Policy and Budget - July 2020*



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifteenth Judicial Circuit
	20-2-316015

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="339,579.27"/> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/> (C)
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SWFS Adjustment # and Description	<input type="text"/> (C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
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A/P not C/F-Operating Categories	<input type="text"/> (D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="339,579.27"/> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="339,579.27"/> (F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney, Judicial Circuit 15**

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

**Name of Person Completing This Form: Jeanne Howard**

**Telephone #: 561- 355-7272**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**VOCA:** The contract for VOCA FY 19/20 is \$658,429. Revenue for FY 19/20 totaled \$654,827. The contract for FY 20/21 is to be a continuation of the 19/20 funding with no increase however there may be some small adjustment to cover the 3% pay increase as of October 2020 which could bring total to 678,000.

**VAWA:** The revenue amount is fixed under contract agreement with the Florida Department of Children and Families. FY 2019-20 contract # 19-8038-SAO was amended to increase to \$152,000. FY 19-20 collections equaled approximately \$102,000. For FY 2020-21 the VAWA contract LN103 is set at 153,000. For FY 21-22 there may be a small adjustment for the 3% pay increase from October 2020 which may result in an increase to \$165,000.

**County Ordinance:** The revenue amounts are fixed under contract # R2004-1419 to receive \$12,000 from Palm Beach County.

**County CJC-MacArthur Sub-grant:** The Palm Beach County Criminal Justice Commission has received a grant from the MacArthur Foundation and they have provided this office with a sub grant award of \$62,000. This grant expires on September 30, 2020 and this office will be owed 33,000 in FY 20-21. There will be zero collections in 2021-22.

**Tax Recovery Program:** The revenue amount, by law, is \$75,000. The agreement is now with the Florida Association of Centers for Independent Living at the rate of \$18,750 per quarter. The pandemic may cause a decrease in FY 20-21 if collections cannot reach the required amount if there are no in-person

hearings to negotiate and sign agreements. By FY 21-22 this total collection should be back to the full \$75,000.

**Prosecution of Insurance Fraud:** The Prosecution of Insurance Fraud has proviso language in the FY 2020-21 General Appropriations Act. The revenue estimate is based on the Department of Financial Services transfer authority to transfer up to \$160,242 in FY 2020-2021. The legislative mandate for 3% salary increase as of Oct 2020 should increase this amount for FY 20-21 and FY 2021-22 to close to 166,500.

**Prosecution of Workers' Comp Fraud:** The Prosecution of Workers' Compensation Insurance Fraud has Proviso language in the FY 2019-20 General Appropriations Act. The revenue estimate is based on the Department of Financial Services transfer authority to transfer up to \$159,264 in FY 2020-2021. The legislative mandate for 3% salary increase as of Oct 2020 should increase this amount for FY 20-21 and FY 2021-22 to close to \$164,800.

**Recovery of Fraudulent Indigency Claims:** Fee collection resulting in less than \$50 per year. Currently estimated at \$232.00.

**STOP VAWA:** The revenue amount is fixed under contract agreement with Florida Council Against Sexual Violence (FCASV), contract #18STO062, to receive \$41,160 through June 30, 2020. In FY 19/20 the revenue equaled 41,373. The contract for FY 2020-21 has not been approved yet but it is not likely to increase by more than the 3% pay increase through FY 2021-22 to approximately \$44,000.

#### **Auto Repair Insurance:**

SA15 has an accident insurance policy with State Farm to assist in covering the cost of repairs to our vehicles. The money is received in the form of a check from the insurance company which is deposited into this fund. Once SA15 has an invoice for a repair that is completed, the Operations General Revenue will be reimbursed by this fund. The spending authority for this fund will be estimated yearly based on the use of this insurance policy.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	12,000
Less 8% Service Charge	(960)
= Receipts Applicable to 5% Assessment	11,040
x 5% State Trust Fund Reserve	552

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

FY 2021-22 Receipts Applicable to SCGR	12,000
x 8% Service Charge	960
FY 2020-21 Receipts Applicable to SCGR	12,000
x 8% Service Charge	960

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

None applicable.

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

**Agency Name: JAC /State Attorney Office-15th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339018

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Financial Services FID #2393	001500	\$ 161,361.99	\$ 163,408.00	\$ 163,408.00	100522	Sarah Goodman 10/1/2020
Department of Financial Services FID #2795	001500	\$ 159,996.00	\$ 160,449.00	\$ 160,449.00	100526	Sarah Goodman 09/28/2020
<b>TOTAL</b>		<b>321,357.99</b>	<b>323,857.00</b>	<b>323,857.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

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

**Agency Name: JAC /State Attorney Office-15th Judicial Circuit**

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

**Fund Name and Number :**

**Grants and Donations Trust Fund 20 2 339018**

<b>Transfers In</b> <b>(Provide Agency and Fund Number Received From)</b>	<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 607,207.90	\$ 660,000.00	\$ 678,000.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>607,207.90</b>	<b>660,000.00</b>	<b>678,000.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <b>(Provide Agency and Fund Number Transferred To)</b>	<b>Transfer Out</b> <b>Expenditure</b> <b>Category</b>				<b>Transfer In</b> <b>Revenue</b> <b>Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifteenth Judicial Circuit
	20-2-339018

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	476,494.59	(A)		476,494.59
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	118,009.98	(D)		118,009.98
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>594,504.57</b>	(F)	-	<b>594,504.57</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	240.00	(J)		240.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>594,264.57</b>	(K)	-	<b>594,264.57</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Fifteenth Judicial Circuit
	20-2-339018

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 594,264.57 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 594,264.57 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 594,264.57 (F)

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

**\*SHOULD EQUAL ZERO.**



# SCHEDULE I TRUST FUND NARRATIVE

## FY 2021-2022 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name: State Attorney, 16<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Mary Balazs**

**Telephone #: 305-289-2593**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 16's estimated receipts are \$60,000 for FY 2020-2021 and \$69,600 for FY 2021-2022.

**Worthless Check Fees:** The amounts are based upon the current year revenues.

**Restitution:** For the last several years, our revenue has been consistent at approximately \$5,000 annually. We project that this number will remain the same for FY 2020-2021

**Cost of Prosecution:** The amounts are based upon the current year revenues.

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

FY 2020-21 Receipts Applicable to SCGR	222,500
Less 8% Service Charge	(17,800)
= Receipts Applicable to 5% Assessment	204,700
x 5% State Trust Fund Reserve	10,235

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

FY 2021-22 Receipts Applicable to SCGR	194,600
x 8% Service Charge	15,568
FY 2020-21 Receipts Applicable to SCGR	222,500
x 8% Service Charge	17,800

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixteenth Judicial Circuit
	20-2-058016

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	690,472.55	(A)		690,472.55
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>690,472.55</b>	(F)	-	<b>690,472.55</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	257,706.12	(H)		257,706.12
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	3,727.71	(J)		3,727.71
<b>Unreserved Fund Balance, 07/01/20</b>	<b>429,038.72</b>	(K)	-	<b>429,038.72</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Sixteenth Judicial Circuit  
 20-2-058016

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 16<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Justice Administrative Commission**

**Telephone #: 850-448-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

There were no revenues in FY 2019-20. The fund balance is \$2,935. There is no reason to expect any new revenue in this fund.

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixteenth Judicial Circuit
	20-2-316016

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	2,934.82	(A)		2,934.82
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>2,934.82</b>	(F)	-	<b>2,934.82</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>2,934.82</b>	(K)	-	<b>2,934.82</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixteenth Judicial Circuit
	20-2-316016

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="2,934.82"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="2,934.82"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="2,934.82"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, 16<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Mary Balazs**

**Telephone #: (305) 289-2593**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**VOCA:** The amounts are based upon a contract which states the maximum amount payable.

**Stop Violence Against Women (VAWA):** The amounts are based upon a contract which states the maximum amount payable.

**Local Ordinance Prosecution:** We expect no revenues.

**Coalition Against Sexual Violence:** The amounts are based upon a contract which states the maximum amount payable.

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

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

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

Non applicable.



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

**Agency Name: JAC /State Attorney Office-16th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339019

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 99,675.89	\$ 100,000.00	\$ 104,000.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	99,675.89	100,000.00	104,000.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2021 - 2022 Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys - Sixteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339019

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	956,351.15	(A)	-	956,351.15
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	25,522.36	(D)	-	25,522.36
ADD: Reduce Accounts Receivable #B2100058		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>981,873.51</b>	(F)	<b>-</b>	<b>981,873.51</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	289,604.20	(H)	-	289,604.20
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	2,495.93	(J)	-	2,495.93
<b>Unreserved Fund Balance, 07/01/20</b>	<b>689,773.38</b>	(K)	<b>-</b>	<b>689,773.38</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Sixteenth Judicial Circuit
	20-2-339019

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>689,773.38</b>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
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		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>689,773.38</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>689,773.38</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Office of the State Attorney, 17<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Monica M. Hofheinz**

**Telephone #: 954-831-8543**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 17's estimated receipts are \$475,500 for FY 2020-2021 and \$551,580 for FY 2021-2022.

**Cost of Prosecution:** There are many factors that affect the State Attorney Office's ability to receive cost of prosecution (COP) revenues. The Cost of Prosecution must be assessed by the Court, the assessment must be collected by the Clerk of Court and the assessment must NOT be converted by the Court into community service. There is absolutely NO correlation between cases that are filed and the fee generated through cost of prosecution.

Projections for FY 2020-21 are based on the receipts from FY 2019-20.

FY 2019-20 Receipts: \$923,964.74

FY 2020-21 Receipts: \$923,964.74

FY 2021-22 Receipts: \$923,964.74

**Worthless Check Fees:** Pursuant to F.S. 832.08, the State Attorney may establish a Worthless Check Diversion Program through an independent contractor, for the purpose of diverting from prosecution certain persons accused of writing bad checks. Businesses' serving South Florida have changed their receivable practices to include greater usage of debit and credit card services, thus there has been a substantial reduction of the acceptance of checks and the utilization of private collection services. The State Attorney's program provides quicker payments to victims and established education for violators.

Projections for FY 2020-21 are based on the receipts from FY 2019-20.

FY 2019-20 Receipts \$2,068

FY 2020-21 Receipts \$2,068

FY 2021-22 Receipts \$2,068

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,401,533
Less 8% Service Charge	(112,123)
= Receipts Applicable to 5% Assessment	1,289,410
x 5% State Trust Fund Reserve	64,471

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

FY 2021-22 Receipts Applicable to SCGR	1,477,613
x 8% Service Charge	118,209
FY 2020-21 Receipts Applicable to SCGR	1,401,533
x 8% Service Charge	112,123

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventeenth Judicial Circuit
	20-2-058017

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,355,939.32	(A)	-	1,355,939.32
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	692.00	(D)	-	692.00
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,356,631.32</b>	(F)	<b>-</b>	<b>1,356,631.32</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	23,108.98	(H)	-	23,108.98
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	19,834.79	(J)	-	19,834.79
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,313,687.55</b>	(K)	<b>-</b>	<b>1,313,687.55</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Seventeenth Judicial Circuit  
 20-2-058017

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,313,687.55 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,313,687.55 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,313,687.55 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office of the State Attorney, 17<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Monica M. Hofheinz**

**Telephone #: 954-831-8543**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The State Attorney 17<sup>th</sup> Circuit has entered into an Equitable Sharing Agreement with the Department of Justice and anticipates receiving forfeiture funds in fiscal year 2020-21. The receipt of these funds is based on Task Force Involvement and asset availability.

In Fiscal Year 2019-20 a total of \$314,180 was received.

The State Attorney's Office, Seventeenth Judicial Circuit estimates that \$314,180 will be received in FY 2020-21 and FY 2021-22.

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

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

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

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventeenth Judicial Circuit
	20-2-316017

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	297,382.39	(A)		297,382.39
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>297,382.39</b>	(F)	-	<b>297,382.39</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	-	(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>297,382.39</b>	(K)	-	<b>297,382.39</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Forfeiture and Investigative Support Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Seventeenth Judicial Circuit  
20-2-316017

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office of the State Attorney, 17<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Monica M. Hofheinz**

**Telephone #: 954-831-8543**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**VOCA:** VOCA funded advocates are sole source providers of courthouse-based services. They serve innocent adult and child victims of sex crimes and victims of child abuse perpetrated in Broward County. The children served are often placed in alternative care and frequently appear for meetings without a supportive adult or Guardian ad Litem capable of providing adequate information and orientation to assist them. Victims of Elderly Abuse, Neglect and Exploitation, DV victims who are dangerously ambivalent about their circumstances, as well as other vulnerable victims living with disabilities, require a high degree of support and understanding to meet their unique needs as they navigate the justice system. Additionally, VOCA funded and Match advocates offer services to other victims who are not served by established programs. These populations include violent felony and misdemeanor crimes, as well as crimes perpetrated by juveniles.

Receipts FY2019-20 \$573,982 based on the current VOCA contract

Receipts FY2020-21 is estimated at \$573,982 based on the new VOCA contract

Receipts FY2021-22 is estimated at \$573,982 based on the new VOCA contract

**STOP VIOLENCE AGAINST WOMEN (VAWA):** The State Attorney Office, 17<sup>th</sup> Circuit has entered into a contract with the Florida Coalition against Domestic Violence (FCADV). In addition, the FCADV has engaged SA17 as a provider for the purpose of filing domestic violence, dating violence, sexual assault and stalking cases that will result in prosecution.

Receipts FY2019-20 \$204,650 based on the FY18-19 VAWA contract

Receipts FY2020-21 is estimated at \$206,034 based on the current VAWA contract

Receipts FY2021-22 is estimated at \$206,034 based on the current VAWA contract

**FLORIDA COUNCIL AGAINST SEXUAL VIOLENCE (FCASV):** The State Attorney Office, 17<sup>th</sup> Circuit has entered a contract with the Florida Council Against Sexual Violence (FCASV) to provide services to all victims of sexual crimes ages 11 and up. In addition, the FCASV has engaged SA17 for the purpose of filing and prosecuting cases of sexual violence, victims of sexual battery, unlawful sexual activity with certain minors and human trafficking offenses related to commercial sexual activity.

Receipts FY2019-20 \$47,635 based on the FY19-20 FCASV contract

Receipts FY2020-21 is estimated at \$42,783 based on the current FCASV contract

Receipts FY2021-22 is estimated at \$42,783 based on the current FCASV contract

**PROSECUTION OF INSURANCE FRAUD:** The current fiscal year appropriation is \$160,242 as specified in the Conference Report on House Bill 5001. The revenue estimate is based on the Department of Financial Services transfer authority.

Receipts FY2019-20 \$161,362

Receipts FY2020-21 is estimated at \$160,242

Receipts FY2021-22 is estimated at \$160,242

**WORKER'S COMPENSATION FRAUD:** The current fiscal year appropriation is \$159,264 as specified in the Conference Report on House Bill 5001. The estimate is based on the Department of Financial Services transfer authority.

Receipts FY2019-20 \$159,996

Receipts FY2020-21 is estimated at \$159,264

Receipts FY2021-22 is estimated at \$159,264

**PARI-MUTUEL ENFORCEMENT:** The current fiscal year appropriation is \$247,677 as specified in the Conference Report on House Bill 5001. The estimate is based on the Department of Financial Services transfer authority.

Receipts FY2019-20 of \$246,868

Receipts FY2020-21 is estimated at \$247,677

Receipts FY2021-22 is estimated at \$247,677

**TAX RECOVERY ENFORCEMENT DIVERSION PROGRAM:** Estimated receipts of \$75,000 for FY 2019-20 is based on the contractual agreement in accordance with F.S. 413.4021.

Receipts FY2019-20 \$75,000

Receipts FY2020-21 is estimated at \$75,000

Receipts FY2021-22 is estimated at \$75,000

**COUNTY INFORMATION TECHNOLOGY:** Florida Statute 29.008 requires county funding of court-related functions. In part, this includes providing computer network systems including the salaries and benefits of information technology staff (reference 29.008(1) (f) 2. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs five staff members in the Information Technology Unit that are currently being paid out of this office's General Revenue fund. The State Attorney's Office expects to receive funds from Broward County in the amount of \$450,000.

Receipts FY2019-20 \$417,515

Receipts FY2020-21 is estimated at \$450,000

Receipts FY2021-22 is estimated at \$450,000

**PROCESS SERVER REIMBURSEMENT:** Florida Statute 29.008 requires county funding of court-related functions. This includes courier messenger and subpoena services within the county (reference 29.008(1) (f) 3. F.S. The State Attorney in the 17<sup>th</sup> Circuit employs four staff members who provide subpoena services. The State Attorney's Office expects to receive funds from Broward County in the amount of \$84,000.

Receipts FY2019-20: \$135,797

Receipts FY2020-21 is estimated at \$84,000

Receipts FY2021-22 is estimated at \$84,000

**LOCAL ORDINANCE PROSECUTION:** The revenue amounts for Ordinance Prosecution are based on Inter-local Agreements with Broward County. We estimate we will receive approximately \$32,710 for FY2020-21 and FY2021-22.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	32,710
Less 8% Service Charge	(2,617)
= Receipts Applicable to 5% Assessment	30,093
x 5% State Trust Fund Reserve	1,505

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

FY 2021-22 Receipts Applicable to SCGR	32,710
x 8% Service Charge	2,617
FY 2020-21 Receipts Applicable to SCGR	32,710
x 8% Service Charge	2,617

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

None applicable.



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

**Agency Name: JAC /State Attorney Office-17th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339011

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>			<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Financial Services FID #2393	001500	\$ 161,362.00	\$ 162,144.00	\$ 162,144.00	100522	Sarah Goodman 10/1/2020
Department of Financial Services FID #2795	001500	\$ 159,996.00	\$ 161,593.00	\$ 161,593.00	100526	Sarah Goodman 09/28/2020
<b>TOTAL</b>		<b>321,358.00</b>	<b>323,737.00</b>	<b>323,737.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>



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

**Agency Name: JAC /State Attorney Office-17th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339011

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 494,509.15	\$ 573,982.00	\$ 573,982.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	494,509.15	573,982.00	573,982.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventeenth Judicial Circuit
	20-2-339011

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,317,391.57	(A)	-	1,317,391.57
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	165,563.79	(D)	-	165,563.79
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,482,955.36</b>	(F)	<b>-</b>	<b>1,482,955.36</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	3,532.27	(H)	-	3,532.27
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	872.27	(J)	-	872.27
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,478,550.82</b>	(K)	<b>-</b>	<b>1,478,550.82</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Seventeenth Judicial Circuit
	20-2-339011

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,478,550.82"/> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/> (B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/> (C)
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SWFS Adjustment # and Description	<input type="text"/> (C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
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A/P not C/F-Operating Categories	<input type="text"/> (D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="1,478,550.82"/> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="1,478,550.82"/> (F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/> (G)*
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**\*SHOULD EQUAL ZERO.**

**BUDGET REQUEST SCHEDULE 1 NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Judicial Circuit 18**

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

**Name of Person Completing This Form: Ashley Wood**

**Telephone #: (321) 637-5519**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 18's estimated receipts are \$264,000 for FY 2020-2021 and \$306,240 for FY 2021-2022.

**Cost of Prosecution-COP:** Based on the revenues for the last half of FY 2019-2020 the average revenue was \$108,595.40. Multiplying the average by twelve months, the estimated revenue is \$1,303,144.80 for FY 2020-21 and FY 2021-22.

**Worthless Check Fees:** Based on FY 2019-2020, the Worthless Check fees have seen a steady decline and is projected for FY 2020-21 and FY 2021-22 at \$750.00.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,567,895
Less 8% Service Charge	(125,432)
= Receipts Applicable to 5% Assessment	1,442,463
x 5% State Trust Fund Reserve	72,123

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

FY 2021-22 Receipts Applicable to SCGR	1,610,135
x 8% Service Charge	128,811
FY 2020-21 Receipts Applicable to SCGR	1,567,895
x 8% Service Charge	125,432

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys - Eighteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058018

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,112,047.64	(A)	-	1,112,047.64
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,112,047.64</b>	(F)	<b>-</b>	<b>1,112,047.64</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	28,442.90	(J)	-	28,442.90
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,083,604.74</b>	(K)	<b>-</b>	<b>1,083,604.74</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Eighteenth Judicial Circuit  
 20-2-058018

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,083,604.74 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,083,604.74 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,083,604.74 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney, Judicial Circuit 18**

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

**Name of Person Completing This Form: Ashley Wood**

**Telephone #: 321-637-5519**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Victims of Crimes Act- VOCA:** The revenue amounts are fixed under the grant contract and are estimated to be at \$469,913.00 for FY 2020/2021 and \$493,408.00 for FY 2021/2022.

**Violence Against Women Act- VAWA:** The revenue amounts are fixed under the grant contract and are estimated to be \$129,641.00 in FY 2020/2021 and \$130,936.72 in FY 20221/2022.

**Local Ordinance Prosecution:** The Office of the State Attorney, 18<sup>th</sup> Judicial Circuit has contracts with twenty two local law enforcement agencies in Brevard and Seminole Counties. The revenue varies with the number of cases presented to this office. Based on the 0.82% decrease in revenues from FY 2018/2019 to FY 2019/2020 the estimated revenue is \$12,000.78 for FY 2020/2021 and \$11,902.37 for FY 2021/2022.

**Teen Court:**

The Office of the State Attorney, 18<sup>th</sup> Judicial Circuit received revenue for the Teen Court Program from Brevard County as authorized by F.S. 938.19 and Brevard County Ordinance 07-37. Brevard County reimburses the State Attorney Office for all fund expended on this program. Factoring in the anticipated increases to salaries and benefits and operational costs, the estimated revenues for this program are \$112,886.50 for FY 2020/2021 and \$118,530.83 for FY 2021/2022.



**SA18 Sexual Assault Victim’s Services- State Grant via FCASV via OAG:**

This contract has been terminated.

**FCASV STOP Grant:**

This contract has been terminated.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	12,000
Less 8% Service Charge	(960)
= Receipts Applicable to 5% Assessment	11,040
x 5% State Trust Fund Reserve	552

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

FY 2021-22 Receipts Applicable to SCGR	11,902
x 8% Service Charge	952
FY 2020-21 Receipts Applicable to SCGR	12,000
x 8% Service Charge	960

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

None applicable.

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

**Agency Name: JAC /State Attorney Office-18th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339009

<b>Transfers In</b> (Provide Agency and Fund Number Received From)	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 459,229.61	\$ 469,913.00	\$ 493,408.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	459,229.61	469,913.00	493,408.00		

<b>Transfers Out (Operating and Non-Operating)</b> (Provide Agency and Fund Number Transferred To)	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	State Attorneys - Eighteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339009

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	709,348.73	(A)		709,348.73
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	59,412.19	(D)		59,412.19
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>768,760.92</b>	(F)	-	<b>768,760.92</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	144.00	(J)		144.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>768,616.92</b>	(K)	-	<b>768,616.92</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Eighteenth Judicial Circuit
	20-2-339009

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>768,616.92</b>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
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		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>768,616.92</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>768,616.92</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney, Judicial Circuit 19**

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

**Name of Person Completing This Form: Gayle W. McMahon**

**Telephone #: 772-462-1313**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, SA 19's estimated receipts are \$142,000 for FY 2020-2021 and \$164,720 for FY 2021-2022.

**Cost of Prosecution:** Historically, this agency has recognized that the statutory minimum costs do not accurately reflect the true cost associated with the prosecution of a case, but this agency's policy was to request only those minimum costs in accordance with Section 938.27(8), Florida Statutes. As the Legislature has continued to gradually increase the financial burden of maintaining office operations on State Attorney Trust Funds (primarily funded through cost of prosecution), this policy is no longer viable. Therefore, we recently examined the cost of handling felony, misdemeanor and criminal traffic cases to determine a more realistic and justifiable amount. In March 2018, Costs for the state attorney were increased in all cases to no less than \$100 per case when a misdemeanor or criminal traffic offense is charged and no less than \$200 per case when a felony offense is charged. This includes a proceedings in which the underlying offense is a violation of probation or community control. The court may set a higher amount upon a showing of sufficient proof of higher costs incurred. Costs recovered on behalf of the state attorney are deposited into the State Attorneys Revenue Trust Fund to be used during the fiscal year in which the funds are collected, or in any subsequent fiscal year, for actual expenses incurred in investigating and

prosecuting criminal cases, which may include the salaries of permanent employees, or for any other purpose authorized by the Legislature.

In general, revenue estimates are based on historical data; current contracts; new collection methodologies; the evaluation of current criminal justice activity trends; and more recently, the effects of the COVID-19 virus. Based on receipts from previous fiscal years, and current trends we are seeing, we estimate collections at \$1,037,823 for FY 2020-21 and \$1,037,823 for FY 2021-22.

**Restitution in accordance with Florida Statutes 817.68/Personal ID Fraud:**  
Unfortunately, we do not have historical data on which to base our receipts. To date, we have only received three partial receipts attributable to restitution. Based on the number of cases we have in this circuit, we are projecting \$500 in receipts.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,179,823
Less 8% Service Charge	(94,386)
= Receipts Applicable to 5% Assessment	1,085,437
x 5% State Trust Fund Reserve	54,272

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

FY 2021-22 Receipts Applicable to SCGR	1,202,543
x 8% Service Charge	96,203
FY 2020-21 Receipts Applicable to SCGR	1,179,823
x 8% Service Charge	94,386

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	State Attorneys Revenue Trust Fund
<b>Budget Entity:</b>	State Attorneys - Nineteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-058019

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,409,339.59	(A)	-	1,409,339.59
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,409,339.59</b>	(F)	<b>-</b>	<b>1,409,339.59</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	23,566.79	(J)	-	23,566.79
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,385,772.80</b>	(K)	<b>-</b>	<b>1,385,772.80</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Nineteenth Judicial Circuit  
20-2-058019

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 19<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Gayle W. McMahon**

**Telephone #: 772-462-1313**

\*\*\*\*\*

**Revenue Estimating Methodology:**

There were no proceeds in FY 2018-19 or FY 2019-20. The fund balance is \$.36  
There is no reason to expect any new revenue in this fund.

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Nineteenth Judicial Circuit
	20-2-316019

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.36	(A)		0.36
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>0.36</b>	(F)	-	<b>0.36</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.36</b>	(K)	-	<b>0.36</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Forfeiture and Investigative Support Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Nineteenth Judicial Circuit  
20-2-316019

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney, 19<sup>th</sup> Judicial Circuit**  
**Trust Fund Name: Grants & Donations Trust Fund, FID# 2339**  
**Name of Person Completing This Form: Gayle W. McMahon**  
**Telephone #: 772-462-1313**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Victims of Crime Act / VOCA - Grant No.:** TBA. Revenues received from VOCA Grants are based solely on current Grant awards in effect

**County Reimbursement for IT Expenditures:** Revenues received are in accordance with approved County Budgets within the circuit. Effective 10/01/2020

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

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

None applicable

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

**Agency Name: JAC /State Attorney Office-19th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339020

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 617,606.54	\$ 495,412.00	\$ 545,630.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	617,606.54	495,412.00	545,630.00		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Nineteenth Judicial Circuit
	20-2-339020

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	264,779.72	(A)		264,779.72
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	191,218.42	(D)		191,218.42
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>455,998.14</b>	(F)	-	<b>455,998.14</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>455,998.14</b>	(K)	-	<b>455,998.14</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Nineteenth Judicial Circuit
	20-2-339020

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 455,998.14 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 455,998.14 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 455,998.14 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 20<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Debbie Stanbro**

**Telephone #: 239-533-1121**

\*\*\*\*\*

**Revenue Estimating Methodology :**

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all State Attorney Offices is projected to be \$5.0 M for FY 2020-2021 and \$5.8 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, SA 20’s estimated receipts are \$250,500 for FY 2020-2021 and \$290,580 for FY 2021-2022.

**Worthless Check Fees:** Businesses' serving Southwest Florida continually evolve their practices and strategies in an effort to maximize their revenues. Many have changed their receivable practices to include greater usage of credit card services and as result there is a reduction of the acceptance of checks. Our agency brought the program in-house to serve the citizens of Southwest Florida. This program provides quicker payments to victims and established more reasonable educational fees for violators.

As the volume of checks eligible to enter this program continues to decline, we have adjusted our projections accordingly.

Receipts FY 2019-20 - \$1,456 \* 1.03 (increase) = FY 2020-21 Receipts - \$1,499

Receipts FY 2020-21 - \$1,499 \* 1.03 (increase) = FY 2021-22 Receipts - \$1,544

**Cost of Prosecution:** There are many factors that affect all State Attorney Office's ability to receive Cost of Prosecution revenues such as: the economy, caseload, judge’s choice to award costs and the defendant’s ability to pay.



During FY19/20, our agency, as others, had to deal with the economic impact of COVID-19. COVID-19 brought unprecedented and uncertain times for all law enforcement agencies where judicial proceedings were suspended to insure the safety and health of the citizens of Southwest Florida and especially the staff of the 20<sup>th</sup> Judicial Circuit. As judicial proceedings were placed on hold, our agency's ability to ask and receive Cost of Prosecution has been limited.

We are anticipating, at a minimum, a 20% reduction of the revenues from the Cost of Prosecution trust fund. To combat the loss of revenues, we have limited our anticipated spending in both FY20/21 and 21/22.

Receipts FY 2019-20 - \$958,044

Receipts FY 2020-21 - \$766,435

Receipts FY 2021-22 - \$843,079

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,018,434
Less 8% Service Charge	(81,475)
= Receipts Applicable to 5% Assessment	936,959
x 5% State Trust Fund Reserve	46,848

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

FY 2021-22 Receipts Applicable to SCGR	1,135,203
x 8% Service Charge	90,816
FY 2020-21 Receipts Applicable to SCGR	1,018,434
x 8% Service Charge	81,475

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	State Attorneys Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-058020

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,139,255.88	(A)	-	1,139,255.88
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,139,255.88</b>	(F)	<b>-</b>	<b>1,139,255.88</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	22,246.43	(J)	-	22,246.43
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,117,009.45</b>	(K)	<b>-</b>	<b>1,117,009.45</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** State Attorneys Revenue Trust Fund  
**LAS/PBS Fund Number:** State Attorneys - Twentieth Judicial Circuit  
 20-2-058020

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,117,009.45 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,117,009.45 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,117,009.45 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney's Office, 20<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Justice Administrative Commission**

**Telephone #: 850-488-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

There were no revenues in this fund in FY 2019-2020, nor are there any expected revenues in the future. The balance in this fund is \$0.

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administratin
<b>Budget Entity:</b>	Civil RICO Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-095001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Civil RICO Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-095001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: State Attorney’s Office, 20<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Forfeiture and Investigative Support Trust Fund**  
**FID# 2316**

**Name of Person Completing This Form: Justice Administrative Commission**

**Telephone #: 850-488-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

There were no revenues in FY 2019-2020. The fund balance is \$0. There is no reason to expect any new revenue in this fund.

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-316020

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		-
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	-	(F)	-	-
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	-	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Forfeiture and Investigative Support Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-316020

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: State Attorney’s Office, 20<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Debbie Stanbro**

**Telephone #: 239-533-1121**

\*\*\*\*\*

**Revenue Estimating Methodology:**

1. **Victim of Crime Acts (VOCA)** - The revenue amount of \$501,722 is fixed under contract VOCA-2019-State Attorney’s Office, 00141 for FY20/21. It is anticipated that funding for VOCA will be \$501,722 for FY21/22.

2. **Stop Violence Against Women (VAWA)** - The revenue amount of \$157,788 is fixed under contract LN107 for FY20/21. For FY21/22, the revenues are based on current funding levels since future funding through this grant is uncertain.

3. **Lee County Jail/Early Case Resolution (ERC)** - The projected revenue amounts for the Lee County Jail position for FY20/21 and 21/22 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the personnel who work under this grant position.

4. **Local Ordinance Prosecution** - The revenue amounts for Ordinance Prosecution are based on Inter-local Agreements with Charlotte, Collier, Hendry and Lee counties as well as other local municipalities for prosecution of municipal ordinances. Municipal ordinances are billed at \$50 per ordinance. We estimate to receive approximately \$2,500 from each county for FY20/21 and FY21/22.

5. **Lee County File Clerk** - The projected revenue amounts for the Lee County File Clerk position for FY20/21 and 21/22 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the person who works under this grant position.

6. **Lee County Drug Court** - The projected revenue amounts for the Lee County Drug Court positions for FY20/21 and 21/22 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the personnel who work under this grant position.

7. **Lee Co. BCC Ordinance** - The projected revenue amounts for the Lee County BCC Ordinance position for FY20/21 and 21/22 are based on an Annual Inter-local Agreement with the Board of County Commissioners of Lee County. The amount is based on the salaries and benefits of the person who works under the grant position.

8. **County Information Technology** - The projected revenue amounts for the County Data Processing grant for FY20/21 and FY21/22 are based on Annual Inter-local Agreements with Charlotte, Collier and Lee Counties. The amount of revenues is based on the salaries and benefits of the personnel who work under these grant positions.

9. **Collier Jail Reduction** - The projected revenue amounts for the Collier Fast Track position for FY20/21 and FY21/22 are based on an Inter-local Agreement with the Board of County Commissioners of Collier County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.

10. **Charlotte Mental Health Court** - The projected revenue amounts for the Mental Health Court position for FY20/21 and FY21/22 are based on an Inter-local Agreement with the Board of County Commissioners of Charlotte County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.

11. **Tax Collection Recovery Program** - This beneficial program that our agency entered into with the Department of Revenue and the Florida Association of Centers for Independent Living per Florida Statute 413.402, has addressed the vital need of recovering tax dollars that are due the citizens of Southwest Florida. Contractually the SAO's yearly portion will be \$75,000 based on the contract with Department of Revenue and the Florida Association for Centers for Independent Living.

12. **Stop Violence Against Women (VAWA) - FCASV** - The revenue amount of \$48,841 is fixed under contract 20STO67 for FY20/21. For FY21/22, the revenues are based on current funding levels since future funding through this grant is uncertain.

13. **Prosecution of Insurance Fraud** – Our agency was granted this program in the 16/17 fiscal year to work with the Division of Insurance Fraud to assist with prosecuting insurance fraud. The appropriation awarded by the Legislature in FY 2020-21 is \$142,500. The estimated revenue is based on the Department of Financial Services transfer authority to transfer up to \$142,776 in FY 2020-21 and \$142,444 in FY 2021-2022.

14. **Collier Specialty Court** - The projected revenue amounts for the Collier County Specialty Court position for FY20/21 and FY21/22 are based on an Inter-local Agreement with the Board of County Commissioners of Collier County. The amount of revenues is based on the salaries and benefits of the person who works under this grant position.

15. **Collier County Sheriff - SFLHIDTA** - The projected revenue amounts for the Collier County Sheriff SFLHIDTA position for FY20/21 and FY20/22 are based on an Inter-local Agreement with the Collier County Sheriff’s Office. The amount of revenues is based on the amount allocated for a prosecutor processing cases under the SFLHIDTA grant.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	18,627
Less 8% Service Charge	(1,490)
= Receipts Applicable to 5% Assessment	17,137
x 5% State Trust Fund Reserve	857

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

FY 2021-22 Receipts Applicable to SCGR	10,000
x 8% Service Charge	800
FY 2020-21 Receipts Applicable to SCGR	18,627
x 8% Service Charge	1,490

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

Statewide Financial Services #B2100007 adjustment to reduce accounts receivable: -\$35,611.00

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

**Agency Name: JAC /State Attorney Office-20th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339021

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21(A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Financial Services FID #2393	001500	\$ 179,051	\$ 143,045	\$ 143,045	100522	Sarah Goodman 10/1/2020
<b>TOTAL</b>		<b>179,051.00</b>	<b>143,045.00</b>	<b>143,045.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

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

**Agency Name: JAC /State Attorney Office-20th Judicial Circuit**

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

**Fund Name and Number :** Grants and Donations Trust Fund 20 2 339021

<b>Transfers In</b> <small>(Provide Agency and Fund Number Received From)</small>	<b>Transfer In Revenue Category</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Transfer Out Expenditure Category</b>	<b>Confirmed By/Date</b>
		<b>FY 19-20 (A01)</b>	<b>FY 20-21 (A02)</b>	<b>FY 21-22 (A03)</b>		
Department of Legal Affairs FID #2261	001510	\$ 366,408.73	\$ 501,722.00	\$ 501,722.00	104133	Sarah Nortelus 10/7/2020
	<b>TOTAL</b>	<b>366,408.73</b>	<b>501,722.00</b>	<b>501,722.00</b>		

<b>Transfers Out (Operating and Non-Operating)</b> <small>(Provide Agency and Fund Number Transferred To)</small>	<b>Transfer Out Expenditure Category</b>				<b>Transfer In Revenue Category</b>	<b>Confirmed By/Date</b>

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-339021

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	348,907.94	(A)		348,907.94
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	632,394.89	(D)	-	632,394.89
ADD: Reduce Accounts Receivable #B2100007		(E)	(35,611.00)	(35,611.00)
<b>Total Cash plus Accounts Receivable</b>	<b>981,302.83</b>	(F)	<b>(35,611.00)</b>	<b>945,691.83</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	264.00	(J)		264.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>981,038.83</b>	(K)	<b>(35,611.00)</b>	<b>945,427.83</b> **

**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.

Office of Policy and Budget - July 2020



**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	State Attorneys - Twentieth Judicial Circuit
	20-2-339021

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;	<b>981,038.83</b>	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment B2100007; GL65900 -Transfer in Other Agency	(35,611.00)	(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
--	--	-----

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

		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>945,427.83</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>945,427.83</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

# **Budget Entity Level Exhibits or Schedules**

## **Public Defenders Trial Division**

**Budget Entities: 21600100 through 21602000**

**Public Defenders**  
**Schedule I Series**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - First Judicial Circuit
	20-2-059001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - First Judicial Circuit  
20-2-059001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 1<sup>st</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Kimberly A. Weekley,  
Administrative Director**

**Telephone #: 850-595-4100, ext. 245**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Defense:** The Public Defender’s Office, First Judicial Circuit contracts with Escambia County, Santa Rosa County, City of Pensacola and the City of DeFuniak Springs for the agency to defend citizens violating the local ordinances of the city and county. Current contracts are \$50 per case. Ordinance defense cases decreased 33% last fiscal year, however it is unknown if this is temporary impact due to Covid19. Therefore, the projection for 2021-2022 is held harmless at the 2020-2021 estimate of 65 cases per year, totaling \$3,250.

**County IT:** The Public Defender’s Office, First Judicial Circuit projects reimbursement for two information technology personnel, as related to Florida Statute 29.008. The counties are required by statute to support the IT expenses of this office, including personnel. Budget requests are made to each county for the October 1 through September 30 fiscal year and approved by the individual Boards of County Commissioners. The payroll reimbursements from Escambia, Okaloosa, Santa Rosa and Walton counties for IT personnel include Salary and Benefit funding for FY 2020-21 is \$168,698. PD1 estimates a 3% increase for FY 2021-22 for salaries and benefits costs; therefore the projection for 2021-2022 is \$173,760.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	2,700
Less 8% Service Charge	(216)
= Receipts Applicable to 5% Assessment	2,484
x 5% State Trust Fund Reserve	124

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

FY 2021-22 Receipts Applicable to SCGR	1,463
x 8% Service Charge	117
FY 2020-21 Receipts Applicable to SCGR	2,700
x 8% Service Charge	216

**Explanation of Schedule I, Section III Accounting**

**Adjustments:**

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2021 - 2022 Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders - First Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339023

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	25,015.25	(A)	-	25,015.25
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	13,201.28	(D)	-	13,201.28
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>38,216.53</b>	(F)	<b>-</b>	<b>38,216.53</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	8.00	(J)	-	8.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>38,208.53</b>	(K)	<b>-</b>	<b>38,208.53</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - First Judicial Circuit
	20-2-339023

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="38,208.53"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="38,208.53"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="38,208.53"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 1<sup>st</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Kimberly A. Weekley,  
Administrative Director**

**Telephone #: 850-595-4100, ext. 245**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund was established on January 1, 1997. Throughout the history of collections, with the exception of two years, there has been no year where total collections were less than the previous year. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to determine the reason for the disparity. Projections were made based on this documented data collection.

There have been no new policies or laws since 2009 to generate additional ICDTF collections. Based upon these key indicators, estimated growth is minimal.

Based on a five year collection of the original two (2) funding sources for this trust fund, revenue has averaged \$952,171 per year, with an annual median increase of 4.3%.

FY 15-16 revenue was \$869,557 (1.92% increase over prior year); FY 16-17 revenue was \$891,934 (2.57% increase over prior year); FY 17-18 revenue was \$942,275 (5.64% increase over prior year); FY 18-19 revenue was \$1,006,410 (6.81% increase over prior year); FY 19-20 revenue was \$1,050,678 ( 4.40% increase over prior year). Due to the unknown impacts of Covid19, the projection for 2021-2022 is held harmless at the 2020-2021 estimates.

Beginning in FY18-19 the Public Defender Revenue Trust Fund was merged with the Indigent Criminal Defense Trust fund. The Article V revenue for our agency for FY 2019-20 was \$109,234, with the ID Theft surcharge averaging less than \$50 in collections per year. This projects an average trend of \$9,102 per month.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 01’s estimated receipts are \$104,240 for FY 2020-2021 and \$120,919 for FY 2021-2022.

	Actual	Estimate	
			FY
	FY 2019-20	FY 2020-21	2021-22
Fees	\$542,151	\$565,463	\$565,463
Restitution	\$508,528	\$530,394	\$530,394
Article V	\$109,234	\$104,240	\$120,919

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	669,703
Less 8% Service Charge	(53,576)
= Receipts Applicable to 5% Assessment	616,127
x 5% State Trust Fund Reserve	30,806

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

FY 2021-22 Receipts Applicable to SCGR	686,382
x 8% Service Charge	54,911
FY 2020-21 Receipts Applicable to SCGR	669,703
x 8% Service Charge	53,576

**Explanation of Schedule I, Section III Accounting**

**Adjustments:**

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - First Judicial Circuit
	20-2-974001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,141,080.80	(A)		1,141,080.80
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	36.77	(D)		36.77
ADD: Correct Accounts Receivable Entry		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>1,141,117.57</b>	(F)	<b>0.00</b>	<b>1,141,117.57</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	191,136.73	(H)		191,136.73
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Other Accounts Payable (SCGR)	12,339.65	(J)		12,339.65
<b>Unreserved Fund Balance, 07/01/20</b>	<b>937,641.19</b>	(K)	<b>0.00</b>	<b>937,641.19</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - First Judicial Circuit
	20-2-974001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 937,641.19 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 937,641.19 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 937,641.19 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Second Judicial Circuit
	20-2-059002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Second Judicial Circuit  
20-2-059002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender, 2<sup>nd</sup> Judicial Circuit**  
**Trust Fund Name: Grants and Donations Trust Fund, FID# 2339**  
**Name of Person Completing This Form: Lori Hocking**  
**Telephone #: 850-606-1012**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Revenue estimates are based on an agreement between Big Bend Community Based Care and Public Defender, 2<sup>nd</sup> Judicial Circuit to provide services on a contracted basis for juvenile clients who meet eligibility requirements for Team Child Services. We anticipate that this contract will renew and funding will be provided. It is estimated that this contract will be for \$65,674.00.

Revenue estimates are based on an agreement between Big Bend Community Based Care and Public Defender, 2<sup>nd</sup> Judicial Circuit to provide services on a contracted basis for clients who meet eligibility requirements for Mental Health Supportive Housing Services. We anticipate that this contract will renew and funding will be provided. It is estimated that this contract will be for \$50,000.00

Revenue estimates are based on an agreement between Leon County and the Office of the Public Defender, 2<sup>nd</sup> to provide daily legal representation at first appearance for indigent individuals. It is estimated that the contract will be for \$37,000.00.

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

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

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Second Judicial Circuit
	20-2-339022

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	21,030.57	(A)		21,030.57
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>21,030.57</b>	(F)	<b>0.00</b>	<b>21,030.57</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>21,030.57</b>	(K)	<b>0.00</b>	<b>21,030.57</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Second Judicial Circuit  
20-2-339022

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021 -2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 2nd Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Lori Hocking**

**Telephone #: 850-606-1012**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Background:** The ICDF was established on January 1, 1995 and now there exists a twenty (20) year history of collections. Secondly, monthly collection data is compiled, distributed, and monitored monthly. If there is a negative change in collections, efforts are immediately put in place to determine why a reduction occurred. Most of the time when a monthly collection is substantially less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. The projections were made on the basis of historical data.

In Fiscal Year 2011/2012 Leon County abolished a dedicated collections court and withdrew all outstanding writs that had been issued for failure to appear at a collections court hearing. In Fiscal Year 2012/2013 our office implemented procedures to offset the changes in collections court made by Leon County.

**Methodology:** To continue the increase in collections seen in Fiscal Year 2018/2019 we will continue to implement the following procedures for collections which include but are not limited to:

- 1) Setting up very low monthly payment plans for clients who cannot afford bulk payments
- 2) Being more proactive in contacting clients at the beginning of their cases to urge them to pay the \$50 application fee up front.
- 3) We are now including language in all of our contact letters reminding clients of the \$50 PD application fee, and providing clear instructions on how to submit payments.

- 4) Implementing procedures that direct employees of the Public Defender’s Office to facilitate applications to ensure they are submitted and docketed properly with the clerk, and provide critical information on how to make their payments. (e.g. support staff at first appearance.)

**Data Analysis:** Fiscal Year 2019-2020 Indigent Criminal Defense Trust Fund total revenue showed a decrease of - 3.76% from Fiscal Year 2018-2019 revenue.

While Economic conditions are currently unpredictable due to COVID-19, we are optimistic that revenue collections will slowly increase over the next fiscal year.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 02’s estimated receipts are \$72,203 for FY 2020-2021 and \$83,756 for FY 2021-2022.

**Conclusion:** Based on this data, and our continued efforts to increase collections, we are optimistic that we will slowly see positive changes in fiscal year 2020-2021, as well as the 2021-2022 fiscal year.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	237,800
Less 8% Service Charge	(19,024)
= Receipts Applicable to 5% Assessment	218,776
x 5% State Trust Fund Reserve	10,939

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

FY 2021-22 Receipts Applicable to SCGR	282,473
x 8% Service Charge	22,598
FY 2020-21 Receipts Applicable to SCGR	237,800
x 8% Service Charge	19,024

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

Not applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Second Judicial Circuit
	20-2-974002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	314,955.03	(A)	-	314,955.03
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>314,955.03</b>	(F)	<b>-</b>	<b>314,955.03</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	43,138.94	(H)	-	43,138.94
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	4,441.35	(J)	-	4,441.35
<b>Unreserved Fund Balance, 07/01/20</b>	<b>267,374.74</b>	(K)	<b>-</b>	<b>267,374.74</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Second Judicial Circuit
	20-2-974002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 267,374.74 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 267,374.74 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 267,374.74 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Third Judicial Circuit
	20-2-059003

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Third Judicial Circuit  
20-2-059003

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 3<sup>rd</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Gordon Summers**

**Telephone #: 386-758-0540**

\*\*\*\*\*

**Revenue Estimating Methodology:**

ICDTF collections have been gradually decreasing as a source of revenue and exacerbated due to COVID-19.

The total receipts collected in FY 2019-20 were \$340,555.00.  
(This includes \$35,165.00 in Art. V Traffic Fines formerly in PDRTF.)

PD3 estimates receipts for FY 2020-21 will be: \$333,588.00.

    PD Application Fees @ \$49.00 per case: \$108,000.00.

        Restitution Fees: \$192,000.00.

        Traffic Fines: \$ 33,588.00

PD3 estimates receipts for FY 2021-22 will be: \$360,927.00.

    PD Application Fees @ \$49.00 per case: \$118,000.00.

        Restitution Fees: \$204,000.00.

        Traffic Fines: \$ 38,927.00.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using

each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 03's estimated receipts are \$33,558 for FY 2020-2021 and \$38,927 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	141,558
Less 8% Service Charge	(11,325)
= Receipts Applicable to 5% Assessment	130,233
x 5% State Trust Fund Reserve	6,512

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

FY 2021-22 Receipts Applicable to SCGR	156,927
x 8% Service Charge	12,554
FY 2020-21 Receipts Applicable to SCGR	141,558
x 8% Service Charge	11,325

**Explanation of Schedule I, Section III Accounting**

**Adjustments:**

Not applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Third Judicial Circuit
	20-2-974003

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	621,409.09	(A)	-	621,409.09
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>621,409.09</b>	(F)	<b>-</b>	<b>621,409.09</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	-	(I)	-	-
LESS: Other Accounts Payable (SCGR)	3,209.35	(J)	-	3,209.35
<b>Unreserved Fund Balance, 07/01/20</b>	<b>618,199.74</b>	(K)	<b>-</b>	<b>618,199.74</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Third Judicial Circuit
	20-2-974003

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>618,187.49</b>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories (103226)	12.25	(D)
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		(D)
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		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>618,199.74</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>618,199.74</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2021-2022 Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders - Fourth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059004

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Fourth Judicial Circuit  
20-2-059004

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: Office of the Public Defender, 4<sup>th</sup> Judicial Circuit**  
**Trust Fund Name: Grants and Donations Trust Fund, FID# 2339**  
**Name of Person Completing This Form: Denise K. Ostertag**  
**Telephone #: 904-255-4603**

\*\*\*\*\*

**Revenue Estimating Methodology:**

1. Ordinance Defense Contract Revenue estimates are based on a contract (Memorandum of Understanding) with Duval County for the Public Defender’s Office, 4<sup>th</sup> Judicial Circuit, to defend citizens violating the local county ordinances. Contracted rate is \$50/hour for misdemeanors and \$100 per hour for felonies, based on 15 minute increments, with a one hour minimum. The contract maximum is \$30,000 per year for Duval County. There is no maximum for Nassau County; however, income from that small county is minimal.
  
2. County IT Contract estimates are based on the amounts of current salaries and benefits for the agency Information Technology staff for which Duval, Clay, and Nassau counties have agreed to compensate the Public Defender’s Office, 4<sup>th</sup> Circuit. The compensation is budgeted from the FL. Statute 28.24 revenue budgets of those counties. The total reimbursable annual compensation is split between the counties on the basis of FTEs in each of the Duval, Clay, and Nassau County offices served by the 4<sup>th</sup> Judicial Circuit. Revenue for FY 2020-2021 is estimated at \$290,876 which includes revenue from the previous year that lags due to the varying fiscal years of each county. The estimate for FY 2021-2022 of \$ 296,694 includes a slight anticipated increase in salary and benefits which will be factored into the salary/benefit reimbursements.



**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	22,000
Less 8% Service Charge	(1,760)
= Receipts Applicable to 5% Assessment	20,240
x 5% State Trust Fund Reserve	1,012

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

FY 2021-22 Receipts Applicable to SCGR	22,000
x 8% Service Charge	1,760
FY 2020-21 Receipts Applicable to SCGR	22,000
x 8% Service Charge	1,760

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourth Judicial Circuit
	20-2-339024

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	77,159.91	(A)		77,159.91
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	34,324.00	(D)		34,324.00
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>111,483.91</b>	(F)	-	<b>111,483.91</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	316.00	(J)		316.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>111,167.91</b>	(K)	-	<b>111,167.91</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourth Judicial Circuit
	20-2-339024

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>111,167.91</b> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	_____ (B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	_____ (C)
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SWFS Adjustment # and Description	_____ (C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	_____ (D)
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Approved FCO Certified Forward per LAS/PBS	_____ (D)
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A/P not C/F-Operating Categories	_____ (D)
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_____ (D)
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_____ (D)
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_____ (D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>111,167.91</b> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>111,167.91</b> (F)
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<b>DIFFERENCE:</b>	<b>0.00</b> (G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 4<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Denise K. Ostertag**

**Telephone #: 904-255-4603**

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**Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund was established on January 1, 1997 and now there exists a 20+ year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are in place to immediately determine out why this has happened. In some cases, where the monthly collection is reduced, the difference is the result of overlap of deposits between two months and it is subsequently corrected. Based on this documented data collection, the projections were made.

With the Public Defender’s Office, 4<sup>th</sup> Judicial Circuit defending an average of 36,000 cases per year (and increasing), the potential receipts on the \$50 application fee alone are over \$1.58M (based on \$50 per case less \$2 Court split and the 8% service charge). While the agency realizes that collecting 100% of receivables is unrealistic, there is room for growth from the 24% collected in PD application fees in FY 19-20. Prior to the COVID-19 pandemic, the Clerk’s Office initiated an aggressive collections program for outstanding debts which should increase agency revenue during the current and future Fiscal Years. In addition, the elected Public Defender made contact with the judges on the criminal bench to request that the Courts increase their efforts to encourage the payment of the Public Defender application fess while a case is in progress.

The COVID-19 pandemic has resulted in a delay in most criminal court proceedings, which has adversely impacted the imposition and collection of application fees and restitution. Although we anticipate these effects to impact collections somewhat in this Fiscal Year, we expect a natural rebound in the latter part of FY 20-21 as the courts work through the backlog of cases needing adjudication. Despite the pandemic, the Public Defender’s Office collected only slightly less in FY-19-20 than the previous Fiscal Year. Therefore, the agency has

set the goal of increasing PD application fee collections by an additional 25% in the current fiscal year. If accomplished, this would bring revenue in this area only slightly above the level generated during the previous Fiscal Years. The agency then projects an additional 25% the following year.

In addition, based on a continuing analysis of collections, the agency determined that the best opportunity for increasing revenue in ICDTF continues to be in the area of Attorney Fees (001204/Fines). The rate of collection of Attorney Fees currently stands at a low of 37.58%. If PD-04 collected the FY 19-20 average total statewide attorney fees (\$404,039), ICDTF collections would increase by almost \$200,000 in this category alone. The Public Defender, a former judge himself, has committed to encouraging his former colleagues on the bench to assist us in increasing this rate of collection. We are projecting a 35% increase in this area for FY 20-21 and an additional 35% increase in FY 2021-22. This would increase the rate of collection in this revenue area to 41%.

In FY 20-21, the Office also projects the sale of three (3) surplus vehicles (one which was delayed from FY 19-20), and one (1) surplus vehicle in FY 2020-2021 and two (2) additional vehicles in FY 2021-22.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 04’s estimated receipts are \$141,133 for FY 2020-2021 and \$163,714 for FY 2021-2022

		<b>Expected</b>		<b>Expected</b>	
	<b>Actual</b>	<b>Estimated Increase</b>	<b>Estimated Receipts</b>	<b>Estimated Increase</b>	<b>Estimated Receipts</b>
	<b>FY 19/20</b>	<b>25%/35%</b>	<b>FY 20/21</b>	<b>25 %/35%</b>	<b>FY 21/22</b>
<b>ICDTF</b>					
<b>Fees</b>	\$ 348,277	\$ 87,069	\$ 435,346	\$ 108,837	\$ 544,183
<b>Restitution</b>	\$ 209,710	\$ 73,399	\$ 283,109	\$ 99,088	\$ 382,197
<b>Non-Recur.</b>			\$ 15,000		18,000

<b>Traffic Fines</b>	\$ 147,895	\$ 141,131	\$ 163,714
<b>Restitution</b>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
<b>TOTAL</b>	<b>\$ 705,883</b>	<b>\$ 874,586</b>	<b>\$1,108,094</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	591,479
Less 8% Service Charge	(47,318)
= Receipts Applicable to 5% Assessment	544,161
x 5% State Trust Fund Reserve	27,208

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

FY 2021-22 Receipts Applicable to SCGR	707,897
x 8% Service Charge	56,632
FY 2020-21 Receipts Applicable to SCGR	591,479
x 8% Service Charge	47,318

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

Statewide Financial Services # B2100005 adjustment to reduce accounts receivable: -\$5,368.29

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourth Judicial Circuit
	20-2-974004

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	878,173.44	(A)		878,173.44
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	5,368.29	(D)		5,368.29
ADD: Reduce Accts Receivable #B2100005		(E)	(5,368.29)	(5,368.29)
<b>Total Cash plus Accounts Receivable</b>	<b>883,541.73</b>	(F)	<b>(5,368.29)</b>	<b>878,173.44</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	4,104.38	(H)		4,104.38
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	9,117.24	(J)		9,117.24
<b>Unreserved Fund Balance, 07/01/20</b>	<b>870,320.11</b>	(K)	<b>(5,368.29)</b>	<b>864,951.82</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Indigent Criminal Defense Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Fourth Judicial Circuit  
 20-2-974004

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**  
 Total all GLC's 5XXXX for governmental funds; 870,320.11 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # B2100005; Reduce Transfer in from Other Agcy (5,368.29) (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 864,951.82 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 864,951.82 (F)

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

**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifth Judicial Circuit
	20-2-059005

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Fifth Judicial Circuit  
20-2-059005

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 5<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Karen Cihoski**

**Telephone #: 352-742-4378**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Violation 000100:** Due to improved monitoring of staff compliance on Ordinance Violation billing and collections circuit wide, collections for both current year and LBR request year are anticipated to be around \$2,500 per year.

**County IT Grant 000810:** In FY15-16 and subsequently in FY16-17, this agency contracted with the Marion, Lake, Hernando and Citrus County Board of County Commissioners to reimburse the State of Florida for Information Technology staff positions in all four (4) Counties and Early Intervention staff positions in Marion and Lake Counties.

Collections are based on budget distribution agreements with each county. Current year and LBR request year collections include Salary & Benefit funding as follows:

Current Year: FY2020-21		LBR Request Year: FY2021-22	
Marion	\$402,157	Marion	\$ 419,772
Lake	\$435,562	Lake	\$ 441,496
Hernando	\$111,017	Hernando	\$ 111,936
Citrus	\$ 46,100	Citrus	\$ 47,956
<b>Total:</b>	<b>\$994,836</b>	<b>Total:</b>	<b>\$1,021,160</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	2,500
Less 8% Service Charge	(200)
= Receipts Applicable to 5% Assessment	2,300
x 5% State Trust Fund Reserve	115

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

FY 2021-22 Receipts Applicable to SCGR	2,500
x 8% Service Charge	200
FY 2020-21 Receipts Applicable to SCGR	2,500
x 8% Service Charge	200

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifth Judicial Circuit
	20-2-339043

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	133,408.29	(A)		133,408.29
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>133,408.29</b>	(F)	-	<b>133,408.29</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>133,408.29</b>	(K)	-	<b>133,408.29</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Fifth Judicial Circuit  
 20-2-339043

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 133,408.29 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 133,408.29 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 133,408.29 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 5<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Karen Cihoski**

**Telephone #: 352-742-4378**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Effective July 1, 2018 the Public Defenders Revenue Trust Fund was merged into the Indigent Criminal Defense Trust Fund (“ICDTF”). As a result, revenues for the ICDTF now include the Article V Traffic Fines Assessment.

**ICDTF Application Fees & Restitution** – This agency closely monitors Indigent Criminal Defense Trust Fund revenue collections on a monthly basis. Currently, there is no way to know the full impact of COVID-19 on potential collections or potential budget authority cuts on FY20-21 and/or FY21-22. Therefore, this agency has based the estimates upon revenue averages for the prior three fiscal year collections, along with the collections recorded in FLAIR for the first quarter in FY20-21 in determining what current and request year collections may be. Our office is anticipating that by FY21-22 collections will be more in line with prior year averages. Based on the unknowns at this time, we would request the ability to revise later in the current fiscal year when there is more actual collection data to review and amend both current and request year totals as needed.

**ID Fraud (formally PD Revenue funds):** Estimated revenues were made using the same methodology applied to the application and restitution funds listed above.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using

each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 05's estimated receipts are \$87,517 for FY 2020-2021 and \$101,519 for FY 2021-2022.

Current year revenue estimate of \$131,418 per month, and LBR year estimate of \$138,217 per month are based on an assessment that revenue collections are likely to decrease in current year but rebound by the request year.

\$131,418 x 12 Months = \$1,577,017 - FY 2020-22 Estimated Revenue  
 \$138,217 x 12 Months = \$1,657,519 - FY 2021-22 Estimated Revenue

		<b>Estimates</b>	<b>Estimates</b>
		<b>FY20-21</b>	<b>FY21-22</b>
<b>App fee</b>	<b>0100</b>	535,000	570,000
<b>Restitution</b>	<b>1204</b>	950,000	980,000
<b>ID Fraud</b>	<b>1204</b>	4,500	6,000
<b>Traffic Fines</b>	<b>1225</b>	87,517	101,519
<b>TOTALS:</b>		<b>1,577,017</b>	<b>1,657,519</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	622,517
Less 8% Service Charge	(49,801)
= Receipts Applicable to 5% Assessment	572,716
x 5% State Trust Fund Reserve	28,636

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

FY 2021-22 Receipts Applicable to SCGR	671,519
x 8% Service Charge	53,722
FY 2020-21 Receipts Applicable to SCGR	622,517
x 8% Service Charge	49,801

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

Not applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifth Judicial Circuit
	20-2-974005

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	497,077.15	(A)	-	497,077.15
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>497,077.15</b>	(F)	<b>-</b>	<b>497,077.15</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	20,500.00	(H)	-	20,500.00
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	11,644.57	(J)	-	11,644.57
<b>Unreserved Fund Balance, 07/01/20</b>	<b>464,932.58</b>	(K)	<b>-</b>	<b>464,932.58</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifth Judicial Circuit
	20-2-974005

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 464,932.58 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 464,932.58 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 464,932.58 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixth Judicial Circuit
	20-2-059006

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Sixth Judicial Circuit  
20-2-059006

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 6<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Brian Solka**

**Telephone #: 727-464-8024**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Estimates are based on approved contracts for 2020-2021 with Pinellas County for IT (\$59,540), ITP (\$153,678), SOAR Program (\$74,660), Juvenile Crossover Program (\$151,620), one Ready for Life Therapist (\$81,070), SAMHSA AOT Grant (\$184,837), Pinellas County Sheriff for Homeless Outreach (\$124,898), Road to Success Crossover Youth Project (\$400,000) and Baycare MMU LPN (\$20,000)

Estimates for 2021-2022 funds are based on anticipated re-approvals of contracts with Pinellas County for IT (\$61,326), ITP (\$158,288), SOAR program (\$76,900), Juvenile Crossover Program (\$156,169), one Ready for Life Therapist (\$83,502), SAMHSA AOT Grant (\$184,837), Pinellas County Sheriff for Homeless Outreach (\$124,898) and Road to Success Crossover Youth Project (\$400,000).

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	153,678
Less 8% Service Charge	(12,294)
= Receipts Applicable to 5% Assessment	141,384

x 5% State Trust Fund Reserve	7,069
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**8 Percent Service Charge to General Revenue:**

FY 2021-22 Receipts Applicable to SCGR	158,288
x 8% Service Charge	12,663
FY 2020-21 Receipts Applicable to SCGR	153,678
x 8% Service Charge	12,294

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixth Judicial Circuit
	20-2-339027

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	399,918.95	(A)		399,918.95
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	34,313.54	(D)		34,313.54
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>434,232.49</b>	(F)	-	<b>434,232.49</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>434,232.49</b>	(K)	-	<b>434,232.49</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixth Judicial Circuit
	20-2-339027

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 434,232.49 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 434,232.49 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 434,232.49 (F)

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

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 6<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Brian Solka**

**Telephone: 727-464-8024**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Indigent Criminal Defense Fund was established on 1/1/97 statewide. There exists a 23 year history of collections. During the 6 fiscal year period from FY 2014-2015 to 2019-2020, ICDTF collections averaged \$1,331,188 (data includes collections from the old PDRTF, which has since merged with the ICDTF). Between FY 2014-2015 and FY 2017-2018, collections decreased around 10% (\$1,416,122 in FY 14-15 compared to \$1,271,585 in FY 17-18). Collections increased 2% from FY 17-18 to FY 18-19, and this office was hopeful that the trend would continue in FY 19-20.

For the first 8 months of FY 19-20, monthly collections averaged \$4,514 more per month than the first 8 months of FY 18-19. However, due to the COVID-19 pandemic and lockdown measures enacted in March 2020, the average monthly collections for the last four months of FY 19-20 were \$16,213 less per month than the last 4 months of FY 18-19. Total collections for FY 19-20 were 2.3% less than FY 18-19. As it is still unknown when the economy will fully reopen to pre-pandemic levels, certain aspects have been reopened since the March lockdown.

Our FY 20-21 collections for July and August so far are averaging \$110,782 per month, which is more than the same time period average in FY 19-20, before the pandemic. The increase in collections gives hope that the FY 20-21 collections will at least equal the FY 19-20 collections. Looming uncertainty about the future of this unprecedented pandemic makes it difficult to predict an increase in collections for either FY 20-21 or FY 21-22.

	<b>ACTUAL FY 19-20</b>	<b>ESTIMATED FY 20-21</b>	<b>ESTIMATED FY 21-22</b>
<b>Fees</b>	<b>\$518,906</b>	<b>\$518,906</b>	<b>\$518,906</b>
<b>Restitution</b>	<b>\$549,731</b>	<b>\$549,731</b>	<b>\$549,731</b>
<b>Fines</b>	<b>199,691.71</b>	<b>190,562</b>	<b>221,052</b>
<b>Totals</b>	<b>1,268,328</b>	<b>1,259,199</b>	<b>1,289,689</b>

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 06's estimated receipts are \$190,562 for FY 2020-2021 and \$221,052 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	709,468
Less 8% Service Charge	(56,757)
= Receipts Applicable to 5% Assessment	652,711
x 5% State Trust Fund Reserve	32,636

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

FY 2021-22 Receipts Applicable to SCGR	739,958
x 8% Service Charge	59,197
FY 2020-21 Receipts Applicable to SCGR	709,468
x 8% Service Charge	56,757

**Explanation of Schedule I, Section III Accounting**

**Adjustments:**

Not applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixth Judicial Circuit
	20-2-974006

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	323,149.05	(A)	-	323,149.05
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>323,149.05</b>	(F)	<b>-</b>	<b>323,149.05</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	7,130.78	(H)	-	7,130.78
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards	-	(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	13,122.79	(J)	-	13,122.79
<b>Unreserved Fund Balance, 07/01/20</b>	<b>302,895.48</b>	(K)	<b>-</b>	<b>302,895.48</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixth Judicial Circuit
	20-2-974006

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 302,895.48 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 302,895.48 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 302,895.48 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Seventh Judicial Circuit
	20-2-059007

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Seventh Judicial Circuit  
20-2-059007

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: Public Defender Office, 7<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Robert D. Ryan**

**Telephone #: 386-239-7730**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Grants and Donations Trust fund, Volusia County Agreement-IT was established on April 16, 2012. Revenues for this trust fund are directly provided by the County of Volusia through a Budget Distribution Agreement and their approved Annual Budget.

FY2017-18 Requested Contract/Receipts in the amount of \$91,402.00, broken down as follows:

- 1<sup>st</sup> Quarter Payment: \$22,807.00
- 2<sup>nd</sup> Quarter Payment: \$22,865.00
- 3<sup>rd</sup> Quarter Payment: \$22,865.00
- 4<sup>th</sup> Quarter Payment: \$22,865.00

FY2018-19 Requested Contract/Receipts in the amount of \$92,521.00, broken down as follows:

- 1<sup>st</sup> Quarter Payment: \$22,865.00
- 2<sup>nd</sup> Quarter Payment: \$23,219.00
- 3<sup>rd</sup> Quarter Payment: \$23,219.00
- 4<sup>th</sup> Quarter Payment: \$23,218.00

FY2019-20 Requested Contract/Receipts in the amount of \$92,264.00, broken down as follows:

- 1<sup>st</sup> Quarter Payment: \$23,219.00
- 2<sup>nd</sup> Quarter Payment: \$23,015.00
- 3<sup>rd</sup> Quarter Payment: \$23,015.00
- 4<sup>th</sup> Quarter Payment: \$23,015.00

FY2020-21 Requested Contract/Receipts in the amount of \$95,597.00, broken down as follows:

- 1<sup>st</sup> Quarter Payment: \$23,015.00
- 2<sup>nd</sup> Quarter Payment: \$24,194.00
- 3<sup>rd</sup> Quarter Payment: \$24,194.00



4<sup>th</sup> Quarter Payment: \$24,194.00

FY2021-22 Requested Contract/Receipts in the amount of \$96,776.00, broken down as follows:

1<sup>st</sup> Quarter Payment: \$24,194.00

2<sup>nd</sup> Quarter Payment: \$24,194.00

3<sup>rd</sup> Quarter Payment: \$24,194.00

4<sup>th</sup> Quarter Payment: \$24,194.00

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Seventh Judicial Circuit
	20-2-339029

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	6,239.75	(A)		6,239.75
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>6,239.75</b>	(F)	-	<b>6,239.75</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>6,239.75</b>	(K)	-	<b>6,239.75</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Seventh Judicial Circuit  
20-2-339029

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 6,239.75 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 6,239.75 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 6,239.75 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 7<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Robert D. Ryan**

**Telephone #: 386-239-7730**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Throughout the history of collections for the Indigent Criminal Defense Trust Fund, Fiscal Year 17-18 & 18-19 were the first year's where collections were slightly lower than the previous year. We are certain that this slight tick downward was an anomaly and has correct itself this Fiscal Year. We will closely monitor monthly collection data. If there were to be any negative change in monthly collections, steps would immediately be taken to determine the cause of the negative change.

Projections were made based on this documented data collection.

There are no new policies or laws that will increase the probability of collections; however, the unemployment rate continues to stay steady, which in turn increases the probability of collections. Our office will continue to work with our clients and local offices to coordinate improved collections. Additionally, Judges are assessing liens in more cases, which in turn will result in higher collections.

Based upon the overall increase in the growth rate and fluctuating caseloads, we are anticipating a conservative growth in collections at 3% for Fiscal Year 2020-2021 and Fiscal Year 2021-2022.

	<u>Actual</u> <u>FY 18-19</u>	<u>Actual</u> <u>FY 19-20</u>	<u>Overall</u> <u>Change</u>	<u>Overall</u> <u>Estimated</u> <u>Receipts</u> <u>FY 20-21</u>	<u>Overall</u> <u>Estimated</u> <u>Receipts</u> <u>FY 21-22</u>
Fees	\$279,006	\$296,565	\$17,559	\$305,462	\$314,626
Traffic Fines	\$0.00	\$108,124	\$0.00	\$103,181	\$119,690
Restitution	\$235,105	\$247,638	\$12,533	\$255,067	\$262,719
<b>Total</b>	<b>\$514,111</b>	<b>\$544,203</b>	<b>\$30,092</b>	<b>\$663,710</b>	<b>\$697,035</b>

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 07's estimated receipts are \$103,181 for FY 2020-2021 and \$119,690 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	408,643
Less 8% Service Charge	(32,691)
= Receipts Applicable to 5% Assessment	375,952
x 5% State Trust Fund Reserve	18,798

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

FY 2021-22 Receipts Applicable to SCGR	434,316
x 8% Service Charge	34,745
FY 2020-21 Receipts Applicable to SCGR	408,643
x 8% Service Charge	32,691

**Explanation of Schedule I, Section III Accounting**

**Adjustments:**

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Seventh Judicial Circuit
	20-2-974007

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	645,474.94	(A)	-	645,474.94
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>645,474.94</b>	(F)	<b>-</b>	<b>645,474.94</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	56,254.23	(H)	-	56,254.23
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	7,675.40	(J)	-	7,675.40
<b>Unreserved Fund Balance, 07/01/20</b>	<b>581,545.31</b>	(K)	<b>-</b>	<b>581,545.31</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Seventh Judicial Circuit
	20-2-974007

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 581,545.31 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 581,545.31 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 581,545.31 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighth Judicial Circuit
	20-2-059008

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	0.00	0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eight Judicial Circuit
	20-2-059008

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender’s Office, Eighth Judicial Circuit**

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

**Name of Person Completing This Form: Dan Priscott,  
Administrative Director**

**Telephone #: 352-338-7386**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Defense Contract:** The city of Gainesville provides an annual fixed grant of \$6,000 for reimbursement of legal defense services provided by the Public Defender’s Office, Eighth Judicial Circuit for indigent citizens charged with violations of municipal ordinances of the City of Gainesville. The annual reimbursement figure of \$6,000 is based on an estimate of 100 cases per year requiring an average of 1.2 hours per case at \$50 per hour.

**UF Law School Intern Program:** The revenue amounts are based on the current contract of \$15,000/annually for FY 2019-20 and it is anticipated to remain the same each year until FY 2023-24.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	6,000
Less 8% Service Charge	(480)
= Receipts Applicable to 5% Assessment	5,520
x 5% State Trust Fund Reserve	276

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

FY 2021-22 Receipts Applicable to SCGR	6,000
x 8% Service Charge	480

FY 2020-21 Receipts Applicable to SCGR	6,000
x 8% Service Charge	480

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighth Judicial Circuit
	20-2-339030

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	14,183.72	(A)		14,183.72
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>14,183.72</b>	(F)	-	<b>14,183.72</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>14,183.72</b>	(K)	-	<b>14,183.72</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighth Judicial Circuit
	20-2-339030

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 14,183.72 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 14,183.72 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 14,183.72 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender’s Office, 8th Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2794**

**Name of Person Completing This Form: Dan Priscott,  
Administrative Director**

**Telephone #: 352-338-7386**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Established on January 1, 1995, the Indigent Criminal Defense Trust Fund has over 20 year history of collections. During the 20+ year history of the trust fund, collections have been materially consistent from year to year with no year being significantly less than the previous year, until FY 19/20 due to court closures related to COVID-19. We expect this dip to be temporary, and as courts open back up for business, collections will return to historical levels. Monthly collections data is compiled, distributed, and monitored by the Administrative staff of each PD circuit. Negative changes in collections are reviewed on a month to month basis, and efforts are made at the circuit level to determine the cause of the negative change. As of FY 19/20 the former Public Defender Trust Fund (PDRTF) revenues have been combined with the ICDTF revenues.

In the 8<sup>th</sup> Circuit, we project the average monthly revenue for this fund from both Application Fees and court assessed Legal Representation costs to return to levels similar to collections prior to FY 19/20 COVID-19 closures. The 5 year average before FY 19-20 was approximately \$36,450. The additional revenue from the former PDRTF is estimated by the Office of Economic & Demographic Research. We expect that continued emphasis on directed attorney correspondence with clients and coordination with Court Administration and the Clerks of the Court regarding improved collection activities will help ensure that the monthly revenue projections are realized. Based on recent averages, 40% of these revenues are from Application Fees and 60% are from court assessed Legal Representation costs.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 08's estimated receipts are \$68,204 for FY 2020-2021 and \$79,117 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	243,164
Less 8% Service Charge	(19,453)
= Receipts Applicable to 5% Assessment	223,711
x 5% State Trust Fund Reserve	11,186

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

FY 2021-22 Receipts Applicable to SCGR	254,077
x 8% Service Charge	20,326
FY 2020-21 Receipts Applicable to SCGR	243,164
x 8% Service Charge	19,453

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighth Judicial Circuit
	20-2-974008

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	386,687.69	(A)		386,687.69
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable Entry		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>386,687.69</b>	(F)	-	<b>386,687.69</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	4,344.04	(J)		4,344.04
<b>Unreserved Fund Balance, 07/01/20</b>	<b>382,343.65</b>	(K)	-	<b>382,343.65</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighth Judicial Circuit
	20-2-974008

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>382,343.65</b> (A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	(C)
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SWFS Adjustment # and Description	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(D)
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Approved FCO Certified Forward per LAS/PBS	(D)
--	-----

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

	(D)
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	(D)
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	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>382,343.65</b> (E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>382,343.65</b> (F)
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<b>DIFFERENCE:</b>	<b>0.00</b> (G)*
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**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Ninth Judicial Circuit
	20-2-059009

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>-</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>-</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Ninth Judicial Circuit  
20-2-059009

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-22 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 9<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: To Lan Trinh Le**

**Telephone #: 407-836-4804**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive an estimated \$55,000 during FY 2021-2022 from local ordinance defense. This is based on the contracts with Orange county and City of Orlando, Osceola County, City of Apopka and City of Winter Park for the agency to defend citizens violating the local ordinances of the city and county. Rate is \$50/ hr with 30 minutes minimum.

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive \$240,000 annually from the Department of Children & Families to provide Counsel Based Competency Enhancement Program.

The Public Defender Office in the Ninth (9th) Judicial Circuit expects to receive \$125,000 from Osceola County for IT assistance. This compensation is from the s.f.28.24 revenue budgets of this county.

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Ninth Judicial Circuit
	20-2-339032

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	271,325.47	(A)		271,325.47
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	60,000.00	(D)		60,000.00
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>331,325.47</b>	(F)	-	<b>331,325.47</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>331,325.47</b>	(K)	-	<b>331,325.47</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Ninth Judicial Circuit
	20-2-339032

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 331,325.47 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 331,325.47 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 331,325.47 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 9<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: To Lan Trinh Le**

**Telephone #: 407-836-4804**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists a 23 year history of collections and there has been no year where collections were less than the previous year. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk’s office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

However, due to COVID19, we do expect a temporary decrease in fiscal year 2021-22.

	<b>Estimated Receipts <u>FY20-21</u></b>	<b>Estimated Receipts <u>FY 21-22</u></b>
<b>Article V Traffic Fines</b>	<b>\$136,931</b>	<b>\$ 158,840</b>
<b>Fees</b>	<b>\$725,000</b>	<b>\$ 725,000</b>
<b>Restitution</b>	<b>\$775,000</b>	<b>\$ 775,000</b>
<b>Total</b>	<b>\$1,636,931</b>	<b>\$ 1,658,840</b>

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using

each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 09's estimated receipts are \$136,931 for FY 2020-2021 and \$158,840 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	861,931
Less 8% Service Charge	(68,954)
= Receipts Applicable to 5% Assessment	792,977
x 5% State Trust Fund Reserve	39,649

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

FY 2021-22 Receipts Applicable to SCGR	883,840
x 8% Service Charge	70,707
FY 2020-21 Receipts Applicable to SCGR	861,931
x 8% Service Charge	68,954

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

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Ninth Judicial Circuit
	20-2-974009

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	71,527.65	(A)		71,527.65
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable Entry		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>71,527.65</b>	(F)	-	<b>71,527.65</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	10,403.24	(J)		10,403.24
<b>Unreserved Fund Balance, 07/01/20</b>	<b>61,124.41</b>	(K)	-	<b>61,124.41</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Ninth Judicial Circuit
	20-2-974009

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 61,124.41 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 61,124.41 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 61,124.41 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Tenth Judicial Circuit
	20-2-059010

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	-	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS:		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Tenth Judicial Circuit  
20-2-059010

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 10<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Teresa Carroll**

**Telephone #: 863-534-4200**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Public Defender in the Tenth Judicial Circuit has staff members who spend a portion of their time on Behavioral Health Court Partnership. The partnership between the Polk County Behavioral Health Court Division (BHC) and the Public Defender's Office addresses the needs of mentally ill and developmentally disabled defendants in the criminal justice system and "provide these defendants, at or below 200% Federal Poverty Level, with the least restrictive treatment, training, support and services necessary to reduce recidivism and ensure public safety."

The Public Defender and Behavioral Health Court Partnership did not reach an agreement for reimbursement during Fiscal Year 2018/2019 for hours worked on Polk County's Behavioral Health Court Program. The Public Defender in the Tenth Judicial Circuit does not anticipate any collection from the Behavioral Health Court Partnership during Fiscal Year 2020/21. An issue has been requested to eliminate this trust fund.

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Tenth Judicial Circuit
	20-2-339033

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Tenth Judicial Circuit
	20-2-339033

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 10<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Teresa Carroll**

**Telephone #: 863-534-4200**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1995 and there now exists a history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to address the change. Based on this documented data collection, the projections were made.

Fiscal Year 2019/2020 was a unique year for the entire State of Florida, but specifically the 10<sup>th</sup> Judicial Circuit with the court system shut down due to the COVID-19 Pandemic. A six month sample of collections was pulled which included the court shut down time frame and the results showed an 11.8% decrease in collections. However, July 2020 collections showed a slight increase. We believe a 10% reduction of collections is a fair assumption for the current fiscal year. Once the court systems return to their normal historical patterns, we feel the collections will increase appropriately.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 10’s estimated receipts are \$96,380 for FY 2020-2021 and \$111,801 for FY 2021-2022.



	<u>FY 19/20</u>	<u>-10%</u>	<u>FY 20/21</u>	<u>5%</u>	<u>FY 21/22</u>
Fees	\$386,199	\$(38,620)	\$347,579	\$17,378	\$364,957
Restitution	\$432,781	\$(43,278)	\$389,503	\$19,475	\$408,978
Traffic	<u>100,997</u>	<u>N/A</u>	<u>\$96,380</u>	<u>N/A</u>	<u>\$111,801</u>
<b>Total</b>	<b>919,977</b>	<b>(81,898)</b>	<b>\$833,462</b>	<b>\$36,853</b>	<b>\$885,736</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	443,959
Less 8% Service Charge	(35,517)
= Receipts Applicable to 5% Assessment	408,442
x 5% State Trust Fund Reserve	20,422

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

FY 2021-22 Receipts Applicable to SCGR	476,758
x 8% Service Charge	38,141
FY 2020-21 Receipts Applicable to SCGR	443,959
x 8% Service Charge	35,517

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

None Applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Tenth Judicial Circuit
	20-2-974010

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	478,026.47	(A)	-	478,026.47
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>478,026.47</b>	(F)	<b>-</b>	<b>478,026.47</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	28,183.41	(H)	-	28,183.41
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	8,454.49	(J)	-	8,454.49
<b>Unreserved Fund Balance, 07/01/20</b>	<b>441,388.57</b>	(K)	<b>-</b>	<b>441,388.57</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Tenth Judicial Circuit
	20-2-974010

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 441,388.57 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 441,388.57 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 441,388.57 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eleventh Judicial Circuit
	20-2-059011

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	-	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders -Eleventh Judicial Circuit  
20-2-059011

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 11<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Karen L Cihoski**

**Telephone #: 352-742-4378**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Revenue estimates are based on anticipated contractual receipts. The estimates for each contract are listed below.

<b>REVENUE SOURCE</b>	<b>Anticipated Receipts FY 2020-21</b>	<b>Anticipated Receipts FY 2021-22</b>
PD11 Early Representation Unit-(FS 29.008(2)(c))/ Miami-Dade County	\$1,159,000	\$1,159,000
PD11 County Grant Miami-Dade IT Staff-(FS 29.008(1)(f)(2))/ Miami-Dade County	\$384,000	\$384,000
Local Ordinance Defense - Svc Chg Exempt (Miami-Dade County, Village of Pinecrest, City of Miami Gardens)-(FS 27.51 and 27.54(2))	\$100	\$100
Local Ordinance Defense - Not exempt from Svc Chg (Cities of Hialeah, Miami, Miami Beach and Town of Miami Lakes )-(FS 27.51 and 27.54(2))	\$15,000	\$15,000
<b>Total anticipated receipts</b>	<b>\$1,558,100</b>	<b>\$1,558,100</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	15,000
Less 8% Service Charge	(1,200)
= Receipts Applicable to 5% Assessment	13,800
x 5% State Trust Fund Reserve	690

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

FY 2021-22 Receipts Applicable to SCGR	15,000
x 8% Service Charge	1,200
FY 2020-21 Receipts Applicable to SCGR	15,000
x 8% Service Charge	1,200

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eleventh Judicial Circuit
	20-2-339031

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	761,197.41	(A)	-	761,197.41
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>761,197.41</b>	(F)	<b>-</b>	<b>761,197.41</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>761,197.41</b>	(K)	<b>-</b>	<b>761,197.41</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eleventh Judicial Circuit
	20-2-339031

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 761,197.41 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 761,197.41 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 761,197.41 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 11<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Karen L Cihoski**

**Telephone # 352-742-4378**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Effective July 1, 2018 the Public Defenders Revenue Trust Fund was merged into the Indigent Criminal Defense Trust Fund (“ICDTF”). As a result, revenues for the ICDTF now include the Article V Traffic Fines Assessment.

**ICDTF Application Fees & Restitution** – There is currently no way to fully know the impact of COVID-19 on potential collections or potential Trust Fund Authority cuts that may occur on FY20-21 and/or FY21-22 totals. This agency is making conservative calculations and has based the estimates upon revenue averages for the prior three fiscal year collections, along with the collections recorded in FLAIR for the first quarter in FY 20-21. In addition, PD11 is expecting a substantial increase in their court cost collections (both App Fee 0100 and Restitution 1204) based on anticipated FRRC (Florida Rights Restoration Coalition) funding to pay off prior felons’ court fee obligations. PD11 is anticipating that by FY21-22 collections will be more in line with prior year collection averages. Based on the unknowns at this time, we would request the ability to revise later in the current fiscal year when there is more actual collection data to review and amend both current and request year totals as needed.

In addition, the office will continue to work with the Clerk of the Courts and other agencies who accept payments from our clients in order to maximize collections.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 11’s

estimated receipts are \$357,058 for FY 2020-2021 and \$414,187 for FY 2021-2022.

We anticipate that collections for the current fiscal year 2020-21 as well as fiscal year 2021-22 will be as outlined below.

		<b>Estimates</b>	<b>Estimates</b>
		<b>FY20-21</b>	<b>FY21-22</b>
<b>App fee</b>	<b>0100</b>	381,500	385,000
<b>Restitution</b>	<b>1204</b>	725,000	390,000
<b>ID Fraud</b>	<b>1204</b>	4,000	6,000
<b>Traffic Fines</b>	<b>1225</b>	357,058	414,187
<b>TOTALS:</b>		<b>1,467,558</b>	<b>1,195,187</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	738,558
Less 8% Service Charge	(59,085)
= Receipts Applicable to 5% Assessment	679,473
x 5% State Trust Fund Reserve	33,974

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

FY 2021-22 Receipts Applicable to SCGR	799,187
x 8% Service Charge	63,935
FY 2020-21 Receipts Applicable to SCGR	738,558
x 8% Service Charge	59,085

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

Not applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eleventh Judicial Circuit
	20-2-974011

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,037,003.76	(A)		1,037,003.76
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,037,003.76</b>	(F)	-	<b>1,037,003.76</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	10,933.06	(J)		10,933.06
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,026,070.70</b>	(K)	-	<b>1,026,070.70</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eleventh Judicial Circuit
	20-2-974011

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 1,026,070.70 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 1,026,070.70 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 1,026,070.70 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twelfth Judicial Circuit
	20-2-059012

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>-</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>-</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders -Twevleth Judicial Circuit
	20-2-059012

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender, 12<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Maryanne Conlan**

**Telephone #: 941-861-4528**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Defense Contracts:** Estimates are based on the inter-local agreements with Sarasota City Police Department, Longboat Key Police Department and Sarasota and Manatee Sheriff's Department wherein the Public Defender's Office, 12th Circuit defends indigent persons charged with a violation of a city/county ordinance.

First appearances are \$50 for the first hour and \$25 each for an additional half hour, pleas are \$100 per plea and trials are \$500 per trial.

**Drug Court Reimbursement/Specialized Court:** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court's Assisting Veteran's, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court.

Sarasota and Manatee Counties reimburse the salaries and benefits of a FTE attorney for Drug Court (1) full time and (1) .50% Attorney, 2 partial legal assistant (1.75%) in both counties. Sarasota County reimburses for a (2) partial attorneys for DUI Court, Mental Health Court and (1) partial legal assistants for DUI Court and Mental Health.

**IT Contract:** Per Chapter 29, Florida Statutes requires county funding for IT Services and the County has agreed to compensate the agency pursuant to Article V guidelines.

Sarasota and Manatee County reimburses the salaries and benefits of (2) full time IT people in Sarasota and (1) IT people in Manatee County. The Systems IT Administrator person in both counties handles all BOMS, STAC and other IT related issues for the Sarasota Office. The other 1 IT person handles scanning, forms and assists the Systems Administrator with other projects and duties.

**Mental Health Court-** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court's Assisting Veteran's, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court. Assisting clients with Mental Health issues, finding placement in appropriate programs and assisting them with medications requirements.

**DUI Court-** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court's Assisting Veteran's, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court. A Diversion program for DUI offenders to alleviate the caseload with regular misdemeanor cases.

**Courts Assisting Veteran's Contract:** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court's Assisting Veteran's, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court. Assist Veterans with programs geared towards helping them with criminal cases with the assistance of the Veteran's Hospital programs.

Sarasota County through Court Administration reimburses the salaries and benefits of (1) full-time Veterans Coordinators for Court's Assisting Veterans.

**Comprehensive Treatment Court:** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court's Assisting Veteran's, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court.

Sarasota County reimburses the salaries and benefits for (1) .25 Assistant Public Defender and (1) .50 Legal Assistant I.

**Preventing Unnecessary Incarceration Court:** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court's Assisting Veteran's, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court. These Violation of Probation cases take the caseload of the line attorneys who handle serious cases and are also considered a fast track program with a quicker outcome and less jail time.

**Early Case Resolution-(New Program)-** Per Chapter 29, Florida Statutes requires county funding of local requirements, those specialized court programs adopted by the Circuit that include Specialty Courts such as Drug Court, Mental Health Court, DUI Court, Mental Health, Early Case Resolution, Court’s Assisting Veteran’s, Comprehensive Treatment Court and Preventing Unnecessary Incarceration Court.

Sarasota County through Court Administration reimburses the salaries and benefits of (1) full time Assistant Public Defender and (1) full time for a Legal Assistant I. This is a fast track diversion program known as Jail Sweep for less serious cases like felonies or misdemeanor cases that are not facing a long term jail sentence.

	FY20-21	FY21-22
<b>County/City Ordinance Defense Contracts</b>	<b>\$ 30,282</b>	<b>\$ 31,190</b>
Specialty Court-	\$273,236	\$281,436
IT Contract-	\$377,938	\$389,276
Courts Assisting Veteran’s Court-	\$ 58,019	\$ 59,760
Comprehensive Treatment Court-	\$ 74,188	\$ 76,414
Preventing Unnecessary Incarceration Court-	\$164,611	\$169,550
Early Case Resolution	\$148,842	\$153,307
Mental Health	\$ 9,030	\$ 9,300
DUI Court	\$ 16,115	\$ 16,599

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	716,304
Less 8% Service Charge	(57,304)
= Receipts Applicable to 5% Assessment	659,000
x 5% State Trust Fund Reserve	32,950

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

FY 2021-22 Receipts Applicable to SCGR	737,795
x 8% Service Charge	59,024
FY 2020-21 Receipts Applicable to SCGR	716,304
x 8% Service Charge	57,304

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twelfth Judicial Circuit
	20-2-339035

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	926,082.30	(A)	-	926,082.30
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	195,118.90	(D)	-	195,118.90
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,121,201.20</b>	(F)	<b>-</b>	<b>1,121,201.20</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	266,939.55	(H)	-	266,939.55
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	8,621.70	(J)	-	8,621.70
<b>Unreserved Fund Balance, 07/01/20</b>	<b>845,639.95</b>	(K)	<b>-</b>	<b>845,639.95</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twelfth Judicial Circuit
	20-2-339035

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<b>845,639.95</b>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
--	--	-----

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

		(D)
--	--	-----

		(D)
--	--	-----

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>845,639.95</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>845,639.95</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender, 12<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund & Rev, FID# 2974**

**Name of Person Completing This Form: Maryanne Conlan**

**Telephone #: 941-861-4528**

\*\*\*\*\*

The ICDTF was established on January 1, 1997 and now there exists a 23 year history of collections and there has been no year where collections were less than the previous year. Secondly, monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to figure out why this has happened. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. Based on this documented data collection, the projections were made.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F. S., which increased funds deposited into the ICDTF to 100% from 25%, estimated growth for fiscal years 2019/2020 is expected to be around **3% in fees** and 2021/2022 is expected to be around **3% in fees**. A few years ago, we had more meetings with all of the Clerk's Office in the 12<sup>th</sup> Circuit and explained how important those fees are to the Public Defender's Office and made sure they were being collected first before the other fines. Since then we've seen increases over the years, due to their aggressive collections and payment plans with our clients.

**Revenue Estimating Methodology:**

The primary revenue source for this trust fund is derived from application fees and article V traffic assessment which is not currently exempt from the 8% service charge to General Revenue.

The ICDTF was established on January 1, 1995 and there now exists a 23-year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to address the change. Most of the time where a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is



subsequently corrected. Based on this documented data collection, the projections were made.

The Public Defender Revenue Trust Fund was merged into the ICDTF during budget year 2018-2019. Projections for Article V Traffic Assessment were received from Justice Administration Commission in August 2018 along with discussion on \$250 Surcharge that circuits should receive.

**QUALIFYING LANGUAGE:**

The Public Defender’s Office in the 12<sup>th</sup> Circuit for over the past four years we have average of \$510,646 annually in collections, which includes restitution and application fees. Projections are based on past collections.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F. S., which increased funds deposited into the ICDTF to 100% from 25%, estimated growth for fiscal years 2019/2020 is expected to be around **1% in fees** and 2020/2021 is expected to be around **1% in fees**. Several years ago, we had more meetings with all of the Clerk’s Office in the 12<sup>th</sup> Circuit and explained how important those fees are to the Public Defender’s Office and made sure they were being collected first before the other fines. Since then we’ve seen increases over the years, due to their aggressive collections and payment plans with our clients.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 12’s estimated receipts are \$121,234 for FY 2020-2021 and \$140,631 for FY 2021-2022.

The Surcharge is not known at this time except for \$250.

	<b>Estimated Receipts <u>FY 20/21</u></b>	<b>Estimated Increase <u>_____</u></b>	<b>Estimated Receipts <u>FY 21/22</u></b>
<b>Fees</b> \$	<b>\$274,881</b>	<b>3%</b>	<b>\$283,127</b>
<b>Restitution</b> \$	<b>\$293,918</b>	<b>3%</b>	<b>\$302,735</b>
<b>RevTrust</b> \$	<b>\$121,234</b>	<b>3%</b>	<b>\$140,631</b>
<b>\$250 Surcharge</b>	<b>\$250</b>		<b>\$250</b>
<b>Subtotal</b> \$	<b>\$690,282</b>	<b>3%</b>	<b>\$726,743</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	396,115
Less 8% Service Charge	(31,689)
= Receipts Applicable to 5% Assessment	364,425
x 5% State Trust Fund Reserve	18,221

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

FY 2021-22 Receipts Applicable to SCGR	423,758
x 8% Service Charge	33,901
FY 2020-21 Receipts Applicable to SCGR	396,115
x 8% Service Charge	31,689

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

None Applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twelfth Judicial Circuit
	20-2-974012

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	332,506.15	(A)	-	332,506.15
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>332,506.15</b>	(F)	<b>-</b>	<b>332,506.15</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	6,135.75	(J)	-	6,135.75
<b>Unreserved Fund Balance, 07/01/20</b>	<b>326,370.40</b>	(K)	<b>-</b>	<b>326,370.40</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twelfth Judicial Circuit
	20-2-974012

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 326,370.40 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 326,370.40 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 326,370.40 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2021-2022 Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders - Thirteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059013

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	-	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders -Thirteenth Judicial Circuit  
20-2-059013

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 13<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Daniel Raysin**

**Telephone #: 813-307-4004**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Defense Contracts:** Estimates are based on interlocal agreements with Hillsborough County, City of Tampa, City of Temple Terrace, and Plant City wherein the Public Defender's Office, 13th Judicial Circuit defends indigent persons charged with a violation of a city or county ordinance. The rate with the Hillsborough County Board of County Commissioners for County Ordinances is \$200 per case. The rate with the City of Tampa is \$50 per case. The rate with the City of Temple Terrace is \$50 per case. The rate with Plant City is \$50 per case.

**County IT Contract:** Estimates are based on the amount approved by the Hillsborough County Board of County Commissioners for salaries and benefits for Information Technology staff and interpreter services of the Public Defender's Office, 13th Judicial Circuit. Hillsborough County has agreed to compensate the agency pursuant to Article V guidelines. The total reimbursable compensation for FY2020-2021 is \$459,888.

**Veteran's Service Program:** The Public Defender's Office will be awarded \$122,190 for the Veteran's Service Initiative through Hillsborough County. This is three-year funding from Department of Justice that ends on September 30, 2021. Total funds have been renewed for another 3 years.

**Mental Health Jail Diversion Program:** The Public Defender's Office is working with Hillsborough County Sheriff's Office on identifying potential post-arrest candidates for determination as to their eligibility for diversion to the Pre-Arrest Intercept Program. For eligible cases, the Public Defender's Office prepares the court order and obtains the court signature, which authorizes the PIP diversion. The contractual services are from October to September each year until funds expire with the Hillsborough County Sheriff's Office.

	<u><b>FY 20/21</b></u>	<u><b>FY21/22</b></u>
County/City Ordinance Defense Contracts	\$ 37,500	\$ 37,500
County IT/Interpretation Contract	\$459,808	\$459,808
Veteran's Service Program	\$105,370	\$105,370
Mental Health Jail Diversion Program	<u>\$ 117,000</u>	<u>\$117,000</u>
<b>Total</b>	<u><b>\$719,678</b></u>	<u><b>\$719,678</b></u>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	154,500
Less 8% Service Charge	(12,360)
= Receipts Applicable to 5% Assessment	142,140
x 5% State Trust Fund Reserve	7,107

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

FY 2021-22 Receipts Applicable to SCGR	154,500
x 8% Service Charge	12,360
FY 2020-21 Receipts Applicable to SCGR	154,500
x 8% Service Charge	12,360

**Explanation of Schedule I, Section III Accounting**

**Adjustments:**

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Thirteenth Judicial Circuit
	20-2-339038

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,188,555.56	(A)	-	1,188,555.56
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable	459,888.00	(D)	-	459,888.00
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>1,648,443.56</b>	(F)	<b>-</b>	<b>1,648,443.56</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,648,443.56</b>	(K)	<b>-</b>	<b>1,648,443.56</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Thirteenth Judicial Circuit
	20-2-339038

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,648,443.56"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="1,648,443.56"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="1,648,443.56"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 13<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Daniel Raysin**

**Telephone #: 813-307-4004**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1995 and there now exists over 24 years of historical collection data. Monthly collection data is compiled and distributed by the Florida Public Defender’s Association and monitored by this office. If there is a negative change in collections, efforts are immediately taken to identify and address the change.

**Qualifying Language:**

Since Fiscal Year 08/09, the Indigent Criminal Defense Trust Fund for the Office of the Public Defender, 13<sup>th</sup> Judicial Circuit has seen nominal increases in collections. Based upon past collections, we anticipate little change in our Circuit’s assessment and collection of Fees and Fines for FY 20/21.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 13’s estimated receipts are \$263,422 for FY 2020-2021 and \$305,569 for FY 2021-2022.

	<b>Estimated Revenues <u>FY 20/21</u></b>	<b>Estimated Revenues <u>FY 21/22</u></b>	
<b>Fees:</b>	\$242,303	\$242,303	Indigent Criminal Defense Fees
<b>Fines:</b>	\$253,272	\$273,272	Restitution (Fines)
	<u>\$495,575</u>	<u>\$515,575</u>	

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	505,725
Less 8% Service Charge	(40,458)
= Receipts Applicable to 5% Assessment	465,267
x 5% State Trust Fund Reserve	23,263

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

FY 2021-22 Receipts Applicable to SCGR	547,872
x 8% Service Charge	43,830
FY 2020-21 Receipts Applicable to SCGR	505,725
x 8% Service Charge	40,458

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Thirteenth Judicial Circuit
	20-2-974013

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,741,784.80	(A)		1,741,784.80
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,741,784.80</b>	(F)	-	<b>1,741,784.80</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	9,794.83	(J)		9,794.83
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,731,989.97</b>	(K)	-	<b>1,731,989.97</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Thirteenth Judicial Circuit
	20-2-974013

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,731,989.97"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="1,731,989.97"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="1,731,989.97"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourteenth Judicial Circuit
	20-2-059014

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	-	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders -Fourteenth Judicial Circuit
	20-2-059014

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 14<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: June Garcia**

**Telephone #: 850-482-9366**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Ordinance Defense Contracts:** Entities are billed \$50.00 an hour for ordinance violation cases that are not ancillary to a state charge.

300 hours x \$50.00 = \$15,000

**Bay County IT Contract:** The agency is reimbursed for the cost of IT personnel located in our Bay County office.

Ordinance Defense Contract	\$15,000
IT Contract	\$55,200

**Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	15,000
Less 8% Service Charge	(1,200)
= Receipts Applicable to 5% Assessment	13,800
x 5% State Trust Fund Reserve	690

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

FY 2021-22 Receipts Applicable to SCGR	15,000
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x 8% Service Charge	1,200
FY 2020-21 Receipts Applicable to SCGR	15,000
x 8% Service Charge	1,200

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourteenth Judicial Circuit
	20-2-339039

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	42,839.82	(A)		42,839.82
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	4,742.28	(D)		4,742.28
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>47,582.10</b>	(F)	-	<b>47,582.10</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	60.00	(J)		60.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>47,522.10</b>	(K)	-	<b>47,522.10</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Fourteenth Judicial Circuit  
20-2-339039

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender Office, 14<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: June Garcia**

**Telephone #: 850-482-9366**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1995 and now there exists a 25 year history of collections. Monthly collection data is compiled, distributed and monitored. If there is a negative change in collections, efforts are immediately in place to determine the reasons for this change. Most of the time when a monthly collection is less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. This documented data collection was used in making the projections.

There are no new policies or laws that might help to increase collections since the 2009 changes to 938.29, F.S., which increased funds deposited into the ICDTF from 25% of collections to 100%, estimated growth for fiscal years 2020/2021 is expected to be around 0% and 2021/2022 is expected to be around 1%. This increase is based on an expected increase in the number of clients requesting Public Defender services.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 14's estimated receipts are \$56,592 for FY 2020-2021 and \$65,647 for FY 2021-2022.

ICDTF Fees	239,901
ICDTF Restitution	558,622
Total ICDTF 2020/2021	855,215
ICDTF Fees	242,300
ICDTF Restitution	564,208
Total ICDTF 2021/2022	872,255

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	296,493
Less 8% Service Charge	(23,719)
= Receipts Applicable to 5% Assessment	272,774
x 5% State Trust Fund Reserve	13,639

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

FY 2021-22 Receipts Applicable to SCGR	307,947
x 8% Service Charge	24,636
FY 2020-21 Receipts Applicable to SCGR	296,493
x 8% Service Charge	23,719

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourteenth Judicial Circuit
	20-2-974014

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,273,915.54	(A)		1,273,915.54
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable Entry		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,273,915.54</b>	(F)	-	<b>1,273,915.54</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	6,205.68	(H)		6,205.68
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	5,130.78	(J)		5,130.78
<b>Unreserved Fund Balance, 07/01/20</b>	<b>1,262,579.08</b>	(K)	-	<b>1,262,579.08</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fourteenth Judicial Circuit
	20-2-974014

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="1,262,579.08"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="1,262,579.08"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="1,262,579.08"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifteenth Judicial Circuit
	20-2-059015

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>-</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>-</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders -Fifteenth Judicial Circuit
	20-2-059015

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="0.00"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Circuit, 15<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Scott McWebb**

**Telephone #: 561-355-7654**

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**Revenue Estimating Methodology:**

Revenue estimates for FY 2020 – 2021 and FY 2021 - 2022 are determined strictly based on grant and local agreement contracts with this agency. There is no other methodology utilized. The present budget authority allows for these grants and agreements. The totals would change only if there were additional authority being requested or a new grant/agreement or the funding dollars increase/decrease for an existing grant/agreement.

Local Ordinance County Agreement:	\$ 12,000.
Royal Palm Beach Municipal Agreement:	\$ 1,200.
West Palm Beach Municipal Agreement:	\$ 7,200.
City of Delray Beach Municipal Agreement:	\$ 1,800.
City of Lake Worth Municipal Agreement:	\$ 8,400.
Palm Beach County CJC Grant Client Navigator:	<u>\$ 303,662.</u>
Total:	\$ 334,262.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	30,600
Less 8% Service Charge	(2,448)
= Receipts Applicable to 5% Assessment	28,152
x 5% State Trust Fund Reserve	1,408

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

FY 2021-22 Receipts Applicable to SCGR	30,600
x 8% Service Charge	2,448
FY 2020-21 Receipts Applicable to SCGR	30,600
x 8% Service Charge	2,448

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifteenth Judicial Circuit
	20-2-339042

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	158,783.60	(A)		158,783.60
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	49,192.70	(D)		49,192.70
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>207,976.30</b>	(F)	-	<b>207,976.30</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	536.00	(J)		536.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>207,440.30</b>	(K)	-	<b>207,440.30</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifteenth Judicial Circuit
	20-2-339042

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;	<b>207,440.30</b>	(A)
GLC 539XX for proprietary and fiduciary funds		

<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>		(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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		(D)
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		(D)
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		(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<b>207,440.30</b>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<b>207,440.30</b>	(F)
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<b>DIFFERENCE:</b>	<b>0.00</b>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender Office, 15<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Scott McWebb**

**Telephone #: 561-355-7654**

\*\*\*\*\*

**Revenue Estimating Methodology:**

With the economic effects on collections from the Covid-19 virus and the continuation of the closure of most court activities the Office of the Public Defender – 15<sup>th</sup> Circuit (PD-15) is estimating the following for FY 2019 – 2020 and FY 2020 – 2021. PD-15 is hoping that full court operations will resume by January 1, 2021

Fees 000100 were down \$7,407.18 for FY 2019 – 2020 from the previous fiscal year to \$516,672.20.

Fines 001204 were down \$9,727.16 for FY 2019 – 2020 from the previous fiscal year to \$494,692.01

Fraud Use of Personal ID is a relative new category and the amount collected did increase by \$2,538.53 for FY 2019 – 2020 from the previous fiscal year to \$4,116.02 This is the first fiscal year with collections for every month of the year.

For FY 2020 – 2021 we are estimating a continued reduction for Fines and Fees of the same amount as last year’s reductions. PD-15 is using last year’s figure for Fraud Use of Personal ID since that is the first full year of collections in that category.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 15’s estimated receipts are \$166,903 for FY 2020-2021 and \$193,608 for FY 2021-2022.

Therefore, our FY 2020 – 2021 Estimates:

Article V Fines: 166,903 Fees: \$509,265.00 Restitution: \$484,965.00 Fraud Use of Personal ID \$4,115.00

**Total \$1,165,248**

For FY 2021 – 2022 we will use the collections from FY 2019 - 2020 since it is unknown how long the recovery will take to return to normal operations.

Article V Fines: \$193,608 Fees: \$516,672 Restitution: \$494,692.00 Fraud Use of Personal ID: \$4,115.00

**Total \$1,209,087**

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	676,168
Less 8% Service Charge	(54,093)
= Receipts Applicable to 5% Assessment	622,075
x 5% State Trust Fund Reserve	31,104

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

FY 2021-22 Receipts Applicable to SCGR	710,280
x 8% Service Charge	56,822
FY 2020-21 Receipts Applicable to SCGR	676,168
x 8% Service Charge	54,093

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

Not applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Fifteenth Judicial Circuit
	20-2-974015

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	3,123,780.04	(A)	-	3,123,780.04
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>3,123,780.04</b>	(F)	<b>-</b>	<b>3,123,780.04</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	11,575.63	(J)	-	11,575.63
<b>Unreserved Fund Balance, 07/01/20</b>	<b>3,112,204.41</b>	(K)	<b>-</b>	<b>3,112,204.41</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Indigent Criminal Defense Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Fifteenth Judicial Circuit  
20-2-974015

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 3,112,204.41 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 3,112,204.41 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 3,112,204.41 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixteenth Judicial Circuit
	20-2-059016

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>-</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>-</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixteenth Judicial Circuit
	20-2-059016

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="0.00"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="0.00"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="0.00"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 16<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Alyssa Curry**

**Telephone #: 305-295-3141**

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**Revenue Estimating Methodology**

The 16<sup>th</sup> Circuit has two sources of revenue for the Grants and donations Trust fund. There are contracts for Municipal Ordinance Defense with the City of Key West and the Monroe County Board of County Commissioners. The actual revenue for FY 19/20 was \$7550.00. The projected amount for FY 20/21 is based on the projected number of cases or \$7,701 and for FY 21/22 \$7,855. The number of cases for FY 20/21 are on an increase with the recent deposit received, so therefore the revenue is projected to increase by 2% for FY 20/21 and FY21/22.

	<u>FY 19/20</u>	<u>2%</u>	<u>FY 20/21</u>	<u>2%</u>	<u>FY 21/22</u>
Local Ord.	\$7,550	\$151	\$7,701	\$154	\$7,855
Defense	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<b>Total</b>	<b>\$ 7,550</b>	<b>\$ 151</b>	<b>\$7,701</b>	<b>\$154</b>	<b>\$7,855</b>

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixteenth Judicial Circuit
	20-2-339026

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	24,942.91	(A)		24,942.91
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>24,942.91</b>	(F)	-	<b>24,942.91</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>24,942.91</b>	(K)	-	<b>24,942.91</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixteenth Judicial Circuit
	20-2-339026

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 24,942.91 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 24,942.91 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** \_\_\_\_\_ (F)

**DIFFERENCE:** 24,942.91 (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE  
FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 16<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Alyssa Curry**

**Telephone #: 305-295-3141**

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**Revenue Estimating Methodology**

Fiscal Year 2019/2020 Indigent Criminal Defense Trust Fund revenue increased in collections in comparison to Fiscal Year 2018/2019 revenue. This Agency in conjunction with the Clerk’s Office implemented new procedures during the latter part of fiscal year to bolster collections. As there are no new policies or laws that might help to increase collections, a 5% increase in revenue is estimated for Fiscal Year 2020/2021 and Fiscal Year 2021/2022. This increase is based on an expected increase in the number of clients requesting Public Defender services. The Article V Traffic Assessment total estimated revenue is per JAC’s Article V Revenue Estimating Conference.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 16’s estimated receipts are \$38,037 for FY 2020-2021 and \$44,123 for FY 2021-2022.

	<u>FY 19/20</u>	<u>5%</u>	<u>FY 20/21</u>	<u>5%</u>	<u>FY 21/22</u>
<b>Fees</b>	<b>\$ 36,332</b>	<b>\$1 816</b>	<b>\$38,148</b>	<b>\$1907</b>	<b>\$40,055</b>
<b>Restitution</b>	<b>\$ 32,223</b>	<b>\$1611</b>	<b>\$33,834</b>	<b>\$1691</b>	<b>\$35,525</b>
<b>Traffic</b>	<u>          </u>	<u>          </u>	<u><b>\$38,037</b></u>	<u>          </u>	<u><b>\$44,123</b></u>
<b>Total</b>	<b>\$68,555</b>	<b>\$3,427</b>	<b>\$110,019</b>	<b>\$3,598</b>	<b>\$119,703</b>



**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	76,185
Less 8% Service Charge	(6,095)
= Receipts Applicable to 5% Assessment	70,090
x 5% State Trust Fund Reserve	3,505

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

FY 2021-22 Receipts Applicable to SCGR	84,178
x 8% Service Charge	6,734
FY 2020-21 Receipts Applicable to SCGR	76,185
x 8% Service Charge	6,095

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixteenth Judicial Circuit
	20-2-974016

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	415,430.54	(A)	-	415,430.54
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>415,430.54</b>	(F)	<b>-</b>	<b>415,430.54</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	2,038.79	(J)	-	2,038.79
<b>Unreserved Fund Balance, 07/01/20</b>	<b>413,391.75</b>	(K)	<b>-</b>	<b>413,391.75</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Sixteenth Judicial Circuit
	20-2-974016

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 413,391.75 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 413,391.75 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 413,391.75 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Budget Period: 2021-2022 Justice Administration
<b>Trust Fund Title:</b>	Public Defenders Revenue Trust Fund
<b>Budget Entity:</b>	Public Defenders - Seventeenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-059017

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	-	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Seventeenth Judicial Circuit  
20-2-059017

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-22 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name: Public Defender 17<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Liz McHugh**

**Telephone # 954-831-8688**

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### **Revenue Estimating Methodology :**

The revenue estimates are based upon our County IT budget request for our technology needs such as IT employee reimbursement to the state, computer software and hardware, and maintenance expenses on computers and printers. Broward County receives the revenues from the \$2 technology fund and uses those funds to finance our IT request.

The receipts are based upon the technology needs for each fiscal year. In this circuit e-filing has been implemented which has increased our technology consulting fees, hardware and software needs. Additional staff has also been hired as a result of the e-filing mandate. The Grants and Donations Trust Fund for the Public Defender Office in the Seventeenth Judicial Circuit is funded by a County budget request each fiscal year. Our County IT 2020-21 budget is presently \$893,084.

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Seventeenth Judicial Circuit
	20-2-339049

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	101,616.50	(A)		101,616.50
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>101,616.50</b>	(F)	-	<b>101,616.50</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>101,616.50</b>	(K)	-	<b>101,616.50</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Seventeenth Judicial Circuit  
20-2-339049

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-22 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit / Office Name: Public Defender 17<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Liz McHugh**

**Telephone # 954-831-8688**

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### **Revenue Estimating Methodology:**

The revenue estimates are based upon anticipated corrections in our clerk's collection process. Our clerk has a new collection agency and is working with our office to improve the implementation of fee assessments and the collections of assessed fees. They are presently not assessing the ICDF application fees on 50% of our cases. This error has also affected the assessment of the Restitution as well. Our office is asking for the corrections to their system to not only improve our future receipts but also to collect on our past cases that were not properly assessed. If these corrections are implemented our receipts in both categories will be projected as follows:

Application fees: \$54,200 per month annualized \$650,400

Restitution: \$62,500 per month annualized \$750,000

The estimates were created by reviewing similar sized circuits that have collection agencies and appropriate procedures in assessing fees by using their monthly revenue totals to create average revenue for each category.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is

projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 17's estimated receipts are \$206,162 for FY 2020-2021 and \$239,147 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	856,562
Less 8% Service Charge	(68,525)
= Receipts Applicable to 5% Assessment	788,037
x 5% State Trust Fund Reserve	39,402

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

FY 2021-22 Receipts Applicable to SCGR	889,547
x 8% Service Charge	71,164
FY 2020-21 Receipts Applicable to SCGR	856,562
x 8% Service Charge	68,525

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Seventeenth Judicial Circuit
	20-2-974017

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	144,817.17	(A)		144,817.17
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable Entry	-	(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>144,817.17</b>	(F)	-	<b>144,817.17</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	6,654.46	(J)		6,654.46
<b>Unreserved Fund Balance, 07/01/20</b>	<b>138,162.71</b>	(K)	-	<b>138,162.71</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Indigent Criminal Defense Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Seventeen Judicial Circuit  
 20-2-974017

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 138,162.71 (A)  
 GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 138,162.71 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 138,162.71 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighteenth Judicial Circuit
	20-2-059018

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	-	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	-	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Eighteenth Judicial Circuit  
20-2-059018

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender, 18<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Carrie LeBeau**

**Telephone #: 321-617-7373**

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**Revenue Estimating Methodology:**

The Grants and Donations Trust Fund for the Eighteenth Judicial Circuit Public Defender receives revenue each year from Brevard and Seminole Counties. Each county appropriates funding in their annual budget to provide for the information technology needs of this office, as required by Chapter 29.008 Florida Statutes. Revenues for the Grants and Donations Trust Fund were estimated by utilizing the appropriated budget amounts, as approved by the respective Board of County Commissioners.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	5,000
Less 8% Service Charge	(400)
= Receipts Applicable to 5% Assessment	4,600
x 5% State Trust Fund Reserve	230

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

FY 2021-22 Receipts Applicable to SCGR	5,000
x 8% Service Charge	400
FY 2020-21 Receipts Applicable to SCGR	5,000
x 8% Service Charge	400

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

None applicable.



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighteenth Judicial Circuit
	20-2-339050

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	32,687.50	(A)		32,687.50
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>32,687.50</b>	(F)	-	<b>32,687.50</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>32,687.50</b>	(K)	-	<b>32,687.50</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighteenth Judicial Circuit
	20-2-339050

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 32,687.50 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 32,687.50 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 32,687.50 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 18<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Carrie LeBeau**

**Telephone #: 321-617-7373**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Indigent Criminal Defense Trust Fund (ICDTF) receives revenue from the Department of Revenue through payments made by the Brevard County and Seminole County respective Clerk of the Courts. The amounts collected and paid to the Department of Revenue by the clerks are defined by Florida Statute, Chapters 27 and 938.

Revenue estimates for the ICDTF have been derived by utilizing the previous year total collections and deposits, as reported by the Department of Revenue to the Justice Administrative Commission.

**Article V Traffic Fines:** The Indigent Criminal Defense Trust Fund also receives revenue from Article V traffic fines as defined in Chapter 27, Florida statutes. Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 18's estimated receipts are \$91,089 for FY 2020-2021 and \$105,664 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	1,491,089
Less 8% Service Charge	(119,287)

= Receipts Applicable to 5% Assessment	1,371,802
x 5% State Trust Fund Reserve	68,590

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

FY 2021-22 Receipts Applicable to SCGR	1,505,664
x 8% Service Charge	120,453
FY 2020-21 Receipts Applicable to SCGR	1,491,089
x 8% Service Charge	119,287

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Eighteenth Judicial Circuit
	20-2-974018

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	986,410.20	(A)	-	986,410.20
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>986,410.20</b>	(F)	<b>-</b>	<b>986,410.20</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	280,979.70	(H)	-	280,979.70
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)	11,135.22	(J)	-	11,135.22
<b>Unreserved Fund Balance, 07/01/20</b>	<b>694,295.28</b>	(K)	<b>-</b>	<b>694,295.28</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Indigent Criminal Defense Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Eighteenth Judicial Circuit  
20-2-974018

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 694,295.28 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 694,295.28 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 694,295.28 (F)

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

**\*SHOULD EQUAL ZERO.**

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Nineteenth Judicial Circuit
	20-2-059019

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>-</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>-</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Nineteenth Judicial Circuit  
20-2-059019

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name Public Defender Office 19<sup>th</sup> Judicial Circuit**

**Trust Fund Name Grants and Donations Trust Fund ID #2339**

**Name of Person Completing This Form: Patricia Arnold**

**Telephone # 772-337-5665**

\*\*\*\*\*

**Revenue Estimating Methodology**

Revenue estimates for Fiscal Year 2021-2022 are based on contractual agreements and approved county budgets. We receive \$70,000 from Martin County, originally based on a Memorandum of Understanding (MOA) to help fund 1.5 positions for the Martin County Mental Health Court System. We receive \$94,000 from St. Lucie County for two positions that originated through a match from a DCF State Grant. Both amounts continue to be funded through the yearly County Budget Request process.

We are in the process of requesting that these funds be exempt from the State 8% Service Charge as they are County reimbursements for salaries only for Specialty courts and should be exempt.

Our Ex-Offender Re-Entry Program has two sources of funding. Last year the office renewed a three-year contract with the Circuit 19 Department of Children and Families (DCF), through its Managing Entity called the Southeast Florida Behavioral Health Network, in the amount of \$160,000, to fund a Clinical Coordinator and a Substance Abuse Counselor plus a part-time position, as well as cover some Operations funding for travel and supplies, all of which is exempt for the State service charge.

We requested, through the St. Lucie County Budget Request process, and were granted an additional \$20,000 from St. Lucie County for County FY 16-17, and an additional \$20,000 annually in FY 18-19, starting October 1, 2018, to cover additional costs incurred in new reporting requirements from Southeast Florida Behavioral Health Network. This funding has also continued through the County Budget Request process. These revenues are exempt from the State service charge.

We anticipate receiving an additional \$35,000 for FY 20-21 from the St. Lucie County Sheriff's Office to partially renew funding for a counselor for the Re-Entry Program. We anticipate that this funding will be exempt from the 8% Service Charge.

The positions and funds derived from these agencies have contributed to the success of the Mental Health Courts in both counties as well as aided in lowering the jail population and reducing recidivism to a total of 9% to 10% through our Re-Entry Program. There are no plans to discontinue this funding.

Please Note: We are in the process of requesting an exemption from the 8% Service Charge on county funds totaling \$164,000 as these funds are reimbursements for salaries for Specialty Courts.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	164,000
Less 8% Service Charge	(13,120)
= Receipts Applicable to 5% Assessment	150,880
x 5% State Trust Fund Reserve	7,544

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

FY 2021-22 Receipts Applicable to SCGR	164,000
x 8% Service Charge	13,120
FY 2020-21 Receipts Applicable to SCGR	164,000
x 8% Service Charge	13,120

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b> Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>Budget Entity:</b>	Public Defenders - Nineteenth Judicial Circuit
<b>LAS/PBS Fund Number:</b>	20-2-339051

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	19,225.13	(A)		19,225.13
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	13,333.34	(D)		13,333.34
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>32,558.47</b>	(F)	-	<b>32,558.47</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	3,280.00	(J)		3,280.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>29,278.47</b>	(K)	-	<b>29,278.47</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Nineteenth Judicial Circuit
	20-2-339051

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 29,278.47 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description [ ] (C)

SWFS Adjustment # and Description [ ] (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS [ ] (D)

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

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

[ ] (D)

[ ] (D)

[ ] (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 29,278.47 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 29,278.47 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE FORM**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender Office 19<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund ID # 2974**

**Name of Person Completing This Form: Patricia Arnold**

**Telephone # 772-337-5665**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The ICDTF was established on January 1, 1997 and now there exists an over 20 year history of steadily increasing collections.

In 2009 changes to 938.29, F.S., increased funds deposited into the ICDTF to 100% from 25% and our largest county instituted a collections court which helped increase receipts by 61% over the prior year. Receipts have increased steadily, sometimes in the double digits from year to year.

Revenues from I.D. Fraud surcharges, per F.S. 817.568 were also combined with this trust fund three years ago. Receipts for I.D. Fraud charges have risen almost 394% from FY 18-19 to FY 19-20 and are on track to exceed the FY 19-20 total in FY 20-21. Based on these steady increases, receipts in FY 21-22 are projected to continue to increase by 13% over FY 20-21 total collections.

Receipts from ICDTF fees and restitution have averaged \$1,227,211 over the last three fiscal years. Current deposits for FY 20-21 are coming in above FY 19-20 rates and are expected to remain close to that level throughout FY 20-21.

The newly added receipts from traffic fine collections per F.S. 318.18(19)(c) have averaged \$73,331 over the last four years and are expected to remain steady.

A 5% increase was added to FY 20-21 based on prior year's collections and the rising number of cases which will generate increases in FY 20-21.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue

Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit's pro-rata share of the total actual receipts for FY 2019-20, PD 19's estimated receipts are \$64,388 for FY 2020-2021 and \$74,690 for FY 2021-2022.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	439,388
Less 8% Service Charge	(35,151)
= Receipts Applicable to 5% Assessment	404,237
x 5% State Trust Fund Reserve	20,212

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

FY 2021-22 Receipts Applicable to SCGR	468,440
x 8% Service Charge	37,475
FY 2020-21 Receipts Applicable to SCGR	439,388
x 8% Service Charge	35,151

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Nineteenth Judicial Circuit
	20-2-974019

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	70,235.43	(A)		70,235.43
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable Entry		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>70,235.43</b>	(F)	-	<b>70,235.43</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	18,762.25	(H)		18,762.25
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	7,155.06	(J)		7,155.06
<b>Unreserved Fund Balance, 07/01/20</b>	<b>44,318.12</b>	(K)	-	<b>44,318.12</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Indigent Criminal Defense Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Nineteenth Judicial Circuit  
20-2-974019

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021-2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Public Defenders Revenue Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twentieth Judicial Circuit
	20-2-059020

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: Correct Accounts Receivable Entry		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>-</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>-</b>	<b>0.00</b> **

**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: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Public Defenders Revenue Trust Fund  
**LAS/PBS Fund Number:** Public Defenders - Twentieth Judicial Circuit  
20-2-059020

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office: Public Defender Office, 20<sup>th</sup> Judicial Circuit**

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

**Name of Person Completing This Form: Mark Humphrey**

**Telephone #: 239-533-1563**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Public Defender Grants and Donations Trust Fund was established as a result of Article V, Revision VII, to allow counties to fund positions in the Public Defender offices. The Public Defender of the 20<sup>th</sup> Judicial Circuit’s Grants and Donations revenues projected for 2020-21 and 2021-22 are based on the aggregate funding levels for attorneys, support staff and IT positions funded by Lee, Collier, Charlotte, Hendry and Glades counties. Budgetary guidance received from our counties in recent months has been to maintain current levels. Hence, our estimated revenues remain flat. Due to the economic uncertainties resulting from the COVID-19 pandemic, actual revenues could trend lower than forecasted.

	Estimated Revenues	Estimated Revenues
	FY 2020-21	FY 2021-22
Lee County	\$1,056,385	\$1,056,385
Collier County	\$325,506	\$325,506
Charlotte County	\$181,569	\$181,569
Hendry County	\$20,314	\$20,314
Glades County	\$5,078	\$5,078

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\$1,588,852

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\$1,588,852

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twentieth Judicial Circuit
	20-2-339041

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	358,924.58	(A)		358,924.58
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable	378,580.30	(D)		378,580.30
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>737,504.88</b>	(F)	-	<b>737,504.88</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>737,504.88</b>	(K)	-	<b>737,504.88</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twentieth Judicial Circuit
	20-2-339041

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 737,504.88 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 737,504.88 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 737,504.88 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Public Defender Office, 20<sup>th</sup> Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Mark Humphrey**

**Telephone #: 239-533-1563**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Public Defender of the 20<sup>th</sup> Judicial Circuit’s ICDTF revenues of \$1,004,345 for FY 2019-20 reflects a decrease of 4% or \$42,630 from the previous FY. This follows five years of relatively flat revenues, averaging \$1,054,084 annually. This is the result of a sharp revenue decline of 32% for the last two months, year-over-year. This decline is attributed to the economic disruption resulting from the COVID-19 pandemic.

For FY 2020-21, the 20<sup>th</sup> Circuit is revising its revenue forecast down to \$745,827 with \$304,912 (41%) from application fees, \$374,850 (50%) from restitution, \$65,001 (9%) from traffic fines, and \$1,064 (<1%) from ID fraud. Estimates are derived using annualized data based on an average of May, June, and July 2020 year-over-year revenue losses.

Projections for FY 2021-22 are calculated by assuming regained revenue of about half of the projected lost revenue in FY 2020-21. Calculated increases from applications fees, restitution, traffic fines and ID fraud are weighted accordingly at 20%, 7%, 0% and 21% respectively.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2.5 M for FY 2020-2021 and \$2.9 M in FY 2021-2022. Using each circuit’s pro-rata share of the total actual receipts for FY 2019-20, PD 20’s estimated receipts are \$101,206 for FY 2020-2021 and \$117,399 for FY 2021-2022.

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
<b>Application Fees</b>	\$502,307	\$304,912	\$364,824
<b>Restitution</b>	\$430,942	\$374,850	\$399,246
<b>Traffic Fines</b>	\$112,698	\$101,206	\$117,399
<b>ID Fraud</b>	\$ 1,029	\$ 1,064	\$ 1,064
<b>Total</b>	<b>\$1,046,976</b>	<b>\$ 782,032</b>	<b>\$ 882,533</b>

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	406,118
Less 8% Service Charge	(32,489)
= Receipts Applicable to 5% Assessment	373,629
x 5% State Trust Fund Reserve	18,681

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

FY 2021-22 Receipts Applicable to SCGR	482,223
x 8% Service Charge	38,578
FY 2020-21 Receipts Applicable to SCGR	406,118
x 8% Service Charge	32,489



## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twentieth Judicial Circuit
	20-2-974020

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	584,383.35	(A)		584,383.35
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Correct Accounts Receivable		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>584,383.35</b>	(F)	-	<b>584,383.35</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	120,732.69	(H)		120,732.69
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Other Accounts Payable (SCGR)	9,265.83	(J)		9,265.83
<b>Unreserved Fund Balance, 07/01/20</b>	<b>454,384.83</b>	(K)	-	<b>454,384.83</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders - Twentieth Judicial Circuit
	20-2-974020

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 454,384.83 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 454,384.83 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 454,384.83 (F)

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

**\*SHOULD EQUAL ZERO.**

# **Budget Entity Level Exhibits or Schedules**

## **Public Defenders Appellate Division**

**Budget Entities: 21650200, 21650700, 21651000,  
21651100, 21651500**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Public Defender Appellate Office, 15th Judicial Circuit**

**Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974**

**Name of Person Completing This Form: Scott McWebb**

**Telephone #: 561-355-7654**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The revenues used to support the budget authority for this appellate trust fund are shared from the primary revenue dollars on the trial side of this trust fund. This authority was established to allow this circuit to utilize an exact amount of authority to assist with its expenditures in the Appellate Division of this office. There is no anticipated increase of authority or revenue dollars beyond what has been estimated on the trial side.

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Public Defenders Appellate - Fifteenth Judicial Circuit
	20-2-974015

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	99,150.44	(A)	-	99,150.44
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments		(C)	-	-
ADD: Outstanding Accounts Receivable		(D)	-	-
ADD: _____		(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	<b>99,150.44</b>	(F)	<b>-</b>	<b>99,150.44</b>
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards		(H)	-	-
Approved "B" Certified Forwards		(H)	-	-
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)		(I)	-	-
LESS: Other Accounts Payable (SCGR)		(J)	-	-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>99,150.44</b>	(K)	<b>-</b>	<b>99,150.44</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

**Department Title:** Justice Administration  
**Trust Fund Title:** Indigent Criminal Defense Trust Fund  
**LAS/PBS Fund Number:** Public Defenders Appellate - Fifteenth Judicial Circuit  
20-2-974015

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

# **Budget Entity Level Exhibits or Schedules**

## **Capital Collateral Regional Councils**

**Budget Entities: 21701001, 21702001, and  
21703001**

# **CAPITAL COLLATERAL REGIONAL COUNSELS**

## **Schedule I Series**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Capital Collateral Regional Counsel - North**

**Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID# 2073**

**Name of Person Completing This Form: Julie P. Hartwein**

**Telephone #: (850) 487-0922 ext.103**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Capital Collateral Regional Counsel – Northern Region is charged with the statutory responsibility of providing legal representation in both state and federal capital postconviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigence.

Section 27.702(3)(a), Florida Statutes (2016) states: “The Capital Collateral Regional Counsel shall file motions seeking compensation for representation and reimbursement for expenses pursuant to 18 U.S.C.S 3006A when providing representation to indigent persons in the federal courts, and shall deposit all such payments received into the Capital Collateral Regional Counsel Trust Fund.”

The methodology used in determining the reimbursement is as follows: when cases enter the federal courts, they are tracked through completion. Reimbursement for the hours worked by attorneys and investigators along with applicable expenses are requested from the federal courts. Based on a proposed litigation budget submitted to the federal court for \$44,070, Capital Collateral Regional Counsel – Northern Region, reasonably anticipates and estimates the following for FY 2020-2021 and FY 2021-2022.

FY 2020-2021: 1 case at \$44,070 = \$44,070

FY 2021-2022: 1 case at \$44,070 = \$44,070

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Capital Collateral Regional Counsel Trust Fund
<b>LAS/PBS Fund Number:</b>	Capital Justice Representation - Northern Regional Counsel
	20-2-073003

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	0.00	(F)	-	0.00
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	0.00	(H)		0.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	0.00	(K)	-	0.00 **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Capital Collateral Regional Counsel Trust Fund  
**LAS/PBS Fund Number:** Capital Justice Representation - Northern Regional Counsel  
20-2-073003

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Capital Collateral Regional Counsel -Middle Region**

**Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID # 2073**

**Name of Person Completing This Form: Sam Cardinale**

**Telephone #: (813) 558-1600**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Capital Collateral Regional Counsel-Middle Region is charged with the statutory responsibility of providing legal representation in both State and Federal Capital post-conviction proceedings to any person convicted and sentenced to death in Florida, who is without counsel due to his or her indigency.

Section 27.702(3 F.S. (1996 Supp) states: (3) The capital collateral representative shall file motions seeking compensation for representation and reimbursement pursuant to 18 U.S.C . s. 3006A.

The methodology used to determine estimated receipts is extremely difficult. However, the best attempt to determine the reimbursement is as follows: Cases are calendared and tracked to monitor the progress of each case from public records request through representation in the federal courts. Due to this tracking process, it can be estimated when a case will proceed to the federal stage. The reimbursement amount is determined by the number of hours CCRC-Middle attorneys work on each of the cases during the federal stage. The case(s) listed below for FY 20-21 have CJA(s) outstanding and are being requested for federal reimbursement. Therefore, it is estimated that these federal reimbursement dollars will be received sometime during FY 20-21. Due to the Covid-19 situation, which has caused a delay in cases proceeding through the state courts and the federal courts, it cannot be determined how cases in FY 21-22 will be handled/scheduled and thus billed. Any estimate, at this point in time, for FY 21-22 would be a guess and not accurate, as cases have stalled. (Work on the cases by attorneys in the office have NOT stalled. But billing cannot occur until the entire case has proceeded through various levels of the court-hearing scheduling, which has stalled.). To note: Even when a case has been completed, and the federal court process and reimbursement has been requested,

there is no certainty as to when, or even if, the amounts of reimbursements requested will be approved or paid. Once the Covid-19 situation is resolved, and courts' functions have normalized, it will be possible to properly estimate Trust Fund revenues in subsequent fiscal years.

**FY 20/21** 2 Cases @ \$39,000

**FY 21/22:** 1 Case @ \$0

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Capital Collateral Regional Counsel Trust Fund
<b>Budget Entity:</b>	Capital Justice Representation - Middle Regional Counsel
<b>LAS/PBS Fund Number:</b>	20-2-073001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	1,144,500.74	(A)		1,144,500.74
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>1,144,500.74</b>	(F)	-	<b>1,144,500.74</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	212,295.90	(H)		212,295.90
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>932,204.84</b>	(K)	-	<b>932,204.84</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Capital Collateral Regional Counsel Trust Fund
<b>LAS/PBS Fund Number:</b>	Capital Justice Representation - Middle Regional Counsel
	20-2-073001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 932,204.84 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS   (D)

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

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 932,204.84 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 932,204.84 (F)

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

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE FORM**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Capital Collateral Regional Counsel - South**

**Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID# 2073**

**Name of Person Completing This Form: Paul A. Norton**

**Telephone #: 954-713-1284**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Capital Collateral Regional Counsel – Southern Region is charged with the statutory responsibility of providing legal representation in both state and federal Capital post-conviction proceedings to any person convicted and sentenced to death in Florida who is without counsel due to his or her indigence.

Section 27.702(3) F.S (1996 Supp) states: The Capital Collateral Representative shall file motions seeking compensation for the representation and reimbursement pursuant to 18 U.S.S. s.3006A. The methodology used in determining the reimbursement is as follows:

When cases enter the federal courts, they are tracked through completion.

Reimbursement for the hours worked by attorneys and investigators along with applicable expenses are requested from federal courts. Based on the average reimbursement per case for the past 5 years, \$35,927.

CCRC-South estimates the following for FY 21-22:

FY 21-22: 6 Cases @ \$35,927 = \$215,562

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Capital Collateral Regional Counsel Trust Fund
<b>LAS/PBS Fund Number:</b>	Capital Justice Representation - Southern Regional Counsel
	20-2-073002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	551,633.59	(A)		551,633.59
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>551,633.59</b>	(F)	-	<b>551,633.59</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	31,977.00	(H)		31,977.00
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>519,656.59</b>	(K)	-	<b>519,656.59</b> **

**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.

Office of Policy and Budget - July 2020

**RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC**

**Budget Period: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Capital Collateral Regional Counsel Trust Fund
<b>LAS/PBS Fund Number:</b>	Capital Justice Representation - Southern Regional Counsel
	20-2-073002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 519,656.59 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 519,656.59 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 519,656.59 (F)

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

**\*SHOULD EQUAL ZERO.**

# **Budget Entity Level Exhibits or Schedules**

## **Criminal Conflict and Civil Regional Counsels**

**Budget Entities: 21800100 through 21800500**

**CRIMINAL CONFLICT & CIVIL  
REGIONAL COUNSELS**

**Schedule I Series**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office of Criminal Conflict and Civil Regional Counsel,  
First Region**

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

**Name of Person Completing This Form: Justice Administrative Commission**

**Telephone #: 850-488-2415**

\*\*\*\*\*

**Revenue Estimating Methodology:**

No revenue was received in FY 2019-2020 and there is no expected revenue in FY FY2020-21 and FY2021-22. There is a fund balance of \$4,056.

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

None applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - First
	20-2-339133

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	4,056.41	(A)		4,056.41
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>4,056.41</b>	(F)	-	<b>4,056.41</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>4,056.41</b>	(K)	-	<b>4,056.41</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - First
	20-2-339133

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 4,056.41 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)** \_\_\_\_\_ (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description \_\_\_\_\_ (C)

SWFS Adjustment # and Description \_\_\_\_\_ (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS \_\_\_\_\_ (D)

Approved FCO Certified Forward per LAS/PBS \_\_\_\_\_ (D)

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

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

\_\_\_\_\_ (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 4,056.41 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** \_\_\_\_\_ (F)

**DIFFERENCE:** 4,056.41 (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office of Criminal Conflict and Civil Regional Counsel,  
First Region**

**Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976**

**Name of Person Completing This Form: Karen Hood**

**Telephone #: 850-922-0179**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Restitution: RCC1 used FY 19/20 actual revenue (\$2957) and divided by the number of Civil Dependency Cases in FY 19/20 (1913) and came up with \$1.55 per case. Revenue estimates are based on a 15% growth in case per year x \$1.55 per case.

$$1913 \times 15\% = 287$$

$$1720 + 287 = 2200 \text{ cases in FY 20/21}$$

$$2200 \times \$1.55 = \$3,410 \text{ in FY 20/21}$$

$$2200 \times 15\% = 330$$

$$2200 + 330 = 2530 \text{ cases in FY 22/22}$$

$$2530 \times \$1.55 = \$3,921.50 \text{ in FY 21/22}$$

Fees: RCC1 used FY 19/20 actual revenue (\$6883) and divided by the number of Civil Dependency Cases in FY 19/20 (1913) and came up with \$3.60 per case. Revenue estimates are based on a 15% growth in cases per year x \$3.60 per case.

$$1913 \times 15\% = 287$$

1913 + 287 = 2200 cases in FY 20/21

2200 x \$3.60 = \$7,920 in FY 20/21

2200 x 15% = 330

2200 + 330 = 2530 cases in FY 21/22

2530 x \$3.60 = \$9,108.00 in FY 21/22

Refunds: No refunds are expected for FY 20/21 and 21/22

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	6,883
Less 8% Service Charge	(551)
= Receipts Applicable to 5% Assessment	6,332
x 5% State Trust Fund Reserve	317

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

FY 2021-22 Receipts Applicable to SCGR	7,920
x 8% Service Charge	634
FY 2020-21 Receipts Applicable to SCGR	6,883
x 8% Service Charge	551

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - First
	20-2-976001

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	50,526.96	(A)		50,526.96
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>50,526.96</b>	(F)	<b>0.00</b>	<b>50,526.96</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Other Accounts Payable (SCGR)	101.28	(J)		101.28
<b>Unreserved Fund Balance, 07/01/20</b>	<b>50,425.68</b>	(K)	<b>0.00</b>	<b>50,425.68</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - First
	20-2-976001

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="50,425.68"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
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<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="50,425.68"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="50,425.68"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-2022 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel,  
2<sup>nd</sup> District**

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

**Name of Person Completing This Form: Elena Pokamestova**

**Telephone Number: (239) 963-8168**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

The Office of Criminal Conflict & Civil Regional Counsel, 2<sup>nd</sup> DCA, *has been receiving quarterly reimbursements for IT expenses from Polk County since January 2013 (FY 12-13). Reimbursement per fiscal quarter is \$19,540.*

Projections are based upon expected reimbursements for the full fiscal year.  
 $\$19,540 \times 4 = \$78,160$

FY 2013 – 2014: Actual reimbursements totaled \$78,160

FY 2014 – 2015: Actual reimbursements totaled \$78,160

FY 2015 – 2016: Actual reimbursements totaled \$78,160

FY 2016 – 2017: Actual reimbursements totaled \$78,160

FY 2017 – 2018: Actual reimbursements totaled \$78,160

FY 2018 – 2019: Actual reimbursements totaled \$78,160

FY 2019 – 2020: Actual reimbursements totaled \$78,160

FY 2020 – 2021: Anticipated reimbursements total \$78,160

FY 2021 – 2022: Projected reimbursements total \$78,160

Anticipated / Projected future reimbursement amounts will not change.

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

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

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Second
	20-2-339134

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.00	(A)		0.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>0.00</b>	(F)	<b>0.00</b>	<b>0.00</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.00</b>	(K)	<b>0.00</b>	<b>0.00</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Second
	20-2-339134

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**

**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel,  
2<sup>nd</sup> District**

**Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976**

**Name of Person Completing This Form: Elena Pokamestova**

**Telephone Number: (239) 963-8168**

\*\*\*\*\*

**Revenue Estimating Methodology:**

The Office of Criminal Conflict & Civil Regional Counsel, 2<sup>nd</sup> DCA, (RC2) considers prior year collected fee and restitution amounts, caseloads, and increasingly better collection practices. A 3% annual increase of the prior year Actual is projected.

	<b><u>PROJECTED</u></b>	<b><u>ACTUAL</u></b>
FY 2012 – 2013 Actual (1/2 year):		\$ 4,881.31
FY 2013 – 2014 Projected:	\$ 4,881.31	
	\$ 4,881.31	
	<hr/>	
	\$ 9,762.62	
Fees & Restitution:		\$ 9,219.03
*Deposit:		\$ 16,092.00
Actual:		<hr/> \$ 25,311.03

\* This was an isolated and irregular occurrence.

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FY 2014 – 2015: (3% of Fees & Restitution)	\$9,495.60	\$ 9,202.98
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FY 2015 – 2016: (3% of FY 14-15 Actual)	\$9,479.06	\$9,402.04
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FY 2016 – 2017: (3% of FY 15-16 Actual)	\$9,684.10	\$11,762.74
<hr/>		
FY 2017 – 2018: (3% of FY 16-17 Actual)	\$12,115.62	\$12,883.60
<hr/>		
FY 2018 – 2019: (3% of FY 17-18 Actual)	\$13,270.11	\$12,858.00
<hr/>		
FY 2019 – 2020: (3% of FY 18-19 Actual)	\$13,243.74	\$12,372.21
<hr/>		
FY 2020 – 2021: (3% of FY 19-20 Actual)	\$12,743.38	\$10,828.55
FY 2021 – 2022: (3% of FY 20-21 Projected)	\$11,153.41	

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	10,195
Less 8% Service Charge	(816)
= Receipts Applicable to 5% Assessment	9,379
x 5% State Trust Fund Reserve	469

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

FY 2021-22 Receipts Applicable to SCGR	8,923
x 8% Service Charge	714
FY 2020-21 Receipts Applicable to SCGR	10,195
x 8% Service Charge	816

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

None Applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Second
	20-2-976002

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	649.48	(A)		649.48
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>649.48</b>	(F)	<b>0.00</b>	<b>649.48</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Other Accounts Payable (SCGR)	153.25	(J)		153.25
<b>Unreserved Fund Balance, 07/01/20</b>	<b>496.23</b>	(K)	<b>0.00</b>	<b>496.23</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Second
	20-2-976002

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 496.23 (A)  
GLC 539XX for proprietary and fiduciary funds

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

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 496.23 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 496.23 (F)

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

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit / Office Name: Office of Criminal Conflict & Civil Regional Counsel,  
 3rd District**

**Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976**

**Name of Person Completing This Form: Jorge I. Sanchez**

**Telephone: (305) 679-6550**

\*\*\*\*\*

**Revenue Estimating Methodology:**

Based on FY 19-20 collections of \$920.00 in application fees, RC3 projects the same amount will be collected in FY 20-21 as well as FY 21-22.

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	920
Less 8% Service Charge	(74)
= Receipts Applicable to 5% Assessment	846
x 5% State Trust Fund Reserve	42

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

FY 2021-22 Receipts Applicable to SCGR	920
x 8% Service Charge	74
FY 2020-21 Receipts Applicable to SCGR	920
x 8% Service Charge	74

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

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Third
	20-2-976003

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	16,090.59	(A)		16,090.59
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>16,090.59</b>	(F)	<b>0.00</b>	<b>16,090.59</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Other Accounts Payable (SCGR)		(J)		0.00
<b>Unreserved Fund Balance, 07/01/20</b>	<b>16,090.59</b>	(K)	<b>0.00</b>	<b>16,090.59</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Third
	20-2-976003

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

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

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

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

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

Approved FCO Certified Forward per LAS/PBS  (D)

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

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**



**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office of Criminal Conflict and Civil Regional Counsel, 4th District**

**Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976**

**Name of Person Completing This Form: Gina Gillette**

**Telephone #: 561-837-5156 x4**

\*\*\*\*\*

**Revenue Estimating Methodology:**

**Application Fees**

The estimated FY 2020-2021 and FY 2021-2022 totals are calculated based on the average of the actual receipts received the two previous fiscal years. They are: 2018-2019, \$3,793.17 and 2019-2020, \$3,845.15. The average is \$3,819.16.

**Restitution**

The estimated FY 2020-2021 and FY 2021-2022 totals are calculated based on the average of the actual receipts of the two previous fiscal years, 2018-2019, \$0.00 and 2019-2020, \$0.00. The average is \$0.00

<b>Actual FY 2019-2020</b>	<b>Estimated FY 2020-2021</b>	<b>Estimated FY 2021-2022</b>
App Fees \$3,845.15	\$3,819.16	\$3,819.16
Restitution \$ 0.00	\$ 0.00	\$ 0.00

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	3,845
Less 8% Service Charge	(308)
= Receipts Applicable to 5% Assessment	3,537
x 5% State Trust Fund Reserve	177

**8 Percent Service Charge to General Revenue:**

FY 2021-22 Receipts Applicable to SCGR	3,819
x 8% Service Charge	306
FY 2020-21 Receipts Applicable to SCGR	3,845
x 8% Service Charge	308

**Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Fourth
	20-2-976004

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	21,424.02	(A)		21,424.02
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>21,424.02</b>	(F)	<b>0.00</b>	<b>21,424.02</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Other Accounts Payable (SCGR)	17.68	(J)		17.68
<b>Unreserved Fund Balance, 07/01/20</b>	<b>21,406.34</b>	(K)	<b>0.00</b>	<b>21,406.34</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Administration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Fourth
	20-2-976004

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; 21,406.34 (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**   (B)

**Add/Subtract Statewide Financial Statement (SWFS) Adjustments :**

SWFS Adjustment # and Description   (C)

SWFS Adjustment # and Description   (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS   (D)

Approved FCO Certified Forward per LAS/PBS   (D)

A/P not C/F-Operating Categories   (D)

  (D)

  (D)

  (D)

**ADJUSTED BEGINNING TRIAL BALANCE:** 21,406.34 (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)** 21,406.34 (F)

**DIFFERENCE:** 0.00 (G)\*

**\*SHOULD EQUAL ZERO.**

**SCHEDULE I TRUST FUND NARRATIVE**  
**FY 2021-2022 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name: Office Criminal Conflict and Civil Regional Counsel,  
5<sup>th</sup> Region**

**Trust Fund Name: Grants and Donations Trust Fund, FID# 2339**

**Name of Person Completing This Form: Michael C. Nappi, Chief of Staff, 5<sup>th</sup>  
Region**

**Telephone #: (407) 389-5140**

\*\*\*\*\*

**Revenue Estimating Methodology:**

No revenue was received in FY 2019-20 and there is no expected revenue in FY 2020-21 or FY2021-22. There is a fund balance of \$.33.

**Explanation of Schedule I, Section III Accounting Adjustments:**

None applicable.

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Grants and Donations Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Fifth
	20-2-339137

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	0.33	(A)		0.33
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
<b>Total Cash plus Accounts Receivable</b>	<b>0.33</b>	(F)	-	<b>0.33</b>
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
<b>Unreserved Fund Balance, 07/01/20</b>	<b>0.33</b>	(K)	-	<b>0.33</b> **

**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: 2021 - 2022**

**Department Title:** Justice Adminitstration  
**Trust Fund Title:** Grants and Donations Trust Fund  
**LAS/PBS Fund Number:** Regional Conflict Counsel - Fifth  
20-2-339137

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds;  (A)  
GLC 539XX for proprietary and fiduciary funds

**Subtract Nonspendable Fund Balance (GLC 56XXX)**  (B)

**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description  (C)

SWFS Adjustment # and Description  (C)

**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS  (D)

Approved FCO Certified Forward per LAS/PBS  (D)

A/P not C/F-Operating Categories  (D)

(D)

(D)

(D)

**ADJUSTED BEGINNING TRIAL BALANCE:**  (E)

**UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)**  (F)

**DIFFERENCE:**  (G)\*

**\*SHOULD EQUAL ZERO.**

# SCHEDULE I TRUST FUND NARRATIVE FORM

## FY 2021-2022 LEGISLATIVE BUDGET REQUEST

\*\*\*\*\*

**Office of Criminal Conflict & Civil Regional Counsel, 5<sup>th</sup> Region**

**Indigent Civil Defense Trust Fund – Trust Fund ID 2976**

**Name of Person Completing This Form: Michael C. Nappi, Chief of Staff**

**Telephone #: (407) 389-5140**

\*\*\*\*\*

### **Revenue Estimating Methodology:**

#### **Civil Application Fees**

For FY 19/20, RC5's actual revenue was \$10,112. RC5 was appointed to 1647 cases, and it received application fees in 12.2% of its cases. RC5 projects that its caseload will increase at a rate of 5% for the next two years. RC5 projects that it will collect application fees in 5% of its cases in FY20/21 and 5% of its cases in FY21/22.

Revenue Estimates are based on the following:

#### **Estimate for 20/21:**

1729 x \$50.00 application fee = \$86,450

\$86,450 x 5% = \$4,322

#### **Estimate for 21/22:**

1815 x \$50.00 application fee = \$90,750

\$90,750 x 5% = \$4,537



**Restitution:**

Attorney Fees

For FY 19/20, RC5’s actual revenue was \$20,696. RC5 was appointed to 1647 cases, and it received restitution in 8.3% of its cases. RC5 projects that its caseload will increase at a rate of 5% for the next two years. RC5 projects that it will collect restitution in 5% of its cases in FY20/21 and 5% of its cases in FY21/22.

Revenue Estimates are based on the following:

Estimate for 20/21:

1729 x \$150.00 application fee = \$259,350

\$259,350 x 5% = \$12,967

Estimate for 21/22:

1815 x \$150.00 application fee = \$272,250

\$272,250 x 5% = \$13,612

**5 Percent State Trust Fund Reserve:**

FY 2020-21 Receipts Applicable to SCGR	4,322
Less 8% Service Charge	(346)
= Receipts Applicable to 5% Assessment	3,976
x 5% State Trust Fund Reserve	199

**8 Percent Service Charge to General Revenue:**

FY 2021-22 Receipts Applicable to SCGR	4,537
x 8% Service Charge	363
FY 2020-21 Receipts Applicable to SCGR	4,322
x 8% Service Charge	346

**Explanation of Schedule I, Section III Accounting Adjustments:**

None Applicable

## SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

<b>Department Title:</b>	<b>Budget Period: 2021 - 2022</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Fifth
	20-2-976005

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	75,793.53	(A)		75,793.53
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD: _____		(E)		0.00
<b>Total Cash plus Accounts Receivable</b>	<b>75,793.53</b>	(F)	<b>0.00</b>	<b>75,793.53</b>
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Other Accounts Payable (SCGR)	151.64	(J)		151.64
<b>Unreserved Fund Balance, 07/01/20</b>	<b>75,641.89</b>	(K)	<b>0.00</b>	<b>75,641.89</b> **

**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: 2021 - 2022**

<b>Department Title:</b>	Justice Adminitstration
<b>Trust Fund Title:</b>	Indigent Civil Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Regional Conflict Counsel - Fifth
	20-2-976005

**BEGINNING TRIAL BALANCE:**

**Total Fund Balance Per FLAIR Trial Balance, 07/01/20**

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="75,641.89"/>	(A)
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<b>Subtract Nonspendable Fund Balance (GLC 56XXX)</b>	<input type="text"/>	(B)
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**Add/Subtract Statewide Financial Statement (SWFS)Adjustments :**

SWFS Adjustment # and Description	<input type="text"/>	(C)
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SWFS Adjustment # and Description	<input type="text"/>	(C)
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**Add/Subtract Other Adjustment(s):**

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
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Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
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A/P not C/F-Operating Categories	<input type="text"/>	(D)
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<input type="text"/>	(D)
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<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

<b>ADJUSTED BEGINNING TRIAL BALANCE:</b>	<input type="text" value="75,641.89"/>	(E)
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<b>UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)</b>	<input type="text" value="75,641.89"/>	(F)
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<b>DIFFERENCE:</b>	<input type="text" value="0.00"/>	(G)*
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**\*SHOULD EQUAL ZERO.**

# **Other Manual Schedules and Supporting Documents**

## **Schedule VIII-A**

### **Priority Listing of Agency Budget Issues Requested Expenditures Over Base Operating Budget**

#### **Manual Inserts**

#### **Technical Checklist-LBR Review**

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**STATEWIDE GUARDIAN AD LITEM**

**Priority #1**

**Issue Title: Realignment of Operating Expenditures**

Issue Code: 2000100 & 2000200

GR Operations = \$4,540,465

GDTF Operations = \$220,249

GR Expenses = -\$2,015,018

GDTF Expenses = -\$100,249

GR OCO = -\$60,502

GDTF OCO = -\$10,000

GR Contracted Services = -\$2,422,888

GDTF Contracted Services = -110,000

GR Data Processing = -42,057

In order to have an accounting structure that is both consistent and uniform with all other entities serviced by the Justice Administrative Commission, the Guardian ad Litem (GAL) requests that its Expense (040000), Contracted Services (100777), and Operating Capital Outlay (060000) categories be combined into an Operating Expenditures category 103230.

Additionally, most of the GAL's large expenditures (i.e. licenses, maintenance agreements, bar dues, subscription renewals, etc.) occur in July and August. Considering the amount and timing of these expenditures, having operating funds spread across multiple categories makes it more difficult for the program to manage expenditures throughout most of the first quarter each fiscal year. In some cases instances we have had to pay for expenditures from one category only to later journal transfer those expenditures to a different category when additional release became available. Having separate operating categories also puts us in the position of having to submit budget transfer requests to the EOG to shift funds between the three existing operating categories to manage GAL's changing needs.

Having a single operating expenditures category would enable GAL to better manage its operating expenditures and reduce the need for budget adjustments throughout the fiscal year. It will also simplify GAL's accounting structure and make it consistent with all other Programs under the Justice Administrative Commission.

**SCHEDULE VIII  
 PRIORITY LISTING OF AGENCY BUDGET ISSUES  
 REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
 FISCAL YEAR 2021-2022**

**STATEWIDE GUARDIAN AD LITEM**

Requested Reallocation between Categories:

General Revenue Category	FY 2020-21 Base Budget	Reallocation
Expense (040000)	\$2,015,018	(\$2,015,018)
Operating Capital Outlay (060000)	\$60,502	(\$60,502)
Contracted Services (100777)	\$2,422,888	(\$2,422,888)
Data Processing (210014)	\$42,057	(\$42,057)
Operating Expenditures (103230)	\$0	\$4,540,465

Grants & Donations Category

Expense (040000)	\$100,249	(\$100,249)
Operating Capital Outlay (060000)	\$10,000	(\$10,000)
Contracted Services (100777)	\$110,000	(\$110,000)
Operating Expenditures (103230)	\$0	\$220,249

Issue Total

General Revenue \$0

Grants & Donations \$0

This issue includes both an add and deduct component (2000100 and 2000200).

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**STATEWIDE GUARDIAN AD LITEM**

**Priority #2**

**Issue Title: Data Center Realignment**

Issue Code: 3000370

FTE = 12.00

Rate = \$449,648

GR Salaries & Benefits = \$703,372

GR Operations = \$30,000

GR HR Services = \$2,814

Florida Statutes require the appointment of a guardian ad litem (“GAL”) to represent every child under the jurisdiction of the dependency court. The Guardian ad Litem Program is the entity that provides this representation, and by statute, the Statewide Office is obligated to advise the Legislature of the guardian ad litem needs of the state. Currently the GAL Program does not have enough volunteers or staff to represent all abused and neglected children. In light of this, but recognizing the current economic climate created by the pandemic, the GAL is requesting a budget increase to enable the Program to represent more children, implemented over a 3 year period.

The first phase of this request is for \$681,737 in recurring General Revenue funding for 12 new FTEs: 8 FTE Child Advocate Manager I’s (class code 8401), 2 FTE Child Advocate Manager IIs (class code 8402), and 2 FTE Program Attorneys (class code 8700) for front-line representation of abused and neglected children in Judicial Circuits 6 and 13. Child Advocate Managers supervise and guide volunteer child advocates, monitor children’s progress and report to the court, while working with volunteers and GAL attorneys. Child Advocate Manager IIs supervise a team of Child Advocate Managers, and Program Attorneys represent children in court as part of a multidisciplinary team. In cases where a volunteer may not be available, the Child Advocate Manager may provide direct advocacy for the child along with the GAL Attorney.

While the GAL Program seeks to represent all children in the dependency system, the Program does not control appointments, as this is in the purview of dependency judges. Additionally, the resources available in each circuit influence the number of volunteers and staff the Program has and consequently the number of children that can be represented. The Program works with all stakeholders, including the judiciary, to reach the largest number of children possible and provide advocacy when the need is greatest, such as when parental rights are being terminated, when children are in out of home care, and when issues of safety, permanency and well-being of children are most acute.



**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**STATEWIDE GUARDIAN AD LITEM**

According to statistics from the Department of Children and Families (DCF Dashboard), over the past several years, July 2015 – June 2019, tremendous growth has been experienced in:

- Circuit 6, (Pasco and Pinellas Counties) which has experienced an increase of 49 percent in the foster care population
- Circuit 13 (Hillsborough County) which has experienced an increase of 24 percent in the number of foster care children

Presently, the staffing pattern in Circuit 6 is able to represent only 59 percent of the total dependent children in Pasco and Pinellas County, and staffing in Circuit 13 (Hillsborough County) is able to represent only 64 percent.

While this request, if funded, will not meet the entire need for front line staff to represent abused and neglected children in dependency court, it will enable to Program to provide more representation in these areas which currently have the most acute need. The resources will enable to Program to represent children through its multidisciplinary team model, recruiting and training volunteers where possible.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

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**State Attorney: Legislative Budget Issue Priorities for Fiscal Year 2021-22  
(First through Twentieth Judicial Circuits)**

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**Individual State Attorney Circuit Responses:**

**State Attorney, 1<sup>st</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Mental Health, Veterans and Drug Court Staffing**

Issue Code: 4200350

FTE = 2.0

Salary Rate = 100,002

GR Salaries & Benefits = \$166,343

GR Operations = \$9,346, \$5,554 non-recurring

GR HR Services = \$468

State Attorney First Circuit is in need of two Assistant State Attorneys to handle the Mental Health, Veterans and Drug Courts throughout the Circuit. This issue serves to facilitate the State Attorney's desire to effectively and efficiently meet the demands of our Circuit's Mental Health, Veterans and Drug Court programs. Increased use of Mental Health, Veterans and Drug Court programs will lead to reduced case loads and possible reductions in jail or prison populations.

**Priority #2**

**Issue Title: Additional Staffing For Specialty Diversion Courts**

Issue Code: 3001550

FTE = 2.0

Salary Rate = 100,002

GR Salaries & Benefits = \$166,343

GR Operations = \$9,346, \$5,554 non-recurring

GR HR Services = \$468

State Attorney First Circuit is in need of two Assistant State Attorneys to handle the diversionary programs throughout the Circuit. This issue serves to facilitate the State Attorney's desire to effectively and efficiently meet the demands of our Circuit's Diversionary Court programs. Increased use of diversionary programs will help divert deserving defendants to appropriate programs. This will lead to reduced case loads and possible reductions in jail or prison populations.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Priority #3**

**Issue Title: Fund Shift - Add**

Issue Code: 34F0100

Salary Rate = \$100,000

SARTF Salaries & Benefits = \$100,000

This request is made to transfer appropriations to SARTF salaries & benefits from GDTF salaries & benefits.

**Priority #4**

**Issue Title: Fund Shift – Deduct**

Issue Code: 34F0200

Salary Rate = -\$100,000

GDTF Salaries & Benefits = -\$100,000

This request is made to transfer from GDTF salaries & benefits to SARTF salaries & benefits.

**Priority #5**

**Issue Title: Reduce Excess Federal Trust Fund Authority**

Issue Code: 3201510

Salary Rate = -\$100,000

GDTF Salaries & Benefits = -\$100,000

This is to request a reduction in excess Federal Trust Fund Authority in the Grants and Donations Trust Fund, specifically VOCA.

**Priority #6**

**Issue Title: Replacement of Motor Vehicles**

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles = \$50,000

Reliable, cost efficient transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from six different offices in six counties is a necessity.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**State Attorney, 2<sup>nd</sup> Judicial Circuit**

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**Priority #1**

**Issue Title: Fund Shift - Add**

Issue Code: 3402960

GR Salaries & Benefits = 128,565

In July 2019, the Office of the State Attorney, 2nd Judicial Circuit was approved for 2 FTEs for the purpose of expanding the Diversion Management Pilot Program. Funding was approved in the amount of these 2 FTEs in the State Attorney Revenue Trust Fund. Anticipated new revenues in 21-22 are anticipated at \$0. Therefore, a fund shift is requested in order to properly fund this initiative. The primary focus of this Diversion Program is addressing minor offenses through strong interventions without imposing unintended and long- term consequences. Other benefits include reducing courtroom workloads. This would bring consistency to programs now offered at the county and city level among all 6 counties in our circuit.

**Priority #2**

**Issue Title: Replacement Equipment – Motor Vehicles**

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles = \$90,000

The State Attorney, Second Judicial Circuit, requests funding for replacement of 3 vehicles assigned to investigators and/or assistant state attorneys for use in their assigned duties. Assistant state attorneys are required to travel for depositions and trials within the circuit, which includes the 6 counties of Leon, Jefferson, Gadsden, Wakulla, Liberty and Franklin. Vehicles are also used to respond to violent crime scenes on a 24/7 basis. The immediate response is critical to a successful investigation and prosecution. These vehicles are necessary in the performance of our critical mission.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Priority #3**

**Issue Title: Fund Shift - Add**

Issue Code: 3402960

GR Risk Management Insurance = \$80,615

Risk insurance premiums are developed by an allocation formulary across all covered State entities, by line of coverage. The formulary captures data elements such as the number of FTEs or vehicles covered, historical losses, the number of new claims reported in a fiscal year, and the amount of new payments paid in a fiscal year. Each element is then used to allocate that portion of total premiums across all cover entities. Risk management premiums are allocated based on use each year among all state agencies. This amount fluctuates widely among state agencies as their claims vary from year to year. This request is to shift the risk management premiums to the General Revenue Fund and relieve the unfunded authority on the State Attorney Revenue Trust Fund brought on by the fluctuations in premiums due to the State's allocation method. Currently, the revenue stream of this fund is stagnant.

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**State Attorney, 3<sup>rd</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Additional Equipment**

Issue Code: 2402000

GR Operations = \$24,000

This issue requests \$24,000 in General Revenue Operations for the purpose of purchasing 16 laptop computers at a cost of \$1,500 each. These laptops would be issued to support staff in the State Attorney's Office so that they would be able to work in a remote environment during the continued effects of COVID-19 or any natural disaster that may affect office locations within the Third Judicial Circuit.

**Priority #2**

**Issue Title: Replacement Equipment – Motor Vehicles**

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles = \$56,000

This issue requests \$56,000 in State Attorney Revenue Trust fund for the purpose of replacing two Chevrolet Impalas that are assigned to the fleet of vehicles in the State Attorney's Office, Third Judicial Circuit. These two vehicles have met the necessary replacement criteria that are set by the Department of Management Services. Each vehicle is estimated to cost \$28,000.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**State Attorney, 4<sup>th</sup> Judicial Circuit**

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**Priority #1**

**Issue Title: Florida Bar Training Requirements for new Assistant State Attorneys**

Issue Code: 3800270

GR Operations = \$2,900

Practicing with Professionalism is one-day seminar providing a broad overview of ethical and professional issues designed for new lawyers in fulfillment of phase 1 of the Basic Skills Course Requirement. The Florida Supreme Court in The Florida Bar Re: Amendment to Rules Regulating The Florida Bar, Rule 6-12 (Basic Skills Course Requirement, 524 So. 2d 634 (Fla. 1988), made Practicing with Professionalism, mandatory for attorneys admitted to The Florida Bar after October 1, 1988. Effective on May 12, 2005, the Supreme Court of Florida amended Rule 6-12.3 and Rule 6-12.4. These amended rules state that in addition to attending Practicing with Professionalism, new admittees must attend three "basic" level substantive continuing legal education programs presented by the YLD. The Basic Skills Course Requirement must be completed within the initial 3-year continuing legal education cycle after admission to The Florida Bar or within two years after the expiration of any exempt status. The Practicing with Professionalism requirement must be met within the first year of admission to The Florida Bar or one year before being admitted to The Florida Bar. The current registration fee for the Practicing with Professionalism seminar \$145.

**Priority #2**

**Issue Title: Florida Bar Dues**

Issue Code: 4204020

GR Operations = \$32,595

The State Attorney's Office for the Fourth Judicial Circuit requests funding for Florida Bar dues expense. The Florida Legislator has given the authority to pay for Florida Bar dues.

123 Assistant State Attorneys (ASAs)

Base rate of \$265 x 123 ASAs = \$32,595

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Priority #3**

**Issue Title: Young Adult Court Coordinator and Staff member**

Issue Code: 3001290

FTE = 1.0

Salary Rate = \$49,200

GR Salaries and Benefits = \$72,414

GR Operations = \$3,973, \$2,777 non-recurring

GR HR Services = \$234

YAC is a problem-solving court designed to address the specific issues related to young adults from 18 to 24 years old. The State Attorney's Office refers cases each year to Problem Solving Courts throughout the Circuit and seeks to expand the range of diversion services. The YAC method avoids costly, prolonged incarceration, which has been shown to exacerbate, rather than reduce, the likelihood of recidivism by young offenders. Instead, YAC embeds participants in a structured environment with a dedicated and supportive case manager, judge, and prosecuting attorney who are specially trained in understanding the young adult brain and working with young adults. The program is intensive and demanding. It will require a coordinator to screen, track, and report the outcomes of the program. The coordinator will have to be familiar with the court system, employment opportunities, community organizations, and the SAO.

The SAO seeks funding for a Young Adult Court Coordinator. The coordinator would be responsible for managing the daily operations of the court. Importantly, the coordinator would be responsible for reviewing the referrals to YAC, coordinating the risk assessment staffing of the participants, and managing the program. YACs and similar programs in other jurisdictions substantially reduced recidivism among their participants at a fraction of the cost of incarcerating them. A YAC Coordinator is essential to the success of the program.

The SAO seeks funding for a Young Adult Court Coordinator. The coordinator would be responsible for managing the daily operations of the court. Importantly, the coordinator would be responsible for reviewing the referrals to YAC, coordinating the risk assessment staffing of the participants, and managing the program. YACs and similar programs in other jurisdictions substantially reduced recidivism among their participants at a fraction of the cost of incarcerating them. A YAC Coordinator is essential to the success of the program.

**Priority #4**

**Issue Title: Crime Analyst for Crime Control Intelligence Center**

Issue Code: 3003070

FTE = 1.0

Rate = \$60,000

GR Salaries and Benefits = \$85,120

GR Operations = \$3,973, \$2,777 non-recurring

**SCHEDULE VIIIA  
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GR HR Services = \$234

As a direct response to persistence violent crime in Jacksonville, and in collaboration with the State Attorney's Office (SAO), the Jacksonville Sheriff's Office (JSO), and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF), in 2017 the City of Jacksonville (City) appropriated one-million dollars to build and implement a Crime Gun Intelligence Center or CGIC. The CGIC concept employs a holistic approach to gun crime investigation, using NIBIN as the cornerstone technology. The key phases of the CGIC approach are a comprehensive collection of evidence, timeliness, investigative follow-up, and implementing a feedback loop. In 2013, the ATF partnered with the Denver Police Department to create the first CGIC. CGICs in other cities such as Chicago, Milwaukee, and Denver is staffed with a diverse and highly-trained workforce and use criminal intelligence and specialized skills to provide a coordinated law enforcement response to violent gun crime.

The Jacksonville CGIC became fully operational in April 2019. The SAO seeks funding to hire a full-time analyst to assign to the CGIC. The ideal candidate will possess extensive experience in the detection and investigation of gun crime and gang-related violence. Candidates for the position will likely include current and former law enforcement officers who are familiar with and who has experience investigating gun crimes violence and violent offenders in the local community.

**Priority #5**

**Issue Title: Replacement Equipment – Motor Vehicles**

Issue Code: 2401500

GR Operations = \$50,000

Funding is needed to purchase five vehicles to replace the aging fleet.

**Priority #6**

**Issue Title: Digital Data Display System**

Issue Code: 36213C0

The Office of the State Attorney of the Fourth Judicial Circuit of Florida is seeking funding to purchase access to Cellebrite's Pathfinder software program.

Cellebrite's Pathfinder is an analytics software platform that digests data from digital sources, such as cellphone extractions and social media accounts, and presents the data in a meaningful, readily usable display. This digital data shows evidence of all stages of a crime - from planning and organizing, to executing and concealing. Our law enforcement partners have been working diligently to lawfully preserve and collect this data but are often overwhelmed by the reports or returns of data that they receive. The State Attorney's Office needs a technological tool that is capable of parsing through and effectively analyzing the data we receive, in order to make more significant and impactful connections, and in order to be able to take full advantage of the data that is at our



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fingertips. The Cellebrite Pathfinder program would meet this immense need and would become our key tool in being able to most effectively prosecute violent crime.

Initial Set up Cost

Software	\$60,000
Server	\$18,000
Training	\$15,000
<u>TOTAL</u>	<u>\$93,000</u>

Recurring Cost -

Annual Licensure Fee 25% of software cost - \$15,000

Priority #7

**Issue Title: Enhanced Salary Incentive Payments**

Issue Code: 3008A10

GR Salary Incentive Payments = \$5,596

SAO 4 is currently not fully funded for salary incentive for investigators, yearly, the agency must transfer funds to cover this cost. Funding increase from \$11,404 to \$17,000 is needed to cover the full cost of the salary incentive.

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**State Attorney, 5<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: No Additional Budget or Additional Reductions**

Issue Code: 4205610

Fund/Category = Amount: Full Budget

While we recognize that the quarterly reduction in releases was necessary to get ahead of any potential shortfall in the present budget year, it will be practically insurmountable to survive any additional cuts. If we face anything greater than the present annualized 6% reduction, we will have to consider reductions in prosecution of entire categories of criminal activity. Our utmost concern is public safety, so we hope we are able to achieve a bare minimum of the current releases.

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**Priority #2**

**Issue Title: Restoration of Budget Reductions**

Issue Code: 4200300

Fund/Category = Amount: Full Budget

Since we have already had to leave positions vacant as employees leave in order to accomplish the above referenced budget reduction, we would hope that the next year will bring a restoration of the full amount of the budget. We are asking a lot of individual employees to manage the growing caseloads caused by the COVID shutdown of the courts; asking them to maintain that workload and pace would be categorically unfair. If we cannot replace the empty positions with experienced prosecutors, we have concerns about our ability to do the work that the citizens of our circuit should expect on the more serious cases. A restoration to previous budget levels would allow us to achieve some of that.

**Priority #3**

**Issue Title: Attorneys for Specialty Court Divisions**

Issue Code: 3004500

FTE = 2.00

Rate = 100,000

GR Salaries and Benefits = \$166,340

GR Operations = \$9,346, \$5,554 non-recurring

GR HR Services = \$468

These positions will cover multiple specialty courts such as: Veteran's Court, Drug Court, and Mental Health Court. The State Attorney's Office for the Fifth Circuit is requesting (1) Assistant State Attorney in Marion county and (1) for the tri-county area, Citrus, Hernando, and Sumter.

During 2013 legislative session, the Legislature approved funding for a newly created special court division program for Veterans. This new program requires an Assistant State Attorney who is experienced in handling Felony, Misdemeanor, Juvenile and Civil cases. The attorney will work with law enforcement, the veteran's hospital personnel, social workers and defense attorneys to ensure that criminal offenses are addressed properly while still taking into consideration the special needs of returning veterans.

There are several goals for mental health court: Improve public safety by reducing criminal recidivism, reduce court and correction related costs through administrative efficiencies, and often by providing an alternative to incarceration. Monitoring and treating offenders with serious mental illness in mental court can be more effective, efficient, and less expensive than the remedies available through traditional justice system approaches.

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All Law Enforcement agencies within the Fifth Judicial Circuit participate in an organized force against drug trafficking and pill mills. The State Attorney's Office has a serious need for Assistant State Attorney's to give legal advice and prosecute these cases. These issues impact all of our agency activities including Felony, Misdemeanor, Juvenile and Civil cases; therefore, it is critical that we have sufficient funding to provide quality public safety.

**Priority #4**

**Issue Title: Staffing Adjustment for Workload & Increased Judgeships**

Issue Code: 3001060

FTE= 2.00

Salary Rate = \$77,000

GR Salaries Benefits = \$129,466

GR Operations = \$8,178, \$5,188 non-recurring

GR HR Services = \$468

SAO5 is comprised of 5 counties, Citrus, Hernando, Lake, Marion, and Sumter. This year the Legislature included a new Citrus county judge in the budget and Governor Ron DeSantis approved the position. The additional position is necessary because of the new laws that shift the jurisdiction of some cases from circuit to county court:

The low-end value of a grand theft charge was raised from \$300 to \$750 to charge someone with a felony. That will increase the number of misdemeanor cases, since the felony threshold will be higher.

The county court docket is up to 10,000 to 12,000 cases a year. The state considers 6,500 cases annually a full load for a county court judge. Workload is generally 60% criminal, 40% civil.

Due to the increase workload of adding a new judge in Citrus County, SAO5 is requesting 1 Assistant State Attorney position and 1 support staff position to effectively handle cases for this additional workload.

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**Priority #5**

**Issue Title: Public Records Workload**

Issue Code: 300970

FTE = 2.00

Rate = \$100,000

GR Salaries & Benefits = \$166,343

GR Operations = \$9,346, \$5,554 non-recurring

GR HR Services = \$468

Government in the Sunshine is a worthy goal and a necessary obligation of government. Access to public records is central to that obligation. There is, however, a cost to providing public records and the cost is increasing exponentially. This issue serves to facilitate the State Attorney's desire to be as transparent and responsive to public records requests while not compromising our core mission. This issue provides funding for personnel and operating expenses to effectively and efficiently meet public records demands. Public records demands are becoming more time consuming and more sophisticated. They include frequent demands by defense attorneys for all manner of records such as prosecutor personnel files, demands by families of victims, demands by businesses and research groups seeking records which serve their singular business or research interests. Many businesses simply want to get an upper hand on their competitors. While these efforts have the potential to save money for the taxpayers of Florida, they cost time and money in order to comply. Another notable group seeking public records is prison or jail inmates. Public records requests are significantly higher during election seasons, which any elected official well knows. While the public is entitled to the records and we want to insure they get them, it cannot be overlooked that time spent by attorneys and staff dealing with these demands takes time away for our core mission and, thus, to some degree, impairs our ability to do our part in securing public safety. Furthermore, there is the growing potential for and the real cost of litigation with those who request public records and take exception with the timeliness of a response or as to the content of a response. Attorney involvement is now necessary to make decisions on legal matters as to redactions, costs and citizen protections under HIPPA. Redaction is becoming a greater workload issue than retrieval of records. State Attorney Offices do not compile collective data with respect to public records requests, however some circuits report a 250% increase in the last several years.

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**Priority #6**

**Issue Title: Career Criminal Prosecution**

Issue Code: IC 3009620

FTE = 2.00

Rate = 100,000

GR Salaries & Benefits = \$166,340

GR Operations = \$9,346, \$5,554 non-recurring

GR HR Services = \$468

Section 775.0843(2), F.S. mandates each of the State Attorneys to establish a career criminal prosecution unit and adopt and implement policies based upon guidelines, Section 775.0843(2)(a) through (d), F.S. The State Attorney's Office Tri-County area, which includes the circuit's smaller counties (Hernando, Citrus, and Sumter) is in need of a Career Criminal Unit to cover those counties. This unit will investigate and prosecute all career criminal within the Tri-County area. The unit will also help law enforcement agencies by giving advice and direction. Agency policy has placed the statutory screening task upon each felony Assistant State Attorney to identify potential violent career criminal prosecutions and refer them to supervising attorneys for assistance in prosecutions. Having a dedicated unit for the Tri-County area will help alleviate excess case load on felony lawyers.

**Priority #7**

**Issue Title: Internal Auditor**

Issue Code: 4A00010

FTE = 1.00

Rate: \$50,000

GR Salaries and Benefits = \$73,355

GR Operations = \$3,973, \$2,777 non-recurring

GR HR Services = \$234

Per The Auditor General's Report June 4, 2019:

An internal audit function can provide additional assurance that internal controls are designed properly and operating effectively, and can promote compliance with applicable laws, contracts, and established policies and procedures. The Government Finance Officers Association (GFOA) recommends governments consider establishing an internal audit function to assist management in monitoring the design and proper functioning of internal control policies and procedures, provide an additional level of control and help to improve government's overall control environment, and play a valuable role in conducting performance audits, special investigations, and studies.

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**Recommendation:** We recommend that the Legislature consider whether the JAC and the other judicial agencies should employ, or otherwise provide for, an internal auditor with the qualifications and duties prescribed in State law for State agency directors of auditing. We also recommend that the JAC consider requesting the necessary positions and funding from the Legislature to implement an internal audit function.

7 GFOA publication titled *Internal Audit Function*.

8 Section 20.055, Florida Statutes.

9 Chapter 2016-66, Laws of Florida.

**Priority #8**

**Issue Title: Attorneys with Reassigned Death Penalty Cases**

Issue Code: 1600050

FTE = 4.00

Rate = \$307,354

GR Salaries and Benefits = \$467,451

GR Operations = \$63,419, \$10,742 non-recurring

GR HR Services = \$936

GR Lease/Purchase = \$400

GR Salary Incentive Payments = \$1,080

To effectively prosecute the expected Capital Felony Cases for fiscal year 20/21, SAO5 will need to staff this unit with the following:

**Salaries and Benefits:**

Assistant State Attorney    2.00    \$330,314

Investigator                    1.00    \$78,955

Secretary III                    1.00    \$58,182

(Includes benefits, taxes, and retirement).

**Total-\$467,451**

**General Revenue Operations:**

Spectrum House Networks \$16,100

Office Supplies and software licenses \$6,000

Bar Dues 2 x \$265 = \$530.00

Verizon \$2,065.00

Vehicle Maintenance, Gas, E-Z pass and parking \$21,900.

**Total-\$46,595.**

**Modified standard #3 (2) attorney professionals x \$4,673= \$9,344.**

**1 non-attorney professionals \$3,973**

**1 support staff \$3,505**

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**Incentives CJIP:**

Jeff Pfannerstill-Investigator

\$90.00 per month

**Total-\$1,080.00**

**General Revenue Lease/Purchase Equipment:**

Printer Lease/Maintenance

**Total-\$400**

**STATE ATTORNEY DUE PROCESS.**

Includes defense experts time for deposition, transcription costs, records subpoenaed, including medical, school, work, etcetera and, prosecution experts.

**Travel** - (3) employees, 216 days at a daily cost of \$200

Out-of-State Travel for Victim/Witness (airfare, hotel)

**Total Due Process \$432,047**

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**State Attorney, 6<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Diversion Programs**

Issue Code(s): 3001550

FTE = 8.00

Rate =\$345,510

GR Salaries & Benefits = \$563,616

GR Operations = \$31,544, \$20,386 non-recurring

GR HR Services = \$1,872

Currently, our office does not have the capability to dedicate the necessary Assistant State Attorney personnel and non-attorney personnel to address the Diversion caseloads as well as the extensive application and review procedures involved in the process. Simply put, the workload has outgrown the available staff. Furthermore, with the addition of a D.U.I. Diversion Program, this workload will increase immediately and significantly.

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**Priority #2**

**Issue Title: Staffing Adjustment for Workload & Increased Judgeships**

Issue Code(s): 3001060

FTE: 7.00

Rate: \$270,219

GR Salaries & Benefits = \$458,882

GR Operations = \$29,207, \$18,341 non-recurring

GR HR Services = \$1,638

The Sixth Judicial Circuit has decided to add an additional Domestic Violence Court Division for Pinellas County criminal court. The Chief Judge is closing an unrelated division that our office did not have any staff assignments. This will be a new criminal trial division and our office does not currently possess the available Assistant State Attorney personnel and non-attorney personnel to properly staff a new division. When criminal new criminal divisions are created, it is necessary for the State Attorney to staff them accordingly. This new criminal division project will require our office to fully staff a new division with additional Assistant State Attorneys (4), legal secretaries (2), and a witness coordinator (1).

**Priority #3**

**Issue Title: Replacement of Motor Vehicles**

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles = \$54,000

To provide safe, reliable, and cost efficient transportation of Assistant State Attorneys, investigators, and other personnel for work linked to the Agency activities of felony, misdemeanor, and juvenile prosecution.



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**State Attorney, 7th Judicial Circuit**

**Priority #1**

**Issue Title: State Attorney Reductions**  
**Issue Code: 3301500**

We all agree that the most critical and highest calling of government is to provide for the health, safety and welfare of our citizens. The current pandemic coupled with protests and civil unrest have presented unique and unprecedented challenges. We find ourselves working more than ever with Health Departments, County Jails to control populations, and civic leaders facing these challenges together daily, which are only added to the normal investigations and prosecutions we handle to keep the Criminal Justice system functioning. Our budgets are by nature comprised of 96% salaries with the remaining 4% being necessary expenses. A further reduction of 2.5% will force us to reduce services during one of the most critical times in our history when our services are in greater demand and needed more than ever. Capital projects and purchases can be delayed, but our services must be provided now at the moment of the event and cannot be provided later. The Revenue Estimating Conference held on August 14, 2020 found the FY19-20 GR actual decrease was 6.1%. Further the estimated decrease for GR in FY20-21 is only forecast at 1.2%, and that GR WOULD BOUNCE BACK IN FY21-22 TO INCREASE BY 8.7%. The Governor and Legislature have provided great leadership for our state during the crisis and laid the groundwork for a quick and robust recovery. We respectfully ask that our small piece of the budget not receive any further reductions just when our services are needed the most.

**Priority #2**

**Issue Title: Pre Arrest Diversion Program for Drivers License**  
Issue Code: 3005140  
Rate: \$102,759  
GR Salaries & Benefits = \$174,301  
GR Operations = \$11,683, \$7,599 non-recurring  
GR HR Services = \$702

**Getting Licensed Again to Drive (GLAD)**

In 2019, this agency handled 7,707 Driving with License Suspended cases. The 7th Circuit State Attorney's Office has implemented a diversion program where we assist these offenders in getting their licenses back whenever possible. The goal in prosecuting these cases is to get the drivers licensed, insured and registered. These cases have a tremendously detrimental impact on the daily lives of those affected. Many license suspensions are the direct result of ever-cascading financial impacts that result in license suspensions. Our program is creating individualized case plans for offenders outlining the steps necessary to

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obtain a valid license. These cases are immediately taken off the court docket and put into diversion at the court date and later dismissed upon successful completion of any additional conditions.

We got this program off the ground in 2019 in St. Johns County and have had an amazing amount of success. In 2019, we already have had 223 people enter this program. Most of these entrants are from the St. John's county office where we initially implemented the program. We have since expanded the program into Putnam and Flagler counties where we are seeing similar success. Our next step is to implement in our biggest county Volusia. To this point, we have absorbed the costs of this implementation for all the reasons stated above and the positive impact this program has across our Circuit. Even though our plan is to continue full speed ahead, additional funds to allow us more employees working on this would be very helpful.

We are asking for money to add 1 attorney and 2 staff because of the many potential cases in Volusia County and the success we have already seen in the rest of the Circuit.

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**State Attorney, 8<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Increasing Authority for State Attorney Forfeiture and Investigative Support Trust Fund**

Issue Code: 3009500

GR Operations = \$27,026

The State Attorney, Eighth Judicial Circuit is requesting \$27,026 in operations authority to provide our investigators with necessary equipment needed to perform their duties during the fiscal year.

**Priority #2**

**Issue Title: Realignment of Administrative Expenditures - Add**

Issue Code: 2000100

GR Salaries & Benefits = \$50,000

Requesting a realignment of General Revenue funding from operations to salaries and benefits.

Reference corresponding issue code 2000200 for the amount to be deleted from operations category.

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**Priority #3**

**Issue Title: Realignment of Administrative Expenditures - Deduct**

Issue Code: 2000200

GR Operations = -\$50,000

Requesting a realignment of General Revenue funding from operations to salaries and benefits.

Reference corresponding issue code 2000100 for the amount to add to salaries and benefits category.

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**State Attorney, 9th Judicial Circuit**

**Priority #1**

**Issue Title: Early Case Resolution Division**

Issue Code: 3000590

Rate = \$210,614

GR Salaries & Benefits = \$349,882

GR Operations = \$21,029

GR HR Services = \$1,170

Due to Covid-19, human resources became scarce as criminal activity continued to occur and increase in some criminal divisions. More matters are in need of early case resolution through diversion programs and specialty courts in order to clear backlogs and court dockets for cases that have little or no impact on public safety.

Currently our circuit operates low level drug and DUI diversion programs, as well as specialty courts (a Drug Court, a Veteran's Court and a Mental Health Court). Our diversion programs are currently operating within the applicable bureaus. Our specialty courts are staffed with a single ASA and one legal assistant. Each specialty court case must be reviewed for investigation and prepared as though it will be proceeding to trial. The ASA must conduct criminal background checks, contact witnesses and victims, and prepare full discovery and sentencing documents. Therefore, though different than a trial division workload, the ASA assigned to this division has a full workload. This ASA also handles violation of probation arraignments. The Courts will be adding other specialty courts, such as a Court for the homeless population. Our office does not receive additional State appropriation to operate specialty courts or the diversion programs.

We are requesting 5 additional FTEs to implement a diversion and specialty court bureau in order to expand and properly staff diversion and specialty court initiatives, and to also develop additional diversion programs such as diversion for resisting arrest without violence, obtaining public assistance by fraud, employment theft, prostitution, non-traffic

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DUI, non-possessory concealed weapons carry, and out of state/country diversion eligibility.

**Priority #2**

**Issue Title: Staffing Adjustments for Increased Judgeships**

Issue Code: 3001060

FTE = 2.00

Rate = \$76,378

GR Salaries & Benefits = \$128,734

GR Operations = \$8,178, \$5,188 non-recurring

GR HR Services = \$468

HB 5301 revised the number of circuit and county Judges for the State of Florida. FY 2020-2021 State Budget appropriated 6 county court judgeships for court operations (1 for Orange County). This initiative was passed by both the House and Senate. The Governor vetoed the appropriation but did not veto the revisions of the number of judgeships. Should this issue be funded in FY 2021-2022, appropriate staff will be necessary.

There is a direct correlation between the number of Judges allocated within a circuit and the number of prosecutors required to represent the citizens of Florida. When a new judgeship is created, the effect on the office is not just the attorney staffing, but the "prosecution team" that is necessary to meet the workload demands.

**Priority #3**

**Issue Title: Body Camera Evidence Review**

Issue Code: 5008010

Rate = \$105,045

FTE = 3.00

GR Salaries & Benefits = \$167,176

GR Operations = \$10,515, \$7,233 non-recurring

GR HR Services = \$702

The impact of digital evidence has been overwhelming, significantly increasing our workload and severely depleting our technological capacity to manage digital evidence.

Most cases that come into the office have body worn camera, dash cameras, or other video surveillance (especially retail stores with self-checkout surveillance and home surveillance like Nest Cams, Ring doorbell, etc.). When these items are submitted, law enforcement does not provide a synopsis of what is depicted on the video or the timeframe of the crime, so the ASAs must watch the entire video. For example, one criminal incident that may have taken 1 hour to investigate may have 5 law enforcement officers working on scene with all 5 having body worn cameras. Sometimes the angle is better from one law enforcement

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officer or audio/video is more probative from another law enforcement officer, also requiring the ASA to watch and dissect all the videos. Therefore, in this example given, the ASA may have to watch 5 hours of video, even though it is just a one-hour interaction. We have also found that an increasing number of law enforcement officers are relying on their body worn cameras to record witness statements instead of obtaining a written statement. This is another reason why the ASAs must watch body came video.

Additionally, law enforcement agencies provide digital evidence in various formats, so obtaining them sometimes requires utilizing different inter-office methods, some of which are compatible and some of which are not. Therefore, there is a constant strain on our MIS department to address technological issues that impede the viewing of evidence. This results in a further delay in speedily filing the cases, as well as utilizing additional manpower in the office.

Additionally, from a technological standpoint, the type of multimedia evidence (BWC, Surveillance, Ring doorbell, camera phones, etc.) has evolved and caused significant technological issues. Law Enforcement agencies are continually adding capacity for body cams for their officers. New, lower-cost surveillance systems (like Ring, Waze, and many more) have made in-home video surveillance common place. Most people are now walking around with a video camera in their pockets and can capture events as they unfold. The quality of video surveillance has also increased exponentially. Older store-surveillance systems would record at standard video resolution (at most 640x480 pixels) but now record in full HD or higher (1280x720 pixels and up). This means most newer surveillance systems produce much larger files. Body Worn Cameras also record in HD and above and produce larger file sizes. While the increase in the number of videos would already be a lot to ingest into our systems, the sizes of the videos add even more to the problem and increases cost to manage.

These issues have added greatly to our workload and expense, as all this multimedia needs to be received, stored, and be accessible. It must be encrypted in transit and in storage, and it must be backed up.

Further, with respect to receiving Multimedia Evidence, most multimedia evidence is stored digitally (on servers, in the “cloud”) but is too large to send via email. This means that many Body Cam and in-home surveillance system videos are received through a downloadable link, or through a web portal. These require a lot of staff time and a robust internet connection in order to download. They also require special training in order to understand and reliably use the links/portals we receive through so many different sources.

With respect to storing digital evidence, once we receive these files, we must store them for some time and cannot delete any files. The number and size of these files means we must increase our server storage capacity greatly. With one agency, OPD, we’re storing about 50-70 GB a day of BWC (1.5 TB a month). Once we store the files, they must be backed up. That means for every 1 GB of BWC video we receive, we need 2 GB of storage

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space. This storage must be maintained and encrypted, which requires specialized staff. This also requires additional spending.

With respect to disclosing multimedia evidence, this presents another challenge. Burning larger videos to disc can be very time-consuming. Implementing the means to securely share this evidence digitally is ideal but presents many challenges. Sharing the occasional video might not be a problem, but 10 BWC videos on a case, with many cases each day can be a large undertaking.

Further, redacting and converting videos has also become a much larger task. Many surveillance systems use proprietary formats, meaning that in order to redact things for trial, or to make it easier for a jury to watch, those videos need to be converted to a universal format. With the larger availability of surveillance systems, staff workload of converting videos has increased. The number of redactions needed has also increased greatly. Everybody camera on scene, every witness-captured cellphone video, every Ring camera is potentially a video that is going to need some redactions. Public Records requests for all these items also require reviewing, and possibly converting and redacting.

**Priority #4**

**Issue Title: Replacement of Motor Vehicles**

Issue Code: 2401500

State Attorney's Revenue Trust Fund Acquisition of Motor Vehicle = \$78,000

Reliable, cost efficient transportation of Assistant State Attorneys, investigators, and victim/witness advocates to and from six different, office in six counties is a necessity.

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**Priority #5**

**Issue Title: State Attorney Workload**

**Issue Code:** 3001250

**Rate** = \$650,000

FTE = 13.00

GR Salaries & Benefits = \$1,081,210

GR Operations = \$60,749, \$36,101 non-recurring

GR HR Services = \$3,042

Requesting thirteen (13.00) Assistant State Attorney's for the Felony and County Court Units due to the large caseload per Assistant State Attorney. Currently there are assistant state attorneys who are handling caseloads that range from 200 - 300 cases per attorney. While our attorneys do the best job they can, the high volume of cases per attorney creates an unreasonable burden on each attorney. The thirteen (13.00) additional attorney positions will allow us to redistribute those cases to additional Assistant State Attorneys. This will lower the caseload per attorney, increase the effectiveness of the prosecution and provide victims of crime with prosecutors who have the ability to spend the time and resources necessary to achieve successful prosecutions.

**Priority #6**

**Issue Title: Increased Support Staff**

**Issue Code:** 3000030

**Rate** = \$121,227

FTE = 4.00

GR Salaries & Benefits = \$200,744

GR Operations = \$14,020, \$9,644 non-recurring

GR HR Services = \$936

We are requesting four additional Legal Assistant III positions. Each of our legal assistants are at capacity with respect to their division workload. However, if any legal assistant takes a leave of absence for any amount of time, i.e. FMLA leave, sick leave, or vacation, there is an immediate backlog of a significant number of cases because there is not enough support staff to cover the work of the absent employee, while maintaining their own workload. In our office, there are on average 5-10 absences per week. While the addition of three support staff will not completely alleviate the backlog that naturally exists with any office due to absences, it would greatly assist with keeping assistant workloads at manageable levels to minimize the risk of cases being adversely impacted by backlogs.

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REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
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**State Attorney, 10<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Mental Health Diversion Program**

**Issue Code: 4200330**

FTE: 2.0

Salary Rate = \$115,000

GR Salaries and Benefits = \$177,639

GR Operations = \$8,646, \$5,554

GR Human Resource Services = \$468

The State Attorney's Office, 10<sup>th</sup> Judicial Circuit, is committed to seeking justice for the victims of crimes and ensuring the offending parties are held accountable. Part of that accountability is doing our part to ensure the offender does not reoffend. Many offenders are suffering from a mental health issue and/or co-occurring substance abuse disorder. Court Administration, 10th Judicial Circuit, has created a behavioral health court that specifically addresses offenders who suffer from these substance abuse issues. They have partnered with various mental health and substance abuse treatment providers to treat each person's behavioral health needs. In addition, they have also created a veteran's court to assist that population that has sacrificed for our country by serving in the United States armed forces. Unfortunately, many times our veterans are suffering from mental health and/or substance abuse disorders as well. The goal of this program is to identify those individuals that could benefit from treatment, help facilitate the treatment of the underlying issue, and by doing that that help ensure they do not reoffend.

For this program to be successful it is necessary to have a dedicated team of court staff to identify eligible cases and assist them through the process. If approved, this Assistant State Attorney position would be assigned to the behavioral court programs. They would be able to identify the cases that would be eligible for the program by working with the Public Defender's Office or private counsel. Having one ASA that is dedicated to this program will allow for an orderly flow of information and the best chance as a successful outcome. The benefits of providing these types of services include, reduced recidivism rate, reduced jail and prison populations, providing the needed treatment, and potentially changing the lives of individuals for the good.



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**State Attorney, 11<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Expansion of Diversion Program**

Issue Code: 3001550

Rate: \$83,000

FTE: 1.00

GR Salaries & Benefits = \$127,715

GR Operations = \$4,673, \$2,777 non-recurring

Human Resources = \$234

The State Attorney's Office, 11<sup>th</sup> Judicial Circuit, seeks funding for the Expansion of Diversion Programs. Pre-arrest and post-arrest diversion programs have proven highly effective in rehabilitating offenders away from future crime. These programs are designed to identify and address the criminogenic needs of the offender, diverting them out of costly jail or prison incarceration, and away from collateral consequences resulting from conviction. Expansion of diversion programs also reduces tax payer costs. A Division Chief level Assistant State Attorney will manage the expansion and coordination of the diversionary programs.

**Priority #2**

**Issue Title: Quantitative Criminologist**

Issue Code: 3003080

Rate: \$85,000

FTE: 1.00

GR Salaries and Benefits = \$114,533

GR Operations = \$3,973, \$2,777 non-recurring

Human Resources = \$234

The State Attorney's Office, 11<sup>th</sup> Judicial Circuit, seeks funding to hire a Quantitative Criminologist to gather and review data relating to environmental factors that influence crime like housing, employment, education, and healthcare related opportunities to determine what areas need to be addressed to better prevent and deter criminal activity. The quantitative criminologist will examine available data to further evaluate the criminal justice system and to evaluate current laws, our Intake processes and our partners' use of risk assessments, pre-trial release programs, diversion programs, sentencing programs; and, decision making at all point of the justice continuum. We are confident we can identify ways to further and substantially improve outcomes, reduce crime, rehabilitate offenders, and save tax dollars by undertaking this kind of evidence and data-driven analysis.

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**Priority #3**

**Issue Title: Continuing Justice Project**

Issue Code: 3000210

Rate = \$184,238

FTE = 4.00

GR Salaries and Benefits = \$\$299,012

GR Operations = \$16,824, \$10,742 non-recurring

GR Human Resources = \$936

The State Attorney's Office, 11<sup>th</sup> Judicial Circuit, is requesting funding to operate a Continuing Justice Project to review claims of actual innocence. It is akin to Conviction Integrity Units across the United States. The project will review petitions which present legitimate claims that advance new information, capable investigation and review. Review of a case may confirm the integrity of a conviction or may lead to the exoneration of the wrongly accused. A commitment to locating and prosecuting the actual perpetrators of the crime will follow any exoneration.

**Priority #4**

**Issue Title: Competitive Area Differential – Support Staff**

Issue Code: 4200A10

Rate: \$2,810,000

GR Salaries and Benefits = \$2,711,883

GDTF Salaries and Benefits = \$358,697

CSTF Salaries and Benefits = \$235,385

It is essential that we establish a competitive position within the job market to recruit and retain vital employees that are high quality and susceptible to recruitment by other employers and local government. The substantial difference in the cost of living across counties severely impacts our operations and the amount of training required because we cannot compete with other local government agencies and the private sector. Recognizing that comparative area differentials (CAD) have been approved for other state agencies in Miami-Dade County, an adjustment is requested to implement a CAD for support staff.

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**Priority #5**

**Issue Title: Competitive Area Differential - ASA**

Issue Code: 4200A60

Rate: \$2,808,000

GR Salaries and Benefits = \$3,313,960

GDTF Salaries and Benefits = \$226,589

CSTF Salaries and Benefits = \$248,566

The substantial difference in the cost of living between Miami-Dade County and other parts of the state severely affects the State Attorney's ability to recruit and retain quality prosecutors and to compete with local and other state governmental agencies for qualified legal professionals. A Competitive Area Differential (CAD) is needed to reduce the annual Assistant State Attorney turnover. The Assistant State Attorney turnover rate for 2018-19 was over 33%. This rate of annual turnover requires that we hire a "medium-sized law firm" every year, which for the last five fiscal years was 50 new hires and lateral transfers annually.

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**State Attorney, 12<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Diversion Programs**

Issue Code: 3001550

Salaries Rate: \$193,032

GR Salaries and Benefits = \$311,833

GR Operations = \$16,356, \$10,376 non-recurring

Human Resources = \$936

The State Attorney's Office, 12th Judicial Circuit is requesting the funding for and positions necessary to properly staff our diversion programs which includes: Veteran's Court, Mental Health Court, Drug Court, TYLE (Turn Your Life Around) Court, and DUI Court5. These programs combine education, treatment and other resources along with incentives and sanctions, to help improve public health and public safety.

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**Priority #2**

**Issue Title: Staffing Adjustment for Increased Judges**

Issue Code: 3001060

Salaries Rate = \$429,824

GR Salaries and Benefits = \$688,453

GR Operations = \$33,880, \$2,777 non-recurring

Human Resources = \$234

On September 4, 2020, Administrative Order 2020-19.3 was signed by the 12th Judicial Circuit Chief Judge creating a Problem-Solving Court and Criminal Administrative Division "P." In accordance with Article V, section 7, Florida Constitution, Rule of Judicial Administration 2.215, and section 43.26, Florida Statutes, this Problem-Solving Court and Criminal Administrative Division "P" was created, and all current 12th Judicial Circuit Problem-Solving Courts will be transferred to this new division. The clerks of court in Desoto, Manatee and Sarasota County have all been directed to create a new Division "P" for this purpose. No later than January 4, 2021, all problem-solving court cases shall be reassigned to Division P. The Problem-Solving Court and Criminal Administrative Division "P" is a separate division and full-time assignment for one circuit judge. Consequently, a corresponding allocation of State Attorney staff for DeSoto, Manatee and Sarasota County is necessary to handle the workload created by the additional judgeship.

**Priority #3**

**Issue Title: Replacement of Motor Vehicles**

Issue Code: 241500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles = \$56,000

Reliable, cost effective transportation of Assistant State Attorneys, investigators and victim/witness advocates to and from four different offices in three different counties.

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**State Attorney, 13<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Additional Staffing for Specialty Diversion Courts**

**Issue Code: 3001550**

Salary Rate = \$185,334

GR Salaries and Benefits = \$240,004

Diversion programs provide accountability and rehabilitation in order to remedy behavior and provide the offender a method out of or away from the criminal justice system. These programs have grown in effectiveness and usefulness with the support of the legislature and prosecutors' offices in recent years. In our circuit we have created or enhanced successful programs in the areas of juvenile offenders, drug court, mental health, veteran's treatment, impaired driving, and driver's license suspensions. These programs are designed to lower taxpayer investment in incarceration and instead help low-level, non-violent offenders continue being productive community members. For example, a low-level, non-violent offense with a jail or prison sentence may permanently impact a person's ability to find a job, support their family, and contribute to the community. Diversion programs, however, offer practical support for what happens after an offense by correcting behavior, requiring accountability, and providing the offender the opportunity to avoid the downward spiral of the criminal justice system. The continued effectiveness and success of these programs, however, requires additional investment in personnel who understand their necessity. Attorneys with experience in criminal prosecution and support staff who are trained in meaningful diversion programs will increase the use and effectiveness of these important programs. Additional attorneys will increase our capacity to ensure accountability and compliance with diversion requirements. Support staff are necessary to help with the increasing administrative demands and legal support needs for these programs. We are requesting salaries and benefits, no FTE.

This would require the following positions:

1 Felony Division Lead Trial Assistant State Attorney (\$68,000)

1 Interim Felony Line Assistant State Attorneys (\$59,000)

2 Legal Assistant/Secretaries II (\$29,167.20 x 2 = \$58,334.40)

*Total Annual Rate: \$185,334.40*

**\$185,334 Salary Rate + \$54,670 Estimated Benefits = \$240,004 Estimated GR Salaries and Benefits**

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**Priority #2**

**Issue Title: Realignment of Administrative Expenditures**

IC 2000100 – Add \$45,000 to GR Salaries & Benefits

IC 2000200 – Deduct (\$45,000) from GR Operating Expense

The realignment of budget dollars for administrative expenses between the appropriation category shown in Issue Code 2000100 and Issue Code 2000200 will more accurately reflect the anticipated expenditures within the given categories. This will help to reduce transfers necessary to meet financial obligations during the fiscal year in the General Revenue Salaries & Benefits Appropriation of the Office of the State Attorney, 13th Judicial Circuit, Hillsborough County.

**Priority #3**

**Issue Title: Realignment of Administrative Expenditures**

IC 2000100 – Add \$12,000 to GR Salaries & Benefits

IC 2000200 – Deduct (\$12,000) from GR OPS Salaries & Benefits

The realignment of budget dollars for administrative expenses between the appropriation category shown in Issue Code 2000100 and Issue Code 2000200 will more accurately reflect the anticipated expenditures within the given categories. This will help to reduce transfers necessary to meet financial obligations during the fiscal year in the General Revenue Salaries & Benefits Appropriation of the Office of the State Attorney, 13th Judicial Circuit, Hillsborough County.

**Priority #4**

**Issue Title: Realignment of Administrative Expenditures**

IC 2000100 – Add \$6,000 to GR Salaries & Benefits

IC 2000200 – Deduct (\$6,000) from GR Lease of Equipment

The realignment of budget dollars for administrative expenses between the appropriation category shown in Issue Code 2000100 and Issue Code 2000200 will more accurately reflect the anticipated expenditures within the given categories. This will help to reduce transfers necessary to meet financial obligations during the fiscal year in the General Revenue Salaries & Benefits Appropriation of the Office of the State Attorney, 13th Judicial Circuit, Hillsborough County.

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**Priority #5**

**Issue Title: Body Camera Evidence Review**

Issue Code: 5008010

Salary Rate = \$135,000

GR Salaries and Benefits = \$158,828

Electronic evidence has become vital to criminal prosecution. Our law enforcement partners are investing significant resources in body cameras, car cameras, and additional technologies in order to preserve necessary evidence for prosecution and to improve the criminal justice system. Our circuit's two largest law enforcement agencies, Hillsborough County Sheriff's Office and Tampa Police Department, have announced their intention to invest millions of dollars to equip deputies and officers with camera equipment in 2020. Before this year only 60 Tampa Police Officers had body worn cameras and none were deployed at our Sheriff's Office. In the coming months, HCSO will deploy nearly 1,000 body worn cameras and TPD will deploy 650. As this evolution takes place, this office has collaborated with County government officials and fellow law enforcement agencies to invest resources in computers, data storage, and the bandwidth necessary to process large video and audio files. Current support staff resources only allow for the investment of one Multi-Media Specialist I committed full-time to the task of obtaining camera footage, editing videos for trial presentations, and providing copies to opposing counsel. While this has been manageable with only 60 body worn cameras in regular use in our circuit, the increased deployment of body worn cameras will create additional workload that will require additional support. From transmission of electronic evidence for prosecutorial review, compliance with discovery requirements, and impact on public records multiple support staff are needed to meet these growing demands.

These support positions require advanced training and skills, including but not limited to, familiarity with evidence handling, video and technology training, experience with public records redaction requirements, discovery compliance, CJIS security compliance, task management, and how a prosecution moves through the criminal justice system. As a result, entry level personnel with no training are not appropriate for this level of support. Our office will seek to add personnel who have these advanced skills and experience, and that will require higher starting salaries commensurate with experience in order to sufficiently staff this department. We are requesting salaries and benefits, no FTE.

This would require the following positions:

3 Multi-Media Specialist I (\$45,000)

*Total Annual Rate: \$135,000*

Estimated Benefits:

Social Security Tax:	6.2%	\$8,370
Medicare Tax:	1.45%	\$1,958
Retirement Contribution:	10.00%	\$13,500
<i>Total:</i>		<i>\$23,828</i>

**\$135,000 Salary Rate + \$23,828 Estimated Benefits = \$158,828**

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**State Attorney, 14<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Addition of Specialty Courts Division**

Issue Code: 3001540

FTE = 2.00

Salary Rate = \$86,378

GR Salaries & Benefits = \$142,232

GR Operations = \$8,178, \$5,188 non-recurring

GR HR Services = \$468

In recent years, a number of specialty diversion courts have been added within the 14th Judicial Circuit. In 2019, the Circuit established a Veterans Court. This is a special docket and diversion program seeking to assist veterans, many of whom exhibit PTSD (post-traumatic stress disorder), TBI (traumatic brain injury), and substance abuse and mental health disorders. An experienced Assistant State Attorney must handle these cases, which can be complex due to the medical issues involved and the need for expert witnesses.

Also in 2019, the Circuit established the Effective Justice Initiative (EJI Court), a specialty docket in the nature of an early case resolution division, to expedite cases and alleviate overcrowding at the Bay county jail. The EJI attorney investigates whether a case can be resolved at the very earliest stages of the trial process. Early dispositions ease pressure on the state court system and reduce overall due process costs for this circuit.

The 14th Judicial Circuit also has a number of pre-existing specialty courts, including Therapeutic Justice Court (a mental health treatment court), and Drug Court (adult and juvenile). The State Attorney's Office, 14th Judicial Circuit, also runs a Misdemeanor Diversion Program and a Juvenile Diversion Program within the office.

Over the years, we have endeavored to absorb the additional duties and responsibilities associated with specialty courts. However, the continued addition and proliferation of specialty courts has stretched existing resources. These treatment and diversion courts are currently staffed by Assistant State Attorneys who have additional significant responsibilities. Accordingly, we are requesting one (1) Assistant State Attorney position and one (1) Legal Assistant II position to staff these programs. The Assistant State Attorney rate of \$60,000 reflects an experienced attorney required for these types of cases.



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**Priority #2**

**Issue Title: Staffing Adjustment for Workload & Increased Judgeships**

Issue Code: 3001060

FTE: 6.00

Salary Rate: \$285,437

GR Salaries & Benefits: \$465,687

GR Operations: \$25,002, \$15,930 non-recurring

GR HR Services: \$1,404

In HB 5301 of the 2020 Legislative Session, the Fourteenth Judicial Circuit was allocated one (1) additional circuit judgeship. HB 5301 was approved by the Governor and became Chapter 2020-112, Laws of Florida. Due to the COVID-19 pandemic, Governor DeSantis vetoed the funding for this and other judgeships in HB 5301, but stated at the time that by signing HB 5301, he was preserving the establishment of the additional judgeships with the hope that they could be funded as the state budget outlook improved.

The Chief Judge of the Fourteenth Judicial Circuit, the Honorable Christopher Patterson, has indicated that if funded, the new judge position would provide support to the Bay County criminal felony divisions.

If and when the judgeship is funded and additional criminal division(s) are created, it will be necessary to staff them accordingly. This request reflects the State Attorney resources necessary to staff one newly created criminal division, based on our experience within this circuit. The Assistant State Attorney rate of \$65,000 per attorney reflects experienced attorneys for a felony case load. An Investigator II and Legal Assistant II are at the default rate.

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**Priority #3**

**Issue Title: Replacement of Equipment – Motor Vehicles**

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles: \$27,000

The State Attorney's Office, Fourteenth Judicial Circuit, requests \$27,000 in State Attorney Revenue Trust Fund budget authority for the replacement of 1 vehicle assigned to Investigators and/or Assistant State Attorneys for use in their assigned duties. Investigators are certified law enforcement officers and are available 24/7 to respond to crime scenes, conduct criminal investigations, locate and transport witnesses and victims for required criminal justice appearances and to serve subpoenas. Assistant State Attorneys are required to travel for depositions and trials within the Fourteenth Judicial Circuit and Governor's Executive Assignment cases as needed throughout the state. The Fourteenth Judicial Circuit is a six county circuit and travel throughout the circuit is essential. Considering factors of age and mileage, the continued usage of this vehicle has become not only a safety issue, but also a fiscal issue with the cost of repairs and maintenance. The State Attorney's Office, Fourteenth Judicial Circuit, requests budget authority within the State Attorney Revenue Trust Fund to replace one (1) vehicle which meets the Department of Management Services (DMS) replacement criteria based upon drop-dead mileage.

Vehicle to be replaced: Asset # 03151; 2014 Ford F-150; VIN: 1FTEW1CM3EKG34973; current mileage: 115,105; estimated mileage at 06/30/2021: 120,000+.

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**State Attorney, 15<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Deferred Prosecution-PTI**

Issue Code: 3000140

Salary Rate = 126,000

FTE = 3.00

GR Salaries and Benefits = 205,110

GR Operations = 12,151, \$7,965 non-recurring

GR HR Services = \$702

State Attorney 15th is creating a Felony Level Diversion Program for drug and property crimes that are 3rd degree felonies. These include possession of certain drugs, Grand Theft, Burglary to vehicle or structure. The program will allow defendants to bypass the formal court process by signing an agreement with the State Attorney to perform community service, pay costs, pay restitution, and take anti-crime course and other sanctions that would be similar to those used on probation cases. This is the last chance a defendant has to avoid entering the correctional system through probation. Often the first step into the prison system is through a Violation of Probation. If the office can keep these low level offenders from being placed on Probation they may be able to complete sanctions without violating the court order and ending up in prison. This program is very successful in our misdemeanor division.

**Priority #2**

**Issue Title: Conviction Review Unit**

Issue Code: 3000410

Salary Rate = \$171,308

FTE = 3.00

GR Salaries and Benefits = \$ 269,542

GR Operations = \$12,151, \$7,965 non-recurring

GR HR Services = \$702

The conviction review unit will review all petitions from defendants and family members who believe they have exculpatory evidence that was not available at trial. The Assistant State Attorney would be responsible for communicating with the person submitting the request, evaluating the case for further investigation, assigning the review to a team of Assistant State Attorneys who were not involved in the original case, carry out the tasks assigned by the review team and coordinating with the team investigator for new testing, evidence collection etc. The investigator will work with local law enforcement to expand scope of possible exculpatory evidence, follow new leads and ensure evidence testing. The Assistant State Attorney works to develop all possible leads and evidence and recommends the final decision to the first review team. That team will then go through everything, reassess more tasks or accept the recommendation.

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**Priority #3**

**Issue Title: Mental Health, Veterans and Drug Court Staffing**

Issue Code: 4200350

Salary Rate = \$236,379

FTE: 4.00

GR Salaries and Benefits = \$376,063

GR Operations = \$17,524, \$10,742 non-recurring

GR HR Services = \$936

15th Circuit State Attorney's Office is an integral party to these three specialty courts. The number of cases diverted to these courts is often restricted by the inability of the State Attorney's office to assign enough personnel to work up the cases for recommendations into the court. The preparation of these cases is key to ensuring a positive recommendations by the Assistant State Attorney and often the victim. These assignments require an Assistant State Attorney who understands how to handle misdemeanors, traffic and felony offenses. Treatment is key but cannot be accomplished if there is not sufficient personnel in the State Attorney's office to evaluate cases upon arrest and ensure victim notification and buy in. These special courts improve the quality of life for these defendants and families as well as provide greater protection of the public by addressing the source of the criminal act.

**Priority #4**

**Issue Title: Body Camera Evidence Review**

Issue Code: 5008010

Salary Rate = \$86,995

FTE = 3.00

GR Salaries and Benefits = \$145,940

GR Operations = \$11,451, \$7,965 non-recurring

GR HR Services = \$702

The intake unit is the first to view all body and dash cameras in the determination of whether or not to file a case.

Many agencies simply provide the State Attorney with a link to view all the videos on each case. It is left to the prosecutor to review each video-minute by minute to identify what portions are relevant to the prosecution of the case. The Paralegal Specialists will be trained to review the videos that are too voluminous for the assigned attorney to view and to provide a brief scenario for each video. This will allow the attorney to then view only those videos that are linked as evidence to support a criminal case.

The review of these recordings adds hours of work to the prosecution of each case. The Circuit 15-State Attorney's felony division alone reviewed 13,000 cases last fiscal year. If

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each case includes at least one video estimating 30 minutes per video that is 6,500 additional hours for basically a third of the cases in this office.

Finally, the sheriff will be instituting body worn cameras for all deputies which is over 2000 officers starting in FY 21-22. This increases the State attorney's workload exponentially and is why this office is again asking for more assistance with this workload increase.

Linked to Agency Activities: Felony, Misdemeanor and Civil prosecutions.

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**State Attorney, 16th Judicial Circuit**

**Priority #1**

**Issue Title: Diversion Attorney**

Issue Code: 3000590

FTE = 1.00

Rate = \$65,000

GR Salaries and Benefits = \$103,418

GR Operations = \$4,673, \$2,777 non-recurring

GR Human Resources = \$234

The Legislature has placed a high priority on diversion courts. Currently this office assigns diversion cases to our general ASA's. Our diversion program would operate much better if we could have one ASA handle all the diversion cases.

**Priority #2**

**Issue Title: Natural Resource Attorney**

Issue Code: 3001410

FTE = 1.00

Rate = \$65,000

GR Salaries and Benefits = \$103,418

GR Operations = \$4,673, \$2,777 non-recurring

GR Human Resources = \$234

The Florida Keys are a National Marine Sanctuary and unique environment. The 16<sup>th</sup> Circuit is the only circuit which receives many cases to prosecute involving damage to the environment and endangered species. Having one prosecutor dedicated to these cases would enhance our ability to handle these cases.

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**State Attorney, 17<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Extraordinary Multi-Victim Homicide Investigation & Prosecution**

Issue Code: 3009910

Rate = \$854,329

FTE = 15.00

GR Salaries & Benefits = 1,299,148

GR Operations = \$57,015, \$37,995 non-recurring

GR HR Services = \$3,510

The tragic deaths of 17 students and faculty on February 14, 2018 at the Marjory Stoneman Douglas High School was one of the worst mass shootings in the history of the United States. The State Attorney's Office, 17th Circuit must ensure justice is served for the many victims, the survivors and the families. But in order to do so effectively, SA17 needs experienced prosecutors, investigators and specialists to be assigned to this case.

The State Attorney's Office will need to dedicate 3 senior level Assistant State Attorneys and 2 investigators, as well as several other specialists to work exclusively on this case.

Additional funds in the amount of \$500,000 are needed for the due process costs associated with the MSD case. This increase is requested under issue code 3000040 in the Justice Administrative Legislative Budget Request.

*Total Request for salaries and benefits of additional prosecutors, investigators, counselors, and other specialists:*

TITLE	ANNUAL TOTAL With BENEFITS	#POSITIONS	TOTAL POSITIONS
Assistant State Attorney	\$151,805	3	\$455,416
Multimedia Specialist II	\$68,439	1	\$68,439
Investigator IV	\$101,454	2	\$202,909
Legal Asst/Secretary III	\$60,207	3	\$180,622
Victim Witness Counselor II	\$61,078	6	\$366,470
<b>GRAND TOTAL:</b>			<b>\$1,273,856</b>

LINK TO AGENCY ACTIVITIES: Felony, misdemeanor and juvenile prosecution.

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**Priority #2**

**Issue Title: Diversion Courts – Veteran’s Court**

Issue Code: 3004600

Rate = \$126,378

FTE = 3.00

GR Salaries & Benefits = \$211,904

GR Operations = \$12,851, \$7,965 non-recurring

GR HR Services = \$702

The Chief Judge of the 17th Circuit along with the State Attorney, Public Defender and Clerk of the Court established a special felony and misdemeanor Court Division for cases where veterans of the US Armed Forces have been charged with a criminal offense. The cases are reviewed for diversion programs and disposition to ensure members who have served our country are screened for any special needs to assist them in adjusting back into their communities as productive citizens. Additional prosecutors and staff are needed to represent the State of Florida in Veteran's Diversion courtrooms and allow more specialized attention to these cases. The State Attorney's Offices requests funding for a Veterans Diversion Court for the Fiscal Year 2021-22.

This issue is in support of all State Attorney Activities.

LINK TO AGENCY ACTIVITIES: Felony, misdemeanor and juvenile prosecution.

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**Priority #3**

**Issue Title: Diversion Courts – Mental Health Courts**

Issue Code: 4200330

Rate = \$126,378

FTE = 3.00

GR Salaries & Benefits = \$211,904

GR Operations = \$12,851, \$7,965 non-recurring

GR HR Services = \$702

The Chief Judge of the 17<sup>th</sup> Judicial Circuit began a Felony Mental Health Court several years ago and while the State Attorney received no additional funding, we staffed the Courtroom by moving prosecutors from other Felony units, thus increasing those caseloads.

Mental Health Court has subsequently grown to a four-prosecutor division and we are having difficulty with staffing and case levels. We expect to need an additional 5<sup>th</sup> prosecutor in the coming year and are requesting funding for this expansion.

2 Assistant State Attorneys (@ 50,000 each)

1 Legal Secretary (@ 26,378 each)

This issue is in support of all State Attorney Activities.

LINK TO AGENCY ACTIVITIES: Felony, misdemeanor and juvenile prosecution.



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**Priority #4**

**Issue Title: Diversion Courts – Drug Diversion Court**

Issue Code: 4200370

Rate = \$126,378

FTE = 3.00

GR Salaries & Benefits = \$211,904

GR Operations = \$12,851, \$7,965 non-recurring

GR HR Services = \$702

The 17<sup>th</sup> Judicial Circuit has both a misdemeanor and felony drug court diversion program. The combined case load now exceeds 1500 cases. These cases must be reviewed and processed by staff at each stage of the diversion process. Therefore, we need additional staff and resources to support the continued expansion of these programs.

2 Assistant State Attorneys (@ 50,000 each)

1 Legal Secretary (@ 26,378 each)

This issue is in support of all State Attorney Activities.

LINK TO AGENCY ACTIVITIES: Felony, misdemeanor and juvenile prosecution.

**Priority #5**

**Issue Title: Diversion Courts – Misdemeanor Diversion Program**

Issue Code: 3001550

Rate = \$136,378

FTE = 3.00

GR Salaries & Benefits = \$225,402

GR Operations = \$12,851, \$7,965 non-recurring

GR HR Services = \$702

The Office of the State Attorney, 17<sup>th</sup> Judicial Circuit, Broward County has expanded its diversion program to include multiple misdemeanors in 2019-20 such as: Cannabis, Drug Paraphernalia, Disorderly conduct or intoxication, Petit Theft, Criminal Mischief, Resisting W/O Violence, Trespass, Prostitution and more. Driving offenses include Reckless Driving, License Suspensions, No Valid DL among others.

Each case requires a detailed background of the offender, an analysis of the facts surrounding the offense and contact and agreement with the victim if any. This review process can be extensive and time consuming but the results will allow many offenders the opportunity to clear their record and get a fresh start by avoiding the criminal justice system.

**SCHEDULE VIII  
 PRIORITY LISTING OF AGENCY BUDGET ISSUES  
 REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
 FISCAL YEAR 2021-2022**

We are therefore requesting positions and staff to assist with these reviews and to expand the program.

2 Assistant State Attorneys (@ 55,000 each)  
 1 Legal Secretary (@ 26,378 each)

This issue is in support of all State Attorney Activities.

LINK TO AGENCY ACTIVITIES: Felony, misdemeanor and juvenile prosecution.

**Priority #6**

**Issue Title: Cost of Living Adjustment for All Staff – 3%**  
**Issue Code: 4203A70**  
**Rate = \$720,957**  
**GR Salaries & Benefits = \$931,224**

July 2020 Rate for 458 filled positions: 24,031,906

	<b>FTE</b>	<b>ANNUAL RATE</b>	<b>3% COLA</b>	<b>FICA</b>	<b>RETIREMENT RATE</b>	<b>TOTAL</b>
<b>ALL STAFF</b>	<b>458</b>	<b>24,031,906</b>	<b>720,957</b>	<b>55,153</b>	<b>155,114</b>	<b>931,224</b>

The State Attorney’s Office staff, including Assistant State Attorneys, Investigators and all support staff, are essential to the successful fulfillment of our mission to seek justice in all cases presented to the State Attorney's Office. A 3% raise for all staff will assist in the retention of these professionals and their valuable experience.

This issue is in support of all State Attorney Activities.

LINK TO AGENCY ACTIVITIES: Felony, misdemeanor and juvenile prosecution.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

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**State Attorney, 18<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Veterans, Mental Health & Drug Court Diversion/Problem Solving/Specialty Court**

Issue Code: 3004600

Rate = \$170,000

FTE = 4.00

GR Salaries & Benefits = \$281,221

GR Operations = \$16,356, \$10,376 non-recurring

GR HR Services = \$936

According to the US Department of Veterans Affairs, Florida has the third-largest veteran population in the country (behind Texas and California). Additionally, 25.85% of Florida's veteran population resides in the Eighteenth Judicial Circuit, Brevard and Seminole Counties. The State Attorney's Office has created a specialized prosecution diversion program to evaluate and provide services to veterans in need of special assistance. This program requires a more experienced Assistant State Attorney to consider the circumstances and suitability for diversion, legal support staff, and collaboration with other public and private agencies offering veterans and mental health services. The salary rate requested for the Assistant State Attorneys (2 @ 60,000 each) will be required to hire attorneys at the level of experience needed. This issue is in support of staff in Brevard and Seminole Counties.

This issue is in support of all State Attorney Activities.

This issue is for Brevard and Seminole Counties.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #2**

**Issue Title: Replacement Equipment- Motor Vehicles**

Issue Code: 2401500

State Attorney Revenue Trust Fund Acquisition of Motor Vehicles = \$60,000

The State Attorney's Office, 18th Judicial Circuit, is requesting budget authority to replace the following vehicles.

<u>Year</u>	<u>Make/Model</u>	<u>Identification Number</u>	<u>Mileage</u>	<u>As Of</u>
2011	CHEVROLET IMPALA	2G1WF5EKXB1151234	100,363	8/06/2019
2015	CHEVROLET IMPALA	2G1W5E28F1122666	98,345	8/06/2019

The operating costs for these vehicles will exceed the vehicle's value as maintenance and repair increases with older vehicles. The safety and dependability of these vehicles will also become an issue. The vehicles listed for replacement were purchased with state funds and meet the state guidelines for replacement. Total requested dollars was determined based on the price of prior year vehicle purchases and allowing for anticipated inflation.

We are requesting one vehicle to be replaced with a SUV. The SUV will provide greater versatility in moving equipment, materials, and staff around the Eighteenth Judicial Circuit and the State of Florida. The SUV will be able to accommodate staff members and luggage traveling during assignments and the supplies and equipment needed for community outreach events. The vehicle may also be utilized by the Investigative Division for training and other purposes as needed.

Motor vehicles are used by Investigators and Assistant State Attorneys for agencies activities; Felony Prosecution, Misdemeanor Prosecution, Juvenile Prosecution, and Civil Action Services.

This issue is in support of all State Attorney Activities.

This issue is for Brevard and Seminole Counties.

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**State Attorney, 19<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Addition of Specialty Courts Division/Diversion**

Issue Code: 3001540

Rate = \$172,825

FTE = 5.00

GR Salaries & Benefits = \$295,609

GR Operations = \$20,329, \$13,153 non-recurring

HR Assessment = \$ 1,170

Requesting \$20,329 (Modified Std. #3) for 2 Attorney positions; 1 Paralegal position; and 2 Legal Assistant positions to handle the additional duties and responsibilities from increased cases in the four counties within this circuit.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Priority #2**

**Issue Title: Replacement Equipment – Motor Vehicles**

Issue Code: 2401500

GR Acquisition Motor Vehicles = \$150,000

Requesting \$150,000 for (6) replacement vehicles qualifying with excess mileage and/or drop dead age.

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**State Attorney, 20<sup>th</sup> Judicial Circuit**

**Priority #1**

**Issue Title: Additional Staffing for Specialty Diversion Courts**

Issue Code: 3001550

FTE = 3.00

Salary Rate = \$125,000

GR Salaries and Benefits = \$210,283

GR Operations = \$12,851, \$7,965 non-recurring

GR HR Services = \$702

Within the 20<sup>th</sup> Judicial Circuit, there are 11 separate treatment courts that are extremely beneficial to the citizens of Southwest Florida. The State Attorney's office is a key stakeholder in these courts. The legislature recognized the need for these valuable programs and provided finding for the public defender's offices in FY20/21. Our agency is seeking compatible staffing to make these programs function efficiently.

**Priority #2**

**Issue Title: Staffing Adjustment for Workload & Increased Judgeships**

**Issue Code: 3001060**

**FTE: 2.00**

**Salary Rate = \$76,378**

GR Salaries and Benefits = \$128,734

GR Operations = \$8,178, \$5,188 non-recurring

GR HR Services = \$468

There is a direct correlation between the number of Judges and the number of Assistant State Attorneys and support staff needed to meet these judicial tracks. With increased Judgeship, there will be a need for increased Assistant State Attorney staffing.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #3**

**Issue Title: Body Camera Evidence Rule**

Issue Code: 5008010

FTE = 1.00

Salary Rate = \$40,000

GR Salaries and Benefits = \$61,590

GR Operations = \$23,505, \$22,411 non-recurring

GR HR Services = \$234

All law enforcement in Southwest Florida will begin using body cameras and dash cams to record officer interactions with the public and criminal activity. As more agencies bring cameras online, the prosecutor's offices have been inundated with videos depicting arrests, witness interviews, and crime scenes. Due to the complexity and volume of media involved with body cameras and dash cam footage, an experienced specialist is needed to manage the database.

**Priority #4**

**Issue Title: Career Criminal**

Issue Code: 3009620

FTE = 3.00

Salary Rate = \$192,000

GR Salaries and Benefits = \$303,842

GR Operations = \$12,851, \$7,965 non-recurring

GR HR Services = \$702

A substantial and disproportionate number of serious and violent crimes are committed in our community by a relatively small number of repeat, felony offenders called career criminals. This specialized unit would focus solely on these criminals to designate them as career criminals and prosecute them to protect the members of our community.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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FISCAL YEAR 2021-2022**

**PUBLIC DEFENDER – LBR BUDGET ISSUE PRIORITIES FOR FY 2021-2022  
AS PER THE FLORIDA PUBLIC DEFENDER ASSOCIATION, INC.**

**TRIAL AND APPELLATE BUDGET ENTITIES:**

**Priority #1**

Issue Title: No Additional Budget or Position Reductions  
Issue Code: 4205610

The Public Defenders are requesting, as their number one funding priority, that they be exempted from any additional position or budget reductions for the 2021-2022 Fiscal Year.

In FY2017-2018 Public Defender Circuits took significant reductions in both General Revenue Appropriations (totaling \$1,533,490) and Combined Trust Fund Authority (totaling \$7,575,634). This same year \$1,000,000 was swept from the Public Defender Indigent Criminal Defense Trust Fund; roughly 15% of cash reserves were taken from 14 of the 20 Public Defender Circuits. An additional \$1,467,028 was taken in FY18-19 from the Public Defender Indigent Criminal Defense Trust Fund cash reserves of 13 of the 20 Public Defender Circuits.

Public Defenders perform a single service for the state: providing legal representation for indigent criminal defendants as mandated by the United States and Florida Constitutions. Public Defenders do not receive any funding for ancillary programs. Delivery of legal services is the total program, and the various offices have more than 95% of their budgets dedicated to salaries and benefits. Funding Reductions and Trust Fund cash sweeps have weakened the ability to perform this constitutional duty. Since we are a critical entity in the operation of the state's judicial branch of government, further reductions would further impair the delivery of services for the entire criminal justice system.

The statewide shut down of court operations due to the COVID-19 pandemic has created a tremendous backlog of cases, coupled with an ongoing inability to timely resolve cases either by plea or jury trial. Budget cuts would amplify the impact of the COVID-19 backlog resulting in office-wide staff reductions, through either terminations or furloughs. Public Defender offices need full staffing in order to address this backlog and the new cases that continue to flow into the system. Failure to adequately fund and staff Public Defender offices will likely result in constitutional litigation from affected defendants.

This issue impacts the Civil Trial Indigent Defense, Civil Investigative Services, Criminal Trial Indigent Defense and Criminal Investigative Services activities.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**FLORIDA PUBLIC DEFENDER ASSOCIATION (FPDA)**

**TRIAL AND APPELLATE BUDGET ENTITIES**

**Priority #2**

To have the unexpended balance of \$20,263,034 in General Revenue funds appropriated for **Public Defender Due Process Costs** in Specific Appropriation 739 of the FY20-21 General Appropriations Act, re-appropriated as non-recurring with the FY21-22 Due Process funding. This appropriation will be used to cover anticipated increased expenditures from case backlog due to 2020 Court closures caused by COVID-19. This will be a back of the bill issue with no issue code or title.

**Individual Public Defender Circuit Responses:**

**Public Defender, 1<sup>st</sup> Judicial Circuit**

Agency Fiscal Year 2021-2022 budget issue priority #1 as per the Florida Public Defender Association Inc.

**Priority #2**

Issue Title: Maximum Use of ICDF Trust Fund for Operating Expenditures  
Issue Code: 4300200  
Fund: Indigent Criminal Defense Trust Fund (ICDF)  
Category: Salaries and Benefits  
Amount: \$36,815

Narrative: Due to the uncertainty of essential appropriations, as a result of Corona Virus impacts, the Public Defender in the 1st Judicial Circuit (PD1) requests additional Indigent Criminal Defense Trust Fund authority. This request is to supplement our salaries and benefits responsibilities, which without fortification will result in compromising our agency's mission of indigent criminal defense [see Florida Statute 27.51].

Our small agency is 94% salaries and benefits. Using layoffs and/or cutting staff would create added pressure on the already overworked attorneys and support staff, and such added pressure will lead to additional turnover. Increased turnover coupled with the inability to fill the newly vacated positions will cause delays in the handling of criminal cases.

The Indigent Criminal Defense Trust Fund (ICDF) was established to aid in funding the activities of public defender offices [see Florida Statutes 27.5111; 27.525; 27.61]. Our conservative estimate for ICDF collections, as well as our conservative use of existing funds, supports this request. This request impacts all agency activities.



**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Public Defender, 1st Judicial Circuit**

**Priority #3**

Issue Title: Realignment of Administrative Expenditures  
Issue Code: 2000200 & 2000100  
Fund: ICDTF  
Categories: Salaries/Benefits (S/B), Other Personal Services (OPS) and Operations  
Amount: \$217,011  
Add \$155,253 in S/B; Deduct from Operations  
Add \$61,758 in S/B; Deduct from OPS

Narrative: PD1 requests realignment of budget authority in ICDTF to Salaries and Benefits from Operations and OPS. Due to anticipated statewide budgetary constraints, and our agency being 94% salaries, this change reflects our need to support salaries and benefits expenditures.

**Priority # 4**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: ICDTF  
Category: Acquisition of Motor Vehicles  
Amount: \$25,000 Non-recurring

Narrative: 2014 Ford/Escape (1FMCU0GX3EUA39536), estimated 6/30/21 mileage = 133,198 This is a pool vehicle used by investigations, interoffice travel within the circuit, travel to meetings/conferences and transport of equipment to branch office locations. Request based on current state contract pricing for a SUV class vehicle. This issue impacts all agency activities.

**Priority # 5**

Issue Title: County Agreement for Information Technology Personnel  
Issue Code: 36224CO  
Fund: Grants and Donations Trust Fund (GDTF)  
Category: Salaries and Benefits  
Amount: \$5,062

Narrative: The Public Defender First Circuit requests additional authority in Grants and Donations Trust Fund Salaries and Benefits to meet the payroll reimbursements from Escambia, Okaloosa, Santa Rosa and Walton counties for Information Technology (IT) personnel. The counties are required by statute to support the IT expenses of this office, including personnel. Budget requests are made to each county for the October 1 through September 30 fiscal year and approved by the individual Boards of County Commissioners. For 2021-22, the projection of county reimbursements is \$173,760; therefore additional authority of \$5,062 is requested. This issue impacts all agency activities.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 2nd Judicial Circuit**

Public Defender, 2<sup>nd</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 3rd Judicial Circuit**

Public Defender, 3<sup>rd</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority # 3**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: ICDTF  
Category: Acquisition of Motor Vehicles  
Amount: \$30,000 Non-recurring

Narrative: All vehicles listed below meet the Department of Management Services criteria for replacement by either being 12 years of age or older or having 120,000 or more miles.

Year: 2010  
Make/Model: FORD /CROWN VICTORIA  
Identification (VIN) Number: 2FABP7EV1AX146501  
Current Mileage: 111,000  
Estimated Mileage 6/30/21: 120,000+

The Public Defender, Third Circuit (PD03) consists of 7 rural counties with a substantial majority of the roads unpaved. Our investigators and supervisors need larger vehicles that can better maneuver over rural unpaved roads. The least expensive small front wheel drive SUV's can cost up to \$25,000. PD03 currently has a vehicle appropriation of \$25,000 in ICDTF. PD03 will need at least one mid-sized SUV to accommodate employees and witnesses who have some physical mobility deficits and cannot easily access the smaller models. These models are available for \$25,000 - \$30,000. Our oldest unit is a 2010 Ford Crown Victoria with 111,000 miles on it. It is anticipated that it will be eligible for replacement by 07-01-21 in FY 21-22. PD03 will have sufficient trust fund collections to cover the appropriation.

**SCHEDULE VIII  
 PRIORITY LISTING OF AGENCY BUDGET ISSUES  
 REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
 FISCAL YEAR 2021-2022**

**Public Defender, 4th Judicial Circuit**

Public Defender, 4<sup>th</sup> Circuit’s FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority # 3**

Issue Title: Replacement of Motor Vehicles  
 Issue Code: 2401500  
 Fund: ICDTF  
 Category: Acquisition of Motor Vehicles  
 Amount: \$ 52,000 Non-recurring

Narrative: The Public Defender's Office, Fourth Judicial Circuit requests funds to purchase two replacement vehicles due to high mileage. The following vehicles will meet the mileage criteria for replacement as specified by the Department of Management Services within FY 2021-2022. Since the Fourth Judicial Circuit serves a three-county area, reliable vehicles are needed for investigation of cases as well as pool cars for attorneys to visit outlying detention facilities, attend court proceedings located within the three-county area, and attend out of town trainings. The Office utilizes the larger sport utility vehicles to transport multiple participants to in-state trainings and conferences, thereby reducing the number of vehicles required for out of town travel. The Public Defender's Office anticipates reduced travel in the immediate future and therefore prefers to replace one of the larger vehicles with a more cost-effective large sedan.

The vehicles below meet the Department of Management Services criteria for replacement by either being 12 years of age or older or having 120,000 or more miles:

<u>Year</u>	<u>Make/Model</u>	<u>Identification Number</u>	<u>8/20 Mileage</u>	<u>Estimated 8/20 Mileage</u>
2013	Chevrolet Tahoe	1GNSCAE02DR276672	115,000	126,092
2014	Ford Explorer	1FM5K8B81EGC26799	114,364	129,797

The present elected Public Defender declined to have an office car assigned to him as was the case with his predecessor. This has reduced the overall demand on the office’s vehicles. Even with this change, the listed vehicles will meet the mileage guidelines for replacement and the Office is requesting to replace them with the purchase of one (1) similar sport utility vehicle @ \$28,000 and one (1) large sedan @ \$24,000 for a total of \$52,000.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 5th Judicial Circuit**

Public Defender, 5<sup>th</sup> Circuit's FY 2021-22 budget issue priority #1 is as per the Florida Public Defender Association Inc.

**Priority # 2**

Issue Title: Reduce Trust Fund Authority  
Issue Code: 3301510  
Fund: Grants and Donations Trust Fund  
Category: Other Personal Services (OPS)  
Amount: -\$36,948

Narrative: The 5th Circuit Public Defender's office is requesting the deletion of OPS budget authority within our Grants and Donations Trust Fund. This authority, totaling \$36,948 was appropriated because of Marion County's Law enforcement agencies extensive use of Body Cameras to provide staff to review the footage in our court appointed cases. The Public Defender does not anticipate collecting sufficient revenue to utilize this authority. Therefore, this agency is requesting the deletion of this unfunded budget authority.

**Public Defender, 6th Judicial Circuit**

Public Defender, 6<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 7th Judicial Circuit**

Public Defender, 7<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 8th Judicial Circuit**

Public Defender, 8<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 9th Judicial Circuit**

**Priority #1**

Issue Title: No Additional Budget or Position Reductions  
Issue Code: 4205610  
Fund: All  
Category: Salaries and Benefits

Narrative: The proposed budget cuts will create additional layoff and furlough to our already reduced staff since the majority of our budget is in Salaries and benefits. These budget cuts couple with the statewide courts shut down due to the pandemic causing tremendous backlog of cases, will severely limit our ability to carry out the legal representation for our Indigent Defendants.

**Public Defender, 10th Judicial Circuit**

Public Defender, 10<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 is as per the Florida Public Defender Association, Inc.

**Priority # 2**

Issue Title: Employee Continuing Education  
Issue Code: 3800130  
Fund: General Revenue  
Category: Operations  
Amount: \$14,280

Narrative: The Public Defender requests funding for this issue to provide mission critical training for Assistant Public Defenders. Effective courtroom practice has become more complex as a result of health protocols implemented during the public health emergency. This requires additional training not previously needed. In addition, the health precautions as well as the postponement of statewide travel has necessitated the cancellation of numerous FPDA provided training events. To compensate, more online training by commercial providers has been required. Assistant Public Defenders continue to have ethical obligations which require ongoing training and all members of the Florida Bar are required to participate in continuing legal education (CLE) to maintain their licenses to practice law. It is the intent of the Public Defender to utilize the internet, video conferencing, and in-house training programs whenever possible.

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PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 10th Judicial Circuit**

**Priority # 3**

Issue Title: Realignment of Administrative Expenditures  
Issue Code: 2000100 & 2000200  
Fund: General Revenue  
Category: Salaries and Benefits and Other Personal Services (OPS)  
Amount: \$147,015 to Salaries from OPS

Narrative: The Office of Public Defender, 10th Judicial Circuit (PD10) is requesting a realignment of budget between appropriation categories with the intent to more accurately reflect anticipated expenditure needs. PD10 requests to move three Mental Health positions from the OPS appropriation category to the Salaries appropriation category to improve continuity of care of clients suffering with mental health or addiction problems. Retention of a salaried employee over temporary employment will provide stability of work product benefiting client's mental health and addiction needs.

**Priority # 4**

Issue Title: Increase Authorized Rate  
Issue Code: 51R0100  
Salary Rate: 100,000

Narrative: The Public Defender's Office Tenth Judicial Circuit is requesting a rate increase to staff current vacant positions and to support increased use of trust fund authority in salaries. The requested increase in rate will also be utilized to attract and retain experienced attorneys and support staff. This issue has an impact on all the agency's activities.

**Public Defender, 11th Judicial Circuit**

Public Defender, 11<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 is as per the Florida Public Defender Association, Inc.

**Priority # 2**

Issue Title: Realignment of Administrative Expenditures  
Issue Code: 2000100 & 2000200  
Fund: General Revenue and ICDF  
Category: Salaries and Benefits and Operations  
Amount: \$175,000 to GR Salaries from Operations  
\$175,000 to ICDF Operations from Salaries

Narrative: The Eleventh Judicial Circuit Public Defender's Office is requesting a realignment of budget between appropriation categories within the General Revenue and Indigent Criminal Defense Trust Fund to more accurately cover anticipated Salaries and Benefits expenditures and reduce the number of 5% budget amendment requests.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 12th Judicial Circuit**

Public Defender, 12<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Priority # 3**

Issue Title: Legal Assistance - Mental Health Care/Baker Act  
Issue Code: 3000540  
Fund: General Revenue  
Category: Salaries and Benefits  
Salary Rate: 150,000  
Amount: \$243,161  
FTE: 0.00

Narrative: The request is for General Revenue funding of (2) APD at \$60,000 salary plus benefits and rate (no FTE position requested). The (1) APD will be for the Sarasota and Venice location and the other (1) APD will be for our Manatee and Desoto Office. The (1) Legal Assistant at \$30,000 salary plus benefits and rate (no FTE position requested) will be shared between the two Assistant Public Defenders. The increased salary request is required because the position needs to be filled with an experienced and dedicated attorney to alleviate the increased workload related to mental health hearings and will all of for rapid, proactive representation of persons experiencing a mental health crisis. Standard Issue #3-We are not requesting any FTE Positions, no Special Operations needed. Just Salaries, Benefits and rate, no FTE.

Because of the rising workload demands related to representation of Baker Act and Mental Health clients, our circuit is requesting additional staff to handle these demands and help reduce the jail population as well as the caseload for our line attorneys, who are already handling over 300 cases. Effective representation in these proceedings requires in person contact with the client at the facility prior to the proceeding by an experienced Public Defender. Rapid Intervention for people in mental health crisis is critical to the safety of the community and the well-being of the person who is in crisis. The additions of an experienced Assistant Public Defender specializing in mental health issues will greatly benefit both the client, the community at large.

All too often these clients remain in hospitals or jails for lengthy periods of time, due to the complexity of the case. The average length of a mental health client is about 30% longer than the average inmate. The attorneys would be able to expedite the process by working with these clients and counselors to find programs, which will be less expensive and a more therapeutic environment outside of a hospital or jail setting. Such placements will lead to lower incarceration costs which are about \$84 per day for a mental health client vs the average inmate which costs about \$110 per day.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 13th Judicial Circuit**

Public Defender, 13<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Priority # 3**

Issue Title: Juvenile Baker Act  
Issue Code: 3000550  
Fund: General Revenue  
Category: Salaries and Benefits  
Salary Rate: 105,000  
Amount: \$164,141  
FTE: 0.00

Narrative: The Thirteenth Judicial Circuit Public Defender has experienced a significant increase in juvenile Baker Act commitments. These in-voluntary commitments require court-appointed legal representation provided by this office. As such, the Thirteenth Judicial Circuit Public Defender is requesting funding of one experienced Assistant Public Defender and one Case Manager.

**Priority # 4**

Issue Title: Mental Health Professional  
Issue Code: 3005610  
Fund: General Revenue  
Category: Salaries and Benefits  
Salary Rate: 90,000  
Amount: \$120,415  
FTE: 0.00

Narrative: The 13<sup>th</sup> Circuit Public Defender workload relating to representing clients with mental illness and intellectual disabilities has grown and data indicates it will continue to grow for the foreseeable future as mental illness permeates our community.

Total appointed and re-appointed Mental Health cases:

FY 2019/2020 = 4,694  
FY 2018/2019 = 3,975  
FY 2017/2018 = 3,312

This increased workload includes representation of clients facing involuntary commitment or residential placement under Fla. Ch. 393 (developmental disabilities) and 394 (the Baker Act), Florida Statutes, as well as mental health issues and mitigation in felony, misdemeanor, and juvenile cases in criminal courts. The 13<sup>th</sup> Circuit Public Defender has a need for a specialized mental health professional and seeks funding for a clinical, forensic trained psychologist or



**SCHEDULE VIII  
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**Public Defender, 13th Judicial Circuit**

neuropsychologist who can diagnose mental disorders to raise competency, identify mental infirmity, disease, or defect to raise insanity; conduct dual diagnosis evaluations; test clients for intellectual disability and autism; perform independent medical examinations in Baker Act and 393.11 commitments and evaluate clients for Baker Act criteria to assist with clients in crisis both in the office and in court. If a client has been found incompetent, an evaluation can serve as the basis for stipulating to incompetency as permitted under Chapter 916, F.S. A clinical psychologist will additionally be used for all other testing: personality testing, neuropsychological testing, risk assessment, amenability to treatment, etc. In addition to direct services and client evaluations, the position will be used to ensure constant in-house continuing legal education and expert management

**Public Defender, 14th Judicial Circuit**

Public Defender, 14<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 15th Judicial Circuit**

Public Defender, 15<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 16th Judicial Circuit**

Public Defender, 16<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 17th Judicial Circuit**

Public Defender, 17<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Public Defender, 17th Judicial Circuit**

**Priority # 3**

Issue Title: Extraordinary Multi-Victim Homicide Investigation and Defense  
Issue Code: 3009920  
Fund: General Revenue  
Category: Salaries and Benefits and Operations  
Salary Rate: 0  
Amount: \$1,382,753 Non-recurring  
FTE: 0.00

Narrative: On February 15, 2018, we were appointed to a multi-victim homicide and attempted homicide case. The defendant was indicted for 17 counts of first degree murder and 17 counts of attempted first degree murder. The State filed a Notice of Intent to Seek the Death Penalty. The Defendant initially filed a Limited Demand for Discovery, excluding from his request photographs, videos and other items depicting the crime scene and victims. The limited discovery submission by the State contained 968 witness and 1260 documents ranging in length from one page to hundreds of pages. After changes to the Public Records law which created an exception for mass shootings, this office filed a Discovery Demand for all discovery. Pursuant to the Discovery Demand, we have received video footage from 70 camera for a total of 6.63 terabytes of data or approximately 840 hours of video. We have also received an additional discovery submissions as follows: 3, 720 files in 414 folders with 275 GB of data, 14, 611 files in 216 folders with 227 GB of data and 9,700 files of discovery that we have not yet evaluated to determine the number of files or GB of information, which could easily be over 20,000 pages of additional discovery.

This is our fourth request since being appointed to this case. Our three prior LBR's have been rejected. We cannot effectively represent our client without additional resources. This request is a critical need in order to properly fund our office so that we are able to provide effective assistance of counsel. Our office is requesting Salary and Benefits for the 11 new positions using existing FTE's and rate totaling \$1,237,753. Our client is facing the Death Penalty in this case so our budgetary needs are critical in order to defend our client. The additional personnel are critical for the effective representation of our client. This request is critical to our continuing representation of this client as well as our ability to represent other clients facing the death penalty. Without this funding, our office will be forced to move to withdraw from any new death penalty cases as we will be unable to effectively represent those clients.

Salaries and Benefits: \$875,000 plus benefits non-recurring totaling \$1,237,753 \*\*

The 17<sup>th</sup> Judicial Circuit will be incurring significant operational overhead costs as a result of State vs. Cruz. If our GR budget request is approved we will incur costs for our 11 new employees who will work solely on this case. We will incur additional training costs for the team of lawyers who are working on this case. They will be attending several capital programs that are presently costing \$50,000 for registration and travel costs. We are purchasing a trial graphics program which has a cost of \$50,000. We will also be purchasing audio visual equipment for the courtroom which costs \$10,000. We will also be purchasing trial exhibit and presentation services which has a cost of \$25,000. We will be purchasing easels, screens and misc. office supplies for the case preparation and trial totaling \$10,000.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FISCAL YEAR 2021-2022**

**Public Defender, 17th Judicial Circuit**

**Priority # 4**

Issue Title: Transfer ICDTF Authority to General Revenue-Add  
Issue Code: 3402480  
Fund: General Revenue  
Category: Risk Management Insurance  
Amount: \$122,280

Narrative: The Public Defender's Office in the 17<sup>th</sup> Circuit is requesting a recurring transfer of ICDTF authority to General Revenue Casualty Insurance. This transfer is critical since we don't have sufficient ICDTF cash collections to cover the rising costs that are associated with our casualty insurance costs. We do have ample ICDTF authority but not enough cash to support this dramatically increasing costs. Our circuit has been addressing the issue with our clerk for some time now to improve our ICDTF collections.

**Priority # 5**

Issue Title: Transfer ICDTF Authority to General Revenue-Deduct  
Issue Code: 3402490  
Fund: ICDTF  
Category: Risk Management Insurance  
Amount: -\$122,280

Narrative: The Public Defender's Office in the 17<sup>th</sup> Circuit is requesting a recurring transfer of ICDTF authority to General Revenue Casualty Insurance. This transfer is critical since we don't have sufficient ICDTF cash collections to cover the rising costs that are associated with our casualty insurance costs. We do have ample ICDTF authority but not enough cash to support this dramatically increasing costs. Our circuit has been addressing the issue with our clerk for some time now to improve our ICDTF collections.

**Priority # 6**

Issue Title: Crossover Program Staff Increase  
Issue Code: 5000400  
Fund: General Revenue  
Category: Salaries and Benefits, Operations, HR Services  
Salary Rate: 349,000  
Amount: \$608,544 / \$19,073 Non-recurring  
FTE: 7.00

Narrative: Established in July of 2006, the program provides for the representation of juveniles who crossover into both the dependency and delinquency areas within the Unified Family Court of the 17th Judicial Circuit. The program provides comprehensive representation of each child by providing the child with legal representation by the same attorney in front of the same judge on

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 17th Judicial Circuit**

both their delinquency and dependency cases. This comprehensive approach used in representation of the child is highly beneficial to these children who are most in need of stability. This one judge/one attorney approach provides a comfort level for the child through a continuum of services at the same time ensuring professionals working with the child are more familiar with the child's specific needs. The children as a result are better informed of the legal proceedings, more involved in their dependency case and through client education are better able to understand the efforts and reasoning of those professionals involved with their case.

**Public Defender, 18th Judicial Circuit**

Public Defender, 18<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender, 19th Judicial Circuit**

Public Defender Agency Fiscal Year 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association Inc.

**Priority # 3**

Issue Title: Information Technology Critical Needs  
Issue Code: 36201C0  
Fund: General Revenue  
Category: Salaries and Benefits, Operations, HR Services  
Salary Rate: 50,000  
Amount: \$77,563 / \$2,777 Non-recurring  
FTE: 1.00

Narrative: The Public Defender's Office, 19<sup>th</sup> Circuit, is requesting one Automated Systems Specialist Class Code: 5443 to continue to advances in adaptation of web platforms utilized as a result of COVID-19. The ideal candidate would possess 1-2 years of experience with certifications and have the ability to perform data processing work under the ever changing pace of technology. The request for \$50,000 in rate plus benefits would allow the ability to be competitive in the marketplace.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 19th Judicial Circuit**

**Priority # 4**

Issue Title: Realignment of Administrative Expenditures - Add  
Issue Code: 2000100  
Fund: General Revenue and ICDF  
Category: Salaries and Benefits and Operations  
Amount: \$145,000

Narrative:

Salaries and Benefits

The Office of the Public Defender, 19th Judicial Circuit is requesting an increase in budget authority in Salaries and Benefits/010000 by \$20,000 with the intent to more accurately reflect anticipated expenditure needs.

Indigent Criminal Defense Trust Fund

The Office of the Public Defender, 19th Judicial Circuit requests an increase our authority in Indigent Criminal Defense Trust Fund - Operating Expenditures/103226 by \$125,000 with the intent to more accurately reflect anticipated expenditure needs.

**Priority # 5**

Issue Title: Realignment of Administrative Expenditures - Deduct  
Issue Code: 2000200  
Fund: General Revenue and ICDF  
Category: Salaries and Benefits and Operations  
Amount: -\$145,000

Narrative:

Salaries and Benefits

The Office of the Public Defender, 19th Judicial Circuit is requesting to decrease our authority in Salaries and Benefits Operating Expenditures/103226 by \$20,000 with the intent to more accurately reflect anticipated expenditure needs.

Indigent Criminal Defense Trust Fund

The Office of the Public Defender, 19th Judicial Circuit is requesting to decrease our authority in Indigent Criminal Defense Trust Funds Salaries & Benefits/ 010000 by \$125,000 with the intent to more accurately reflect anticipated expenditure needs.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender, 19th Judicial Circuit**

**Priority # 6**

Issue Title: Reduce Trust Fund Authority  
Issue Code: 3301510  
Fund: ICDTF  
Category: Other Personal Services  
Amount: -\$50,000

Narrative: Due to fund shifts in prior years between General Revenue funding and Indigent Criminal Defense Trust Fund (ICDTF) funding, and additional increased budget authority at times through various budget adjustments, total budget authority in the Indigent Criminal Defense Trust Fund exceed current anticipated revenues in the ICDTF. Therefore, a reduction of \$50,000 of budget authority is requested to help alleviate the imbalance and present a more accurate picture of funding for the office.

**Priority # 7**

Issue Title: Replacement of Motor Vehicles  
Issue Code: 2401500  
Fund: General Revenue  
Category: Acquisition of Motor Vehicles  
Amount: \$32,000 Non-recurring

Narrative: The Public Defender's Office, 19th Circuit, is comprised of Martin, St. Lucie, Indian River and Okeechobee Counties. The Jeep Liberty, VIN #1J4GK48K87W586132, purchased in June, 2007, met its drop-dead age of 12 years as of June, 2019. It should be noted that Public Defender's Office, 19<sup>th</sup> Circuit, FY 20-21 budget had the approval to replace the vehicle, but due to holdbacks and budget uncertainties due to COVID, a decision was made to postpone the purchase in FY 20-21 and request the ability to do so in 21-22 Fiscal Year.

The Public Defender's Office, 19<sup>th</sup> Circuit, is re-requesting authority for FY21-22 for the replacement of the vehicle with another SUV that can hold multiple passengers is requested at \$32,000.

**Public Defender, 20th Judicial Circuit**

Public Defender, 20<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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FISCAL YEAR 2021-2022**

**PUBLIC DEFENDER – LBR BUDGET ISSUE PRIORITIES FOR FY 2021-2022  
AS PER THE FLORIDA PUBLIC DEFENDER ASSOCIATION, INC.**

**TRIAL AND APPELLATE BUDGET ENTITIES:**

**Priority # 1**

Issue Title: No additional Budget or Position Reductions  
Issue Code: 4205610

The Public Defenders are requesting, as their number one funding priority, that they be exempted from any additional position or budget reductions for the 2021-2022 Fiscal Year.

In FY2017-2018 Public Defender Circuits took significant reductions in both General Revenue Appropriations (totaling \$1,533,490) and Combined Trust Fund Authority (totaling \$7,575,634). This same year \$1,000,000 was swept from the Public Defender Indigent Criminal Defense Trust Fund; roughly 15% of cash reserves were taken from 14 of the 20 Public Defender Circuits. An additional \$1,467,028 was taken in FY18-19 from the Public Defender Indigent Criminal Defense Trust Fund cash reserves of 13 of the 20 Public Defender Circuits.

Public Defenders perform a single service for the state: providing legal representation for indigent criminal defendants as mandated by the United States and Florida Constitutions. Public Defenders do not receive any funding for ancillary programs. Delivery of legal services is the total program, and the various offices have more than 95% of their budgets dedicated to salaries and benefits. Funding Reductions and Trust Fund cash sweeps have weakened the ability to perform this constitutional duty. Since we are a critical entity in the operation of the state's judicial branch of government, further reductions would further impair the delivery of services for the entire criminal justice system.

The statewide shut down of court operations due to the COVID-19 pandemic has created a tremendous backlog of cases, coupled with an ongoing inability to timely resolve cases either by plea or jury trial. Budget cuts would amplify the impact of the COVID-19 backlog resulting in office-wide staff reductions, through either terminations or furloughs. Public Defender offices need full staffing in order to address this backlog and the new cases that continue to flow into the system. Failure to adequately fund and staff Public Defender offices will likely result in constitutional litigation from affected defendants.

This issue impacts the Civil Trial Indigent Defense, Civil Investigative Services, Criminal Trial Indigent Defense and Criminal Investigative Services activities.

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**FLORIDA PUBLIC DEFENDER ASSOCIATION (FPDA)**

**TRIAL AND APPELLATE BUDGET ENTITIES**

**Priority # 2**

To have the unexpended balance of \$20,263,034 in General Revenue funds appropriated for **Public Defender Due Process Costs** in Specific Appropriation 739 of the FY20-21 General Appropriations Act, re-appropriated as non-recurring with the FY21-22 Due Process funding. This appropriation will be used to cover anticipated increased expenditures from case backlog due to 2020 Court closures caused by COVID-19. This will be a back of the bill issue with no issue code or title.

**Individual Public Defender Circuit Responses:**

**Public Defender Appellate Office, 2nd Judicial Circuit**

Public Defender Appellate Office, 2<sup>nd</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender Appellate Office, 7th Judicial Circuit**

Public Defender Appellate Office, 7<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender Appellate Office, 10th Judicial Circuit**

Public Defender Appellate Office, 10<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 is as per the Florida Public Defender Association, Inc.

**Priority # 2**

Issue Title: Employee Continuing Education  
Issue Code: 3800130  
Fund: General Revenue  
Category: Operations  
Amount: \$5,950

Narrative: The Public Defender requests funding for this issue to provide mission critical training for Assistant Public Defenders. Effective courtroom practice has become more complex as a result of health protocols implemented during the public health emergency. This requires



**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Public Defender Appellate Office, 10th Judicial Circuit**

additional training not previously needed. In addition, the health precautions as well as the postponement of statewide travel has necessitated the cancellation of numerous FPDA provided training events. To compensate, more online training by commercial providers has been required. Assistant Public Defenders continue to have ethical obligations which require ongoing training and all members of the Florida Bar are required to participate in continuing legal education (CLE) to maintain their licenses to practice law. It is the intent of the Public Defender to utilize the internet, video conferencing, and in-house training programs whenever possible.

**Priority # 3**

Issue Title: Increase Authorized Rate  
Issue Code: 51R0100  
Fund: Not Applicable  
Salary Rate: 100,000

Narrative: The Public Defender's Office Tenth Judicial Circuit is requesting a rate increase to staff current vacant positions and to support increased use of trust fund authority in salaries. The requested increase in rate will also be utilized to attract and retain experienced attorneys and support staff. This issue has an impact on all the agency's activities.

**Public Defender Appellate Office, 11th Judicial Circuit**

Public Defender Appellate Office, 11<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**Public Defender Appellate Office, 15th Judicial Circuit**

Public Defender Appellate Office, 15<sup>th</sup> Circuit's FY 2021-22 budget issue priorities #1 - #2 are as per the Florida Public Defender Association, Inc.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Capital Collateral Regional Councils: Legislative Budget Issue Priorities for Fiscal Year 2021-22**

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**Individual Capital Collateral Regional Council Responses:**

**Capital Collateral Regional Council, Northern Region**

**Priority #1**

**Issue Title: Building Rental for Privately Owned Buildings**

Issue Code: 2301900

GR Operations = \$14,114

Essential to Capital Collateral Regional Council – Northern Region’s ability to function and process its cases in a timely manner.

**Capital Collateral Regional Council, Middle Region**

**Priority #1**

**Issue Title: Retention Salaries & Benefits (42 FTE)**

Reducing the number of Capital Collateral Regional Council (CCRC) attorneys, which will occur with budget cuts, will hamper the abilities of those highly trained postconviction attorneys from performing their federally and state-mandated duties to provide adequate and timely legal representation to defendants sentenced to death in Florida. Budget reductions will lessen the Governor’s and Legislature’s desire to bring postconviction cases to a conclusion in a timely manner.

State and federal courts, the State of Florida, and Florida’s citizens expect a competent final review of whether a sentence of death is legally rendered to avoid a miscarriage of justice. The state and federal courts also expect a high degree of competence to be exhibited when preparing and presenting arguments on behalf of death row inmates.

On numerous occasions, the Florida Supreme Court has expressed confidence in the CCRC model to meet standards and expectations. Capital postconviction legal training and expertise is rare among attorneys. The CCRCs have been able to hire competent attorneys and staff and provide invaluable state and federal court legal training that is difficult to acquire elsewhere. Characteristically, CCRCs annually have no substantiated BAR grievances filed against them. The quality of CCRC issue filings and presentations annually result in court decisions to release a death

**SCHEDULE VIII  
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row inmate, grant a new trial, grant a new sentencing hearing or grant other appeals. It is important work.

Postconviction law is complicated, demanding and critical to our system of justice. Very few lawyers can meet the legal representation standards demanded by state and federal Courts. The courts have delayed and likely will delay cases in the future when these standards are not met.

The Florida Supreme Court also assigns capital postconviction cases to a registry of private attorneys who face the same competency expectations. Unfortunately, there are numerous registry attorneys withdrawing from postconviction legal representation. This is a serious issue.

A second critical factor involved in meeting standards is case workload levels. Following the exacting capital postconviction process is very time consuming. There are national workload standards that guide consideration of the impact of workload demands on meeting competency expectations. Even though CCRC cases per lead attorney are higher than recommended standards, current budgeted position levels can now accommodate an additional 2 or 3 cases per year and still meet competency standards.

However, a variety of situations can, and most likely will, dramatically increase case workloads in FY 2021-21 and beyond.

The 2016 Hurst decision had enabled approximately 130 death sentenced inmates new sentencing proceedings and resulted in a major multi-year workload increase on CCRCs beyond their normal levels. Some 40 defendants have had new sentencing hearings or been sentenced to life by way of a plea agreement with the state. However, the effect of the decision in another case, known as Poole, on the remaining cases, about 90, has yet to be decided.

The decisions in more recent court rulings could result in as many as 52 Hurst eligible cases being assigned to the CCRCs from which they came. This could occur in FY 2021-22 and/or FY 2022-23.

In 2017, State Attorneys reported to the House Criminal Justice Committee that as of January 15, 2017, there was a backlog of three hundred thirteen (313) pending death penalty cases, sixty-six (66) of which were immediately ready for trial. The remaining backlogged cases would become ready for trial in future fiscal years. These cases are in addition to the average number of new cases that require prosecution. Those receiving death sentences will be assigned to CCRCs for postconviction review and representation.

Due to court workload pressures on the State Attorneys and delays due to Covid-19, it is difficult to know how many of the 313 cases are still in the workload queue for the State Attorneys. It is very likely that some verdicts will result in assignments to the CCRCs in FY 2021-22 and beyond.

**SCHEDULE VIII  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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In recent years, several registry attorneys have withdrawn from providing legal representation for cases, sometimes decades old, and/or death warrant eligible. All these cases are reassigned to one or more CCRCs. Each case must be reviewed in its entirety by CCRC staff. The overwhelming majority of these cases have years of court filings, thousands of pages of documents and voluminous records that must be reviewed and dozens of witnesses that must be interviewed.

The trend of registry attorneys withdrawing from cases late into the postconviction process greatly strains the capacity of CCRCs to provide adequate representation. They often occur in the Fiscal Year already budgeted without their numbers being considered in the last Legislative Budget Request. Exacerbating the problem are cases that are death-warrant eligible.

Late into the 2020 Legislative Session, a private law firm withdrew from representing 36 capital postconviction cases. CCRCs were appointed to represent each client. These cases demand investigation, issue development and filings, evidentiary hearing preparation and participation, and potentially having to respond even more quickly due to the signing of a death warrant. Many of these cases are already death-warrant eligible.

The likelihood of additional registry withdrawal cases being assigned to the CCRCs in FY 2021-22 and FY 2022-23 is substantial.

The Covid-19 pandemic has dramatically altered the operations of each CCRC, particularly in regards to case investigations. Long delays through the courts from Covid will accelerate workload on existing cases once work resume to normal.

CCRCs are cost efficient and their legal representation results have satisfied state and federal courts.

The very strong possibility of more cases, in the very near future, will add to the CCRC's workload upon current staff. If the staff, especially highly experienced and trained postconviction attorneys, are reduced, especially due to budget cuts, legal representation would dramatically decline.

The cutting of staff, especially highly experienced and trained postconviction attorneys, through any budget cuts will cripple CCRC's ability to meet the standards required by the state and federal courts, the Florida Legislature and the Governor.

**Activities: Death Penalty Case Preparation, Death Penalty Legal Counsel**

**SCHEDULE VIIIA  
PRIORITY LISTING OF AGENCY BUDGET ISSUES  
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**Priority #2**

Issue Title: Building Rental for Privately Owned Buildings  
Issue Code: 2301900  
GR Operations = \$21,800

Capital Collateral Regional Counsel-Middle Region, Temple Terrace, has a current Lease Agreement for building/office space rental with Lepanto Realty Corp. The current monthly rent is \$18,413 (annual amount \$218,400) for 13,366 square feet to accommodate 42 FTE, which is about \$16.34 per square foot. The Lease was initiated in January 2016 and expires at the end of this fiscal year on June 30, 2021. We are expecting a 10 percent rent increase for the renewal due to extra office space built in the office, for an increase of \$21,800, which would represent a square foot price of \$17.97. If CCRC-Middle can obtain additional funding for the rent increase, it will allow for the CCRC-Middle Region to remain in a central location in Temple Terrace, with excellent direct access to Interstate 75 and Interstate 4, in addition to Tampa International Airport and the state and federal courts located in downtown Tampa. This saves the state on travel costs. The cost of \$17.97 per square foot for professional office space so close to downtown Tampa and transportation systems is well below the average of \$28.07 per square foot in Tampa. Office space in downtown Tampa rents for \$39 per square foot or more. Rental rates continue to rise in the Tampa Bay area as the real estate market remains tight. It is more economical to remain at this location until the Lease expires.

**Activities: Death Penalty Case Preparation, Death Penalty Legal Counsel**

## **Capital Collateral Regional Counsel, South Region**

**Priority #1**

Issue Title: Building Rental for Privately Owned Buildings  
Issue Code: 2301900  
GR Operations = \$18,600

CCRC-S' current lease Commenced in June, 2019 and expires 84 full months following the commencement date. The leased space is 12,528 square feet, is necessary to accommodate 34 FTEs, storage space for case related documents, work production areas, office furniture and technological equipment. The proposed rent increase for FY 21-22 is \$18,600.

**SCHEDULE VIII-A  
PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
REQUESTED EXPENDITURES OVER BASE OPERATING BUDGET  
FY 2021-2022**

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – 1<sup>st</sup>  
REGION**

**Priority #1**

Issue Title: Building Rental for Privately Owned Buildings  
Issue Code: 2301900  
Fund: General Revenue  
Category: Operations  
Amount: \$25,500

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, First Region (RCC1) is requesting additional funding for building rental increase. Unlike similar judicially related offices, Criminal Conflict and Civil Regional Counsels are not provided office space in county owned buildings and must lease space on the private real estate market and procure separate contracts for utility services. RCC1 currently has private leases for thirteen (13) offices in twelve (12) counties. RCC1 facility leases for FY 20/21, total \$850,081.68 and are projected to increase, based on standard commercial real estate terms, \$25,500 or three (3) percent for FY 21/22.

Approval of this request will have a positive impact on RCC1's Activity:  
Regional Counsel Workload (ACT2000)

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – 2<sup>nd</sup>  
REGION**

**Priority #1**

Issue Title: Salary Adjustment for Assistant Regional Counsels  
Cost of Living Adjustment for All Staff  
Issue Code: 4203A10 & 4203A70  
Fund: General Revenue  
Category: Salaries and Benefits  
Rate: 197,953  
Amount: \$232,891

Regional Counsel (RC) agencies experience annual turnover and endure a costly cycle of recruiting and training new attorneys and staff to make up for attorneys and staff trained by the RCs who leave for more lucrative positions at other state agencies or for the private sector. The loss of quality assistant regional counsel attorneys and support staff impacts the office's ability to provide quality legal representation to clients.

In short, the award of this pay adjustment for retention to the RCs for their assistant regional counsel attorneys and support staff will improve core functionality and will help ensure the agencies' long-term, continued success.

**SCHEDULE VIII-A  
PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – 2<sup>nd</sup>  
REGION**

**Priority #2**

Issue Title: Cross Jurisdictional Death Penalty Program  
Issue Code: 5005020  
Fund: General Revenue  
Categories: Salaries, Operations, Due Process, and HR Services  
Rate: 738,628  
Amount: \$4,317,196 / \$113,988 Non-recurring  
FTE: 28:00

The Office of Criminal Conflict and Civil Regional Counsel, Second District Court of Appeal (RC2), is proposing a Cross Jurisdictional Death Penalty Program to show how it will provide death penalty litigation at reduced costs across the **entire state of Florida**, when compared with private registry counsel, while still ensuring client representation is adequate and is not diminished in effectiveness.

The cost of a death penalty case can vary from \$100,000 to close to \$2.1 million (Schottelkotte, 2013, p.I). The **majority of costs** in a death penalty case are those incurred through conducting thorough investigation, compiling mitigation support, and assembling a team of experts for review/evaluation and to provide witness testimony at trial. However, the **largest expense** in death penalty litigation is usually attorney labor. Assigning death penalty cases to RC2 attorneys receiving a set salary will result in a **significant** cost savings to the State of Florida. The Justice Administrative Commission (JAC) pays attorney labor and due process costs for death penalty cases litigated by private registry counsel. JAC's records show a large amount of money paid out for death penalty cases throughout the State of Florida. Additional factors were accessibility, economy, and the unlikelihood of a conflict of interest.

The more death penalty cases handled in-house by RC2 attorneys throughout the state of Florida the more taxpayer dollars are saved.

**SCHEDULE VIII-A  
PRIORITY LISTING OF AGENCY BUDGET ISSUES -  
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**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – 2<sup>nd</sup>  
REGION**

**Priority #3**

Issue Title: Dependency Legal Representation  
Issue Code: 5007000  
Fund: General Revenue  
Categories: Salaries, Operations, and HR Services  
Rate: 410,000  
Amount: \$685,477 / \$33,008 Non-recurring  
FTE: 8:00

Narrative: The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA requests six (6) FTE dependency attorneys and two (2) Forensic Social Workers to handle the additional caseload requirements resulting from the implementation of the Florida Early Childhood Court Initiative (ECC). Often referred to as "baby court", the initiative is aimed toward improving children's safety, permanency and well-being. Special emphasis is placed on frequent contact between parent and child which either promotes reunification or accelerates termination for permanency. There is a "sense of urgency" fostered to achieve reunification, adoption or the termination of rights compared to that of traditional family court due to the child's age. While the goal is to keep the child safe and bring the family together again, the accelerated timeline creates additional pressures for the attorney.

Attorneys for the parent in these cases must communicate with their clients often to ensure they are following their specific case plan, participating in required programs and classes, and receiving the necessary treatment or reunification is jeopardized. Many of the parents face challenges which in turn make the job harder and more time-consuming for the attorney. One (1) additional attorney for each of the six (6) Childhood Courts in RC2s District will ensure parents are receiving the representation necessary for ensuring their parental rights are not terminated prematurely or in error.

Dependency Drug Court, a new specialty court, is starting in Dade City (6th Circuit). Due to the addition of Drug Court, RC2 is also requesting one (1) FTE attorney to handle the additional caseload requirements imposed by this court. Clients often have more than one type of case that spans across many different courtrooms. If the attorney is to leave one courtroom to go to another with their client, this leaves no legal counsel remaining in the original courtroom to represent and counsel the remaining clients. Specialty courts create the need to have an additional attorney in each courtroom.

6th Circuit = (2) Early Childhood Courts – Clearwater 2015 and Pasco 2016  
(2) Dependency Drug Courts - Clearwater 2017 and Pasco 2018  
12th Circuit = (2) Early Childhood Courts –  
13th Circuit = (1) Early Childhood Court – 2016  
(1) Drug Court – 2005

By separate LBR request, RC2 is also asking for the corresponding rate for these positions in the amount of \$225,098.



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**Priority #4**

Issue Title: Continuing Legal Education  
Issue Code: 3800130  
Fund: General Revenue  
Category: Operations  
Amount: \$75,000

The Office of Criminal Conflict and Civil Regional Counsel 2<sup>nd</sup> District has been providing continuing education credits for our 140 attorney and paralegals in the most fiscal manner possible which is holding seminars in house. By holding the seminars in house, it saves the costs of registration, hotels and mileage for state travel. The funding requested above is for the costs of speakers and travel within our district for the seminars. The attorneys and staff that work at the Office of Criminal Conflict and Civil Regional Counsel, 2<sup>nd</sup> District will benefit from this request if granted as each attorney is required to complete 33 hours of continuing education every three years. RC2 has over the past years created and held seminars in house in conjunction with our local Bar Association and Judicial Circuits to keep taxpayer expenses down.

Approximately 140 attorneys and staff would benefit being sent to educational seminars within the 2<sup>nd</sup> District.

**Proposed cost savings of having seminars held in house by Regional Conflict Second District compared to Regional Conflict Second District associates attending outsourced seminars:**

A cost savings analysis has been conducted calculating a total of ten of RC2's associates attending a one day seminar in house (RC2) compared to a one day seminar out of district hosted by an outsourced vendor being held in Orlando. The associates have been selected from previous seminar attendance. Five associates are from our Fort Myers office, three from Bartow, one from Clearwater and one from Sarasota. This is a one day seminar event. The time of the seminar and location can be chosen by RC2 whereas an outsourced seminar cannot; avoiding the expense of hotel, per diem, registration and meals. Mileage is calculated from FDOT.

Travel expenses are as follows for the Orlando seminar:

Hotel \$1,500 (10 x \$150 = \$1,500)

Per diem for five (5) associates at \$80 (10 x \$80 = \$800)

Event registration \$3,250 (10 x \$325 = \$3,250)

Meals \$19 x 10 = \$190

Mileage for five (5) associates from Fort Myers round trip \$801 (5 x 306 = 1800 x \$0.445 = \$801)

Three (3) associates from Bartow \$158 (3 x 118 = 354 x \$0.445 = \$158),

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One (1) associate from Clearwater \$94 (1 x 212 = 212 x \$0.445 = \$94)  
One (1) associate from Sarasota \$114 (1 x 256 = 256 x \$0.445 = \$114)  
All travel expenses totaling: **\$6,707** (\$1,500 + \$600 + \$3,250 + \$190 + \$801 + \$158 + \$94 +  
\$114 = \$6,707)

Seminars held in house only incur mileage and guest speaker fees for all of our associates based from our location and our ability to select times for our seminars to begin.  
Mileage for five (5) associates from Fort Myers at \$4 (5 x 2 = 10 x \$0.445 = \$4)  
Three (3) associates from Bartow \$254 (3 x 190 = 570 x \$0.445 = \$254)  
One (1) associate from Clearwater \$110 (1 x 248 = 248 x \$0.445 = \$110)  
One (1) associate from Sarasota \$63 (1 x 142 = 142 x \$0.445 = \$63)  
Totaling: **\$431** (4 + \$254 + \$110 + \$63 = \$431)

Plus any speaker fees. We have found that due to RC2 being a state agency most speakers waive their speaking fee. Having in house seminars will have a significant saving to the state of Florida. Substantial savings in house:  
\$6,707 x 10 = \$67,070 (for 100 RC2 employees) to go to Orlando Seminar  
\$431 x 10 = \$4,310 (for 100 employees to travel to Fort Myers within our district or any other office in our district)  
**Ratio would be 13:1**

RC2 is requesting additional funding to permit the chiefs and managers to complete the Lean Six Sigma program started in 2019 and 2020. This program will improve the chiefs and managers problem solving skills regarding the reduction of excessive wastes.

**Priority #5**

Issue Title: Information Technology Infrastructure Replacement  
Issue Code: 24010C0  
Fund: General Revenue  
Category: Operations  
Amount: \$43,091 Non-recurring

Government Service improvement by replacing technology helps to increase customer service, reduce repetition, deliver services in new efficient ways, improve collaboration, and increase safe guards on information stored. While the type of work government agencies conduct doesn't change very often, updated technology can help agencies do that work more efficiently and effectively.

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RC2 is responsible for maintaining a confidential environment for the protection of its client's information. Swipe Card Access systems meet this need while providing cost savings, increased efficiency and access tracking. Cost savings is achieved from avoidance of re-keying access points when existing employees separate and duplicating keys when new employees are hired. Access card are far less expensive and can be activated, adjusted and deactivated instantly as circumstance require. This is especially important for RC2 because 8 offices can be managed from a single point despite being in different counties. Increased efficiency and tracking is obtained by ensuring employees have access to RC2 offices with greater flexibility while being validated by electronic access logs.

**Priority #6**

Issue Title: Florida Bar Dues  
Issue Code: 4204020  
Fund: General Revenue  
Category: Operations  
Amount: \$23,000

Each fiscal year the Office of Criminal Conflict and Civil Regional Counsel will reimburse its attorneys and paralegals required to pay Florida Bar Dues as it is an essential requirement for their jobs; provided it is permitted by the Legislature. We have an estimated 100 attorneys and staff each year that RC2 reimburses for this expense from our Operations budget. RC2 would benefit by budgeting annually as a recurring budget for operations to reimburse employees for their Florida Bar dues. The cost is an average at \$23,000.

**Priority #7**

Issue Title: Building Rental for Privately Owned Office Space  
Issue Code: 2301900  
Fund: General Revenue  
Category: Operations  
Amount: \$16,842

The Office of Criminal Conflict & Civil Regional Counsel, 2nd DCA (RC2) is requesting funds for increased rent obligations. Unlike other state agencies, RC2 must pay private rent. The increased rent is projected to be \$16,842 for twelve (12) Months Calculated by 3% increase.

\*RC2 will attempt to renew lease agreements with current Lessors at the current rate or a maximum of three percent increase.

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**Priority #8**

Issue Title: Increased Operational Expenses (Janitorial Expense Increase)  
Issue Code: 3000500  
Fund: General Revenue  
Category: Operations  
Amount: \$22,396

The Office of Criminal Conflict and Civil Regional Counsel, 2<sup>nd</sup> DCA is requesting additional funds for janitorial services which have now been increased due to the public health emergency COVID-19.

**Priority #9**

Issue Title: Replacement Equipment – Law Library  
Issue Code: 2401800  
Fund: General Revenue  
Category: Operations  
Amount: \$9,240

RC2 is requesting funding to cover the expenses for law book replacements. Books and periodicals are needed to be replaced that are obsolete to stay current on State Laws. The request is based upon estimated current-year expenditures for recently completed fiscal year Law Library.

2020-2021 Estimated Law Library expenditures: Thompson Reuters - \$9,240

**Priority #10**

Issue Title: Additional Recurring Data Processing Services  
Issue Code: 55C02CO  
Fund: General Revenue  
Category: Operations  
Amount: \$4,608

RC2 is requesting \$4,608 for investigative tools through Lexis Nexis Data Processing. This is necessary for the investigators and mitigation specialists to complete their tasks throughout the day.

This estimate is based on current year expenditures: \$4,608

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REGION**

**Priority #1**

Issue Title: Building Rental for Privately Owned Office Space  
Issue Code: 2301900  
Fund: General Revenue  
Category: Operations  
Amount: \$2,500

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, Third Region (RC3) is requesting additional funding for building rental increase. Unlike similar judicially related offices, Criminal Conflict and Civil Regional Counsels are not provided office space in county owned buildings and must lease space on the private real estate market and procure separate contracts for utility services. RC3 currently has private leases for two (2) offices in Monroe County. RC3 facility leases for FY 20/21, total \$52,088 and are projected to increase five (5) percent) for FY 21/22.

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**Priority #1**

Issue Title: Building Rental for Privately Owned Office Space  
Issue Code: 2301900  
Fund: General Revenue  
Category: Operations  
Amount: \$79,930

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 4<sup>th</sup> Region (RC4) seeks full funding for the recent increases in its obligations for rent expenses related to the leased professional spaces which house RC4's offices. Unlike comparable state agencies (*i.e.*, the trial courts, the public defenders' offices, state attorneys' offices, and clerks of courts), whose "lease, maintenance, utilities, and security for facilities" are funded by the county governments, the RCs' budgets, by law, must be funded entirely by the legislature for these operating costs. *Lewis v. Leon County*, 73 So.3d 151 (Fla. 2011) (Florida Supreme Court decision of September 22, 2011, holding the state legislature is responsible for the "overhead costs" outlined in Article V, Section 14(c) of the Florida Constitution.)

RC4 (like the other RC agencies) occupies space within several privately-owned professional office buildings. RC4 utilizes standardized forms from the Department of Management Services for the terms of engagement with the private landlords, but prevailing market standards dictate

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annual three percent (3%) CPI increases for the multi-year leases. These increases and the utilities costs for telephone, janitorial, and internet services are non-discretionary in nature, and RC4 (and the other RCs) requests they be regarded by the legislature as automatically incorporated into the agency’s base budget, start-up value.

The charts, below, demonstrate the rental increases, the facilities expenses and the amounts requested for each.

West Palm Beach Office - 1st Floor - 2,220 sf.		
FY '20-'21		
6/1/20 - 5/31/21	\$28.28/sf	\$5,231.80
6/1/21 - 5/31/22	\$29.13/sf	\$5,389.05
		\$157.25
	months	X12
		<b>\$1,887.00</b>

Stuart Office - 1,530 sf.		
FY '20-'21		
4/1/20 - 3/31/21	\$24.62/sf	\$3,139.05
4/1/21 - 3/31/22	\$25.36/sf	\$3,233.40
		\$94.35
	months	X12
		<b>\$1,132.20</b>

West Palm Beach Office - 2nd Floor - 9,560 sf.		
FY '20-'21		
6/1/20 - 5/31/21	\$28.28/sf	\$22,529.73
6/1/21 - 5/31/22	\$29.13/sf	\$23,206.90
		\$677.17
	months	X12
		<b>\$8,126.04</b>

Ft. Lauderdale Office - 3rd, 6th & 7th Floor - 17,399 sf.		
FY '20-'21		
6/1/20 - 5/31/21	\$29.53/sf	\$42,816.04
6/1/21 - 5/31/22	\$30.40/sf	\$44,077.47
		\$1,261.43
	months	X12
Total		<b>\$15,137.16</b>

West Palm Beach Office - 3rd Floor - 1,710 sf.		
FY '20-'21		
6/1/20 - 5/31/21	\$26.66/sf	\$3,799.05
6/1/21 - 5/31/22	\$27.46/sf	\$3,913.05
		\$114.00
	months	X12
		<b>\$1,368.00</b>

Fort Pierce Office - 6,000 sf.		
FY '20-'21		
9/1/20 - 8/31/21	\$20.62/sf	\$10,310.00
9/1/21 - 8/31/22	\$21.03/sf	\$10,515.00
		\$205.00
	months	X12
Total		<b>\$2,460.00</b>

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West Palm Beach Office - 3rd Floor - 2,234 sf.		
<b>FY '20-'21</b>		
12/1/20 - 11/30/21	\$26.66/sf	\$4,963.20
12/1/21 - 11/30/22	\$27.46/sf	\$5,112.14
		<b>\$148.94</b>
	months	X12
Total		<b>\$1,787.28</b>

Rent increases	\$31,897.68
Facilities expenses	\$48,033.23
<b>Total FY 2021-2022</b>	<b>\$79,930.91</b>

**Priority #2**

Issue Title: Senior Management Benefits for Designated Staff  
 Issue Code: 4409A10  
 Fund: General Revenue  
 Category: Salaries and Benefits  
 Amount: \$146,744

Narrative: Contingent upon approval of the Florida Legislature for participation in the Senior Management Service (SMS) class, the Offices of Criminal Conflict & Civil Regional Counsel (OCCRC) request the appropriate recurring funding for eleven (11) employees who are in managerial or policy making positions and who either (1) head an organizational unit, or (2) have responsibility to effect or recommend personnel, budget, expenditure, or policy decisions in their areas of responsibility. Pursuant to Florida Statutes § 110.402, the nature of the duties and responsibilities of these employees would qualify the employees to be designated as SMS. Currently, however, only the five Regional Counsel positions themselves of the five Offices of Criminal Conflict and Civil Regional Counsel are designated as SMS. The addition of SMS eligibility for managerial and policy making positions at the Regional Counsel agencies would place the RCs in better alignment with their counterparts administratively served by the Justice Administration Commission, including the 20 Offices of the Public Defenders, the 20 Offices of the State Attorney, the 3 Offices of Capital Collateral, and the Statewide Guardian ad Litem. The RCs correspondingly have modified their agency Pay Plans to allow for a managerial & policy making level class of employees to receive full SMS benefits.

Contingent upon approval of these managerial/policy making positions for inclusion in SMS, RC4 requests the appropriate recurring funding, which is as follows:

Gross Salary - Eleven (11) RC4 employees = \$848,720.00  
 Current Regular Class Retirement Rate (10%) = \$84,872.00  
 SMS Retirement (27.29%) = \$231,615.69  
 Difference for Eleven (11) RC4 employees = \$146,743.69

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**Priority #3**

Issue Title: Salary and Benefits Adjustment (Assistant Regional Counsel and Non-Attorney Staff Salary)  
Issue Code: 4205A40  
Fund: General Revenue  
Category: Salaries and Benefits  
Rate: 424,989  
Amount: \$500,000

Narrative: An increase in rate and salary/benefits is requested to more reasonably and competitively compensate both assistant regional counsel attorneys and non-attorney staff members. The increase would permit RC4 to be competitive with comparable agencies in establishing the salary of both entry level positions and of advanced managerial & supervisory positions, and would, further, permit RC4 to award increases based on meritorious performance and continued dedicated service. Core functionality and long-term stability of the agency depends upon the ability to hire qualified entry level assistant regional counsel attorneys (“ARCs”) and for those ARCs to be well supervised by an experienced management & supervisory team. Additionally, RC4’s non-attorney support staff -- which includes both non-attorney professionals such as Forensic Social Workers and Mitigation Specialists, who hold special educational credentials and skill sets, and general support staff such as legal assistants -- are also mission critical to agency functionality and stability.

In recent years, comparable stakeholder agencies have received funding to establish base, entry level salaries for new attorneys. This has necessitated issuing raises at RC4 in multiple offices and divisions, *without new funding for this purpose*, to correct serious imbalances in the pay scale when compared to “sister” agencies and in order to establish a competitive (but still lower than other agencies) base threshold for new hire attorneys. Moreover, throughout the years, it has been occasionally necessary to issue raises, *without the requisite funding for this purpose*, to staff members who have been promoted and tasked with additional responsibilities or to retain staff members who would otherwise depart the agency for better compensation in the private sector. Both factors have combined over time to create a competitiveness and compression gap in RC4’s Salaries & Benefits budget category which the funding sought in this issue will rectify.

The Offices of Criminal Conflict & Civil Regional Counsel are proven successes in fulfilling the legislature’s intent to create a fiscally conservative, costs-savings model for safeguarding the representation of the indigent entitled to court-appointed counsel. This increase permitting salary adjustments will guarantee the agency’s long-term, continued success. No additional FTEs are requested with this issue.



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**Priority #4**

Issue Title: Criminal Conflict and Civil Regional Workload  
Issue Code: 3001360  
Fund: General Revenue  
Categories: Salaries and Benefits, Operations, and HR Services  
Rate: 365,000  
Amount: \$602,075 / \$27,265 Non-recurring  
FTE: 7.00

***Forensic Social Workers and Parent Peer Advocates – Dependency Court***

The Office of Criminal Conflict and Civil Regional Counsel, 4<sup>th</sup> Region (RC4) requests seven additional full-time equivalent (FTE) positions, salary & benefits and corresponding rate for five (5) Forensic Social Worker positions and two (2) Parent Peer Advocate positions. Owing to legal issues and social dynamics unique to dependency proceedings and owing, as well, to current high-level caseloads, ARC attorneys in dependency court spend nearly all their time during the working week in the courtroom. This creates great difficulty in being able to have effective attorney-client communications, let alone meaningful client counseling.

Consequently, after assessing the need intra-agency and upon reviewing best practices of similar agencies in other states, RC4 implemented an innovative, interdisciplinary approach in creating a Social Services Unit whereby on-staff forensic social workers and parent peer advocates are incorporated into the legal representation furnished to dependency clients. Forensic social workers possess the clinical ability to conduct independent client assessments; to interface with the Department of Children & Families to promote plans for services well-tailored to the client's needs and betterment; to monitor and assist the client's progress throughout the case; and to advocate the client's interests in a variety of settings and forums, including testifying (circumstances permitting) in courtroom hearings and trials. Parent peer advocates, for their part, possess unique lived experiences which they are trained to utilize dynamically to stimulate parent engagement in services and to help maintain parent motivation during the life of the parent's case as the parent progresses towards family reunification.

This is a best practices model which a recent study has shown produces shorter stays for children in foster care and leads to both better legal outcomes for the agency's indigent clients and better overall outcomes for the safety, health and well-being of the clients' children and their families in the dependency system in furtherance of the legislative intent of Chapter 39. The Social Services Unit has been very well received by other dependency stakeholders in each of the agency's three judicial circuits where it has been partially implemented to date. Moreover, the Social Services Unit, by employing forensic social workers who hold an M.S.W. degree, has been able to establish a social worker intern program consisting of students who are pursuing

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degrees in social work, and thereby further enhancing client services and better outcomes for families at no additional cost to the State.

Five (5) additional Forensic Social Workers are needed to more fully implement this national best practices model and to be able to enhance the representation provided to the agency’s indigent parent clients in all of the dependency court divisions in the seven counties of the 4<sup>th</sup> DCA Region.

Five (5) Forensic Social Workers

Rate	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
55,000	275,000	\$121,181	\$396,188	\$49,500	\$19,475

Two (2) Parent Peer Advocates

Rate	Total Rate	Benefits	Total Salaries & Benefits	Standard #3	
				Total	Non Rec
45,000	90,000	\$ 44,945	\$134,945	\$19,800	\$ 7,790

Human Resource Services:  $\$234.54 \times 7 = \$1,642$

Total Issue =  $\$602,075 / \$27,265$

**Priority #5**

Issue Title: Realignment of Administrative Expenditures - Add  
 Issue Code: 2000100  
 Fund: General Revenue  
 Category: Salaries and Benefits  
 Amount: \$200,000

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 4<sup>th</sup> District (RC4) is requesting a budget realignment in the amount of \$200,000 from Due Process to Salaries and Benefits in order to meet payroll expenditures.

Please see companion “Deduct” issue code 200200.

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**Priority #6**

Issue Title: Realignment of Administrative Expenditures - Deduct  
Issue Code: 2000200  
Fund: General Revenue  
Category: Due Process  
Amount: (\$200,000)

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, 4<sup>th</sup> District (RC4) is requesting a budget realignment in the amount of \$200,000 from Due Process to Salaries and Benefits in order to meet payroll expenditures.

Please see companion “Add” issue code 200100.

**OFFICE OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSEL – FIFTH REGION**

**Priority #1**

Issue Title: Building Rental for Privately Owned Office Space  
Issue Code: 2301900  
Fund: General Revenue  
Category: Operations  
Amount: \$36,306

Narrative: The Office of Criminal Conflict and Civil Regional Counsel, Fifth Region (RC5) is requesting additional funding for building rental increase. Unlike similar judicially related offices, Criminal Conflict and Civil Regional Counsels are not provided office space in county owned buildings and must lease space on the private real estate market and procure separate contracts for utility services. RC5 currently has private leases for eight (8) offices in thirteen (13) counties. Over the past two fiscal years, RC5’s total rent costs have increased from \$440,293 in FY 19/20 to \$476,599 in FY 20/21, which is an increase of 8.2% or \$36,306.

The current year’s increase was due in part to the expansion of the Casselberry headquarters of an additional 3,239 square feet. This additional square footage houses new FTEs and administrative staff for RC5, but more importantly was already a critical need to provide office space for an already very cramped staff. RC5 had delayed this much needed facility expansion for several years due to historical budget constraints on RC5’s Operations appropriation.

Therefore, RC5 is requesting \$36,306 for additional rental increase. RC5 requests that this increase in rental expenses becomes a recurring budget appropriation.

State Attorney, 19th Circuit					IC3400210-220		
FY 2017-18							
Issue Code	Title	Fund	Amount	FSI	Fund	Amount	FSI
1001000	Estimated Expenditures	2058	1,303,556	1	2339	6,110	1
					2339	609,593	9
<b>Total FY 2017-18 GAA Effective 7/1/2017</b>		<b>2058</b>	<b>\$ 1,303,556</b>		<b>2339</b>	<b>\$ 615,703</b>	
1001490	FY 16-17 Retirement	2058	2,626	1	2339	13	1
1001500	FY 16-17 Retirement/Death				2339	1,248	9
1001840	FY 16-17 State Health Ins	2058	10,514	1	2339	50	1
					2339	4,997	9
26A6520	FY 16-17 Annualize St Health	2058	7,510	1	2339	36	1
					2339	3,569	9
FY 2017-18							
1001000	Estimated Expenditures	2058	\$ 1,324,206	1	2339	6,209	1
					2339	619,407	9
FY 2018-19							
Issue Code	Title	Fund	Amount	FSI	Fund	Amount	FSI
1001000	Estimated Expenditures	2058	1,344,701	1	2339	6,301	1
					2339	628,818	9
<b>Total FY 2018-19 GAA Effective 7/1/2018</b>		<b>2058</b>	<b>\$ 1,344,701</b>		<b>2339</b>	<b>\$ 635,119</b>	
1001700	FY 18-19 Law Enforcement	2058	4,109	1	2339	19	1
					2339	1,920	9
1001730	FY 18-19 ASA Salary Increase	2058	21,008	1	2339	98	1
					2339	9,817	9
1001770	FY 18-19 Retirement	2058	8,882	1	2339	42	1
					2339	4,150	9
1001780	FY 18-19 State Health Ins	2058	9,397	1	2339	44	1
					2339	4,391	9
1001790	FY 18-19 Life Insurance	2058	(182)	1	2339	(1)	1
					2339	(85)	9
1600270	County IT Agreement				2339	380,756	1
26A1780	FY 18-19 Annualize St Health	2058	6,712	1	2339	31	1
					2339	3,136	9
2600340	Annualize County IT				2339	126,919	1
FY 2019-20							
1001000	Estimated Expenditures	2058	\$ 1,394,627	1	2339	514,209	1
					2339	652,147	9
<b>Total FY 2019-20 GAA Effective 7/1/2019</b>		<b>2058</b>	<b>\$ 1,394,627</b>		<b>2339</b>	<b>\$ 1,166,356</b>	
1001680	FY 19-20 Retirement	2058	7,913	1	2339	2,919	1
					2339	3,702	9
1001690	FY 19-20 State Health Ins	2058	6,266	1	2339	2,312	1
					2339	2,931	9
26A1690	FY19-20 Annualize St Health	2058	4,476	1	2339	1,651	1
					2339	2,094	9
FY 2020-21							
1001000	Estimated Expenditures	2058	1,413,282	1	2339	521,091	1
					2339	660,874	9
<b>Total FY 2020-21 GAA Effective 7/1/2020</b>		<b>2058</b>	<b>\$ 1,413,282</b>		<b>2339</b>	<b>\$ 1,181,965</b>	
<b>Administered Funds from FY18-19 through FY19-20</b>		<b>2058</b>	<b>89,231</b>	<b>1</b>	<b>2339</b>	<b>7,214</b>	<b>1</b>
					<b>2339</b>	<b>41,870</b>	<b>9</b>
<b>Total</b>			<b>\$ 89,231</b>			<b>\$ 49,084</b>	<b>\$ 138,315</b>





# Regional Counsel, Second District Cross Jurisdictional Death Penalty Program Projected Budget

## Cross Jurisdictional Death Penalty Program for State of Florida

The Office of Criminal Conflict and Civil Regional Counsel, Second District Court of Appeal (RC2), is proposing a Cross Jurisdictional Death Penalty Program to take cases in State of Florida to show how it will provide death penalty litigation at reduced costs, when compared with private registry counsel, while still ensuring client representation is adequate and is not diminished in effectiveness.

The cost of a death penalty case can vary from \$100,000 to close to \$2.1 million (Schottelkotte, 2013, p.i). The **majority of costs** in a death penalty case are those incurred through taking depositions, conducting thorough investigation, compiling mitigation support, and assembling a team of experts for review/evaluation and to provide witness testimony at trial. However, the **largest expense** in death penalty litigation is usually attorney labor. Assigning death penalty cases to RC2 attorneys receiving a set salary will result in a **significant** cost savings to the State of Florida.

The Justice Administrative Commission (JAC) pays attorney labor and due process costs for death penalty cases litigated by private registry counsel. The more death penalty cases handled in-house by RC2 attorneys, the more taxpayer dollars that are saved.

Budget Item	Requested from Legislature	Cost Shared by RC2	Total
<b>Personnel</b>			
<b>Salaries</b>			
Attorney #1 (1.0 FTE) \$85,000/yr x 1 yr (1st chair qualified)	\$42,500	\$42,500	\$85,000
Attorney #2 (1.0 FTE) \$85,000/yr x 1 yr (1st chair qualified)	\$42,500	\$42,500	\$85,000
Attorney #3 (1.0 FTE) \$70,000/yr x 1 yr (2nd chair qualified)	\$70,000	\$0	\$70,000
Attorney #4 (1.0 FTE) \$70,000/yr x 1 yr (2nd chair qualified)	\$70,000	\$0	\$70,000
Mitigation Specialist (1.0 FTE) \$65,000/yr x 1 yr	\$32,500	\$32,500	\$65,000
Investigator (1.0 FTE) \$55,000/yr x 1 yr	\$27,500	\$27,500	\$55,000
Paralegal (1.0 FTE) \$45,000/yr x 1 yr	\$22,500	\$22,500	\$45,000
<b>Fringe Benefits</b>			
Attorney #1 35% of Salary	\$14,875	\$14,875	\$29,750
Attorney #2 35% of Salary	\$14,875	\$14,875	\$29,750
Attorney #3 35% of Salary	\$24,500	\$0	\$24,500
Attorney #4 35% of Salary	\$24,500	\$0	\$24,500
Mitigation Specialist 35% of Salary	\$11,375	\$11,375	\$22,750
Investigator 35% of Salary	\$9,625	\$9,625	\$19,250
Paralegal 35% of Salary	\$7,875	\$7,875	\$15,750
<b>Travel</b>			
<b>Attorneys</b>			
Attorneys: 1 day travel			
Clearwater to Orlando - 212 miles (round trip) x 0.445 = \$94 x 4 positions x 6 trips	\$2,264	\$0.00	\$2,264
Attorneys: Overnight travel			
Clearwater to Orlando - 212 miles (round trip) x 0.445 = \$94 x 4 positions x 6 trips	\$2,264	\$0.00	\$2,264
Hotel \$120 (per night) x 4 positions x 6 trips	\$2,880	\$0.00	\$2,880
Meals \$36 x 4 positions x 6 trips	\$864	\$0.00	\$864
Per Diem \$80 x 4 positions x 6 trips	\$1,920	\$0.00	\$1,920
<b>Mitigation Specialist and Investigator</b>			
Mitigation Specialist and Investigator: 1 day travel			
Clearwater to Orlando - 212 miles (round trip) x 0.445 = \$94 x 2 positions x 6 trips	\$1,132	\$0.00	\$1,132
Mitigation Specialist and Investigator: Overnight travel			
Clearwater to Orlando - 212 miles (round trip) x 0.445 = \$94 x 2 positions x 6 trips	\$1,132	\$0.00	\$1,132
Hotel \$120 (per night) x 2 positions x 6 trips	\$1,440	\$0.00	\$1,440
Meals \$36 x 2 positions x 6 trips	\$432	\$0.00	\$432
Per Diem \$80 x 2 positions x 6 trips	\$960	\$0.00	\$960
<b>Personnel Subtotal</b>	<b>\$430,413</b>	<b>\$226,125</b>	<b>\$656,538</b>
<b>TOTAL COST FOR 4 OFFICES IN SOUTH, NORTH, WEST AND EAST FLORIDA</b>	<b>\$1,721,653.92</b>	<b>\$904,500</b>	<b>\$2,626,153.92</b>

Budget Item	Requested from Legislature	Cost Shared by RC2 Recurring	Cost Shared by RC2 Non-Recurring	Total
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**Nonpersonnel**

**Physical Facilities**

Colledge of Central Florida-Ocala - To cover Central Florida	\$25,000	\$0	\$0	\$25,000
Ave Maria - Miami Dade - to cover West Coast of Florida	\$25,000	\$0	\$0	\$25,000
Dean Jones - Broward - to cover East Coast of Florida	\$25,000	\$0	\$0	\$25,000
FSU - Tallahassee - to cover North of Florida	\$25,000	\$0	\$0	\$25,000

TOTAL RENT \$100,000

**Contingencies** \$200,000 \$0 \$0 \$200,000

**Standard # 3: Expense and Human Resource Services Assessments Package**

RC Operating Expenditures (103227)	Attorneys (16)		Non-Attorney Professional (8)		Support Staff (4)	
	Recurring	Non-recur	Recurring	Non-recur	Recurring	Non-Recur
Telephone, line/use*	534.00	330.00	534.00	330.00	534.00	330.00
Telephone, purchase***	125.00	99.00	125.00	99.00	200.00	80.00
Postage	141.00		141.00		160.00	
Printing & Reproduction	121.00		121.00		121.00	
Repair & Maintenance	121.00		121.00			
Office Supplies*****	385.00		385.00		385.00	
File Cabinet	450.00	450.00	450.00	450.00	450.00	450.00
2 dr/36" wide w/lock						
Bookcase	355.00	355.00	355.00	355.00		
4 shelf/48" high						
Desk	625.00	625.00	625.00	625.00	614.00	614.00
Executive Chair	620.00	620.00	620.00	620.00		
Secretarial Chair					620.00	620.00
Side Arm Chair	304.00	304.00	304.00	304.00	304.00	304.00
Building Rental	3,866.00		3,866.00		3,007.00	
Software and Training	851.00	423.00	851.00	423.00	851.00	423.00
Data Communications	682.00		682.00		682.00	
Computing Equipment****	920.00	920.00	920.00	920.00	920.00	920.00
Law Library*****	700.00					
TOTAL:	172,800.00	66,016.00	80,800.00	33,008.00	35,392.00	14,964.00

<b>TOTAL STANDARD #3 Requested from Legislature</b>	<b>288,992.00</b>
TR/ HR SVCS/ DMS & STW CONTRACT (107040)= 28 x \$234	6,552.00

Budget Item	Requested from Legislature	Cost Shared by RC2 Recurring	Cost Shared by RC2 Non-Recurring	Total
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**Subtotal Nonpersonnel** \$595,544 \$595,544 Operations (103227)

**Total Direct Costs (Personnel + Nonpersonnel Subtotals)** \$2,317,198 \$904,500 \$3,221,698

Budget Item	Requested from Legislature	Cost Shared by RC2	Cost Shared by RC2 Non-Recurring	Total
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Due Process for 10 cases/year - \$50,000 each case (Funds to be held by JAC) X 4 offices \$2,000,000 \$0 \$2,000,000 Due Process (100777)

<b>Total Cross Jurisdictional Death Penalty Program Cost</b>	<b>\$4,317,198</b>	<b>\$904,500</b>		<b>\$5,221,698</b>
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Attorney	Life Felony	F1 PBL	F1	Capital	Court Appointed Flat Rate by GAA	RC5 Salaries and Benefits	Difference Additional Costs to the State
Felony Docket Attorney	13	20	45		199,375	79,229	120,146
Felony Docket Attorney	11	16	30		151,250	79,229	72,021
Felony Docket Attorney	8	12	41	1	161,875	94,538	67,337
Felony Docket Attorney	6	8	20		87,500	81,536	5,964
Felony Docket Attorney	6	8	28		102,500		102,500
Felony Docket Attorney	7	5	9	3	109,375	98,696	10,679
Felony Docket Attorney	5	23	31	1	155,625	95,546	60,079
Felony Docket Attorney			5		93,075	89,369	3,706
Felony Docket Attorney	9	7	24		107,500	92,251	15,249
Felony Docket Attorney	5	14	31	3	163,125	92,895	70,230
Felony Docket Attorney	2	12	42		118,740	81,184	37,556
Felony Docket Attorney	5	10	33		115,000	85,923	29,077
Felony Docket Attorney	2	8	34	2	123,750	77,324	46,426
Felony Docket Attorney	1	8	50	2	148,750	70,516	78,234
<b>TOTALS</b>			<b>14 attys</b>	<b>666 cases</b>	<b>1,837,440</b>	<b>1,118,236</b>	<b>719,204</b>



# Fiscal Year 2021-22 LBR Technical Review Checklist

Department/Budget Entity (Service): Justice Administration
Agency Budget Officer/OPB Analyst Name: Mailea Adams, Budget Director

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	2130	2131	2150	2160	2165

## 1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, 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)? <b>(CSDI or Web LBR Column Security)</b>	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y	Y

## AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y	Y	Y	Y
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I <b>(SC1R, SC1 or SC1R, SC1D adding column A12)</b> to verify.	Y	Y	Y	Y	Y
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? <b>(CSDR, CSA)</b>	Y	Y	Y	Y	Y
<b>TIP</b> 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 included in the LAS/PBS Web upload process requires 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	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

## 3. EXHIBIT B (EXBR, EXB)

Action		Program or Service (Budget Entity Codes)				
		2130	2131	2150	2160	2165
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? ( <b>NACR, NAC - Report should print "No Negative Appropriation Categories Found"</b> )	Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.</b> )	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.</b> )	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	2131	2150	2160	2165
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 2019-20 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.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	Y
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	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 page 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	2131	2150	2160	2165
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 #21-001?	Y	Y	Y	Y	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. ( <b>PLRR, PLMO</b> )	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 27 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	Y	Y	Y	Y
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A	N/A	N/A	N/A	N/A
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y	Y	Y	Y	Y
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	N/A	N/A	N/A	N/A	N/A
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. ( <b>NAAR, BSNR</b> )	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	2131	2150	2160	2165
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2020-21? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2020-21. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 2020-21 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.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	2131	2150	2160	2165
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	Y
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		2130	2131	2150	2160	2165
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A	N/A	N/A	N/A	N/A
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	Y	Y	Y	Y	Y
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	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 132 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.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
<b>AUDIT:</b>						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 163 of the LBR Instructions.)	Y	Y	Y	Y	Y



		Program or Service (Budget Entity Codes)				
Action		2130	2131	2150	2160	2165
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	N/A	N/A	N/A	N/A	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 <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	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.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues can be included in the priority listing.	Y	Y	Y	Y	Y
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the					
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)</b>						
14.1	Do the reductions comply with the instructions provided on pages 104 through 107 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y	Y	Y	Y
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.					
<b>15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)</b>						
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A	N/A	N/A	N/A	N/A
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 108 through 110 of the LBR instructions?	N/A	N/A	N/A	N/A	N/A



Action	Program or Service (Budget Entity Codes)				
	2130	2131	2150	2160	2165
15.3 Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>					
15.4 Do the issues net to zero at the department level? ( <b>GENR, LBR5</b> )	N/A	N/A	N/A	N/A	N/A
<b>16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 111-115 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)</b>					
16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	Y
16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? <b>Reconciliation error in Schedule XI was corrected after LRPP was uploaded and is correct in the Legislative Budget Request submission.</b>	N	N	N	N	N
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>					
16.3 Does the FY 2019-20 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y	Y	Y	Y
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	Y
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y	Y	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 <b>Audit #3</b> do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y	Y	Y	Y	Y
16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y	Y	Y
<b>TIP</b> If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES (Required to be posted to the Florida Fiscal Portal)</b>					
17.1 Do exhibits and schedules comply with LBR Instructions (pages 116 through 160 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2 Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	2130	2131	2150	2160	2165
17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 136 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A	N/A	N/A	N/A	N/A
17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A	N/A	N/A	N/A	N/A
<b>AUDITS - GENERAL INFORMATION</b>					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 162-164) 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.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)</b>					
18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	N/A
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	N/A
18.5 Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	N/A
18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A	N/A
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>					
19.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	Y

## Fiscal Year 2021-22 LBR Technical Review Checklist

Department/Budget Entity (Service): Justice Administration

Agency Budget Officer/OPB Analyst Name: Mailea Adams, Budget Director

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

Action	Program or Service (Budget Entity Codes)				
	2170	2180			

### 1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, 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)? <b>(CSDI or Web LBR Column Security)</b>	Y	Y			
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y			

#### AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. <b>(EXBR, EXBA)</b>	Y	Y			
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I <b>(SC1R, SC1 or SC1R, SC1D adding column A12)</b> to verify.	Y	Y			
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? <b>(CSDR, CSA)</b>	Y	Y			
<b>TIP</b> 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 included in the LAS/PBS Web upload process requires 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	Y			
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y			
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	Y			

### 3. EXHIBIT B (EXBR, EXB)

Action		Program or Service (Budget Entity Codes)				
		2170	2180			
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	Y			
<b>AUDITS:</b>						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? ( <b>NACR, NAC - Report should print "No Negative Appropriation Categories Found"</b> )	Y	Y			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? ( <b>EXBR, EXBC - Report should print "Records Selected Net To Zero"</b> )	Y	Y			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 61 of the LBR Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? ( <b>ED1R, XD1A - Report should print "No Differences Found For This Report"</b> )	Y	Y			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? ( <b>EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.</b> )	Y	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? ( <b>EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.</b> )	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		2170	2180			
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 2019-20 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.					
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y			
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
<b>7. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	Y	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	Y	Y			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.6 of the LBR Instructions.)	Y	Y			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See page 95 of the LBR Instructions.)	Y	Y			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		2170	2180			
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 #21-001?	Y	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. ( <b>PLRR, PLMO</b> )	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y			
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y			
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y			
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	Y			
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y	Y			
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	N/A	N/A			
<b>AUDIT:</b>						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? ( <b>GENR, LBR1</b> )	Y	Y			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? ( <b>GENR, LBR2</b> )	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? ( <b>GENR, LBR3</b> )	Y	Y			
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? ( <b>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)</b> )	N/A	N/A			
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. ( <b>NAAR, BSNR</b> )	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		2170	2180			
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2020-21? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2020-21. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 2020-21 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.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y			



Action		Program or Service (Budget Entity Codes)				
		2170	2180			
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y			
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y	Y			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y			
8.10	Are the statutory authority references correct?	Y	Y			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y			
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y			
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y			
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y			



Action		Program or Service (Budget Entity Codes)				
		2170	2180			
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y			
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	N/A	N/A			
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y			
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y			
<b>AUDITS:</b>						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y			
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y	Y			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. ( <b>SC1R, DEPT</b> )	Y	Y			
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y	Y			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 132 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.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
<b>AUDIT:</b>						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 163 of the LBR Instructions.)	Y	Y			

	Program or Service (Budget Entity Codes)				
Action	2170	2180			

**10. SCHEDULE III (PSCR, SC3)**

10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	N/A	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y			

**11. SCHEDULE IV (EADR, SC4)**

11.1	Are the correct Information Technology (IT) issue codes used?	Y	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	Y			
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**13. SCHEDULE VIIIB-1 (EADR, S8B1)**

13.1	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y			
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the					

**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 104 through 107 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y	Y			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.					
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.					

**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/A	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 108 through 110 of the LBR instructions?	N/A	N/A			

Action		Program or Service (Budget Entity Codes)				
		2170	2180			
15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A	N/A			
<b>AUDIT:</b>						
15.4	Do the issues net to zero at the department level? ( <b>GENR, LBR5</b> )	N/A	N/A			
<b>16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 111-115 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)</b>						
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y			
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? <b>Reconciliation error in Schedule XI was corrected after LRPP was uploaded and is correct in the Legislative Budget Request submission.</b>	N	N			
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
16.3	Does the FY 2019-20 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR, ACT1</b> )	Y	Y			
16.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y			
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	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 <b>Audit #3</b> do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y	Y			
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>17. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES (Required to be posted to the Florida Fiscal Portal)</b>						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 116 through 160 of the LBR Instructions), and are they accurate and complete?	Y	Y			
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y			

Action		Program or Service (Budget Entity Codes)				
		2170	2180			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 136 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: <b>IT@LASPBS.STATE.FL.US?</b>	N/A	N/A			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	N/A	N/A			
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 162-164) 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.					
<b>18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)</b>						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>19. FLORIDA FISCAL PORTAL</b>						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y			