## DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Veterinary Medicine



Alcoholic Beverages & Tobacco

#### Restaurants



Real Estate







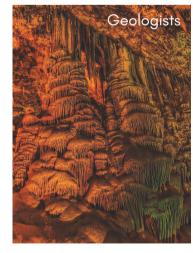
Building Code Administrators & Inspectors







Elevators



Cosmetology



Landscape Architecture



## Department of BUSINESS AND PROFESSIONAL REGULATION

**RON DESANTIS, GOVERNOR** 



**MELANIE S. GRIFFIN, SECRETARY** 

## **Legislative Budget Request**

Department of Business and Professional Regulation

Tallahassee

October 15, 2024

Brandy Gunder, Deputy Budget Director Office of Policy and Budget Executive Office of the Governor 1702 Capitol Tallahassee, Florida 32399-0001

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

Tim Sadberry, Staff Director Senate Committee on Appropriations 201 Capitol Tallahassee, Florida 32399-1100

#### Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Business and Professional Regulation is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2025-26 Fiscal Year. I have reviewed and approve this submission.

Any questions concerning this submission may be directed to Darius Pelham, Bureau Chief of Planning and Budget, at 850-717-1541.

Sincerely,

Melanie S. Griffin

Secretary





## **Schedule VII: Agency Litigation Inventory**

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

the Governor's website.					
Agency:	Departmer	epartment of Business and Professional Regulation			
Contact Person:	Jett Bauma	ann (DBPR)	Phone Number:	850-488-0063	
Names of the Case: (no case name, list the names of the plaintiff and defendant.)	Prof	C&S Wholesale Grocers, Inc. v. Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco			
Court with Jurisdiction	on: Reg	e closed, remanded tulation for section 1 2-2940	•	susiness and Professional	
Case Number:	1D2	<i>2-2</i> 940			
Summary of the Complaint:	toba 2013 refu Octo that Stat. Con the o Februasse erro base adm App	On August 4, 2015, C&S Wholesale requested a refund of OTP (other tobacco products) taxes and surcharges it paid for the period of August 2013 – June 2015, totaling \$1,482,993.99. The Division denied the refund request on August 14, 2015, and C&S challenged this denial of October 13, 2015 by filing a petition for formal hearing. C&S allege that the OTP taxes and surcharges under §§ 210.30(1), and 210.25, Flatstat., violate the Commerce and Equal Protection Clauses of the U.S Constitution because cigars are not also taxed. C&S requested to hold the case in abeyance while a related case was pending in civil court. Of February 28, 2020, C&S submitted an amended petition in which asserted as an additional basis for the refund claim that the Division erroneously calculated the wholesale sales price on which OTP taxes are based. After the Division denied C&S's petition for a formal administrative hearing, C&S appealed to the First District Court of		paid for the period of August 99. The Division denied the 2&S challenged this denial on formal hearing. C&S alleged 3\\$ 210.30(1), and 210.25, Fla. rotection Clauses of the U.S. axed. C&S requested to hold was pending in civil court. On amended petition in which it afund claim that the Division price on which OTP taxes are axe's petition for a formal	
Amount of the Claim	. ,	182,993.99			
Specific Statutes or Laws (including GAA Challenged:		§§ 210.30(1) and 210.25, Fla. Stat.			
Status of the Case:	Amo Disr Divi raise DBI 120.	Opinion issued December 12, 2023, affirmed DBPR Order Dismit Amended Petition for Hearing with Prejudice, reversed DBPR Obismissing Petition for Hearing with instructions remanding case to Division "to conduct a hearing under section 120.57." Case and it raised in Initial Petition for Hearing is scheduled to be heard both DBPR October 3, 2024, by hearing conducted pursuant to see 120.57(2).		udice, reversed DBPR Order uctions remanding case to the tion 120.57." Case and issues scheduled to be heard before	
Who is representing (record) the state in th		Agency Counsel			
lawsuit? Check all th		Office of the Attor	ney General or Div	vision of Risk Management	
apply.		Outside Contract Counsel			

If the lawsuit is a class	
action (whether the class	N/A
is certified or not),	
provide the name of the	
firm or firms	
representing the	
plaintiff(s).	

## **Schedule VII: Agency Litigation Inventory**

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

the Governor's reconce.				
Agency:	Department of Business and Professional Regulation			
Contact Person:	Joseph Whealdon (DBPR)/Christopher Baum (OAG)  Phone Number: 850-488-0063			
Names of the Case: no case name, list the names of the plaintial and defendant.)	Professional Regulation, Division of Alcoholic Beverages and Tobacco			
Court with Jurisdict	ion: Case Closed			
Case Number:	1DCA Case No.: 1D22-3040 2 <sup>nd</sup> Circuit Case No.: 2020 CA 000565			
Summary of the Complaint:	On December 9, 2019, C&S Wholesale requested a refund of cigarette taxes and surcharges it paid for the period November 2016 – November 2019, totaling \$34,482,204.00. The Division denied the claim on January 24, 2020. On March 23, 2020, C&S filed a complaint in circuit court, alleging that taxes and surcharges on cigarettes under § 210.02(1), and 210.011(1), Fla. Stat., violate the Commerce and Equal Protection Clauses of the U.S. Constitution because cigars are not also taxed. After the Circuit Court granted judgment on the pleadings in the Division's favor, C&S appealed to the First District Court of Appeal.			
Amount of the Clair	\$ 34,482,204.00			
Specific Statutes or Laws (including GA Challenged:	§§ 210.02(1), and 210.011(1), Fla. Stat.			
Status of the Case:	On August 23, 2023, the First District Court of Appeal affirmed, without issuing a written opinion, the 2nd Circuit's Judgement on the Pleadings in favor of DBPR.  On September 22, 2023, C&S Wholesale Grocers, Inc. moved the First District Court of Appeal for a written opinion which was denied on February 7, 2024.			

Who is representing (of record) the state in this		Agency Counsel
lawsuit? Check all that	X	Office of the Attorney General or Division of Risk Management
apply.		Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

## **Schedule VII: Agency Litigation Inventory** For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website. Department of Business and Professional Regulation Agency: Brooke Adams (Appeal) Contact Person: Phone Number: 850-488-0063 Jett Baumann (DOAH) Global Hookah Distributors, Inc. v. Department of Business and Names of the Case: (If Professional Regulation, Division of Alcoholic Beverages and Tobacco no case name, list the names of the plaintiff and defendant.) First District Court of Appeal Court with Jurisdiction: 1D22-2940 Case Number: 23-000636; 23-001638RU 23-000636: On July 7, 2022, Global Hookah Distributors filed a petition Summary of the for a Chapter 120 hearing in which it contests the Division's denial of Complaint: its claim for a refund of \$1,412,075.16 for OTP (other tobacco products) taxes and surcharges on hookah tobacco. The petitioner claims that hookah tobacco is not taxable "tobacco product" within the meaning of section 210.25(12). 23-001638RU: On March 8, 2023, Global Hookah Distributors filed a Notice of Unadopted Rule with the Division alleging the Division's taxation of hookah tobacco products constitutes an unadopted rule. On May 17, 2023, case number 23-001638RU was consolidated with case number 23-000636. A formal hearing was held on July 19, 2023.

\$ 1.412.075.16

Amount of the Claim:

Specific Statutes or Laws (including GA Challenged:	AA)	§ 210.25, Fla. Stat.			
Status of the Case:		On October 4, 2023, the ALJ issued both a final order in 23-001638RU finding that DBPR's taxation of hookah tobacco is not a rule as defined in section 120.52(16) and not violative of section 120.54(1)(a); and a recommended order in 23-000636 finding that hookah tobacco is a taxable tobacco product within the meaning of section 210.25(12); DBPR adopted in full via Final Order.  Petitioner timely appealed both Final Orders to the First District Court of Appeal. Oral Argument is scheduled for October 8, 2024.			
Who is representing record) the state in t		X	Agency Counsel		
lawsuit? Check all			Office of the Attorney General or Division of Risk Management		
apply.			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			
	Sc		le VII: Agency Litigation Inventory		
For directions on complethe Governor's website.		iis sche	edule, please see the "Legislative Budget Request (LBR) Instructions" located on		
Agency:	Depa	rtmen	t of Business and Professional Regulation		
Contact Person:		Whealdon (DBPR) Treadwell (Outside nsel)  Phone Number: (850) 825-4329			
no case name, list the names of the plainting and defendant.)	Names of the Case: (If no case name, list the names of the plaintiff and defendant.)		Basik Trading, Inc. v. Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco		
Court with Jurisdiction:			Second Judicial Circuit in and for Leon County 2022-CA-000702 (previously 2020-CA-010678 until transferred to		
Case Number:		Leon County)			

Summary of the Complaint:	Basik Trading, Inc. challenges the Division's assessment of OTP taxes and surcharges and seeks declaratory and injunctive relief. A sequence of routine audits revealed that Basik owed additional taxes. The total contested amount is \$9,052,251.13 Basik disputes the results of the audit. Basik also challenges the authority of the Division to increase the amount of its surety bond, alleging that section 210.40 (which authorizes the Division to require a surety bond) is unconstitutionally vague because it confers too much discretion on the Division to set the bond amount. Basik seeks declaratory relief that section 210.40 does not permit the Division to increase Basik's bond using the methodology sought and injunctive relief that the Division refund Basik for the bond amount. Basik also seeks declaratory relief that 210.67 entitles them to receive a monthly tax credit or refund for tobacco products destroyed or transferred out of the state of Florida. Finally, Basik sought a writ of mandamus directing DBPR to grant or deny tax refund applications submitted to DBPR, however this issued was rendered moot on April 2024, when DBPR denied Basik's pending refund applications.			
Amount of the Claim:	\$9,052,251.13			
Specific Statutes or Laws (including GAA) Challenged:	§§ 210.25, 210.276, 210.30, 210.40, 210.55, and 210.67, Fla. Stat. R.			
Status of the Case:	Mediation conducted on September 4, 2024. A bench trial is scheduled for January 6, 2025 in the 2nd Circuit, Leon County, Florida.			
Who is representing (of	Agency Counsel			
record) the state in this	Office of the Attorney General or Division of Risk Management			
lawsuit? Check all that apply.	X Outside Contract Counsel			
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A			

Schedule VII: Agency Litigation Inventory					
	For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.				
Agency:	Depa	artment of Business and P	rofessional Regula	tion	
Contact Person:		ke Adams (Appeal) Baumann (DOAH)	Phone Number:	850-488-0063	
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)  Basik Trading, Inc. v. Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco					
Court with Jurisdiction:		First District Court of A	ppeal		

Case Number:	23-00	00543RX	
Summary of the Complaint:	On February 8, 2023, Basik Trading, Inc. filed an Existing Rule Challenge Petition alleging that the Division's Rule 61A-10.082, is an invalid exercise of delegated legislative authority per sections 120.52(8)(b), (d), and (e).		
Amount of the Claim:	\$50,	000 (attorneys fees)	
Specific Statutes or Laws (including GAA) Challenged:	Rule 61A-10.082, Florida Administrative Code; §§ 210.25, 210.276, 210.30, 210.40, and 210.67, Fla. Stat.		
Status of the Case:	On September 25, 2023, the Administrative Law Judge issued a Final Order finding Rule 61A-10.082 to be an invalid exercise of delegated legislative authority. DBPR timely appealed the administrative final order to the First District Court of Appeal. Initial/Answer/Reply Briefs filed, awaiting decision.		
Who is representing (of	X	Agency Counsel	
record) the state in this lawsuit? Check all that		Office of the Attorney General or Division of Risk Management	
apply.	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		

	Sc	hedule VII: Agency	Litigation Inve	entory
For directions on comp the Governor's website	_	his schedule, please see the "L	egislative Budget Requ	test (LBR) Instructions" located on
Agency:	Depa	Department of Business and Professional Regulation		
Contact Person:	Cour	Ray Treadwell (Outside Counsel)  Jake Whealdon (DBPR)  Phone Number: 850-488-0063		
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)		Basik Trading, Inc. v. D Regulation, Division of	-	
Court with Jurisdiction:		2nd Judicial Circuit Leon County		
Case Number:		2024 CA 000523		
Complaint:  pursuant to se tax refund application application as		pursuant to section 72.0 tax refund application f \$129,795. Count I contapplication and Count	11, which contests for the destruction ests the legality of t II seeks declar	filed a two count complaint a DBPR's denial of Plaintiff's of tobacco products totaling DBPR's denial of the refund ratory relief against DBPR 0.055, Florida Administrative

		e and a determination that Plaintiff met all condition precedent to t refund request made by refund application.	
Amount of the Claim:	\$129	9,795	
Specific Statutes or Laws (including GAA) Challenged:		10.276, 210.30, 210.40, 210.55, and 210.67, Fla. Stat. Rule 61A-55, Florida Administrative Code.	
Status of the Case:	July 11, 2024, Answer and Affirmative Defenses to Complaint filed.		
	case	solidated mediation conducted on September 4, 2024 for present and related Basik Trading Inc. cases before 2nd Judicial Circuit 4 CA 001023 and 2022-CA-000702)	
Who is representing (of		Agency Counsel	
record) the state in this lawsuit? Check all that		Office of the Attorney General or Division of Risk Management	
apply.	X	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory					
	For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.				
Agency:	Depa	Department of Business and Professional Regulation			
Contact Person:	Cour	Ray Treadwell (Outside Counsel) Phone Number: 850-488-0063  Jake Whealdon (DBPR)			
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)		Basik Trading, Inc. v. Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco			
Court with Jurisdic	tion:	2 <sup>nd</sup> Judicial Circuit Leon County			
Case Number:	Case Number:		2024 CA 001023		
Summary of the Complaint:		pursuant to section 72.0 three (3) tax refund approaches of tobacco procupreviously reported and the legality of DBPR's	oll, which contests olications submitte ducts on which l paid, totaling \$1, denial of the three	filed a two count complaint is DBPR's denial of Plaintiff's d for the claimed out of state taxes and surcharges were 599,787.87. Count I contests is (3) refund application under aratory and injunctive relief	

	against DBPR concerning section 210.67 & Rule 61A-10.055, Florida Administrative Code in granting the refund applications and a determination that Plaintiff is entitled to a refund of taxes and surcharges for tobacco products sold outside the state of Florida.		
Amount of the Claim:	\$1,599,787.87		
Specific Statutes or Laws (including GAA) Challenged:	§§ 210.276, 210.30, 210.40, 210.55, and 210.67, Fla. Stat. Rule 61A-10.055, Florida Administrative Code.		
Status of the Case:	September 3, 2024, Answer and Affirmative Defenses to Complaint filed.  Consolidated mediation conducted on September 4, 2024 for present case and related Basik Trading Inc. cases before 2 <sup>nd</sup> Judicial Circuit (2024 CA 000523 and 2022-CA-000702)		
Who is representing (of	Agency Counsel		
record) the state in this	Office of the Attorney General or Division of Risk Management		
lawsuit? Check all that apply.	X Outside Contract Counsel		
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory					
For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.					
Agency:	Depa	artment of Business and Professional Regulation			
Contact Person:		oh aldon(DBPR)/Nathan ester(OAG)	Phone Number:	850-488-0063	
Names of the Case: no case name, list the names of the plainting and defendant.)	he	HM Florida-ORL, LLC v. Melanie Griffin, in her official capacity as Secretary of the Florida Department of Business and Professional Regulation			
Court with Jurisdiction:		United States District Court for the Middle District of Florida			
Case Number:		6:23-cv-00950-GAP-LHP			

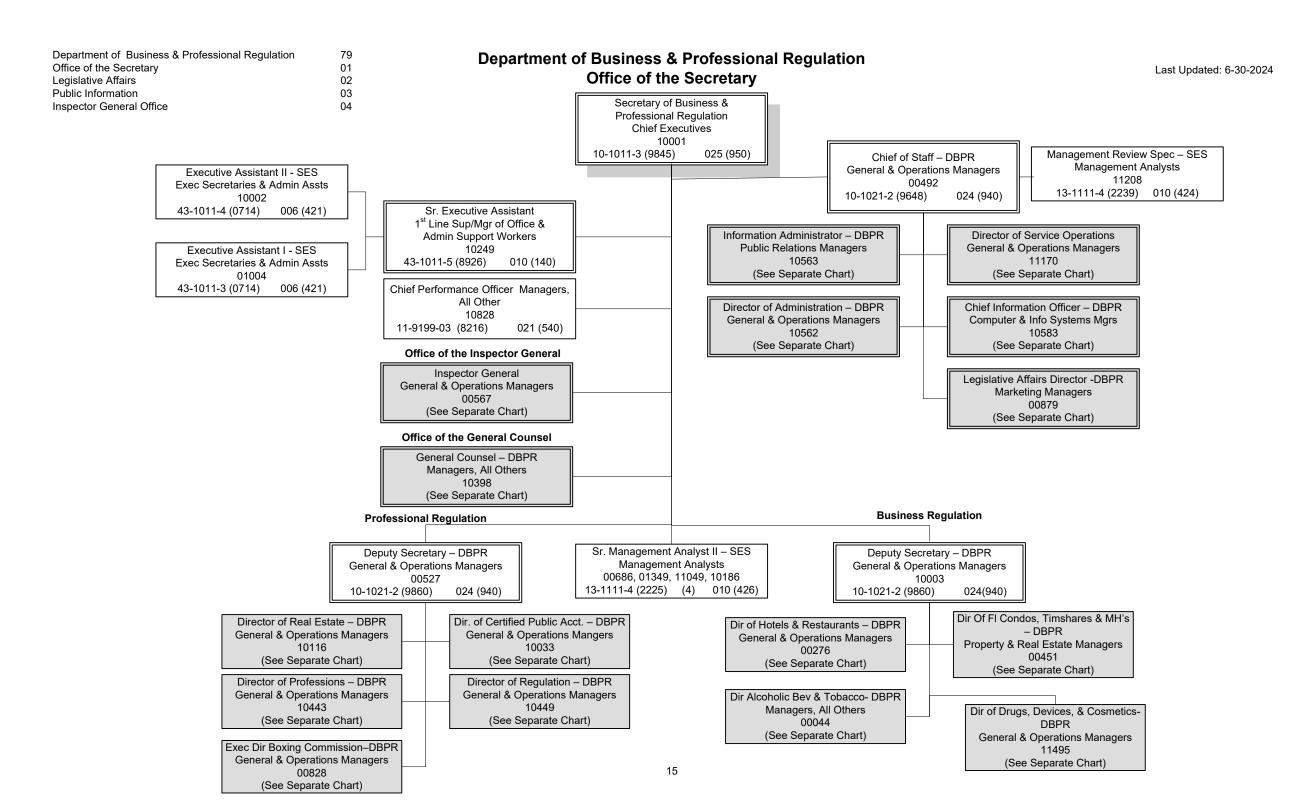
Summary of the Complaint:	child and their First of th	May 25, 2023, a restaurant and bar that hosts drags shows to which len are invited filed a complaint alleging that §§ 509.261, 561.29, 827.11, Fla. Stat., will have a chilling effect on free speech due to vague and overbroad nature and thus at least in part violate the Amendment of the U.S. Constitution and the Due Process Clause e Fourteenth Amendment.	
Amount of the Claim:		\$0. Plaintiff sought injunctive relief only. \$\\$ 509.261, 561.29, and 827.11, Fla. Stat.	
Specific Statutes or Laws (including GAA) Challenged:	88 2	09.201, 301.29, and 627.11, 14a. Stat.	
Status of the Case:	injur preli Elev the p effect cour to en prov	district court granted the plaintiff's motion for a preliminary action on June 23, 2023. The Secretary appealed the granting of the minary injunction to the United States Court of Appeals for the enth Circuit and also moved in the district court for a partial stay of oreliminary injunction pending this appeal, seeking to limit the et of the preliminary injunction to the plaintiff only. The district to denied the Secretary's motion, holding that the injunction applied aligning the Secretary's enforcement of the disputed statutory isions against any party statewide.  Secretary has filed a motion to dismiss the case for lack of subjecter jurisdiction or, alternatively, for summary judgment. This motion trently pending.	
Who is representing (of		Agency Counsel	
record) the state in this lawsuit? Check all that	X	Office of the Attorney General or Division of Risk Management	
apply.		Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

# Schedule VII: Agency Litigation Inventory For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website. Agency: Department of Business and Professional Regulation Contact Person: Joseph Whealdon(DBPR)/Henry Whitaker(OAG) Phone Number: 850-488-0063

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Yifan Shen, et al. v. Wilton Simpson, as Florida Commissioner of Agriculture, Meredith Ivey, as Acting Florida Secretary of Economic Opportunity, and Patricia Fitzgerald, as Chair of the Florida Real Estate Commission		
Court with Jurisdiction:	United States District Court for the Northern District of Florida		
Case Number:	4:23-cv-00208-AW-MAF		
Summary of the Complaint:	On May 22, 2023, four individuals and a real estate brokerage firm filed a complaint alleging that §§ 692.201-692.205, Fla. Stat., restricting and conditioning ownership and purchases of real property, violate their rights to equal protection and due process under the Fourteenth Amendment of the U.S. Constitution, the Fair Housing Act, and the Supremacy Clause of the U.S. Constitution.		
Amount of the Claim:	Undetermined		
Specific Statutes or Laws (including GAA) Challenged:	§§ 692.201-692.205, Fla. Stat.		
Status of the Case:	The plaintiffs filed a Motion for Preliminary Injunction which was granted.		
Who is representing (of record) the state in this		Agency Counsel	
lawsuit? Check all that apply.	X	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		

For directions on completing this schedule, please see the "Legislative Budget Require the Governor's website."	uest (LBR) Instructions" located on		
Agency: Department of Business and Professional Regula	Department of Business and Professional Regulation		
Contact Person: Joseph Whealdon, Brooke Adams(DBPR) Phone Number:	850-488-0063		

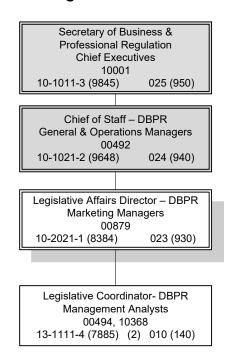
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Flori	Vigil, individually and on behalf of all other similarly situated v. da Department of Business and Professional Regulation, Division otels and Restaurants
Court with Jurisdiction:	11th Circuit Broward County	
Case Number:	CACE-24-004305	
Summary of the Complaint:	On July 30, 2024, a vacation rental licensee filed a putative class action complaint alleging that the suspension of licensed vacation rentals during the 2020 fiscal year due to the COVID-19 Public Health Emergency constituted a breach of contract by and unjust enrichment to the Department.	
Amount of the Claim:	Undetermined	
Specific Statutes or Laws (including GAA) Challenged:	Executive Orders 20-87, 20-89, and 20-91	
Status of the Case:	The defendant filed a Motion to Dismiss. The court has not yet ruled on this Motion.	
Who is representing (of record) the state in this	X	Agency Counsel
lawsuit? Check all that apply.		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).	Fried	lman, Rodman Frank & Estrada, P.A.



Department of Business & Professional Regulation	79
Office of the Secretary	0
egislative Affairs	02

Last Updated: 6-30-2024

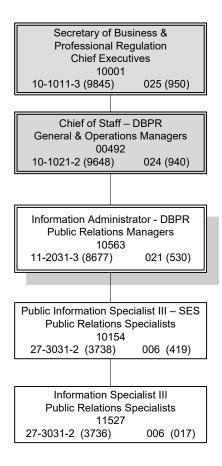
# Department of Business and Professional Regulation Office of the Secretary Legislative Affairs

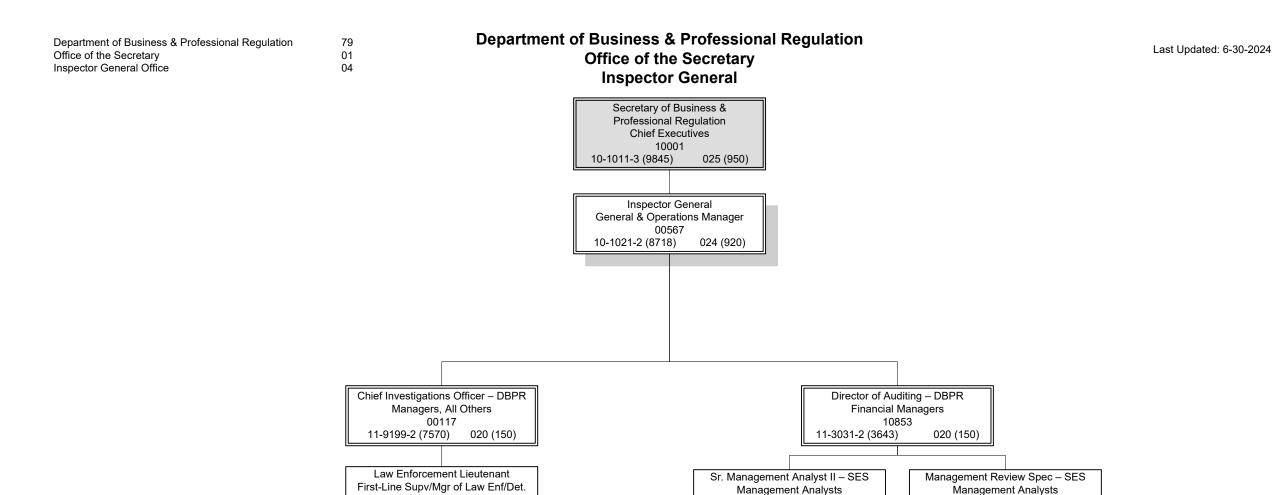


Department of Business and Professional Regulation	79
Office of the Secretary	01
Public Information	03

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

Last Updated: 6-30-2024





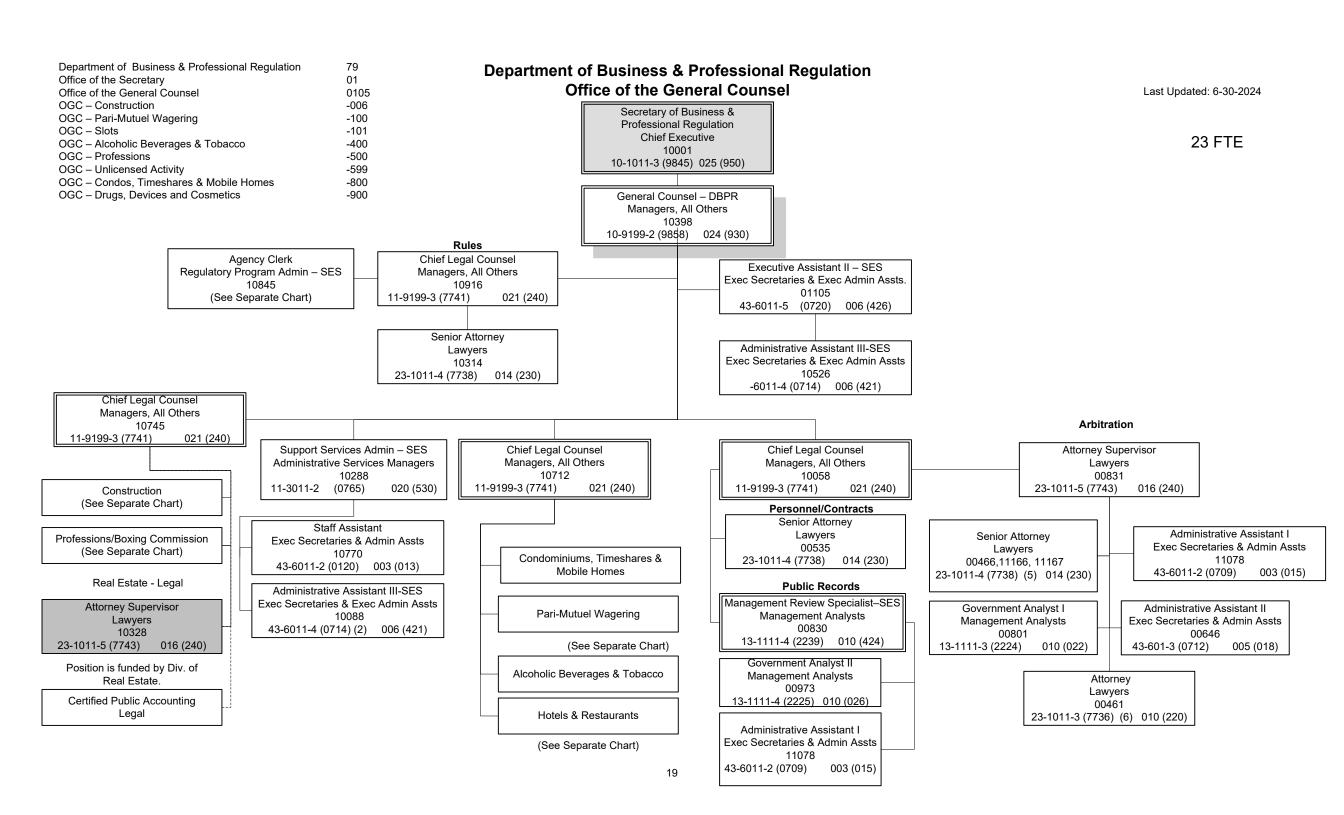
00088, 00173, 10844

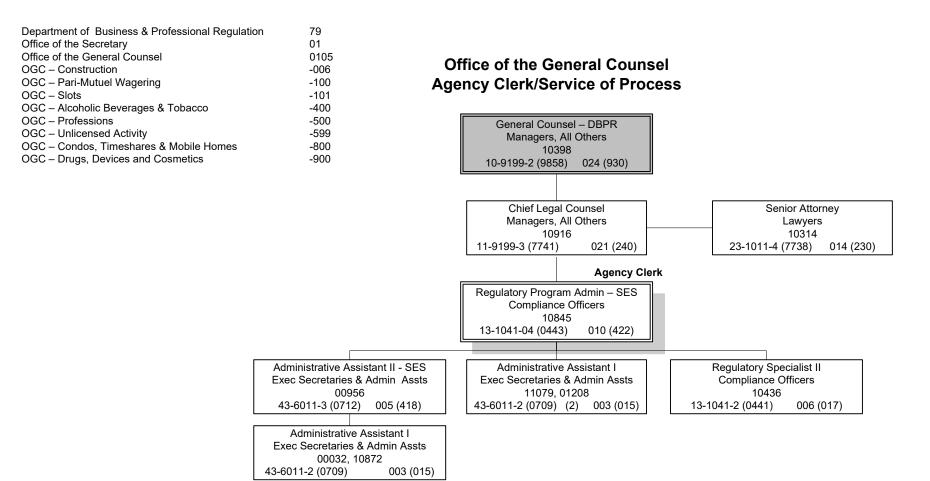
33-1012-04 (8522) (3) 012 (055)

00249

13-1111-4 (2225) 010 (426)

01407, 11184 13-1111-4 (2239) 010 (424)





Service of Process

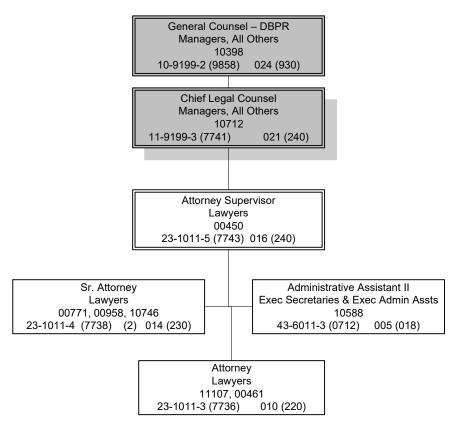
9 FTE

Last Updated: 6-30-2024

### Office of the General Counsel

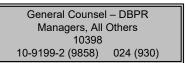
Department of Business & Professional Regulation	79
Office of the Secretary	01
Office of the General Counsel	010
OGC – Construction	-006
OGC – Pari-Mutuel Wagering	-100
OGC – Slots	-101
OGC – Alcoholic Beverages & Tobacco	-400
OGC – Professions	-500
OGC – Unlicensed Activity	-599
OGC - Condos, Timeshares & Mobile Homes	-800
OGC – Drugs, Devices and Cosmetics	-900

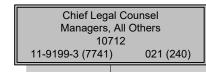
## **Condominiums, Timeshares and Mobile Homes**



Last Updated: 6-30-2024

## Office of the General Counsel Drugs, Devices, and Cosmetics







Attorney Lawyer 11466 23-1011-03 (7736) (1) 10 (220)

79

01

0105

-006

-100

-101

-400

-500

-599

-800

-900

Department of Business & Professional Regulation

Office of the Secretary

OGC - Construction

OGC – Professions

OGC - Slots

Office of the General Counsel

OGC - Pari-Mutuel Wagering

OGC - Unlicensed Activity

OGC - Alcoholic Beverages & Tobacco

OGC - Drugs, Devices and Cosmetics

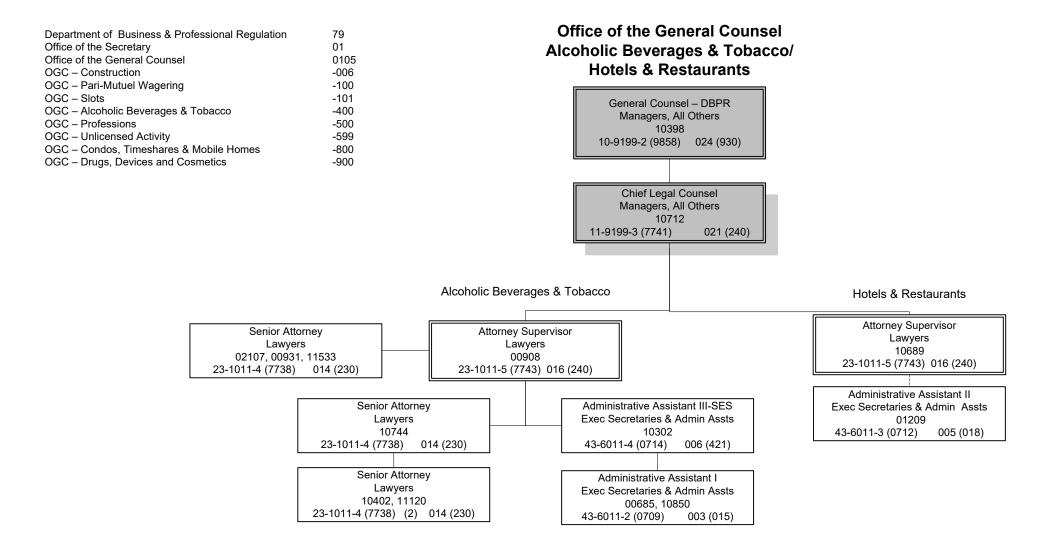
OGC - Condos, Timeshares & Mobile Homes

Sr. Attorney Lawyers 11467 23-1011-4 (7738) (2) 014 (230) Senior Legal Assistant - SES Paralegals & Legal Assistants 11472

23-2011-2 (3127) 006 (422)

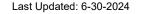
Administrative Assistant II
Exec Secretaries & Admin Assts
11468
43-6011-3 (0712) 005 (018)

Last Updated: 6-30-2024



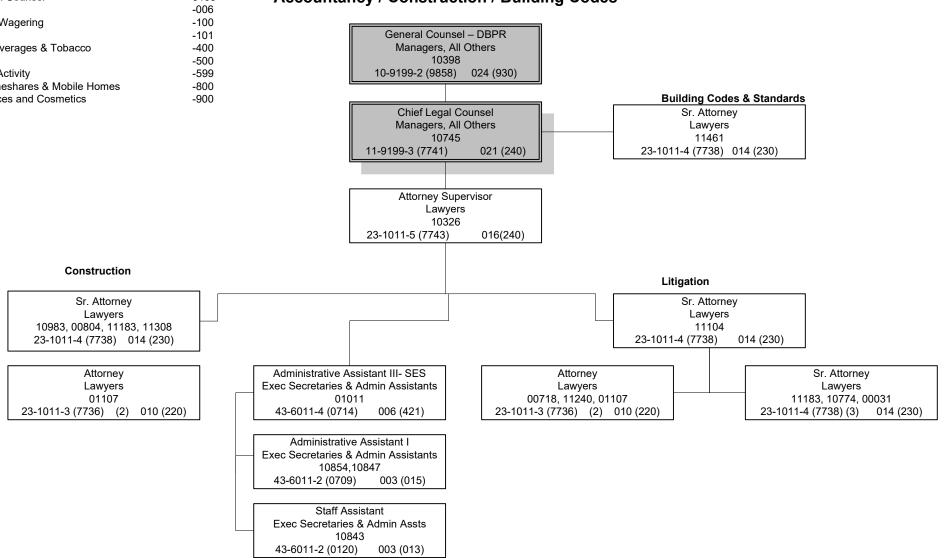
12 FTE

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



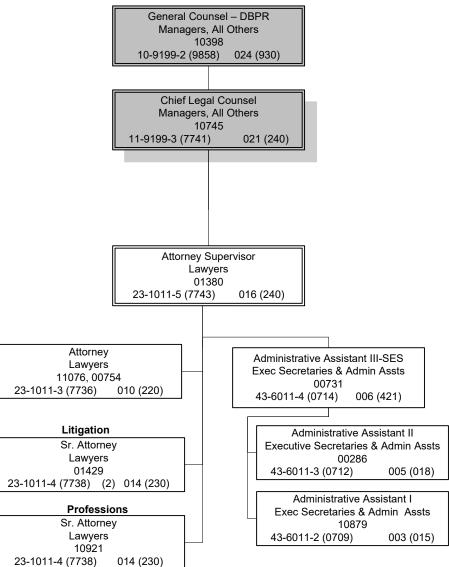


## Office of the General Counsel **Accountancy / Construction / Building Codes**

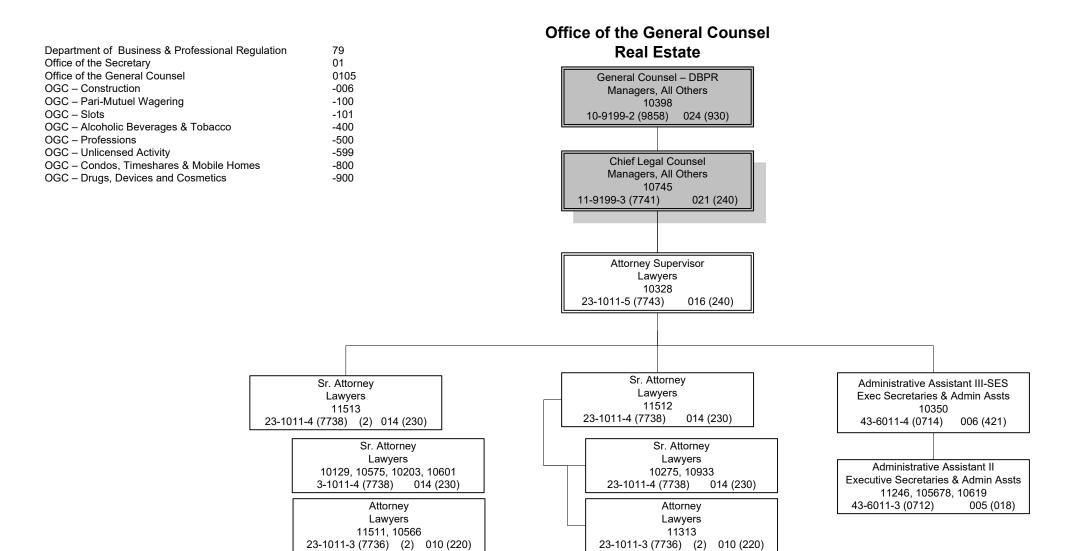


Department of Business & Professional Regulation	79
Office of the Secretary	01
Office of the General Counsel	010
OGC – Construction	-006
OGC - Pari-Mutuel Wagering	-100
OGC - Slots	-101
OGC – Alcoholic Beverages & Tobacco	-400
OGC – Professions	-500
OGC – Unlicensed Activity	-599
OGC - Condos, Timeshares & Mobile Homes	-800
OGC – Drugs, Devices and Cosmetics	-900

# Office of the General Counsel Professions / Florida Alethic Commission



Last Updated: 6-30-2024



23-1011-3 (7736) (2) 010 (220)

26

Last Updated: 6-30-2024

# Office of the General Counsel Unlicensed Activity

Department of Business & Professional Regulation

Office of the Secretary

OGC - Construction

OGC – Professions

OGC - Slots

Office of the General Counsel

OGC - Pari-Mutuel Wagering

OGC - Unlicensed Activity

OGC - Alcoholic Beverages & Tobacco

OGC - Drugs, Devices and Cosmetics

OGC - Condos, Timeshares & Mobile Homes

79

01

0105

-006

-100

-101

-400

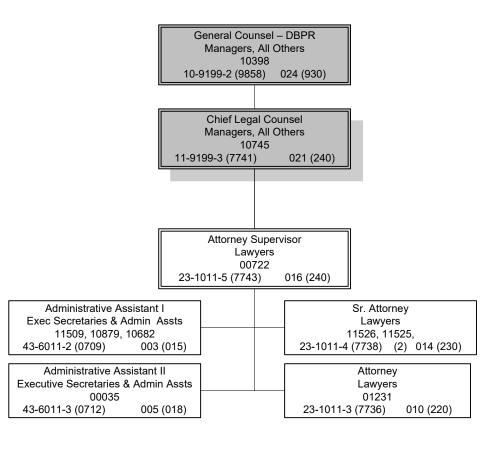
-500

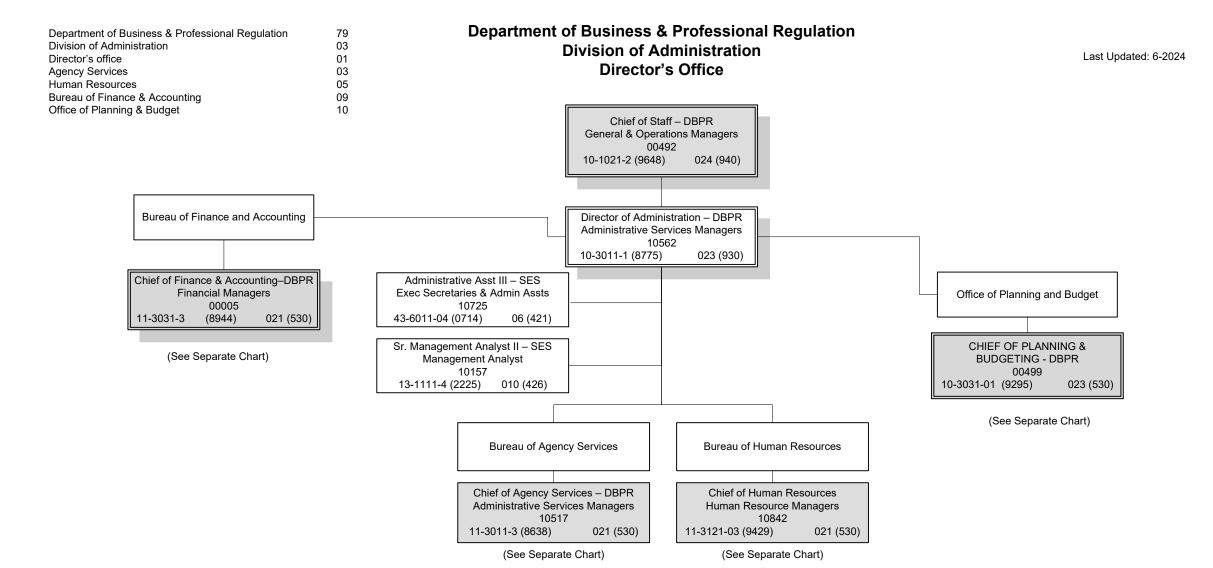
-599

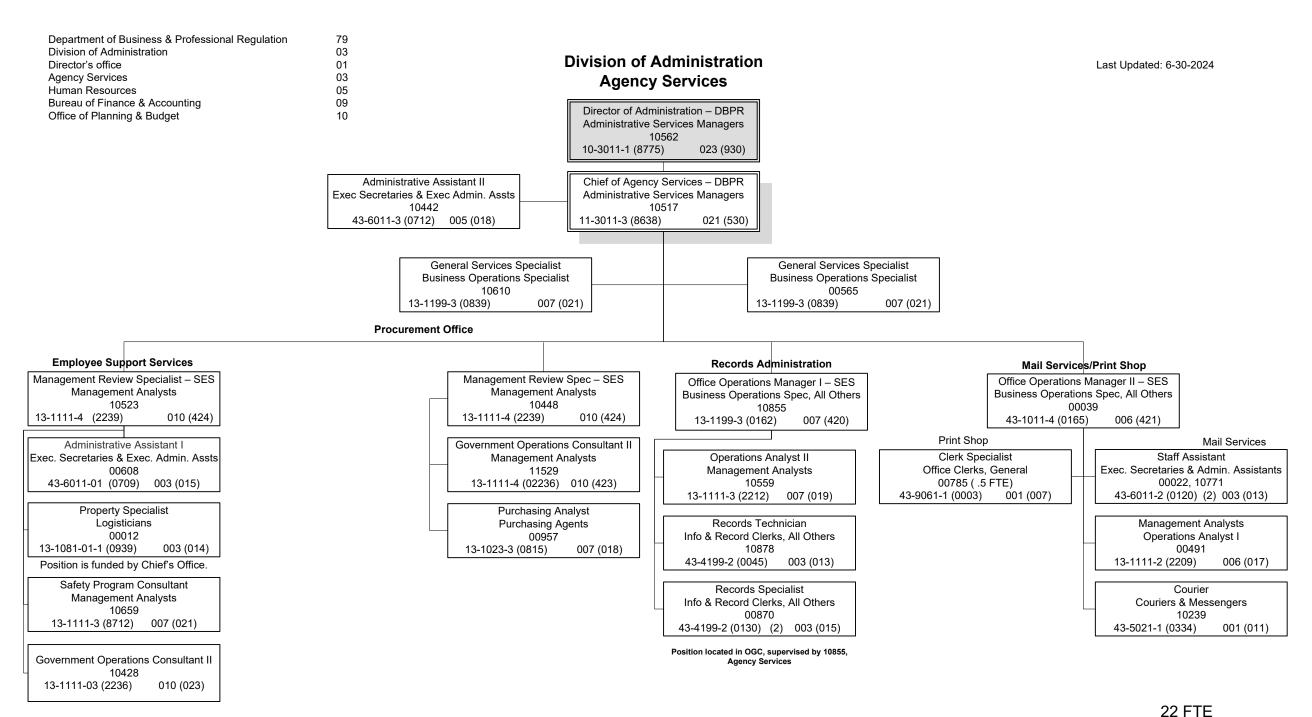
-800

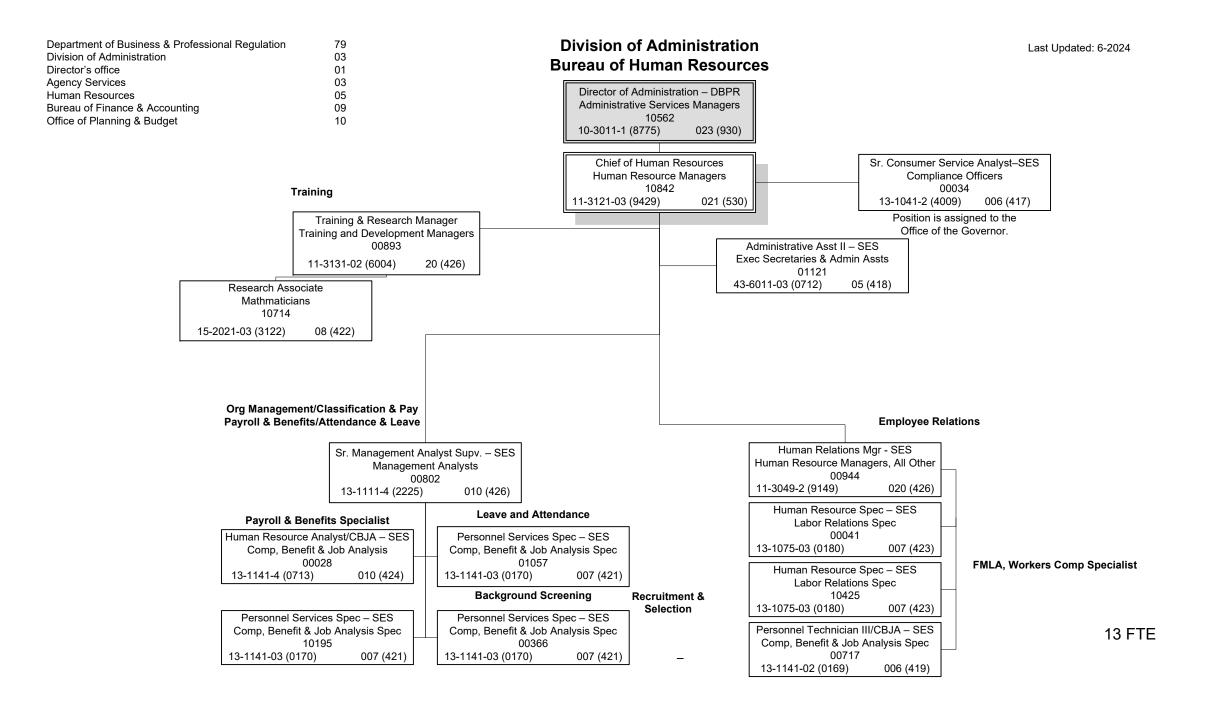
-900

Last Updated: 6-30-2024

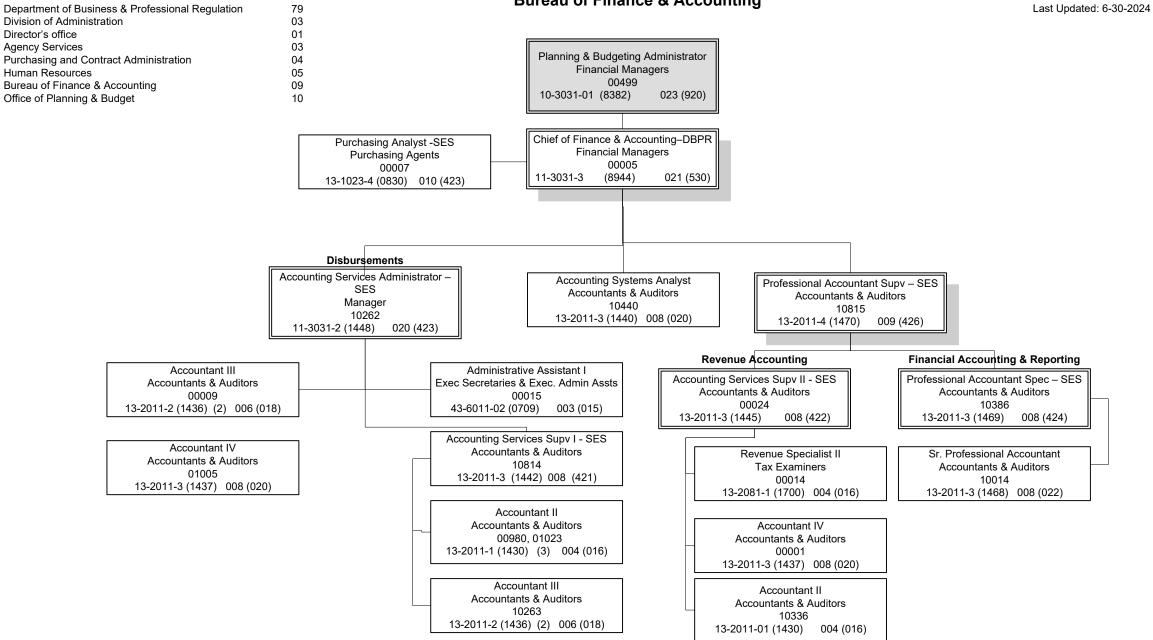




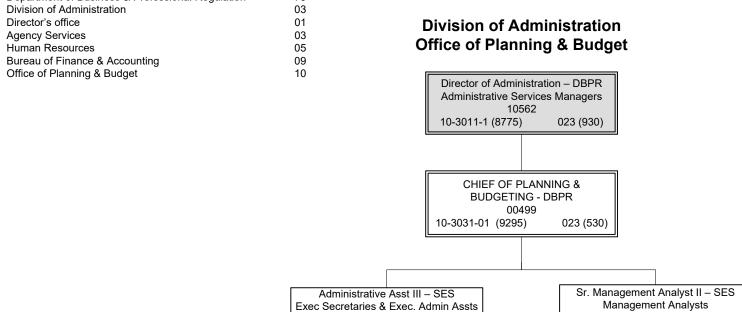




## Division of Administration Bureau of Finance & Accounting



Last Updated: 6-2024 Department of Business & Professional Regulation 79



Exec Secretaries & Exec. Admin Assts

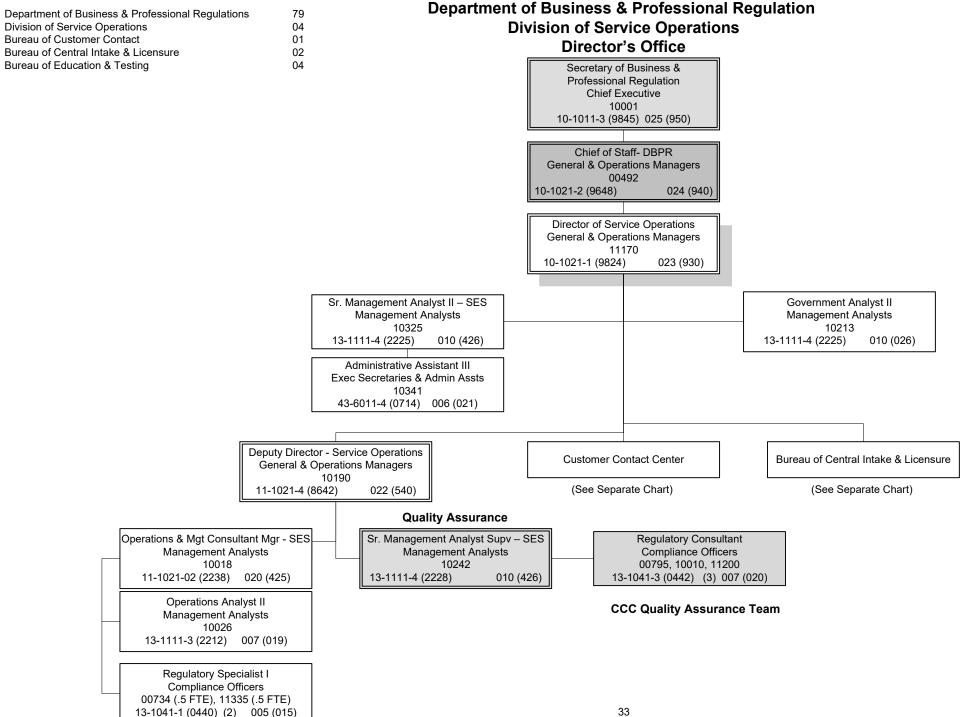
00037

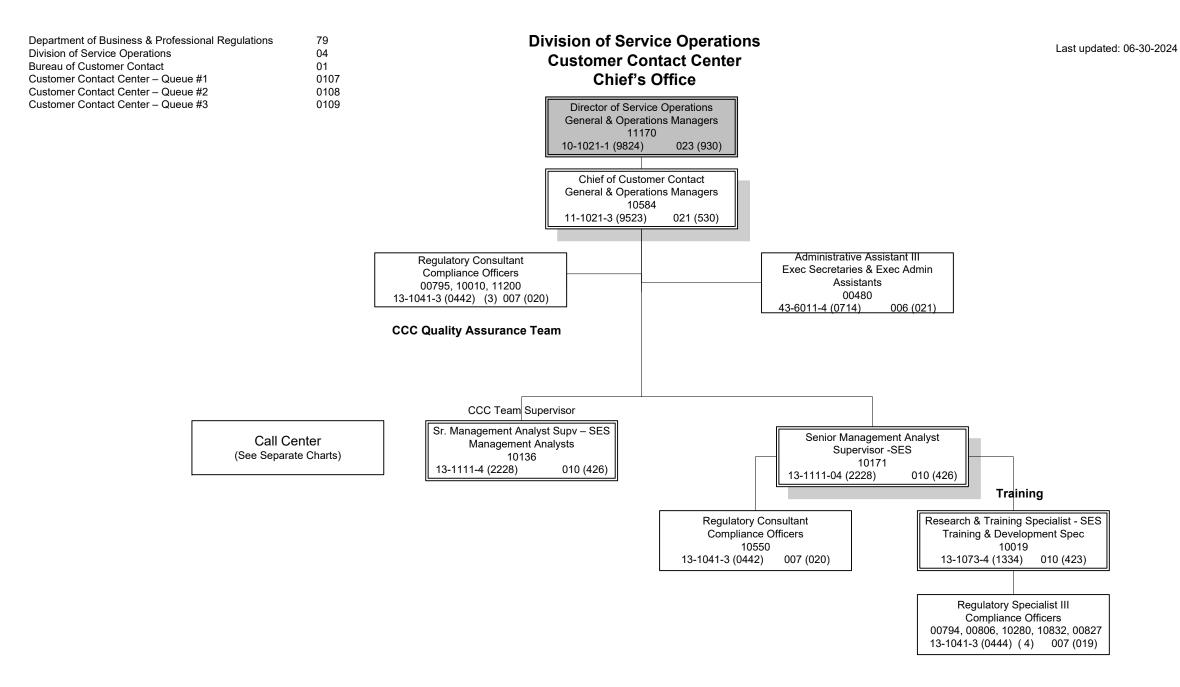
06 (421)

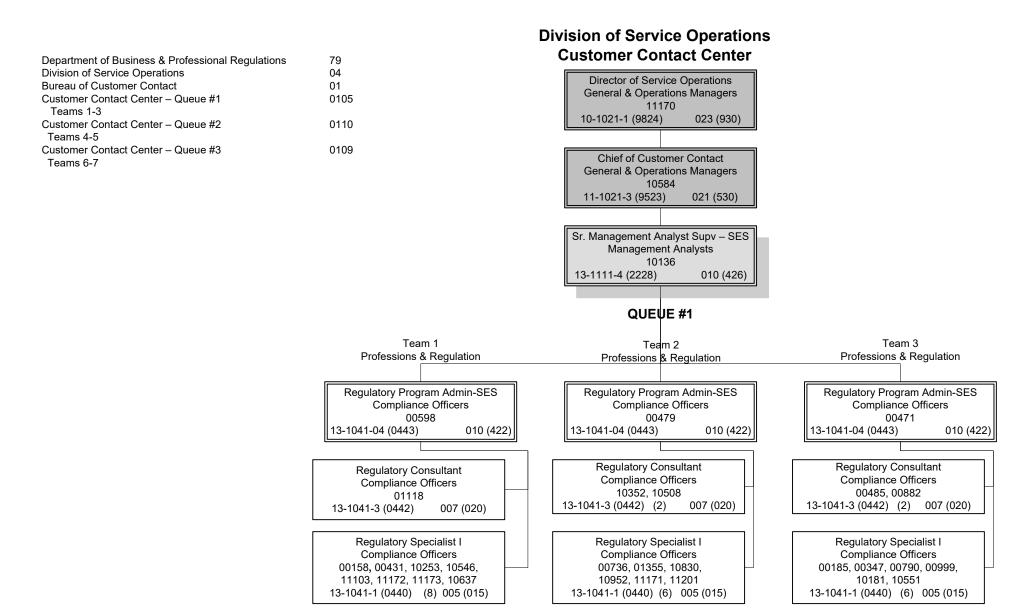
43-6011-04 (0714)

00686, 01349, 11049

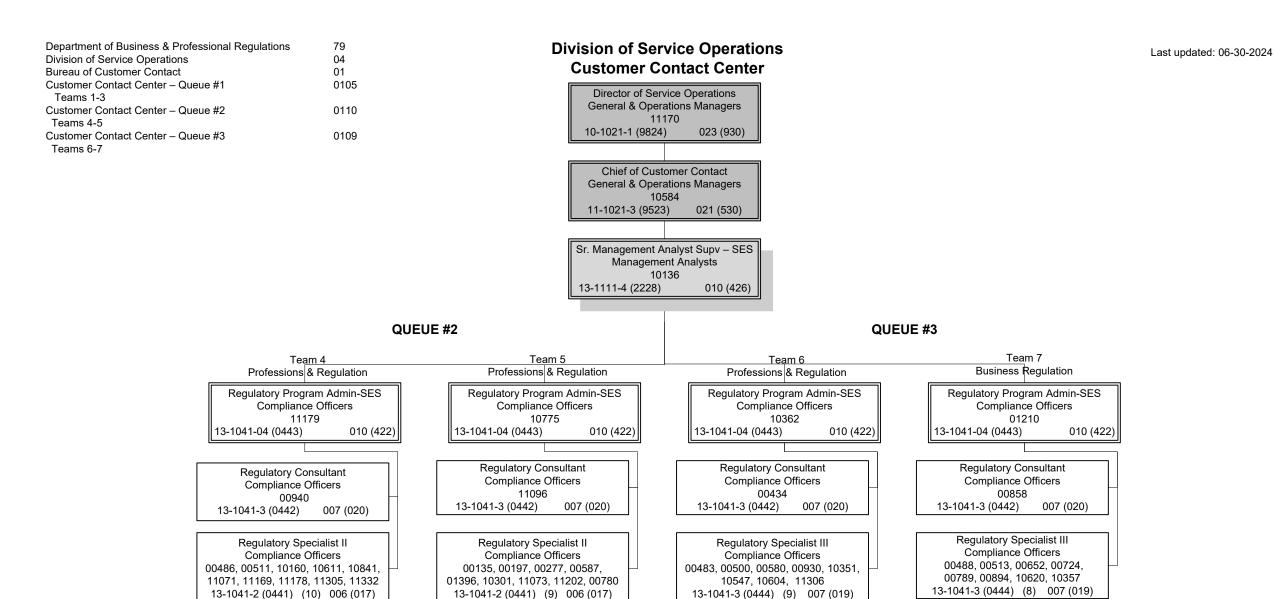
13-1111-4 (2225) (3) 010 (426)





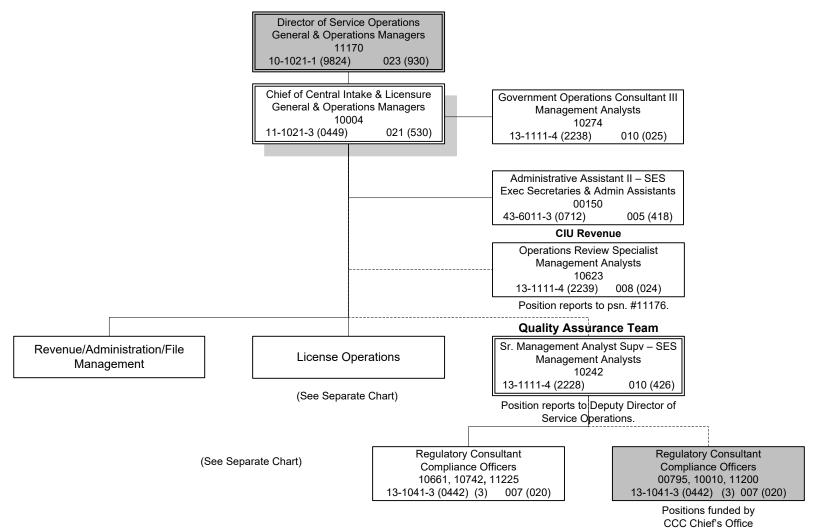


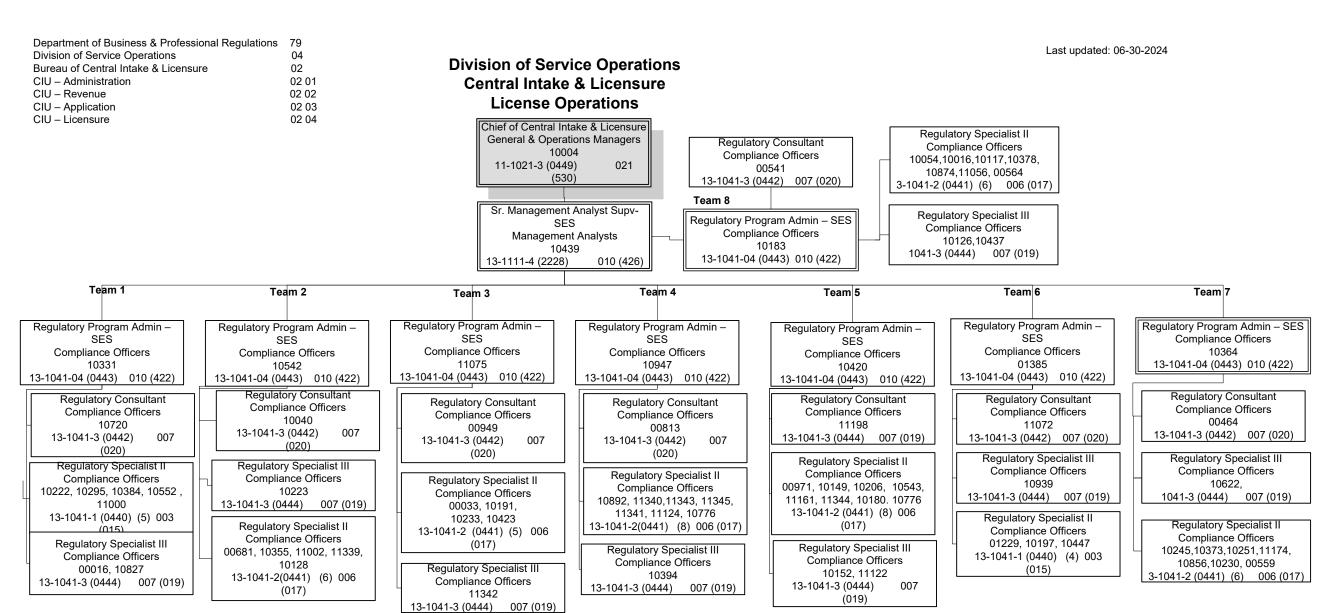
Last updated: 06-30-2024



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

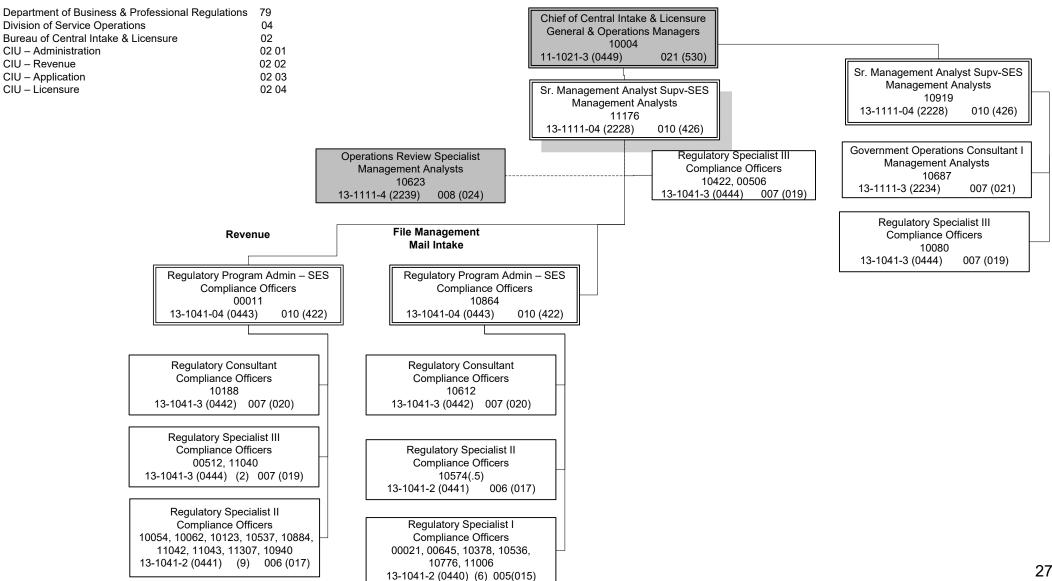
#### Division of Service Operations Central Intake & Licensure Chief's Office



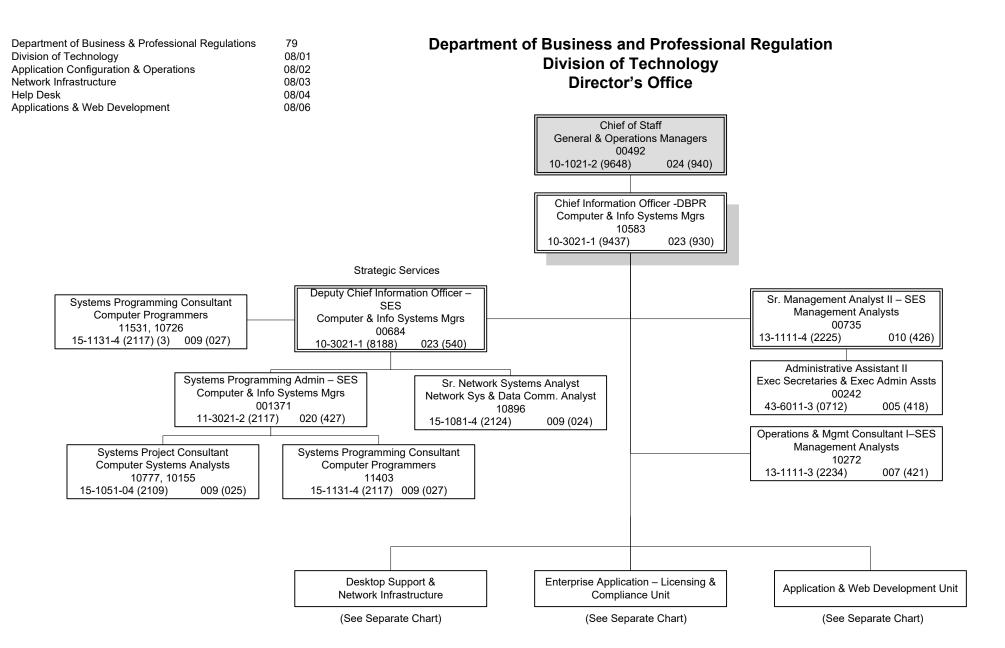


Last updated: 06-30-2024

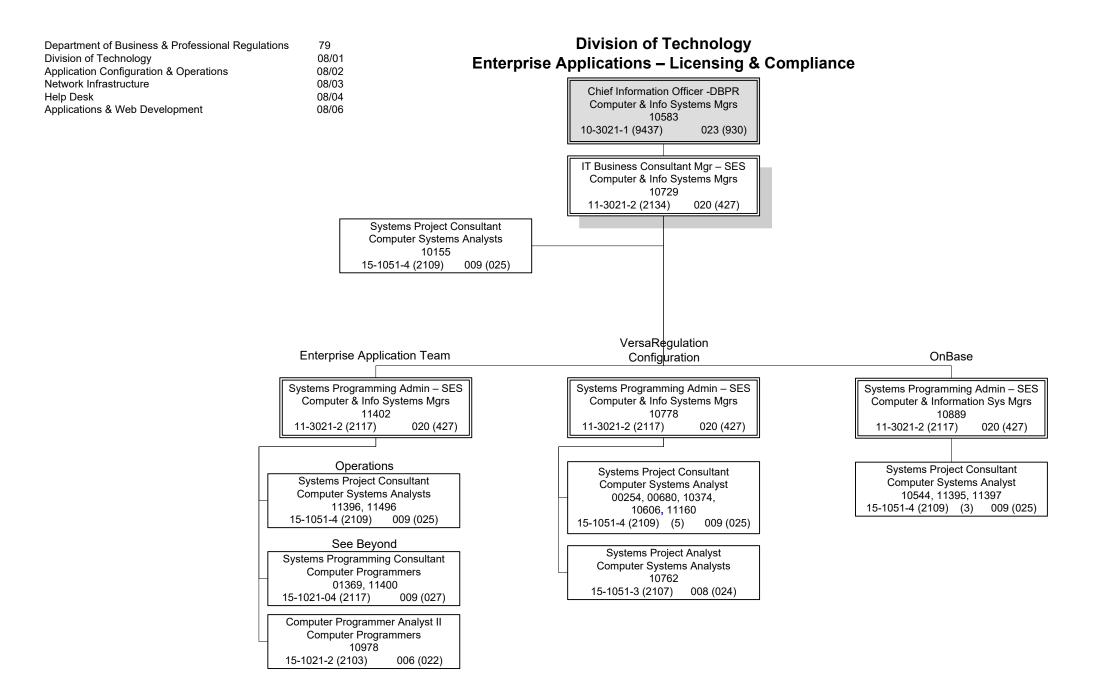
### Division of Service Operations Central Intake & Licensure Revenue/Administration/File Management



27. 5 FTE



Last updated: 06-30-2023

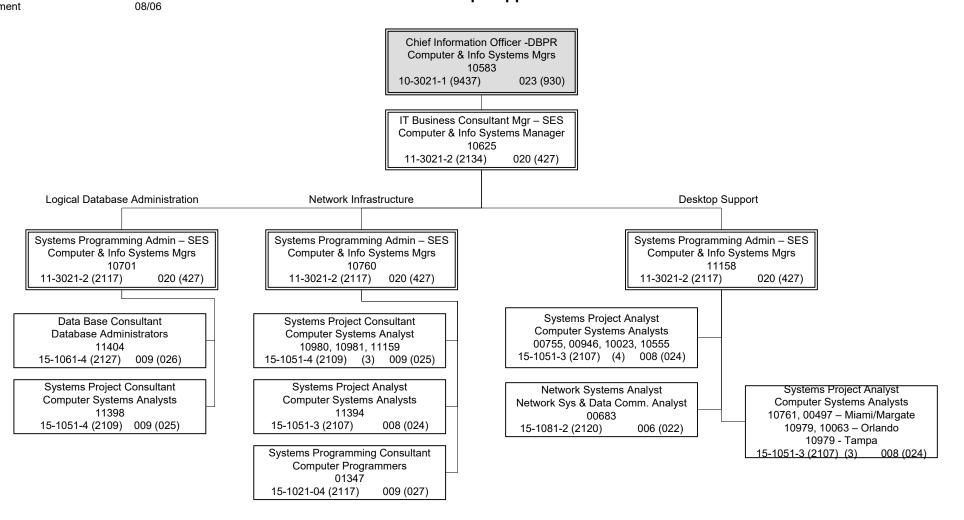


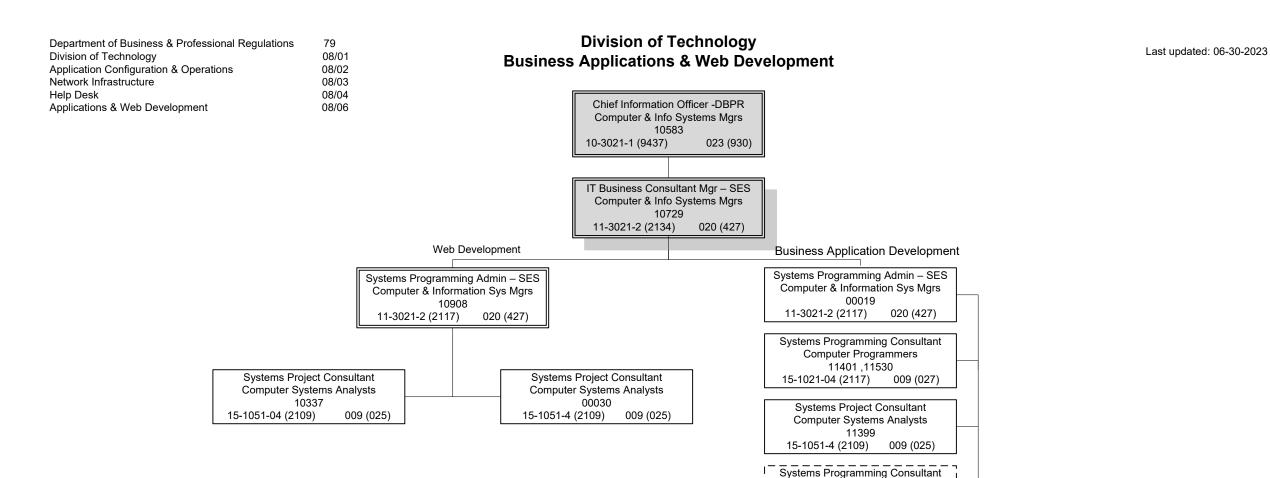
Last updated: 06-30-2023

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

### Division of Technology Desktop Engineering & Network Infrastructure Desktop Support

Last updated: 06-30-2023





These positions are located in the

Bureau of Auditing, Division of AB & T

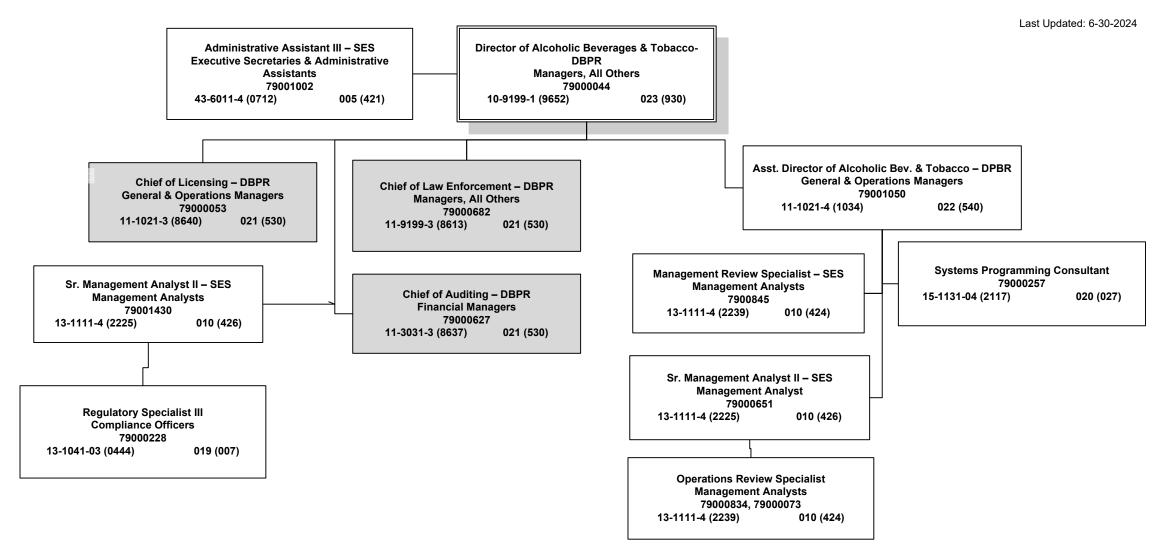
Computer Programmers

11532, 00841

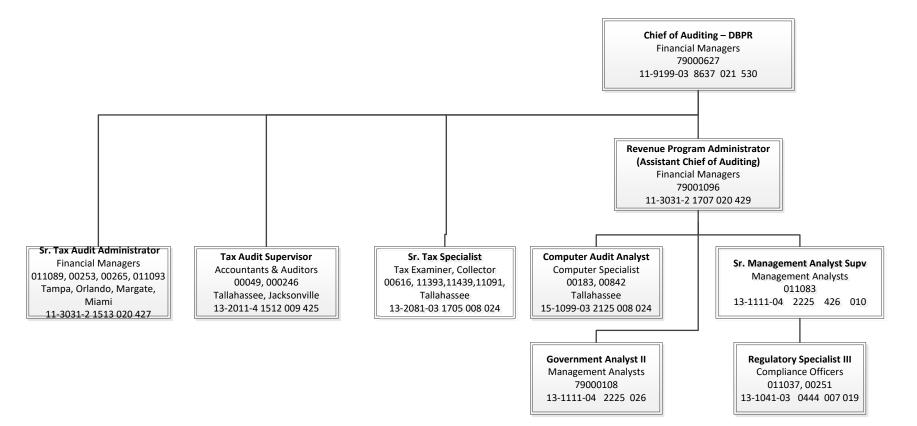
15-1131-04 (2117) 009 (027)



#### Division of Alcoholic Beverages & Tobacco Director's Office



Bureau of Auditing Chief's Office



79

40

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Auditing Pensacola Office

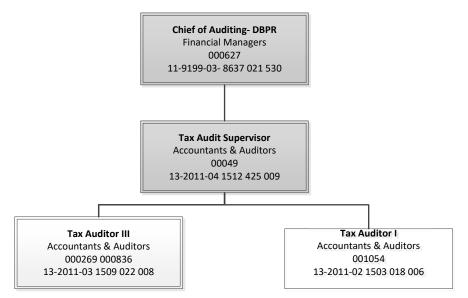


1 FTE

Last Updated: 6-30-2023

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Auditing Tallahassee Office



3 FTE

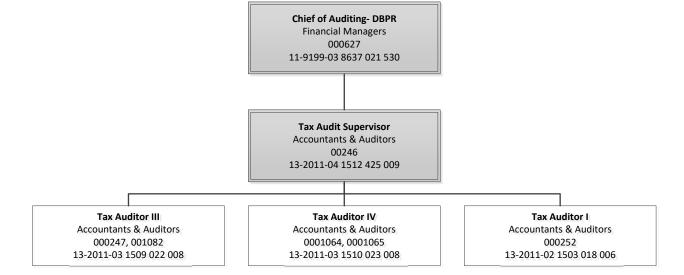
Last Updated: 6-30-2023

#### **Division of Alcoholic Beverages and Tobacco**

Department of Business and Professional Regulation:79
Division of Alcoholic Beverages and Tobacco: 40
Bureau of Auditing:

Bureau of Auditing Jacksonville Office

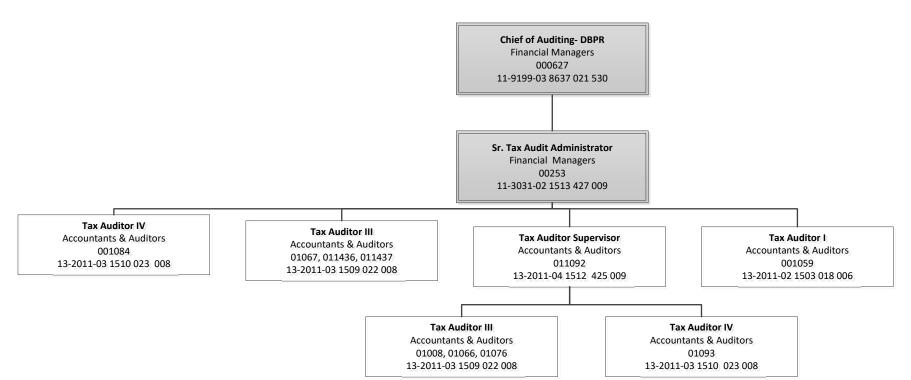
Last Updated: 6-30-2023



#### **Division of Alcoholic Beverages and Tobacco**

Department of Business and Professional Regulation:79
Division of Alcoholic Beverages and Tobacco: 40
Bureau of Auditing:

Bureau of Auditing Orlando Office



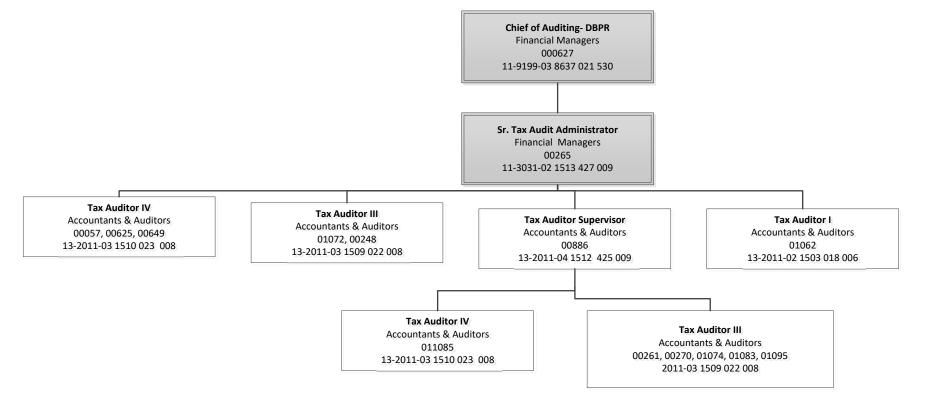
10 FTE

Last Updated: 6-30-2023

#### **Division of Alcoholic Beverages and Tobacco**

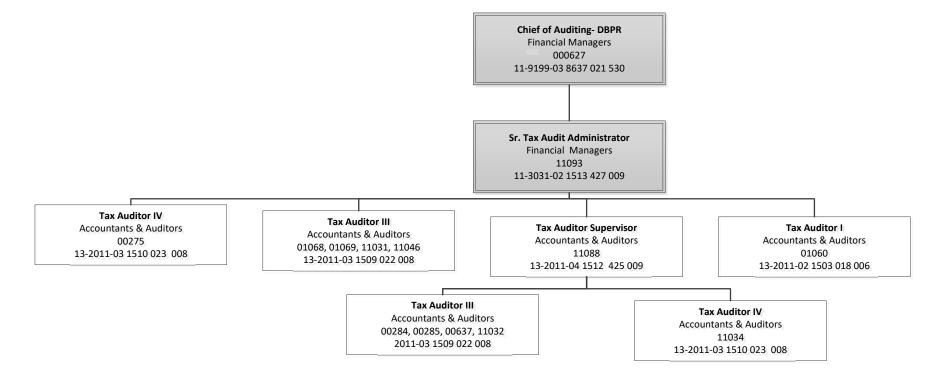
Bureau of Auditing Margate Office

Last Updated: 6-30-2023



#### **Division of Alcoholic Beverages and Tobacco**

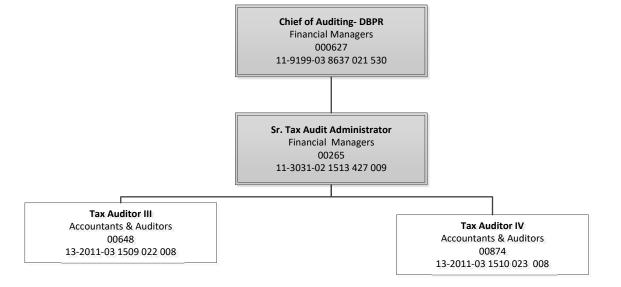
Bureau of Auditing Miami Office Last Updated: 6-30-2023



#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Auditing Ft. Myers Office

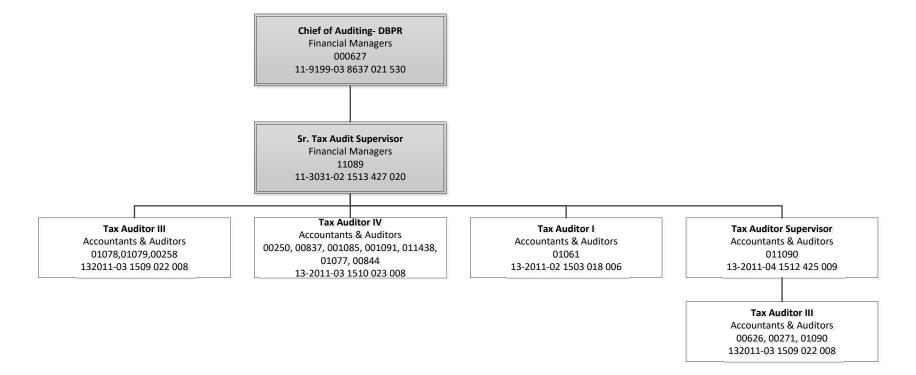
Last Updated: 6-30-2023



#### **Division of Alcoholic Beverages and Tobacco**

Department of Business and Professional Regulation:79
Division of Alcoholic Beverages and Tobacco: 40
Bureau of Auditing:

Bureau of Auditing Tampa Last Updated: 6-30-2023

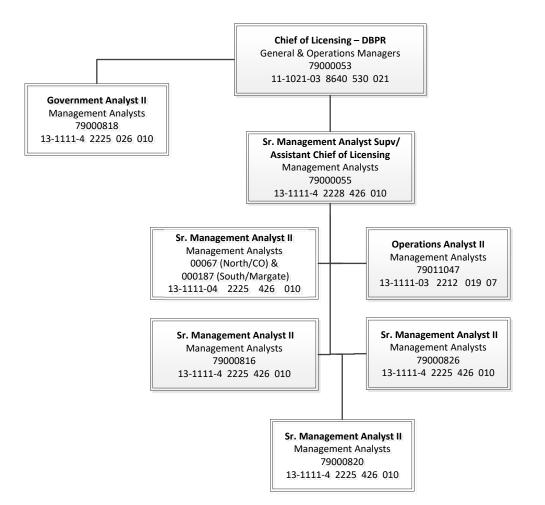


Department of Business and Professional Regulation:	79
Division of Alcoholic Beverages and Tobacco:	40
Bureau of Licensing:	05
Chief's Office:	00

#### **Division of Alcoholic Beverages and Tobacco**

Updated 06-30-2024

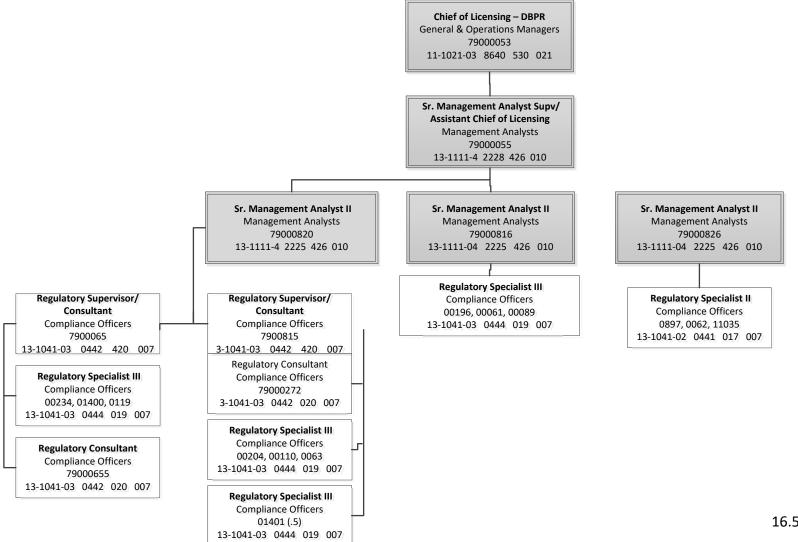
Bureau of Licensing (Standards and Licensure)
Chief's Office



#### **Division of Alcoholic Beverages and Tobacco**

Updated -06.30.2024

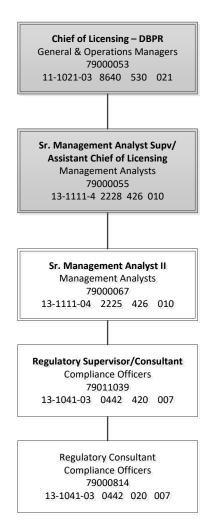
Bureau of Licensing (Standards and Licensure) Tallahassee Office (North)



16.5 FTE

#### **Division of Alcoholic Beverages and Tobacco**

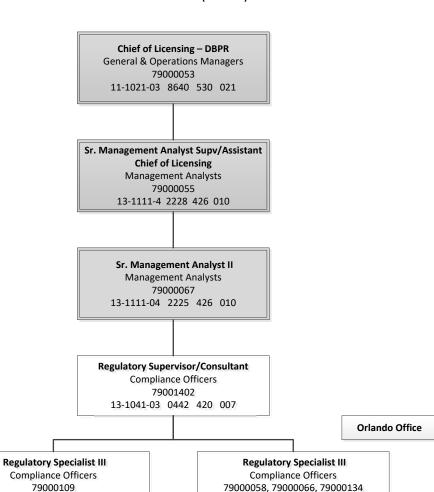
Bureau of Licensing (Standards and Licensure)
Pensacola Office (North)



3 FTE

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Licensing (Standards and Licensure)
Jacksonville Office (North)



13-1041-03 0444 019 007

5 FTE

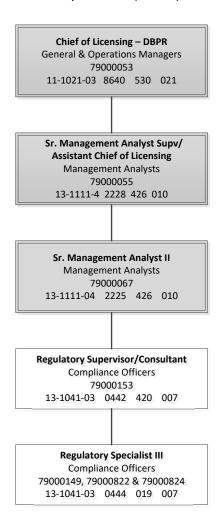
Updated 06.30.2024

Jacksonville Office

79000109 13-1041-03 0444 019 007

#### **Division of Alcoholic Beverages and Tobacco**

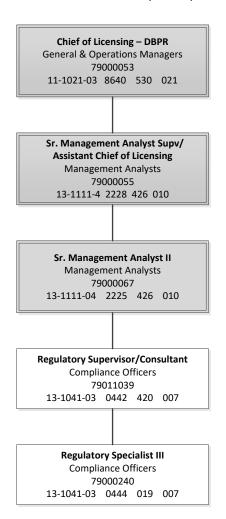
Bureau of Licensing (Standards and Licensure)
Tampa Office (North)



Updated 06.30.2024

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Licensing (Standards and Licensure)
Gainesville Office (North)

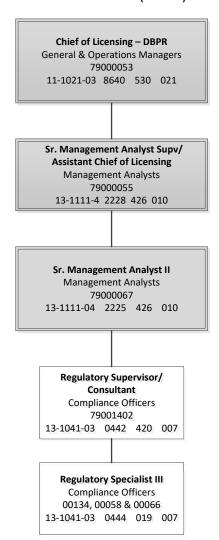


2 FTE

Department of Business and Professional Regulation	:79
Division of Alcoholic Beverages and Tobacco:	40
Bureau of Licensing:	05

#### **Division of Alcoholic Beverages and Tobacco**

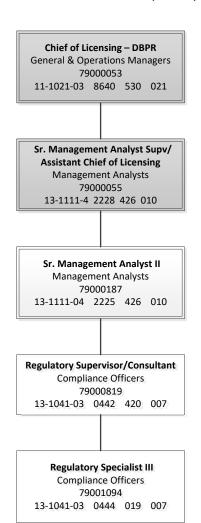
Bureau of Licensing (Standards and Licensure)
Orlando Office (North)



4 FTE

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Licensing (Standards and Licensure)
West Palm Beach Office (South)

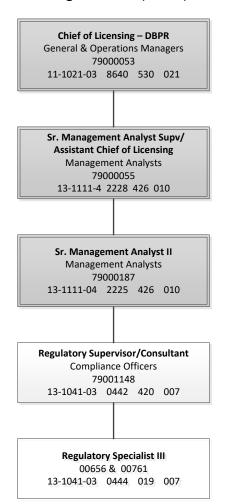


3 FTE

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Licensing (Standards and Licensure)

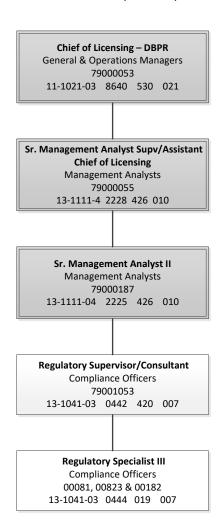
Margate Office (South)



3 FTE

#### **Division of Alcoholic Beverages and Tobacco**

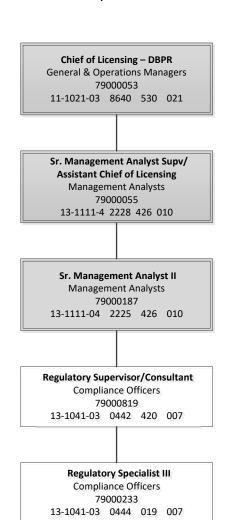
Bureau of Licensing (Standards and Licensure) Miami Office (Central)



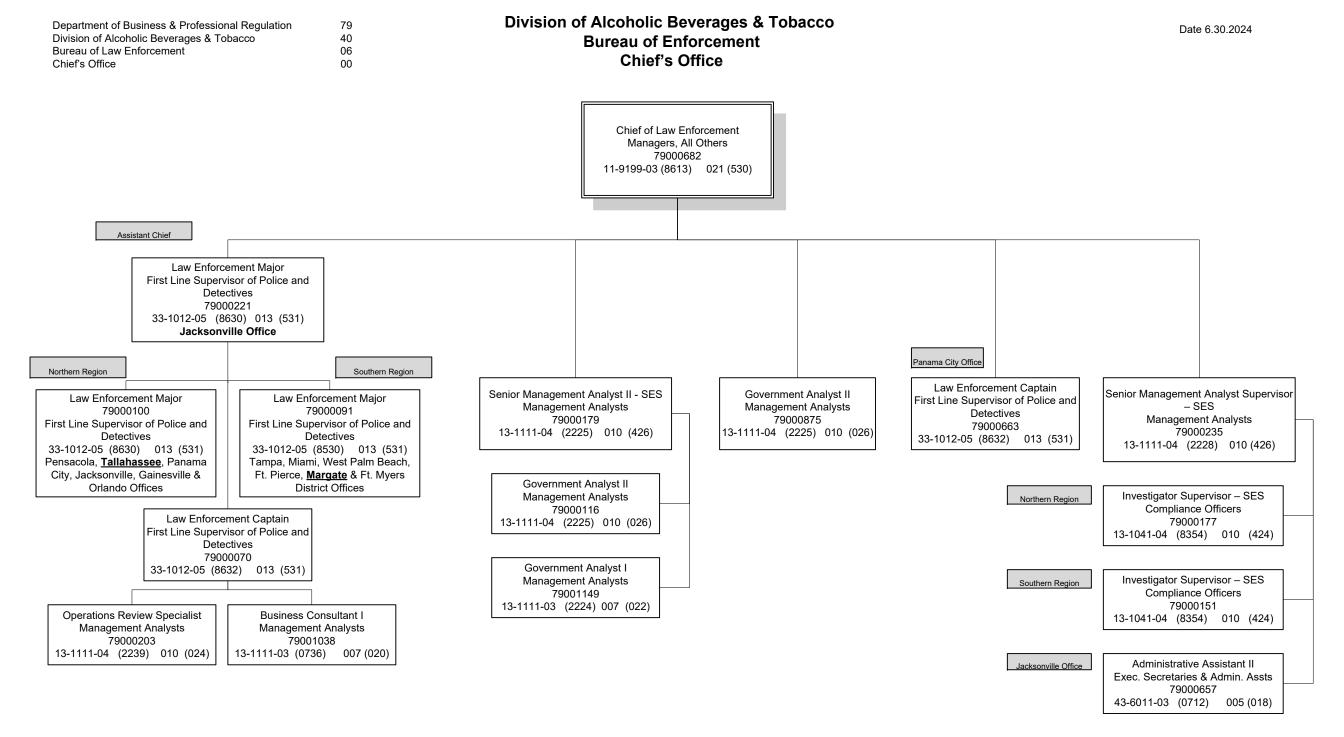
4 FTE

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Licensing (Standards and Licensure)
Ft. Myers Office



Updated 06-30-2024



Department of Business and Professional Regulat	ion:79
Division of Alcoholic Beverages and Tobacco:	40
Bureau of Enforcement:	06
Tallahassee Office	02

#### **Division of Alcoholic Beverages and Tobacco**

**Bureau of Enforcement** Date 6.30.2024 Northern Region Tallahassee Office Chief of Enforcement - DBPR Managers, All Others 79000682 11-9199-03 8613 530 021 Law Enforcement Major- SES **Deputy Chief** 1st Line Supv. Of Police and Reports to the Enforcement / Chief's Office to Psn: Detectives 79000235 79000221 79-40-06-00-000 33-1012-05 8630 531 013 Law Enforcement Major- SES **Investigation Supervisor - SES Northern Region** Compliance Officer 1<sup>st</sup> Line Supv. Of Police and 79000177 Detectives 13-1041-04 (8354) 010 (424) 79000100 33-1012-05 8630 531 013 **Law Enforcement Captain** 1st Line Supv./Mgr. of Law Enforcement/ Detectives 79000046 Investigation Specialist II Investigation Specialist II **Investigation Specialist II** 33-1012-05 8525 056 013 Compliance Officer Compliance Officer Compliance Officer 79000099, 79001040, 79001123 & 99( 0101, 79000867 & 79000076 79000083 & 79000160 79000078 <mark>.5-.5</mark>41-03 (8318) 007 (020) 13-1041-03 (8318) 007 (020) 13-1041-03 (8318) 007 (020) **Law Enforcement Lieutenant** 1<sup>st</sup> Line Supv/Mgr. of Law Enforcement/Detective Panama City Office Pensacola Office Tallahassee Office 79000935 79-40-06-09-000 79-40-06-01-000 79-40-06-02-000 33-1012-04 8522 055 012 Law Enforcement Investigators II Administrative Assistant II Detective & Criminal Investigators Exec., Sec & Admin Asst.

9 FTE

79000082 43-6011-03 0712 418 005

79000189,79000227, 79000232,

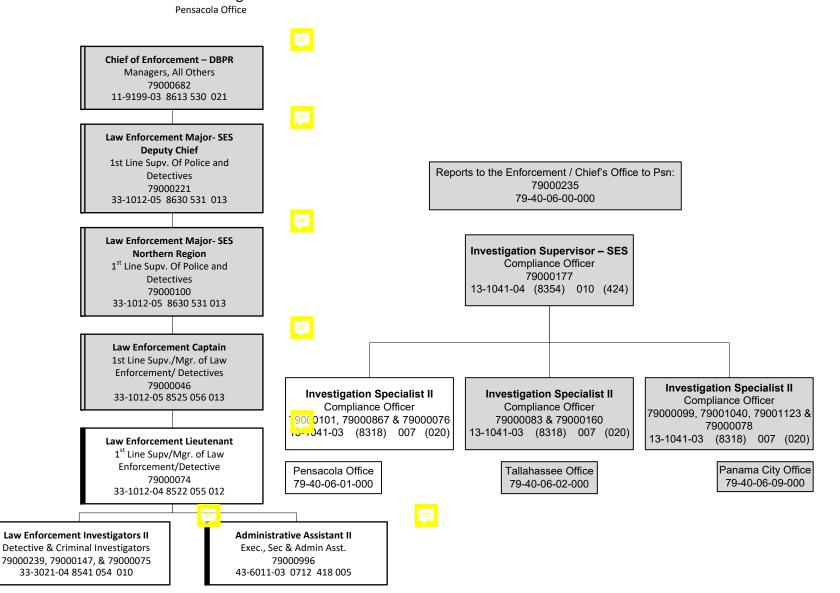
79000865 33-3021-04 8541 054 010 Department of Business and Professional Regulation:79
Division of Alcoholic Beverages and Tobacco: 40
Bureau of Enforcement: 06
Pensacola Office 01

#### **Division of Alcoholic Beverages and Tobacco**

Bureau of Enforcement

Northern Region

Date 6.30.2024



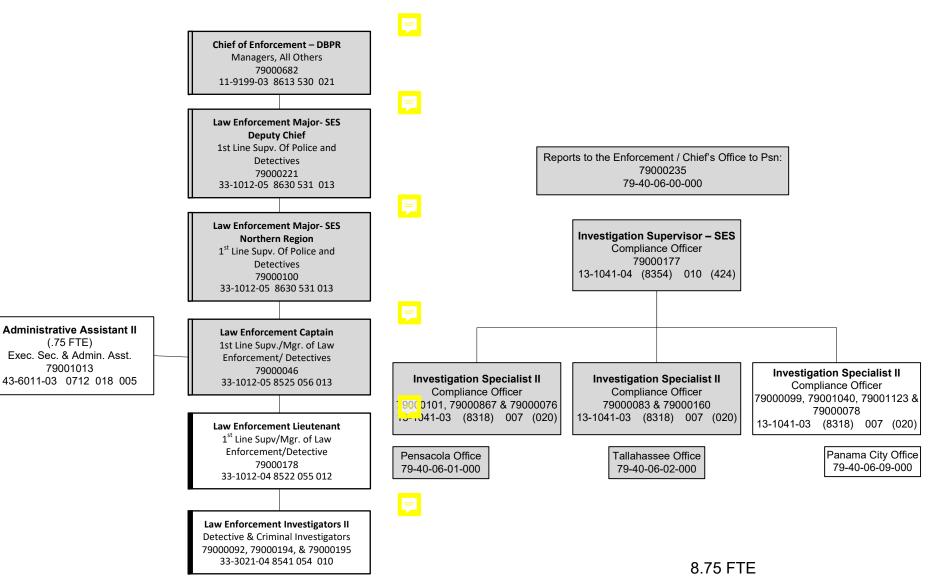
Department of Business and Professional Regulation: 79 Division of Alcoholic Beverages and Tobacco: 40 Bureau of Enforcement: 06 09 Panama City Office

#### **Division of Alcoholic Beverages and Tobacco**

Date 6.30.2024

#### **Bureau of Enforcement** Northern Region

Panama City Office



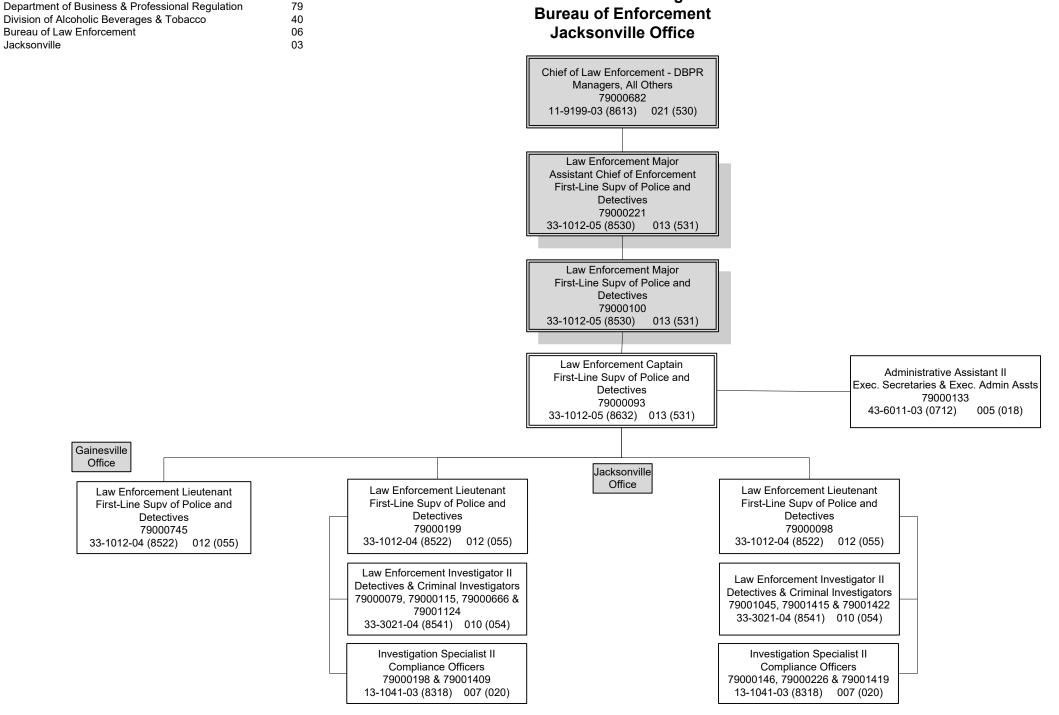
69

(.75 FTE)

79001013

Date 6.30.2024

17 FTE

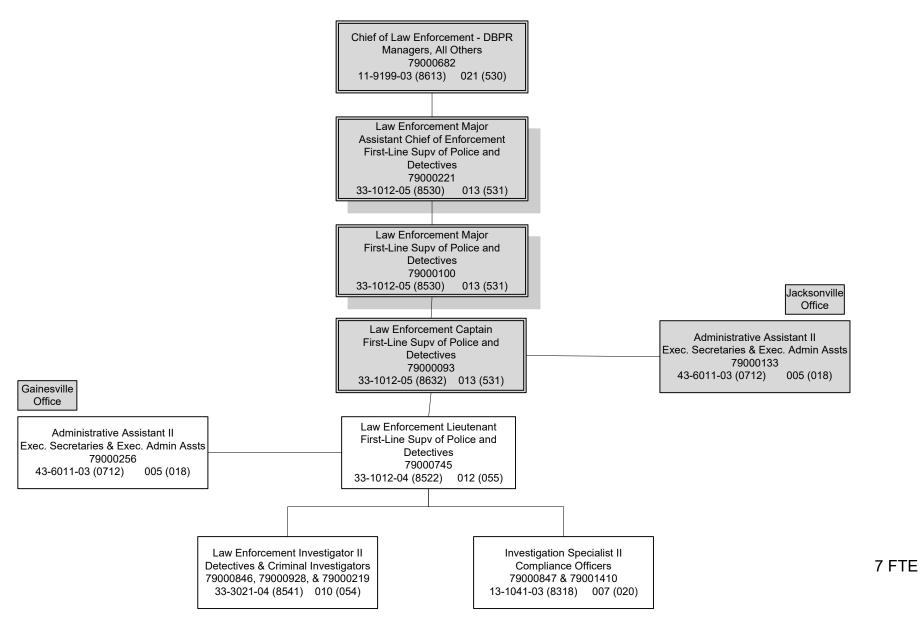


**Division of Alcoholic Beverages & Tobacco** 





### Division of Alcoholic Beverages & Tobacco Bureau of Enforcement Gainesville Office



Department of Business & Professional Regulation	79
Division of Alcoholic Beverages & Tobacco	40
Bureau of Law Enforcement	06
Orlando	05

## Division of Alcoholic Beverages & Tobacco Bureau of Enforcement Central Region Orlando Office

Date 6.30.2024

Law Enforcement Major
Assistant Chief of Enforcement
First-Line Supv of Police and
Detectives
79000221
33-1012-05 (8530) 013 (531)

Chief of Law Enforcement Managers, All Others 79000682 11-9199-03 (8613) 021 (530)

Law Enforcement Major First-Line Supv of Police and Detectives 79000100 33-1012-05 (8530) 013 (531)

Law Enforcement Captain
First Line Supervisor of Police and
Detectives

79000216 7900033-1012-05 (8632) 013 (531) Administrative Assistant II Exec Secretaries & Admin Asst. 79000136 & 79000635 43-6011-03 (0712) 005 (018)

Law Enforcement Lieutenant
First Line Supervisor of Police and
Detectives
79000123
33-1012-04 (8522) 012 (055)

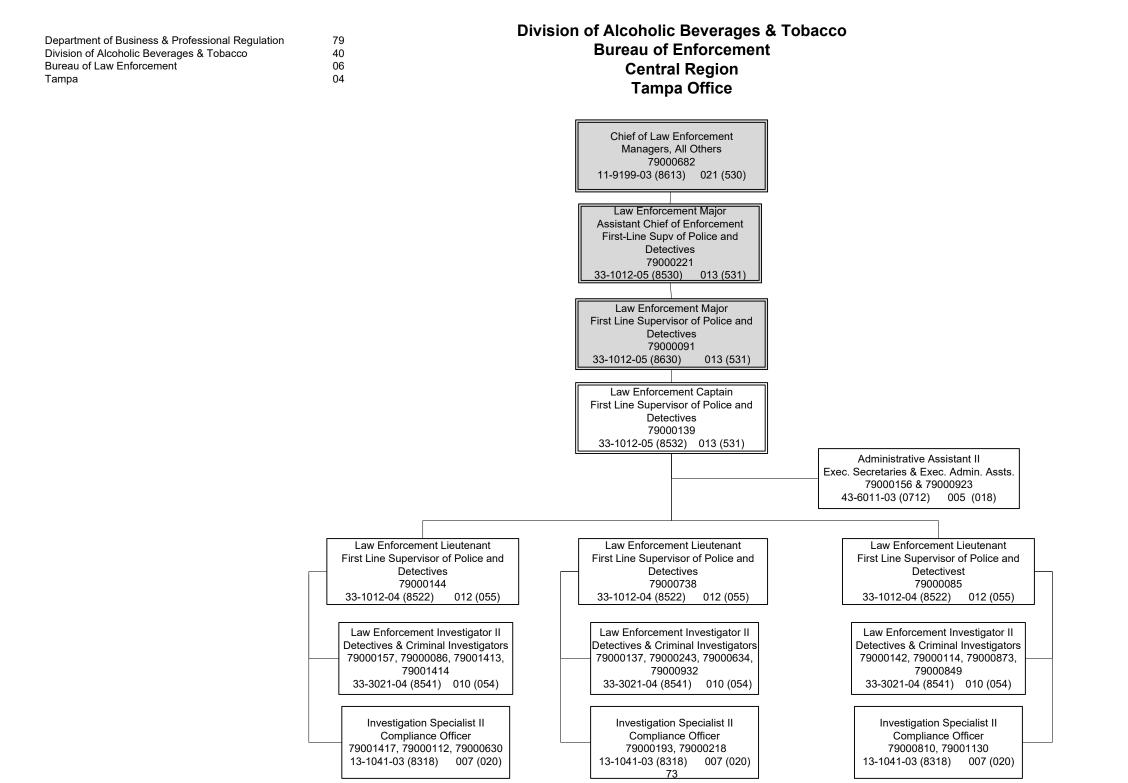
Law Enforcement Investigator II\* Detectives & Criminal Investigators 79000926, 79000096, 79000848, 79000138

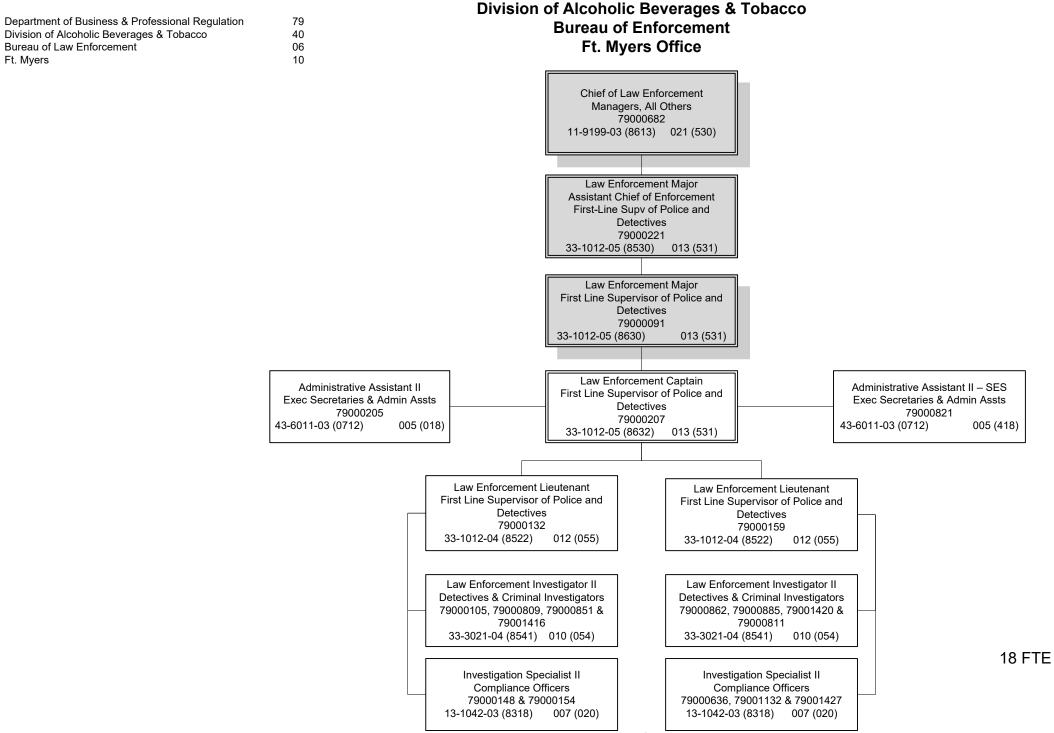
33-3021-04 (8541) (4) 010 (054)

Investigation Specialist II Compliance Officers 79001041, 79001424, 79000125, 79000659 13-1042-03 (8318) (4) 007 (020) Law Enforcement Lieutenant
First Line Supervisor of Police and
Detectives
79000122
33-1012-04 (8522) 012 (055)

Law Enforcement Investigator II
Detectives & Criminal Investigators
79000130, 79000661, 79000667,
79000097
33-3021-04 (8541) (3) 010 (054)

Investigation Specialist II Compliance Officer 79000662, 79000629, 79000131, 79000853, 79000190 13-1042-03 (8318) (3) 007 (020)





partment of Business & Professional Regulation	7
Division of Alcoholic Beverages & Tobacco	4
Bureau of Law Enforcement	0
Fort Pierce	1

# Division of Alcoholic Beverages & Tobacco Bureau of Enforcement Fort Pierce Office

Chief of Law Enforcement Managers, All Others 79000682 11-9199-3 (8613) 021 (530) Law Enforcement Major Assistant Chief of Enforcement First-Line Supv of Police and Detectives 79000221 33-1012-05 (8530) 013 (531) Law Enforcement Major First Line Supervisor of Police and Detectives 79000091 33-1012-05 (8630) 013 (531) Law Enforcement Captain 1st Line Supv/Mgr of LE/Detectives 79000121 33-1012-5 (8525) 013 (056) Law Enforcement Lieutenant 1<sup>st</sup> Line Supv/Mgr of LE/Detectives 79000866 33-1012-4 (8522) 012 (055)

Law Enforcement Investigator II Detectives & Criminal Investigators 79000124, 79000631 & 79000141 33-3021-4 (8541) (2) 010 (054) Investigation Specialist II Compliance Officer 79000225 & 79000230 13-1041-3 (8318) (2) 007 (020)

7 FTE

Date 6.30.2024

**Division of Alcoholic Beverages & Tobacco** Department of Business & Professional Regulation 79 **Bureau of Enforcement** Division of Alcoholic Beverages & Tobacco 40 06 Bureau of Law Enforcement **West Palm Beach Office** 06 West Palm Beach Chief of Law Enforcement Managers, All Others 79000682 11-9199-3 (8613) 021 (530) Law Enforcement Major / Asst, Chief 1<sup>st</sup> Line Supv/Mgr of LE/Detective 79000221 33-1012-5 (8630) 013 (530) Law Enforcement Major 1<sup>st</sup> Line Supv/Mgr of LE/Detective 79000091 33-1012-5 (8630) 013 (530) Law Enforcement Captain (Psn. located in Margate) 1<sup>st</sup> Line Supv/Mgr of LE/Detective 79000121 33-1012-5 (8632) 013 (530) **Administrative Assistant II** Administrative Assistant II Executive Sec. & Admin. Asst. Exec Secretaries & Admin Assts 79000214 79000213 43-6011-3 0712 018 005 43-6011-3 (0712) 005 (018) Ft. Pierce & WPB Lieutenant West Palm Beach Lieutenant Law Enforcement Lieutenant Law Enforcement Lieutenant 1<sup>st</sup> Line Supv/Mgr of LE/Detectives 1st Line Supv/Mgr of LE/Detectives 79000866 79000176 33-1012-4 (8522) 012 (055) 33-1012-4 (8522) 012 (055) Law Enforcement Investigator II Law Enforcement Investigator II **Detectives & Criminal Investigators Detectives & Criminal Investigators** 79000141, 79000631, 79000124 79000192, 79000730 & 79000211 33-3021-4 (8541) (3) 010 (054) 33-3021-4 (8541) (3) 010 (054)

Investigation Specialist II

Compliance Officer

79000225 & 79000230

13-1042-3 (8318) (2) 007 (020)

14 FTE

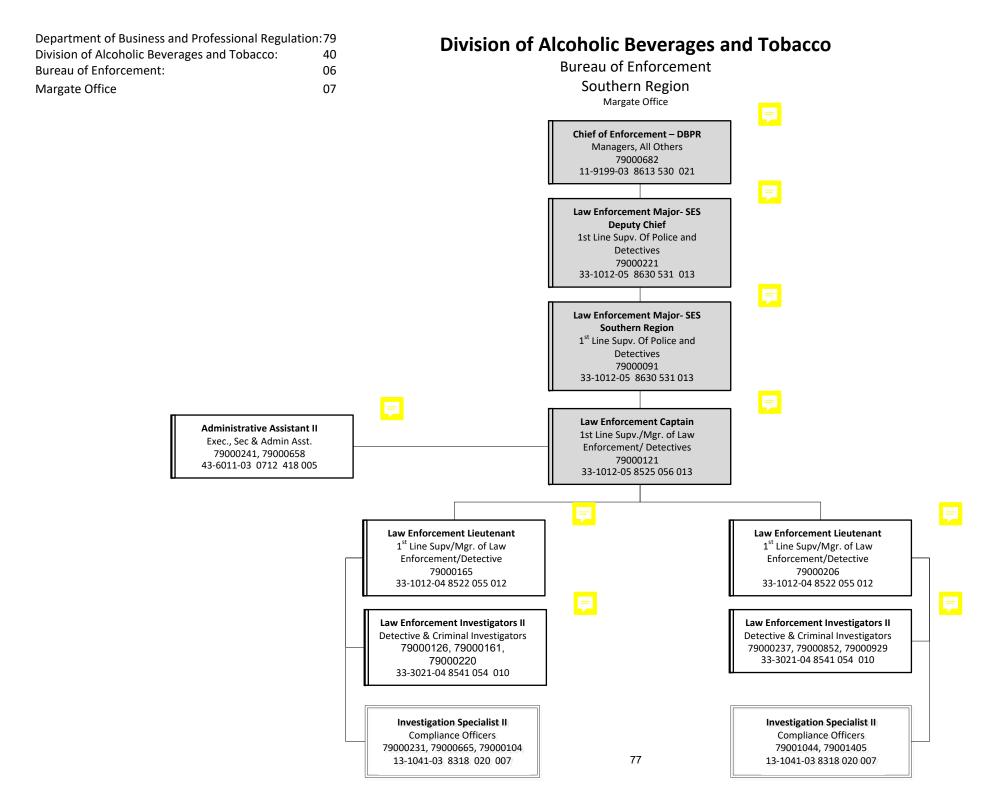
Date 6.30.2024

Investigation Specialist II

Compliance Officer

79000077, 79001086 & 79001426

13-1042-3 (8318) (3) 007 (020)

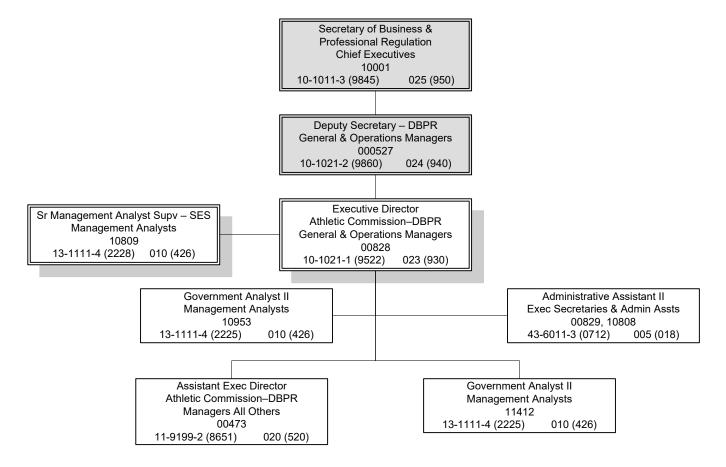


**Division of Alcoholic Beverages & Tobacco** Department of Business & Professional Regulation 79 **Bureau of Enforcement** 40 Division of Alcoholic Beverages & Tobacco Bureau of Law Enforcement 06 **Miami Office** Miami 80 Chief of Law Enforcement Managers, All Others 79000682 11-9199-3 (8613) 021 (530) Law Enforcement Major / Asst, Chief 1<sup>st</sup> Line Supv/Mgr of LE/Detective 79000221 33-1012-5 (8630) 013 (530) Law Enforcement Major 1st Line Supv/Mgr of LE/Detective 79000091 33-1012-5 (8526) 013 (057) Law Enforcement Captain 1<sup>st</sup> Line Supv/Mgr of LE/Detective 79000807 33-1012-05 (8525) 013 (056) Administrative Assistant II Exec Secretaries & Admin Asst. 79000633 & 79000181 43-6011-03 (0712) 005 (018) Law Enforcement Lieutenant Law Enforcement Lieutenant Law Enforcement Lieutenant 1<sup>st</sup> Line Supv/Mgr of LE/Detectives 1<sup>st</sup> Line Supv/Mgr of LE/Detectives 1<sup>st</sup> Line Supv/Mgr of LE/Detectives 79000127 79000224 79000180 33-1012-04 (8522) 012 (055) 33-1012-04 (8522) 012 (055) 33-1012-04 (8522) 012 (055) Law Enforcement Investigator II Law Enforcement Investigator II Law Enforcement Investigator II **Detectives & Criminal Investigators Detectives & Criminal Investigators Detectives & Criminal Investigators** 79001211, 79000632, 79000201, & 79001423, 79001042, 79000209 & 79000854, 79001412, & 79000103 79000664 79000170 33-3021-04 (8541) (3) 010 (054) 33-3021-04 (8541) (4) 010 (054) 33-3021-04 (8541) (4) 010 (054) Investigation Specialist II Investigation Specialist II Investigation Specialist II Compliance Officer Compliance Officer Compliance Officer 79001128 & 79001047 79000191 & 79001043 79001133 & 79000864 13-1042-03 (8318) (2) 007 (020) 13-1042-03 (8318) (3) 007 (020) 13-1042-03 (8318) (2) 007 (020)

78

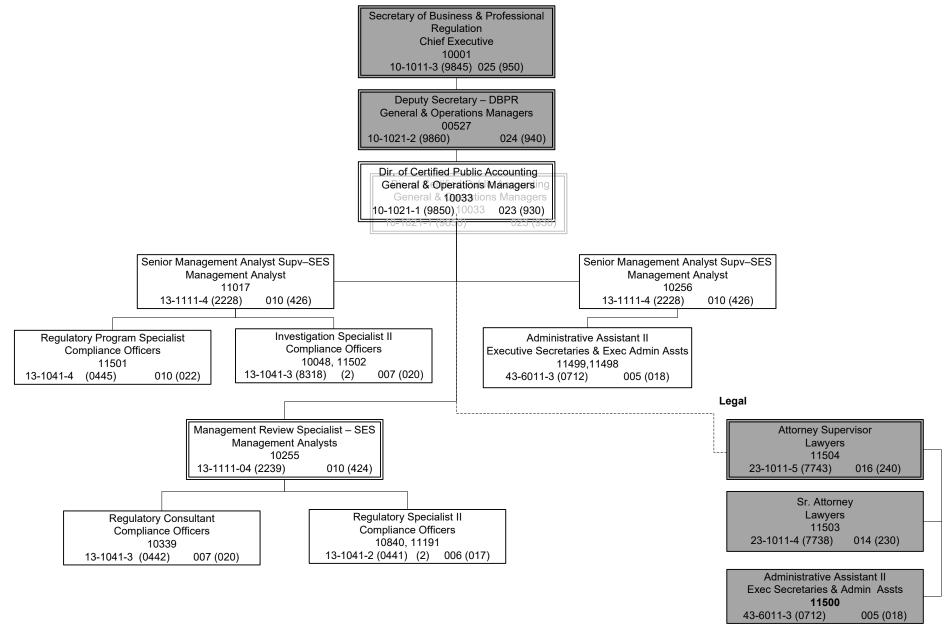
#### Last Update: 06-30-2024

# Department of Business & Professional Regulation Florida Athletic Commission



79

52



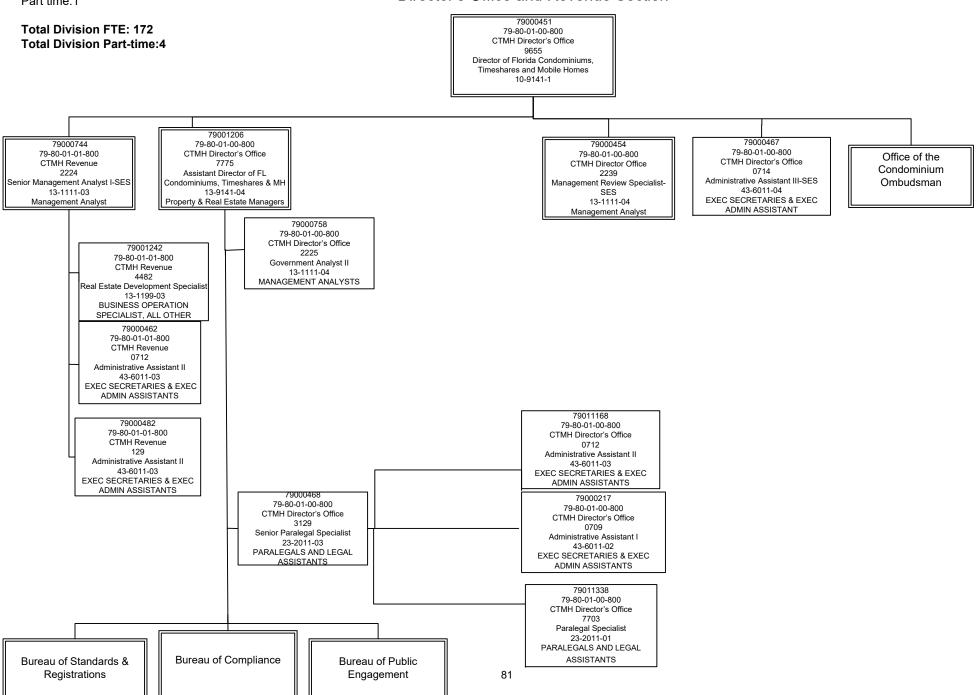
Current Staffing

Updated: June 30, 2024

FTE Assigned: 12 in Tallahassee

Part time:1

# Division of Florida Condominiums, Timeshares and Mobile Homes Director's Office and Revenue Section

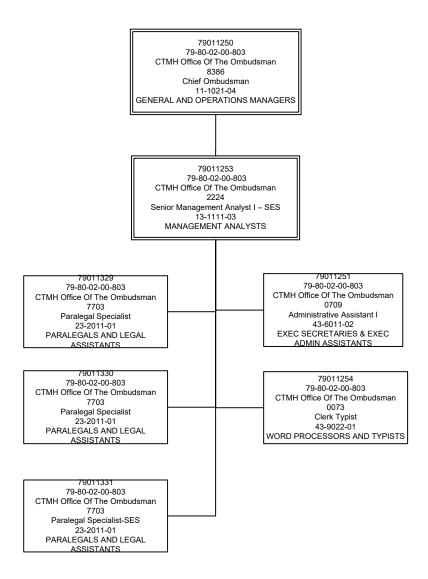


#### Division of Florida Condominiums, Timeshares and Mobile Homes

Current Staffing Updated: June 30, 2024

FTE: Total 6 Part time: 2

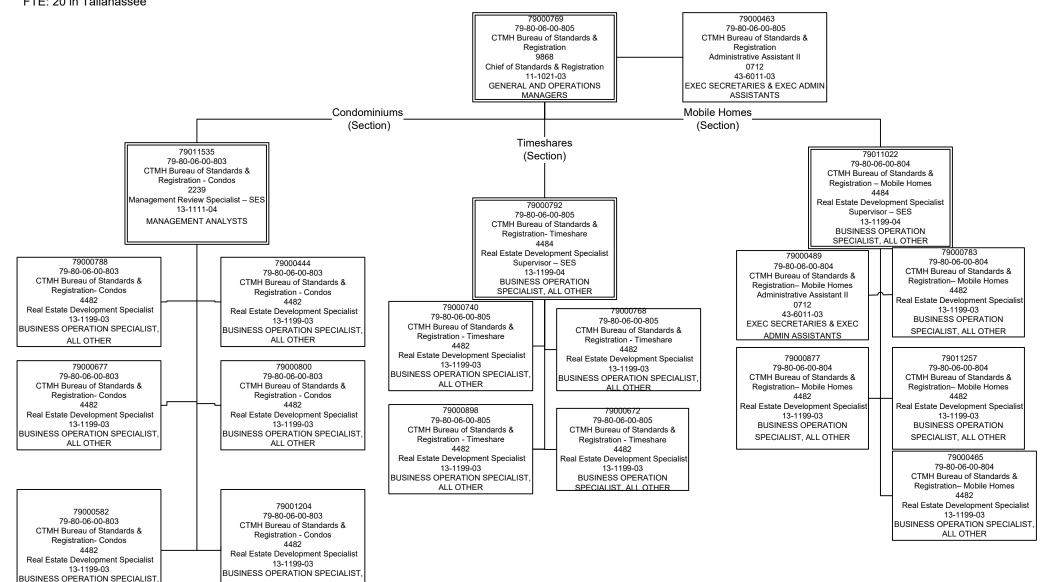
#### Office of the Condominium Ombudsman



Current Staffing Updated: June 30, 2024 FTE: 20 in Tallahassee

ALL OTHER

#### Bureau of Standards and Registration



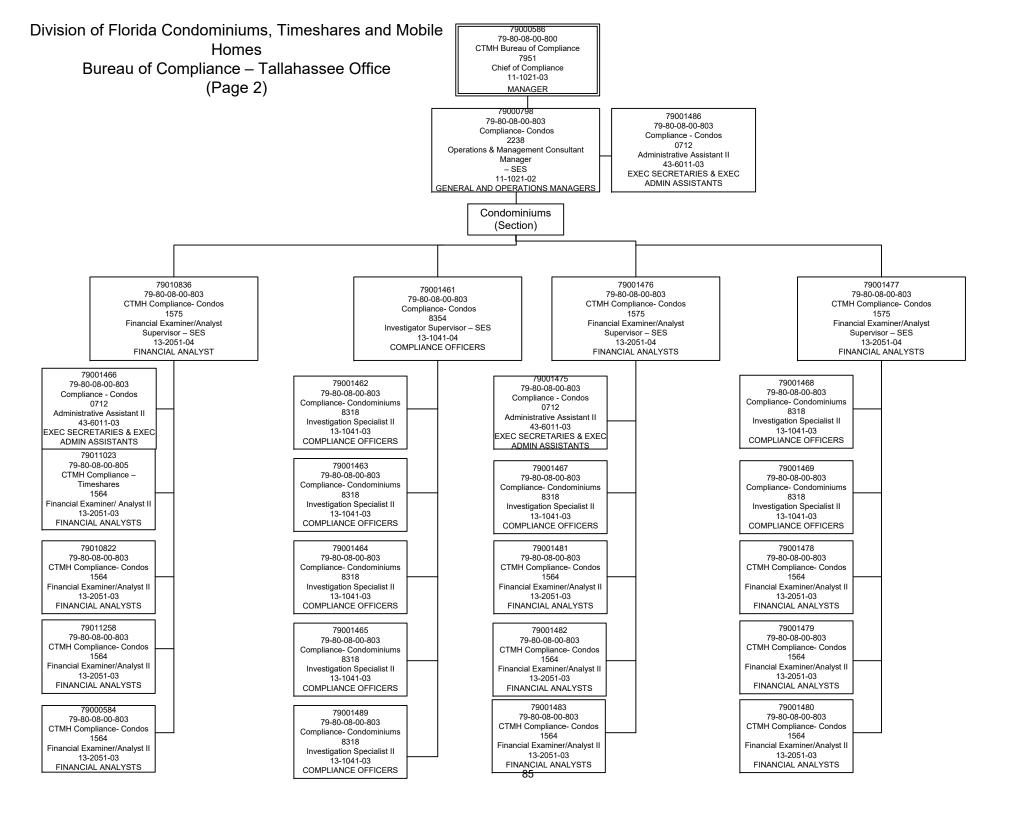
ALL OTHER

Current Staffing Updated: June 30, 2024 FTE: 50 in Tallahassee

#### Division of Florida Condominiums, Timeshares and Mobile Homes Bureau of Compliance – Tallahassee Office (Page 1)

Part time: 1 79011387 79-80-08-00-800 79000586 CTMH Bureau of Compliance 79-80-08-00-800 0712 CTMH Bureau of Compliance Administrative Assistant II 7951 43-6011-03 Chief of Compliance EXEC SECRETARIES & EXEC ADMIN 11-1021-03 **ASSISTANTS** MANAGER 79000441 79-80-08-00-803 79000947 79010824 Compliance- Condominiums 79-80-08-00-803 9-80-09-00-802 2238 CTMH Yacht & Ship Brokers Compliance- Condominiums Operations & Management Consultant 2225 2224 Manager - SES Government Analyst I 11-1021-02 Government Analyst II 13-1111-04 13-1111-03 GENERAL AND OPERATIONS MANAGEMENT ANALYSTS MANAGEMENT ANALYSTS MANAGERS Condominiums Yacht & Ship (Section) (Section) 79001241 79-80-08-00-800 79001491 79000786 CTMH Bureau of Compliance 79-80-08-00-803 79-80-08-00-800 1575 Compliance- Condos CTMH Compliance Financial Examiner/Analyst 8354 8354 Supervisor - SES Investigator Supervisor - SES Investigator Supervisor- SES 13-2051-04 13-1041-04 13-1041-04 FINANCIAL ANALYSTS COMPLIANCE OFFICERS **COMPLIANCE OFFICERS** 79001235 79000748 79001487 79-80-08-00-803 79-80-08-00-805 79-80-08-00-803 79-80-08-00-803 CTMH Compliance- Condos CTMH Compliance - Timeshares CTMH Compliance - Condos CTMH Compliance- Condos 1564 1564 8318 0709 Financial Examiner/Analyst II Financial Examiner/Analyst II Investigation Specialist II Administrative Assistant I-SES 13-2051-03 13-2051-03 13-1041-03 43-6011-02 FINANCIAL ANALYSTS FINANCIAL ANALYSTS COMPLIANCE OFFICERS EXEC SECRETARIES & EXEC ADMIN ASSISTANTS 79001470 79-80-08-00-803 79000452 79001472 79010823 CTMH Compliance - Condos 79-80-08-00-804 79-80-08-00-803 79-80-08-00-803 79-80-08-00-803 8318 CTMH Compliance - Mobile CTMH Compliance - Condos CTMH Compliance - Condos CTMH Compliance- Condos Investigation Specialist II Homes 8318 8318 1564 13-1041-03 8318 Investigation Specialist II Investigation Specialist II Financial Examiner/Analyst II COMPLIANCE OFFICERS Investigation Specialist II 13-1041-03 13-1041-03 13-2051-03 13-1041-03 COMPLIANCE OFFICERS COMPLIANCE OFFICERS FINANCIAL ANALYSTS COMPLIANCE OFFICERS 79001488 79-80-08-00-803 CTMH Compliance - Condos 79011243 79001490 8318 79-80-08-00-803 79-80-08-00-803 79000793 Investigation Specialist II CTMH Compliance - Condos CTMH Compliance - Condos 79-80-08-00-804 13-1041-03 8318 8318 CTMH Compliance - Mobile COMPLIANCE OFFICERS Investigation Specialist II Investigation Specialist II Homes 13-1041-03 13-1041-03 8318 COMPLIANCE OFFICERS COMPLIANCE OFFICERS 79000671 Investigation Specialist II 79-80-09-00-802 13-1041-03 CTMH Yacht & Ship Brokers COMPLIANCE OFFICERS 79000460 8318 79-80-08-00-803 Investigation Specialist II 13-1041-03 CTMH Compliance - Condos 8318 COMPLIANCE OFFICERS Investigation Specialist II 13-1041-03 COMPLIANCE OFFICERS

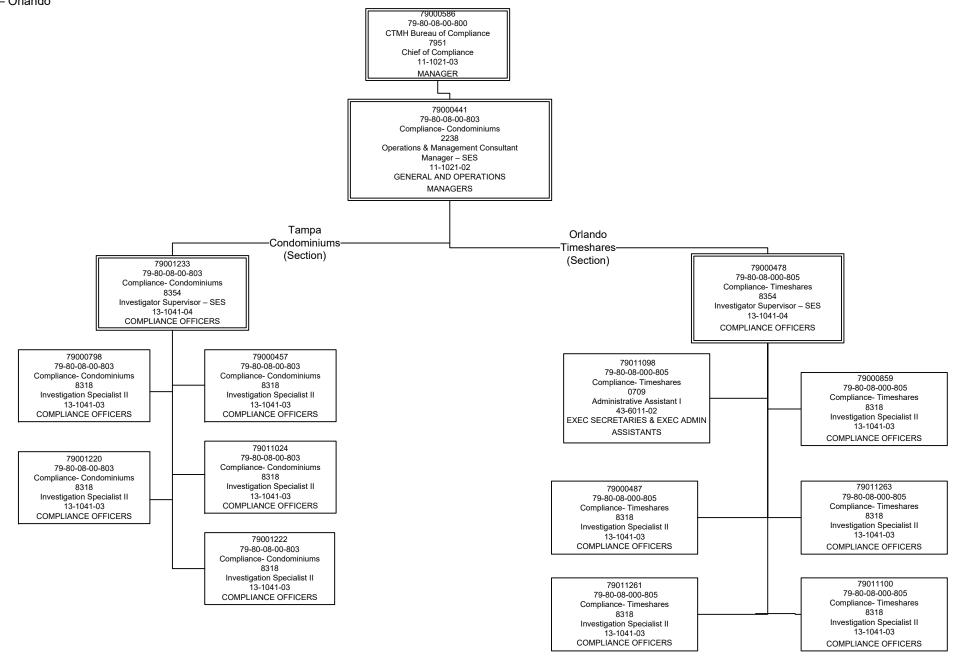
84



Current Staffing Updated: June, 30 2024 FTE Assigned: Total 12

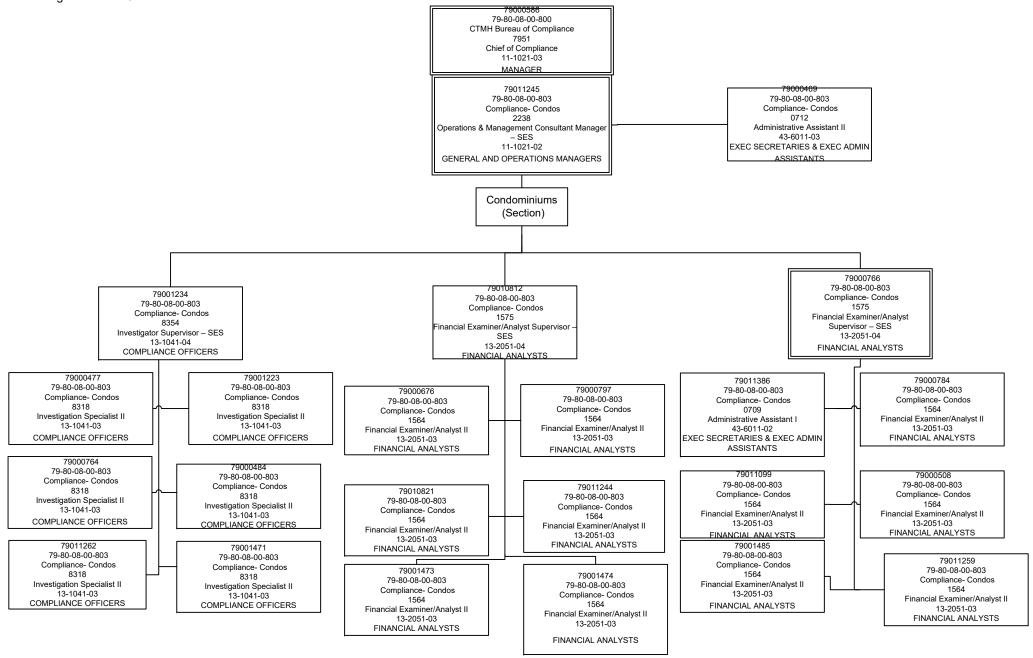
5 – Tampa 7 – Orlando

# Division of Florida Condominiums, Timeshares and Mobile Homes Bureau of Compliance – Central Florida (Tampa/Orlando) Field Offices



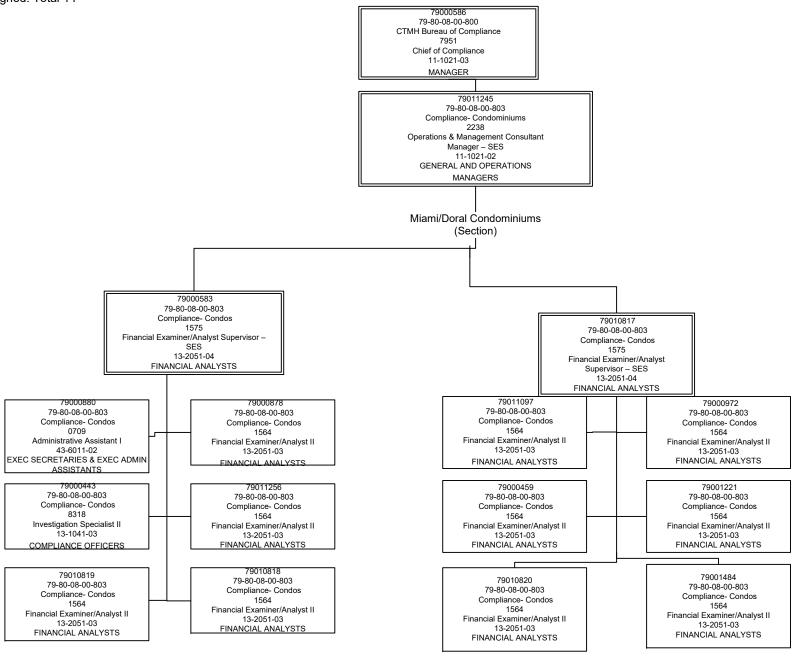
Current Staffing Updated: June 30, 2024 FTE Assigned: Total 23

### Division of Florida Condominiums, Timeshares and Mobile Homes Bureau of Compliance – South Florida (Fort Lauderdale) Field Offices



Current Staffing Updated: June 30, 2024 FTE Assigned: Total 14

#### Division of Florida Condominiums, Timeshares and Mobile Homes Bureau of Compliance – South Florida (Miami/Doral) Field Offices



Program Office

Regulatory Supv/Consult - SES

Compliance Officers

11464

Regulatory Specialist III

Compliance Officers

11481, 11490, 11469

13-1041-3 (0441) (3) 006 (018)

Regulatory Specialist I Compliance Officers

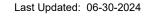
11476 13-1041-1 (0440) (1) 005 (015)

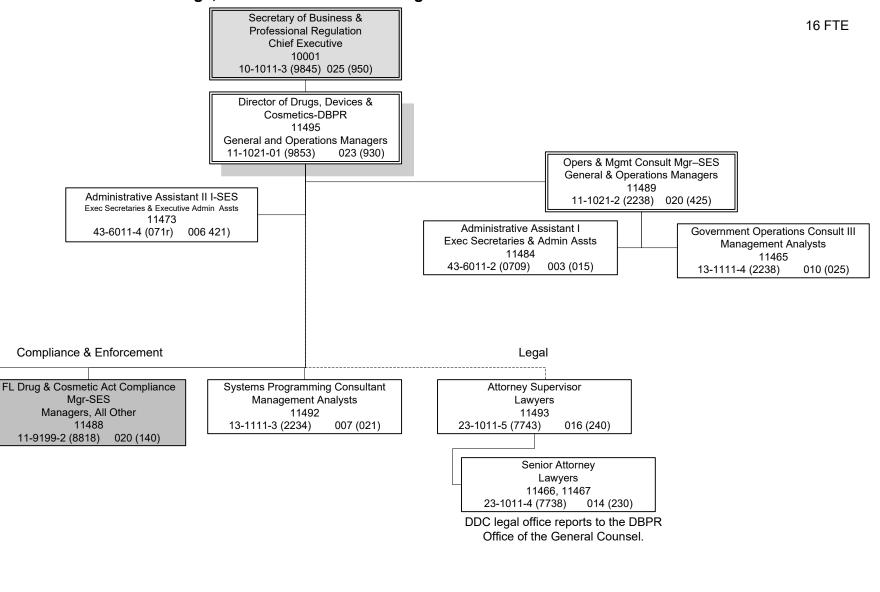
Regulatory Specialist II Compliance Officers 11477, 11485 13-1041-2 (0440) (2) 006 (017)

007 (420)

13-1041-3 (0442)

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

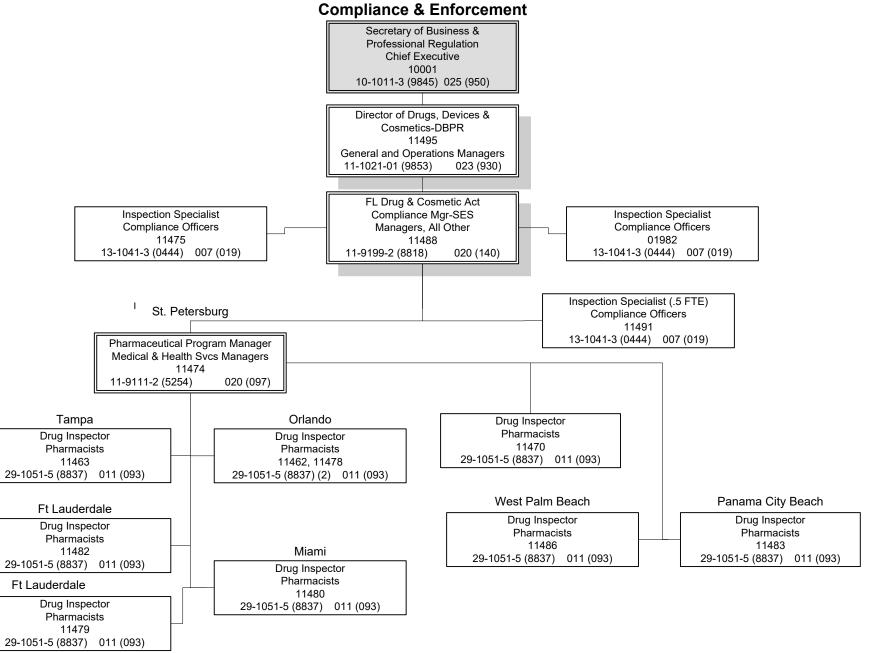




79

25

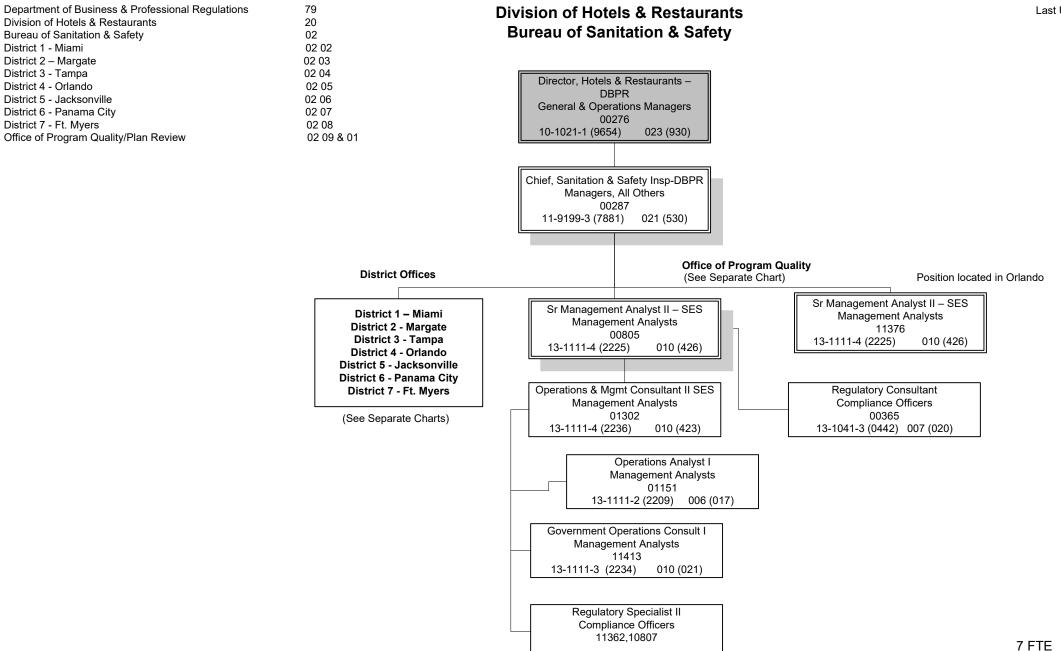
Last Updated: 06-30-2024



Department of Business & Professional Regulations **Division of Hotels & Restaurants** Division of Hotels & Restaurants 20 **Director's Office** Director's Office 01 Program Policy 02/09 02 Bureau of Sanitation & Safety Inspections Deputy Secretary - DBPR Bureau of Elevator Safety 03 General & Operations Managers Bureau of Field Services 10 10-1021-2 (9860) 024 (940) Director, Hotels & Restaurants-DBPR General & Operations Managers 10-1021-1 (9654) 023 (930) Senior Management Analyst II - SES Management Analysts 00644 13-1111-4 (2239) 010 (426) Government Analyst II Operations Review Specialist Management Analysts Management Analysts 01373 11359, 01360, 00369, 19780 13-1111-4 (2225) 010 (026) 13-1111-4 (2239) (4) 010 (024) Bureau of Sanitation & Safety Inspections Asst Dir, Hotels & Restaurants-DBPR (See Separate Charts) General & Operations Managers 11-1021-4 (8641) 022 (540) **Emergency Operations Center** Government Analyst II Management Analysts 00720, 01364 13-1111-4 (2225) 010 (026) Supervised by 00644 Management Review Specialist - SES Bureau of Field Services Management Analysts Bureau of Elevator Safety 01374 13-1111-4 (2239) 010 (424) (See Separate Charts) (See Separate Charts)

91 10 FTE

Last Updated 6/30/2024



Last Updated 6/30/2024



All positions in Dade County unless identified otherwise.

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

Chief, Sanitation & Safety Insp-DBPR Managers, All Others 00287 11-9199-3 (7881) 021 (530) Sanitation & Safety Admin – SES Managers, All Others 00373

11-9199-2 (8891) 020 (424)

Sanitation & Safety Supv - SES Compliance Officers 11519 13-1041-4 (8895) 010 (422)

> Sr Sanitation & Safety Specialist Compliance Officers 01270,00403,11556,11536 13-1041-3 (8889) (4) 007 (020)

Sanitation & Safety Specialist Compliance Officers 01278,01275,11364,01280,01267, 01244 13-1041-2 (8888) (6) 006 (019)

Sanitation & Safety Supv - SES Compliance Officers 00298 13-1041-4 (8895) 010 (422)

20

02

02

Sr Sanitation & Safety Specialist Compliance Officers 01245,11537,11557,00948 13-1041-3 (8889) (4) 007 (020)

Sanitation & Safety Specialist Compliance Officers 00320,00386,01283,11514,00381 00313 13-1041-2 (8888) (6) 006 (019) Sanitation & Safety Supv - SES Compliance Officers 11377 13-1041-4 (8895) 010 (422)

Sr Sanitation & Safety Specialist Compliance Officers 00382,11558,11363,11538 13-1041-3 (8889) (4) 007 (020)

Sanitation & Safety Specialist Compliance Officers 001284,01113,11128,00396 01276 13-1041-2 (8888) (5) 006 (019)

93

Sanitation & Safety Supy - SES Compliance Officers 01343 13-1041-4 (8895) 010 (422)

> Sr Sanitation & Safety Specialist Compliance Officers, 11540,11539,01246,00379 13-1041-3 (8889) (4) 007 (020)

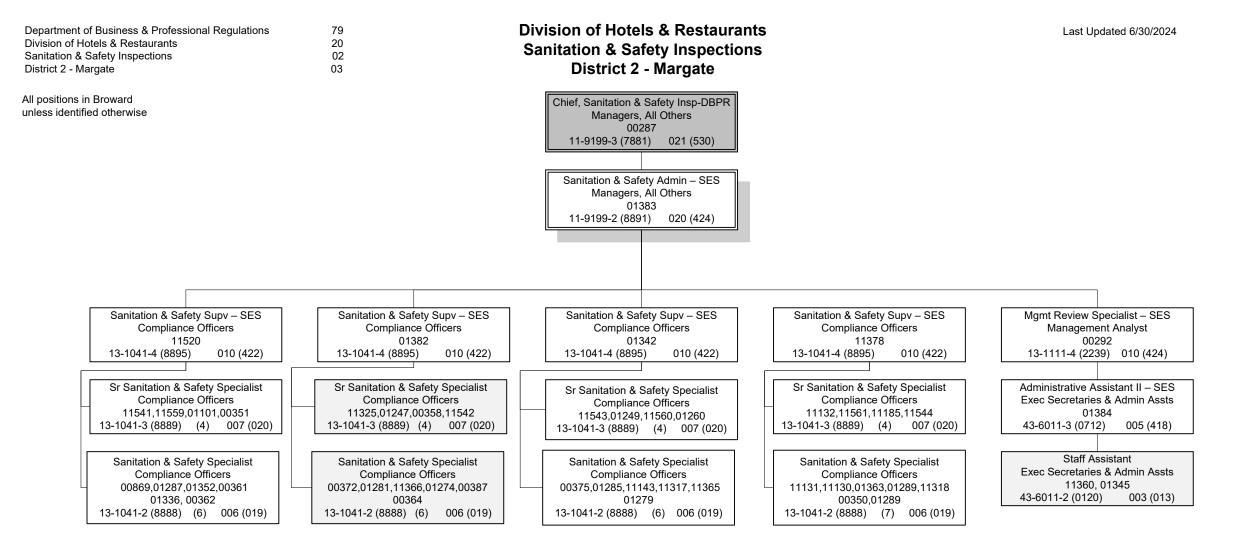
> Sanitation & Safety Specialist Compliance Officers 00398,01325,11193,01271 01269 13-1041-2 (8888) (5) 006 (019)

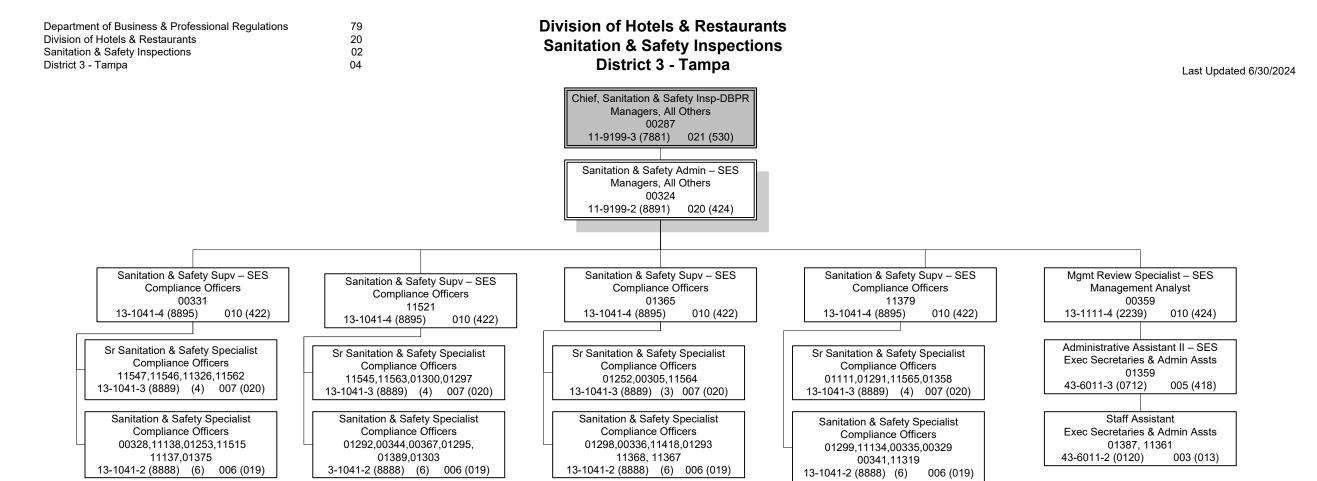
Mgmt Review Specialist - SES Management Analyst 00330 13-1111-4 (2239) 010 (424)

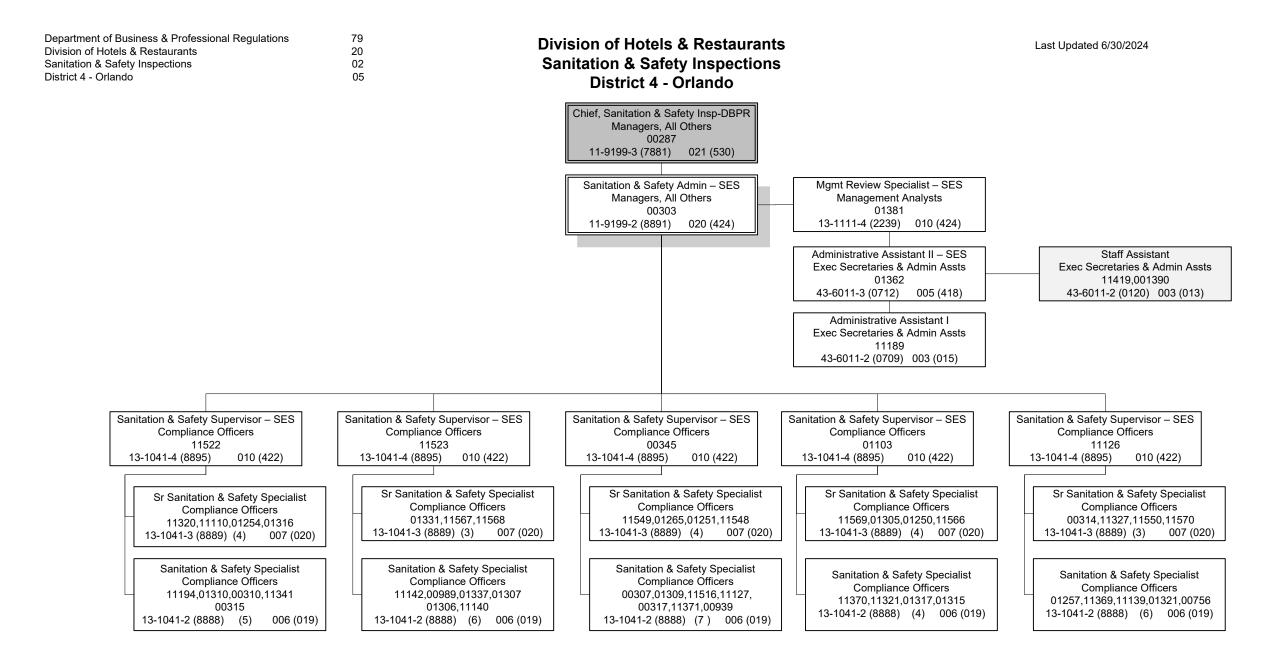
Administrative Assistant II – SES Exec Secretaries & Admin Assts 00390

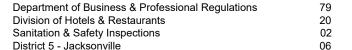
43-6011-3 (0712) 005 (418)

Staff Assistant Exec Secretaries & Admin Assts 00399, 00743 43-6011-2 (0120) 003 (013)



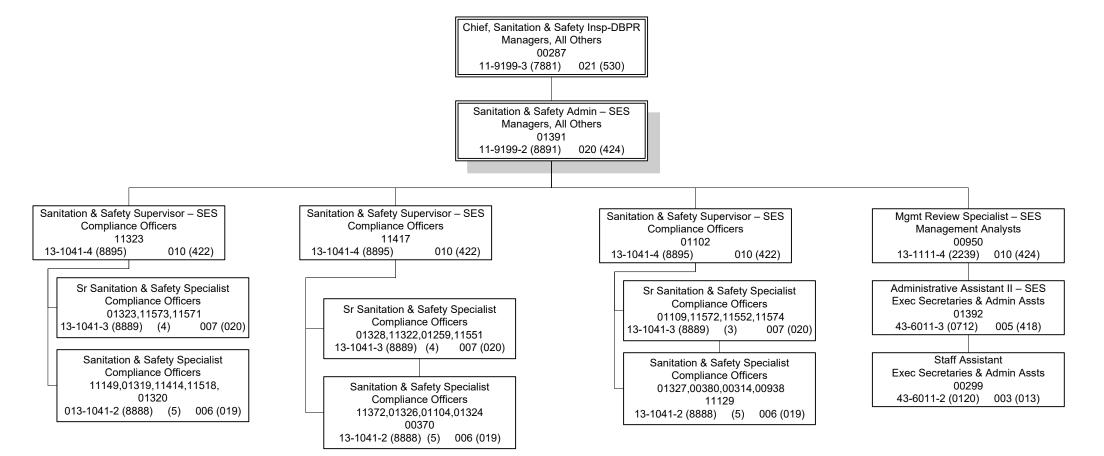




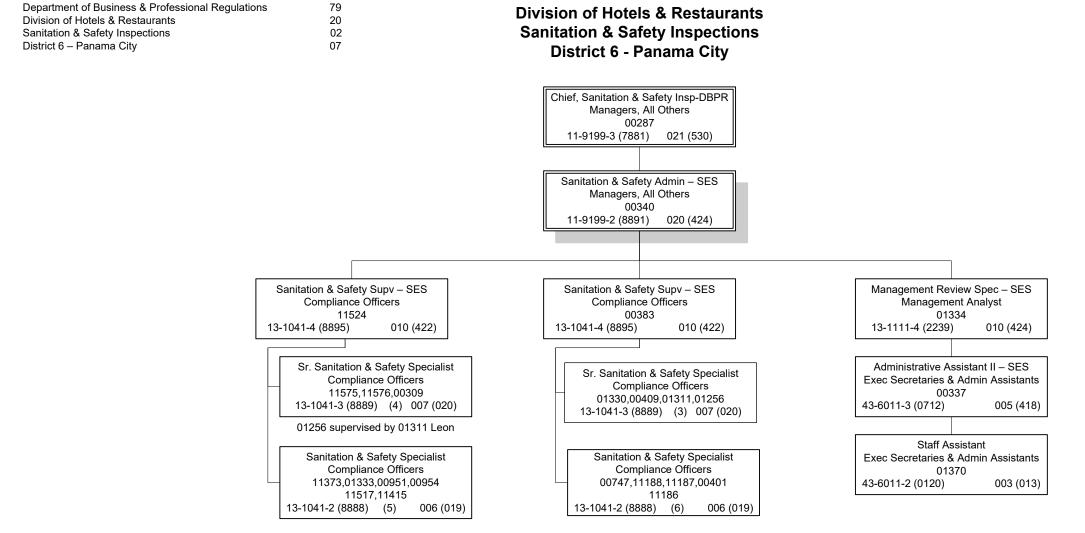


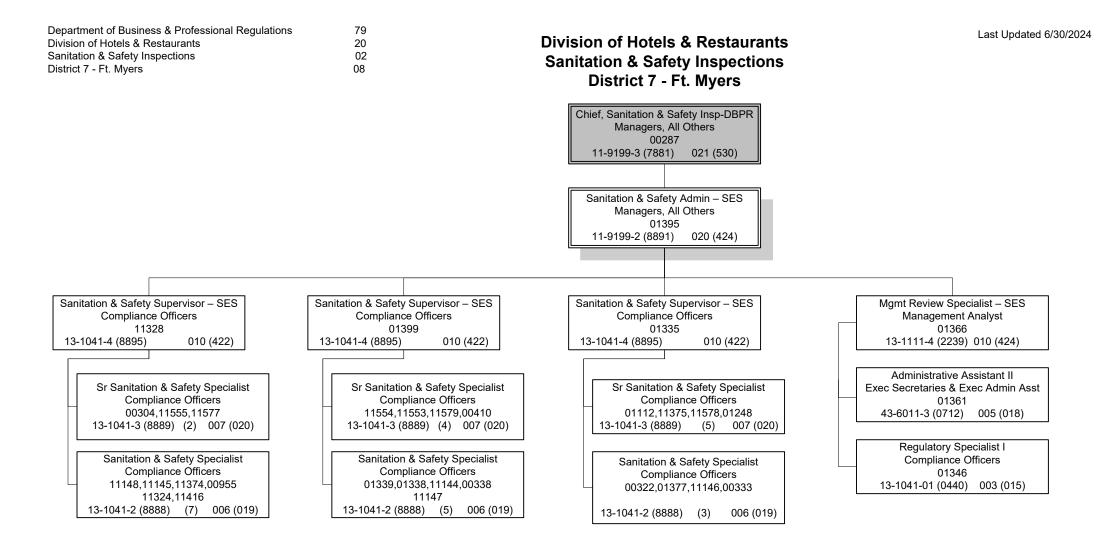
## Division of Hotels & Restaurants Sanitation & Safety Inspections District 5 - Jacksonville

Last Updated 6/30/2024

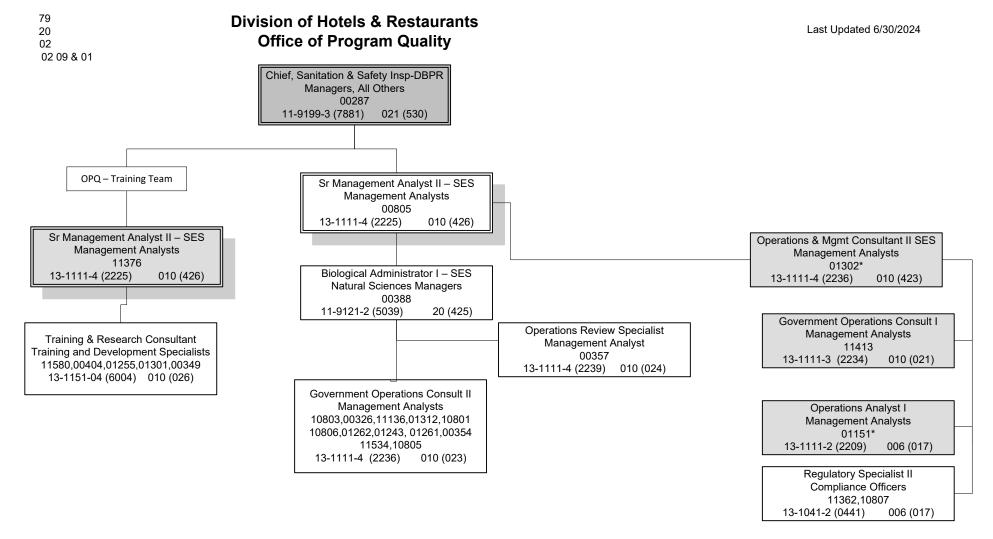








Department of Business & Professional Regulations Division of Hotels & Restaurants Bureau of Sanitation & Safety Office of Program Quality/Plan Review



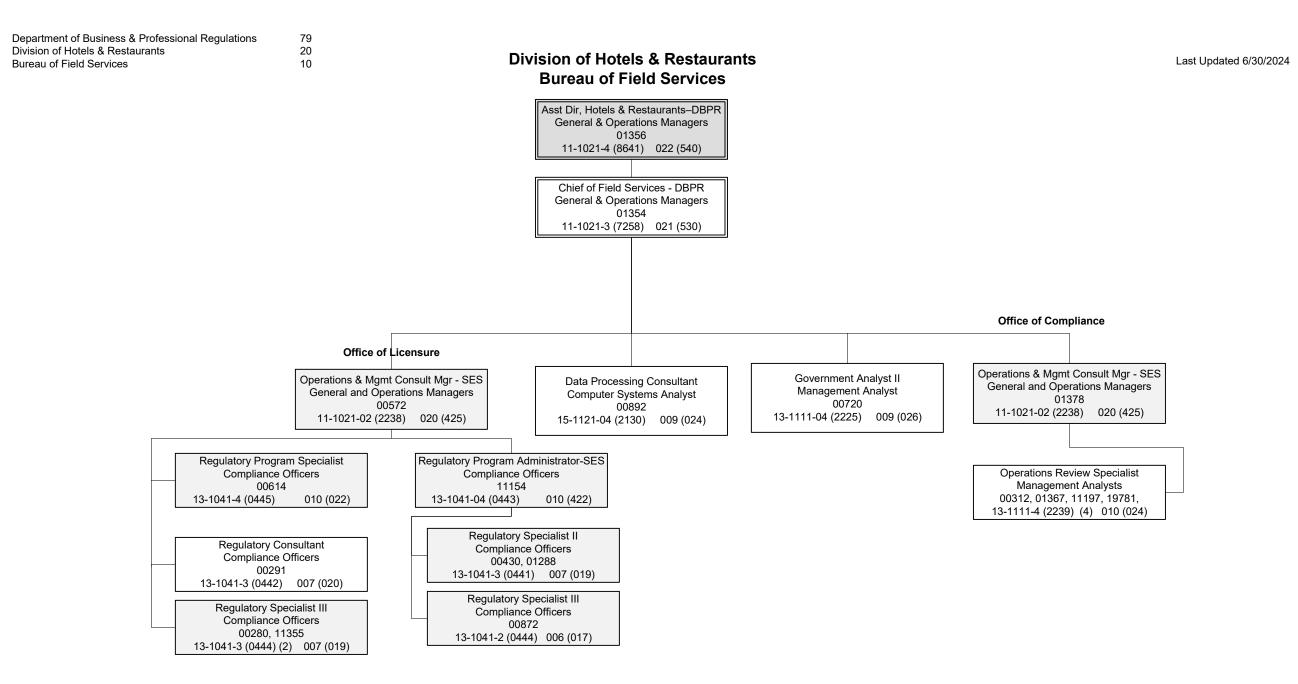
<sup>\*</sup> Positions funded by Bureau Chief's Office.

**Division of Hotels & Restaurants** Department of Business & Professional Regulation 79 Division of Hotels & Restaurants 20 03 **Bureau of Elevator Safety** Bureau of Elevator Safety Asst Dir, Hotels & Restaurants–DBPR
General & Operations Managers
01356 11-1021-4 (8641) 022 (540) Chief of Elevator Safety – DBPR Managers, All Others Inspection Specialist Sr Management Analyst Supv - SES Compliance Officers Management Analysts 00642, 00770, 11315, 11316, 11357 13-1041-3 (8833) (5) 007 (019) 13-1111-4 (2228) 010 (426) Inspector Specialist Compliance Officers Government Operations Consultant I 00426, 00433, 00573, 11356, 11358 Management Analyst 13-1041-4 (2240) (5) 010 (024) 13-1111-03 (2234) 006 (021) Administrative Assistant I Exec Secretaries & Admin Assts 11354

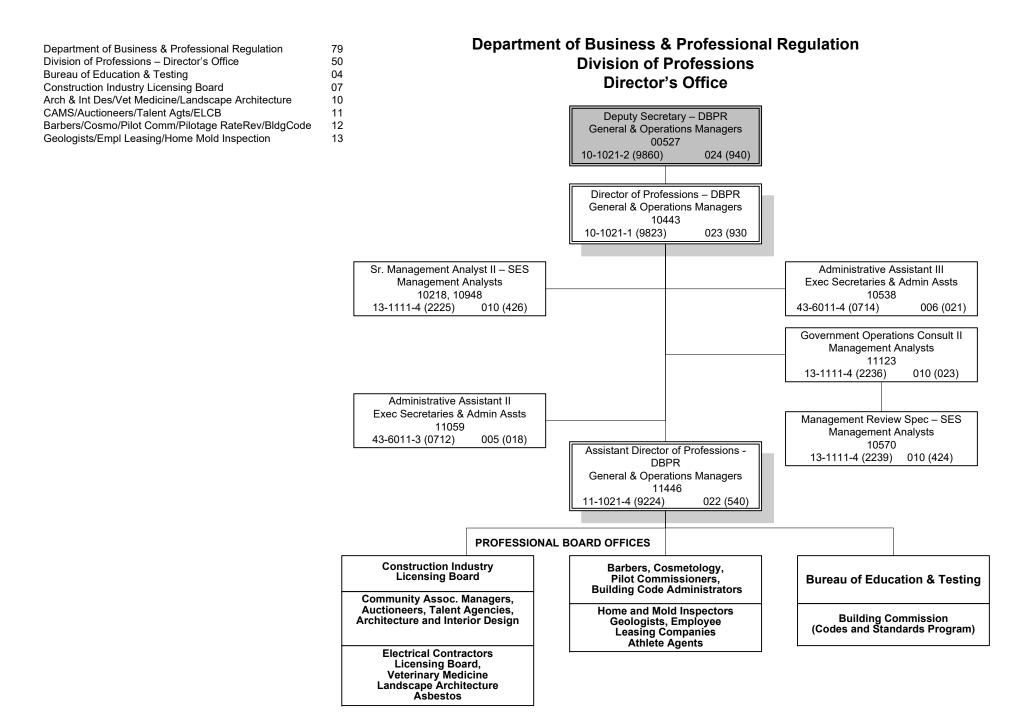
43-6011-02 (0709) 003 (015)

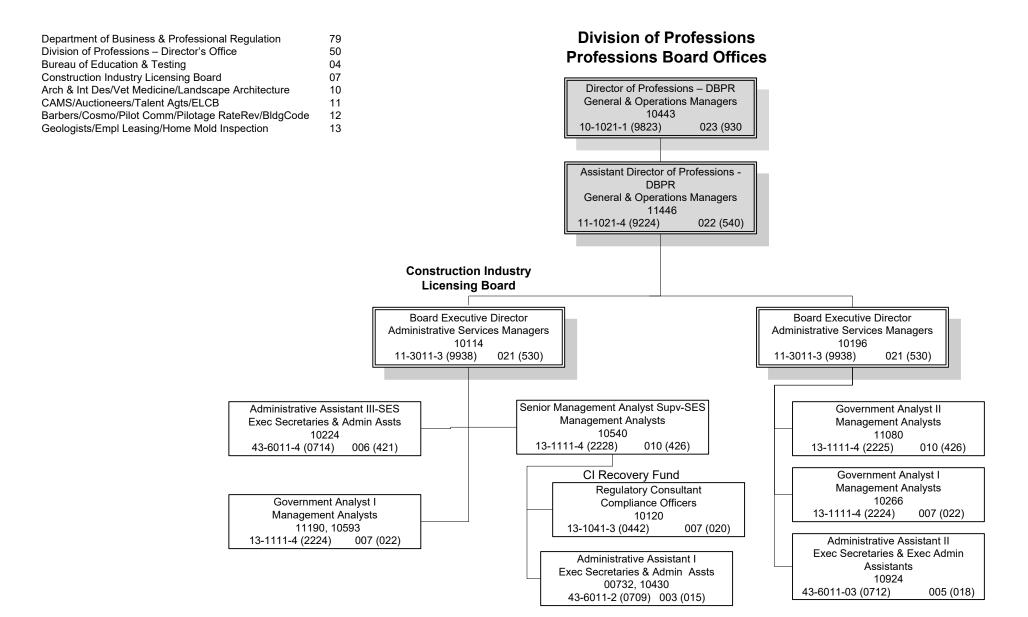
Last Updated 6/30/2024

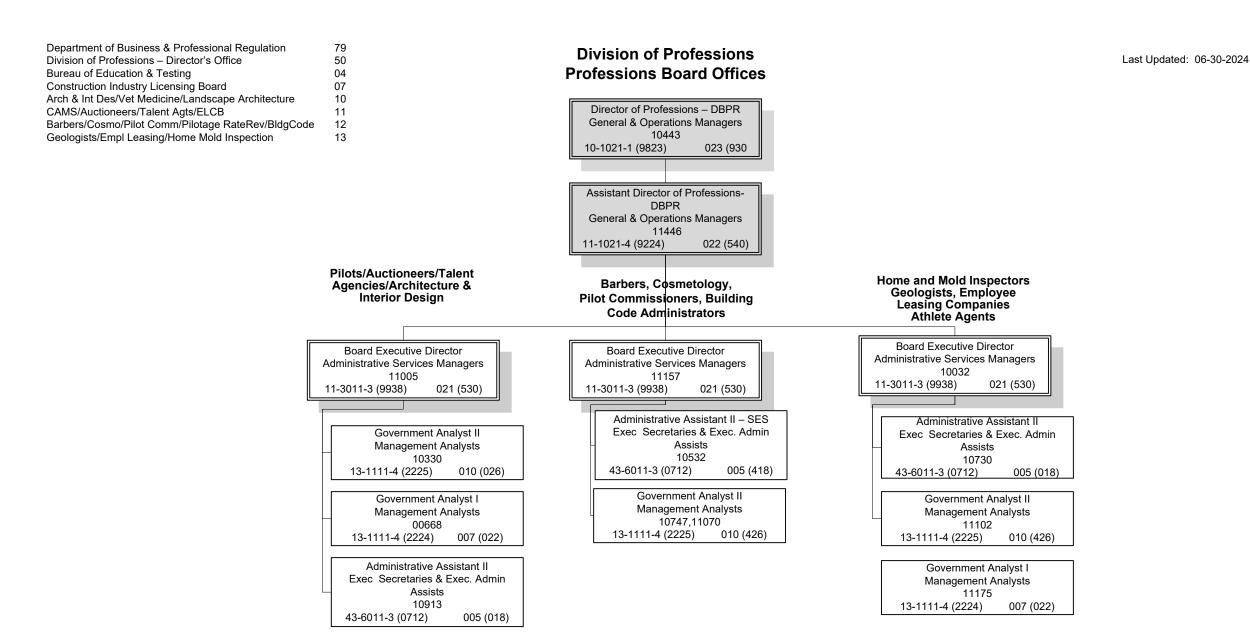
101



102

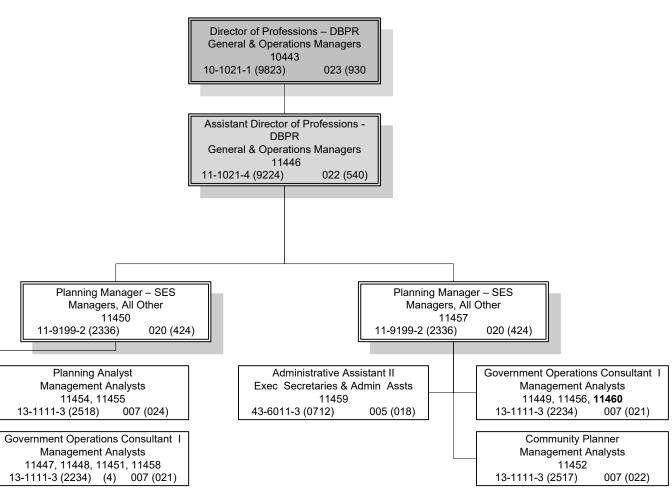


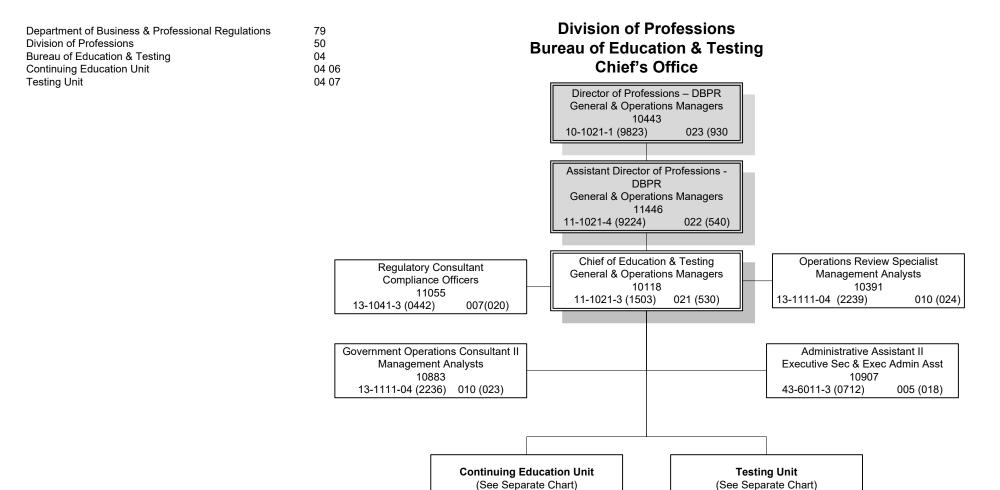




Department of Duciness & Drefessional Degulation	79
Department of Business & Professional Regulation	79
Division of Professions – Director's Office	50
Bureau of Education & Testing	04
Construction Industry Licensing Board	07
Arch & Int Des/Vet Medicine/Landscape Architecture	10
CAMS/Auctioneers/Talent Agts/ELCB	11
Barbers/Cosmo/Pilot Comm/Pilotage RateRev/BldgCode	12
Geologists/Empl Leasing/Home Mold Inspection	13

# Division of Professions Building Commission (Codes & Standards Program)

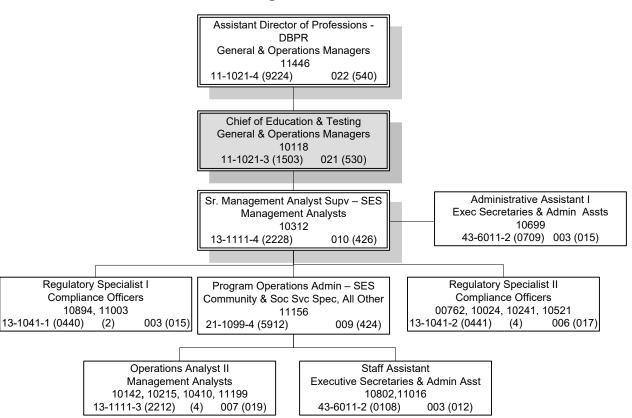


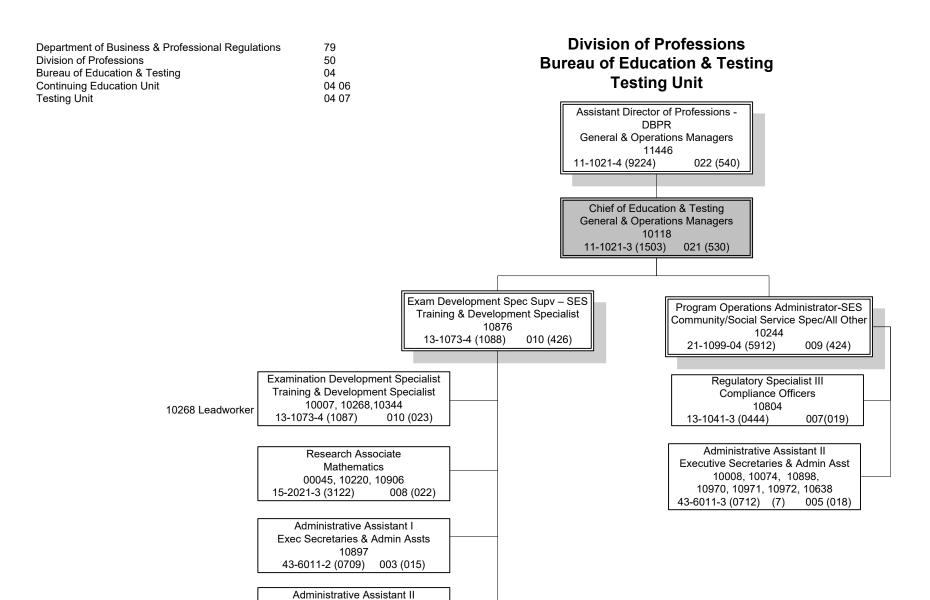


107 5 FTE

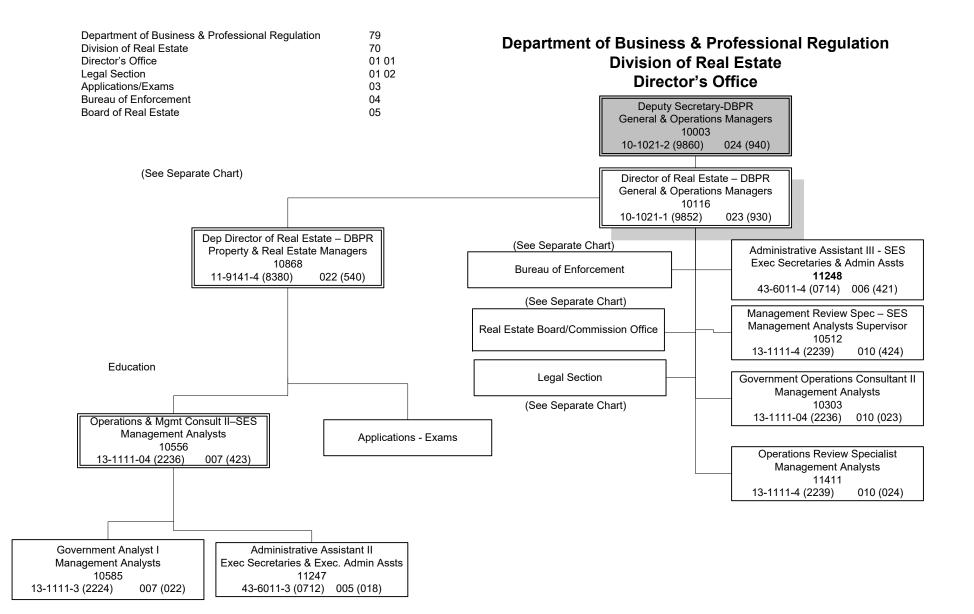
Department of Business & Professional Regulations 79
Division of Professions 50
Bureau of Education & Testing 04
Continuing Education Unit 04 06
Testing Unit 04 07

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



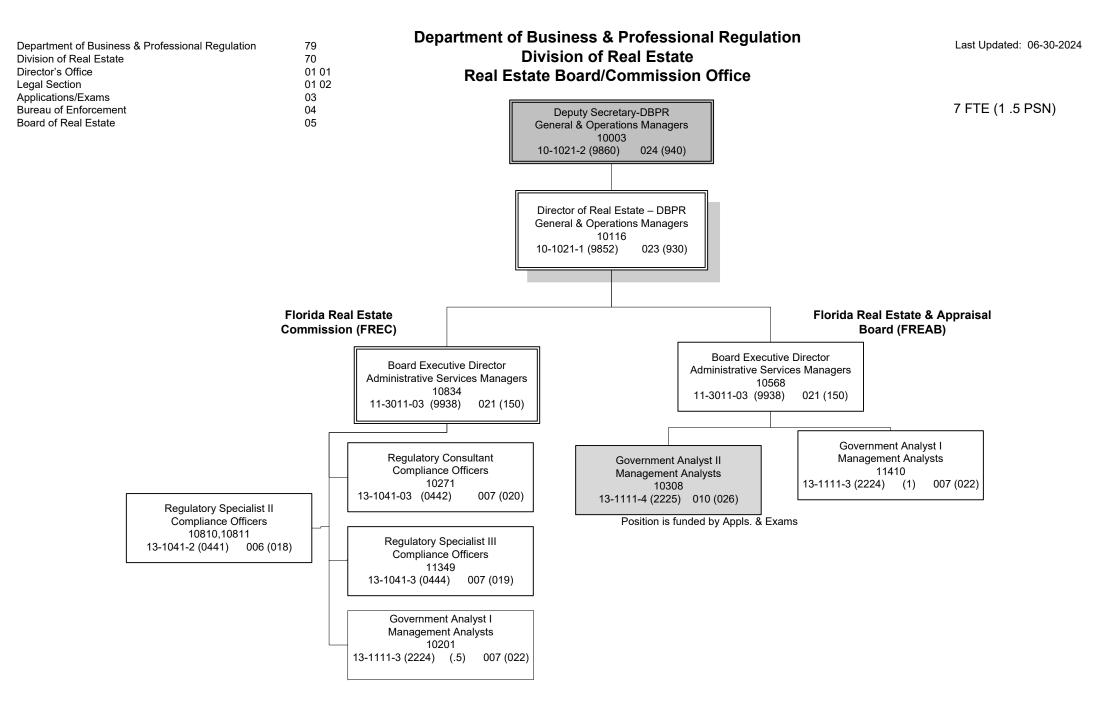


Exec Secretaries & Admin Assts 10217 43-6011-2 (0712) 005 (018) Last Updated: 06-30-2024

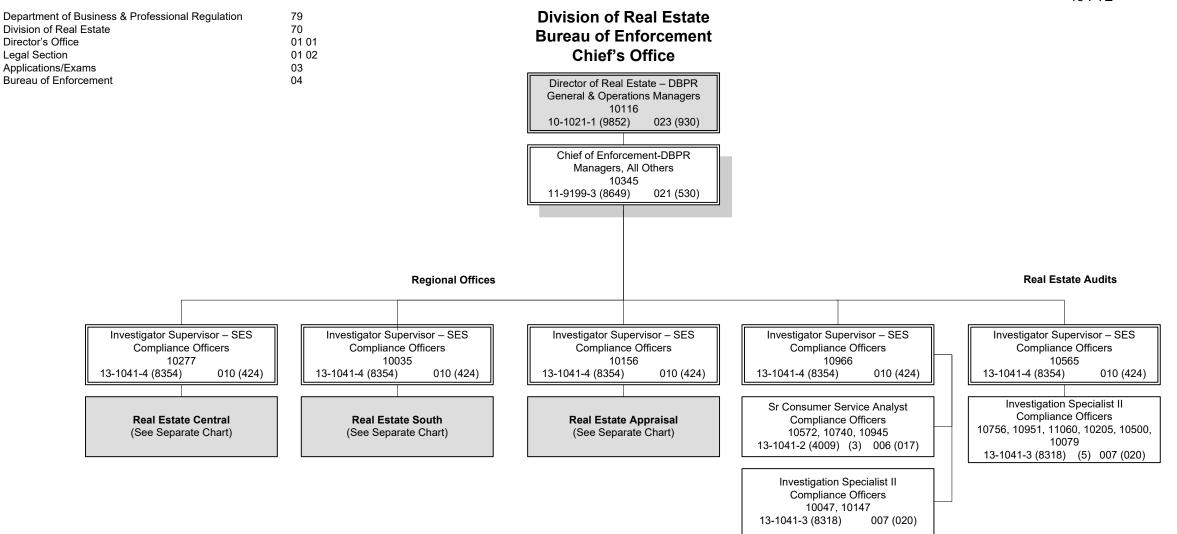


Last Updated: 6.30.2024

Department of Business & Professional Regulation 79 **Division of Real Estate** Division of Real Estate 70 **Application - Exams** Director's Office 01 01 Legal Section 01 02 Dep Director of Real Estate – DBPR Applications/Exams
Bureau of Enforcement 03 Property & Real Estate Managers 04 10868 11-9141-4 (8380) 022 (540) Sr Management Analyst I – SES Management Analysts 10741 13-1111-3 (2224) 007 (422) Government Analyst II Management Analysts 10308 13-1111-4 (2225) 010 (026) Position is assigned to Director's Office. Regulatory Specialist III Regulatory Consultant Regulatory Specialist II Compliance Officers Compliance Officers Compliance Officers 11249 10293, 10304, 11346 10549 13-1041-3 (0444) 007 (019) 13-1041-3 (0442) 007 (020) 13-1041-2 (0441) (3) 006 (017) Last Updated: 06-30-2024



Last Updated: 06-30-2024

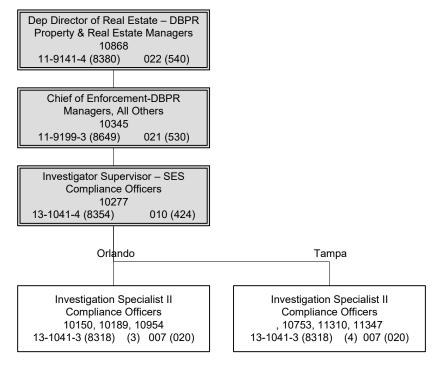


Department of Business & Professional Regulation	79
Division of Real Estate	70
Director's Office	01 01
Legal Section	01 02
Applications/Exams	03
Bureau of Enforcement	04

Last Updated: 06-30-2024

11 FTE

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



Position 10343 is supervised by 10156

Positions #11310 and #11505 are funded by the Chief's Office.
Position 11505 is supervised by 10156.

114

Department of Business & Professional Regulation 79 Division of Real Estate 70 Director's Office 01 01 **Division of Real Estate** Legal Section 01 02 Applications/Exams
Bureau of Enforcement **Bureau of Enforcement** 03 04 **Southern Region** Dep Director of Real Estate – DBPR Property & Real Estate Managers 10868 11-9141-4 (8380) 022 (540) Chief of Enforcement-DBPR Managers, All Others 10345 11-9199-3 (8649) 021 (530) Investigator Supervisor – SES Compliance Officers 10035 13-1041-4 (8354) 010 (424) Ft. Myers/Miami Palm Beach Gardens Ft. Lauderdale/Margate Investigation Specialist II Investigation Specialist II Investigation Specialist II Compliance Officers Compliance Officers Compliance Officers 10959 10044,10750, 10957, 11348, 10758, 10278, 11314, 13-1041-3 (8318) 007 (020) 13-1041-3 (8318) (4) 007 (020) 10957, 11348 13-1041-3 (8318) (7) 007 (020) Positions 10165 and 10411 are

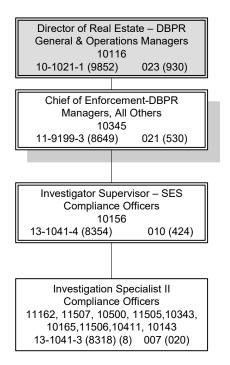
10411

supervised by Position 10156 in Enf - Chief office.

Last Updated: 06-30-2024

Department of Business & Professional Regulation	79
Division of Real Estate	70
Director's Office	01 01
Legal Section	01 02
Applications/Exams	03
Bureau of Enforcement	04

#### Division of Real Estate Bureau of Enforcement Real Estate Appraisal

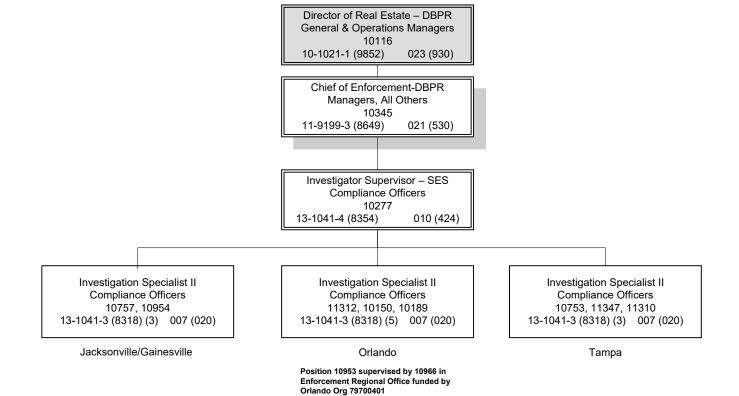


Last Updated: 06-30-2024

Department of Business & Professional Regulation	79
Division of Real Estate	70
Director's Office	01 01
_egal Section	01 02
Applications/Exams	03
Bureau of Enforcement	04

#### Division of Real Estate Bureau of Enforcement Real Estate Central

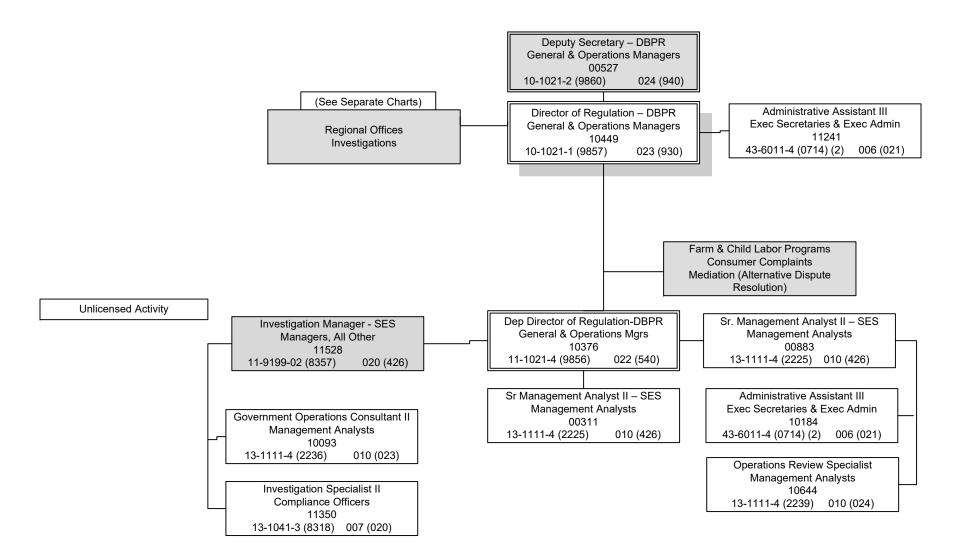
Last Updated: 06-30-2024





### Department of Business & Professional Regulation Division of Regulation Director's Office

Last Updated: 06-30-2024



Department of Business & Professional Regulation Division of Regulation Director's Office Inspections Investigative Services Farm Labor Child Labor	79 30 01 02 03 11		Con Jnlicen Di Gen	sumer (seed Act	Regulation Complaints, tivity, Mediati gulation-DBPR ations Managers 449 67) 023 (930)	ion	
			Gen	eral & Oper			
		Regulatory Specialist I Compliance Officers 10627 13-1041-01 (0440) 003 (015)	13-	Managem 00 1111-4 (222 rnment Oper Managem	rations Consultant II ent Analysts		ns
			Opera	1111-4 (223	mt Consult I-SES nt Analysts 209		Mediation (Alternative Dispute Resolution

9 FTE

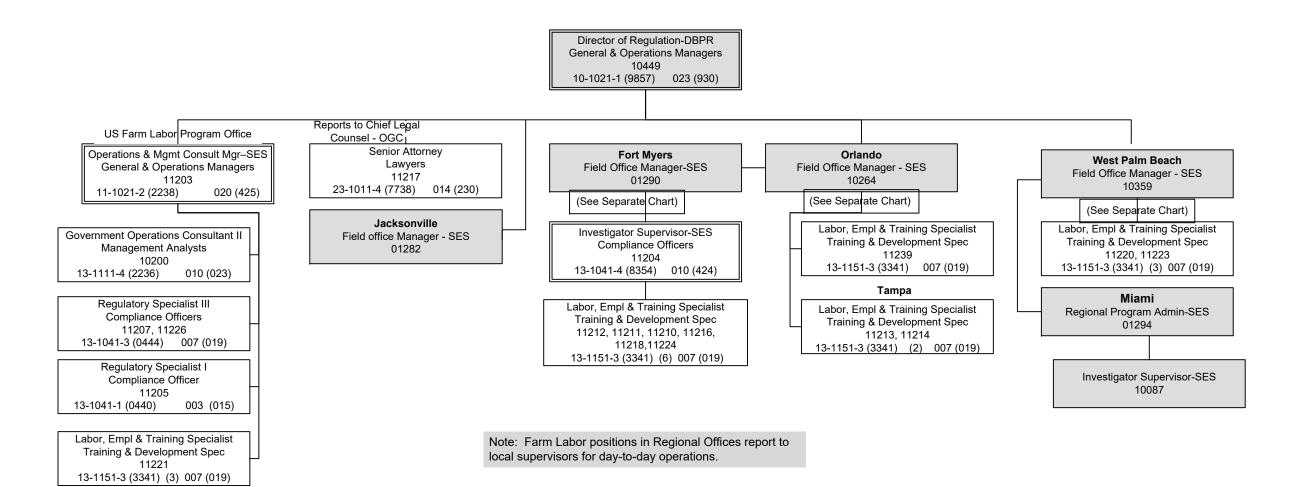
Last Updated: 06-30-2024

Sr Consumer Service Analyst
Compliance Officers
10204, 10323, 10367, 10960
13-1041-2 (4009) (4) 006 (017)

### Department of Business & Professional Regulation 79 Division of Regulation 30 Farm Labor Compliance & Enforcement 11 Child Labor Compliance & Enforcement 12

# Division of Regulation Farm Labor / Compliance & Enforcement Regional Offices

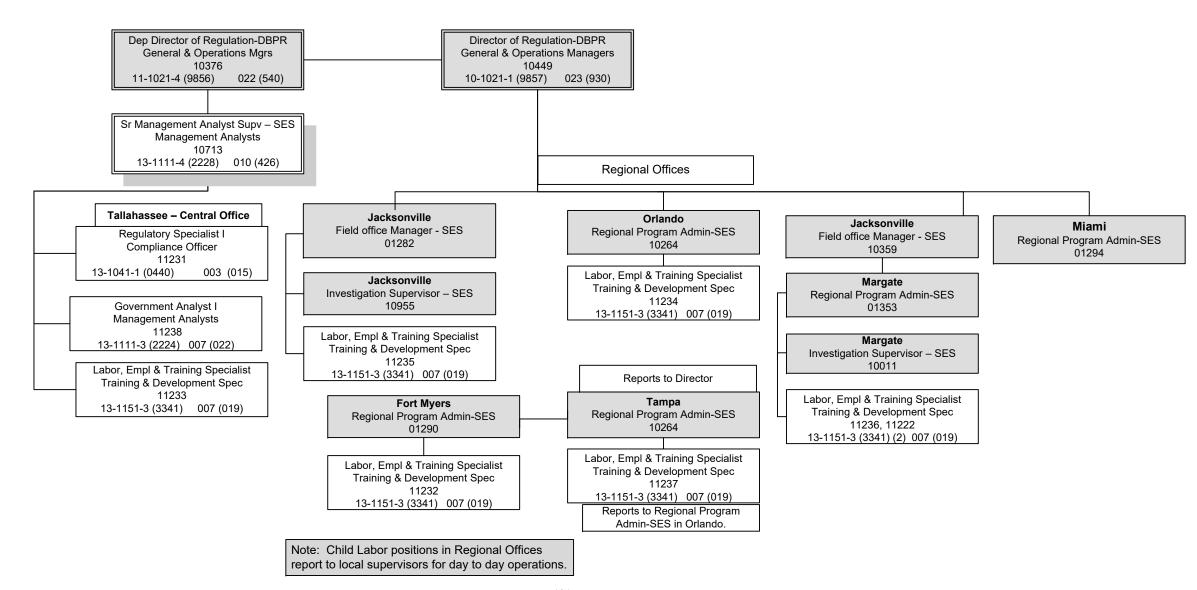
Last Updated: 06-30-2024

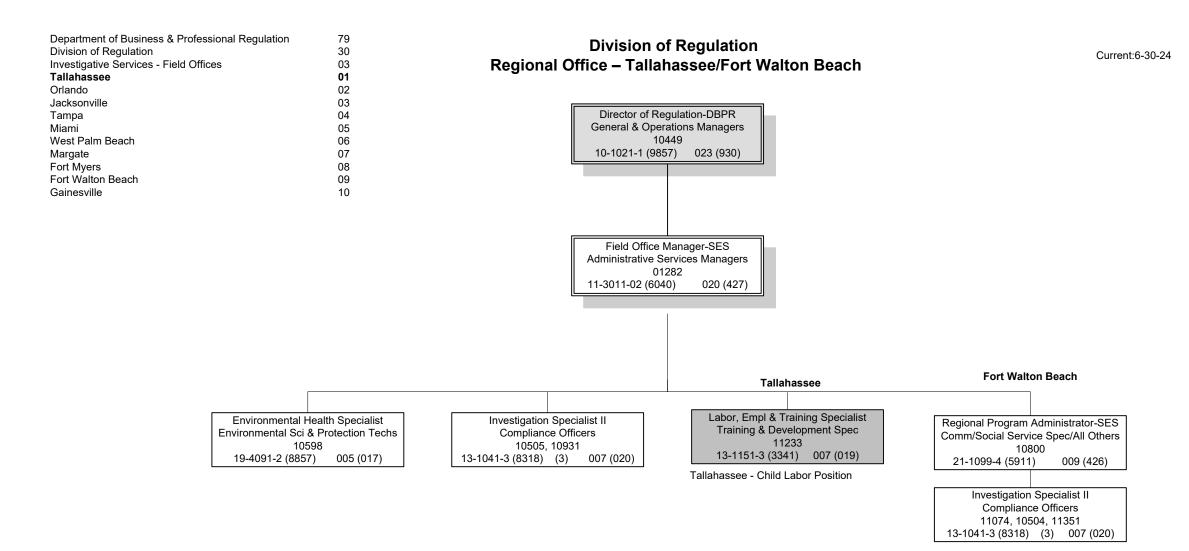


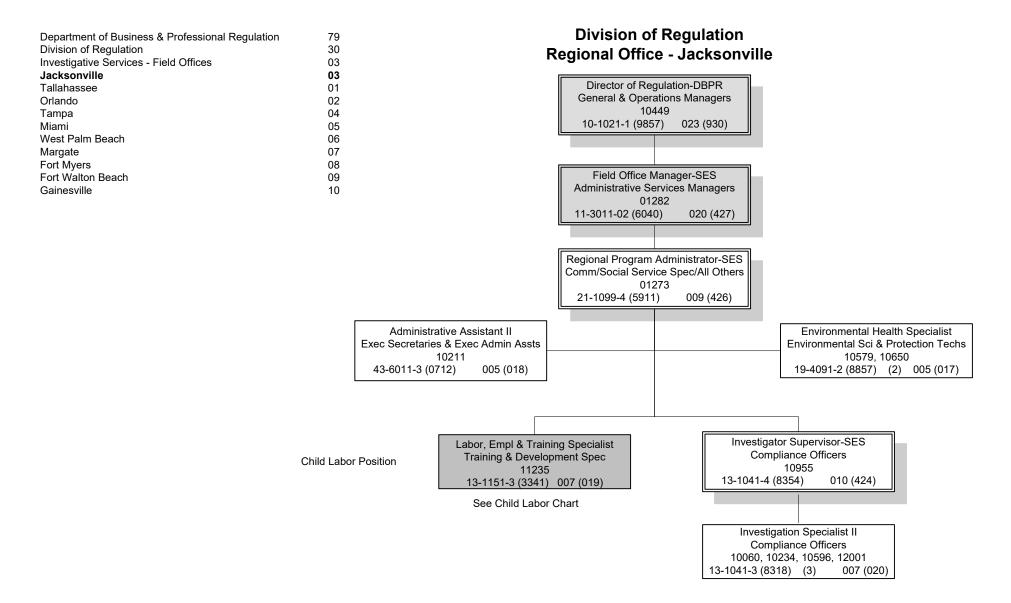
# Department of Business & Professional Regulation 79 Division of Regulation 30 Director's Office 01 Inspections 02 Investigative Services 03 Farm Labor 11 Child Labor 12

## Division of Regulation Compliance & Enforcement Child Labor

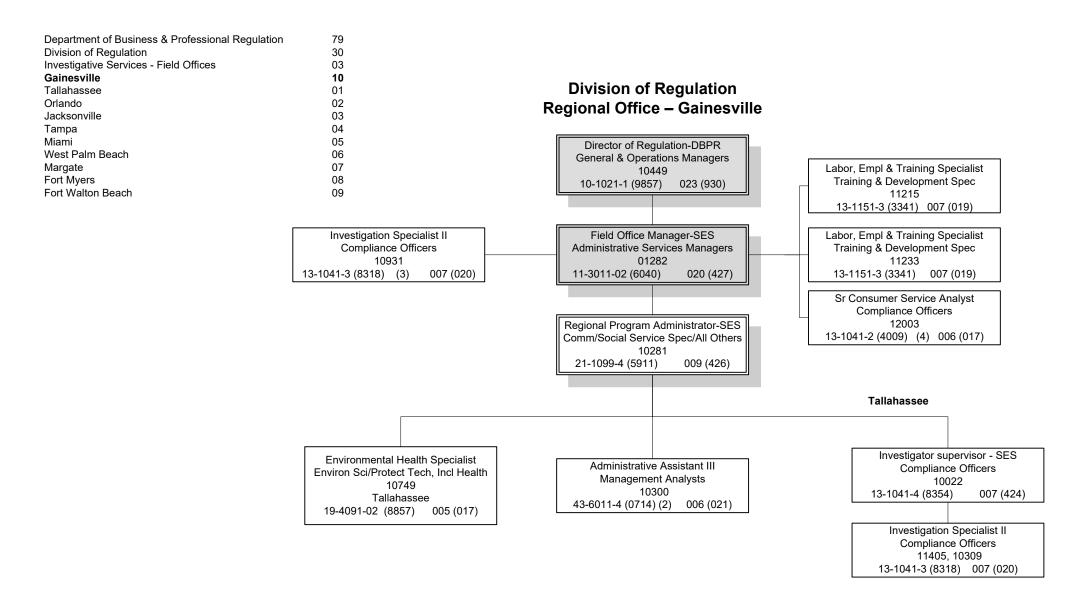
Last Updated: 06-30-2024

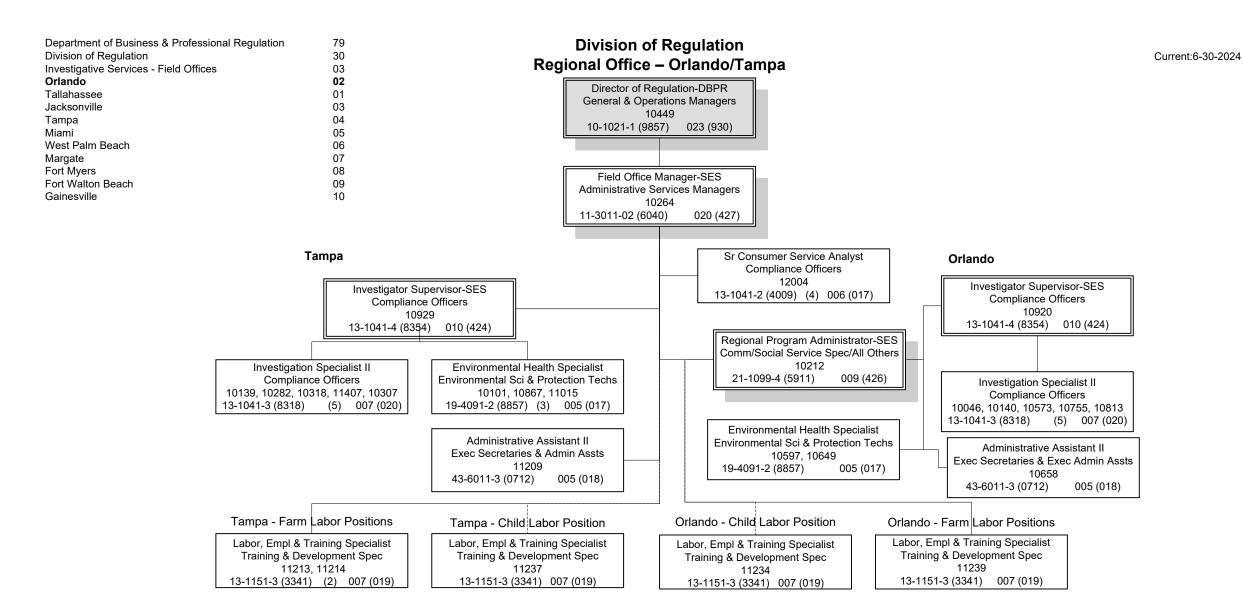






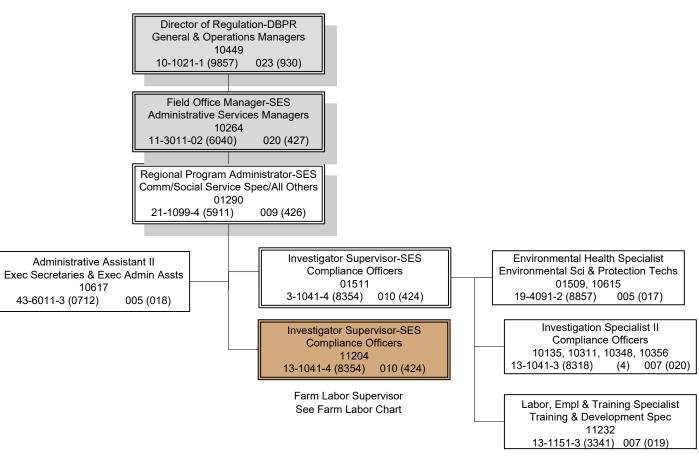
19 FTE

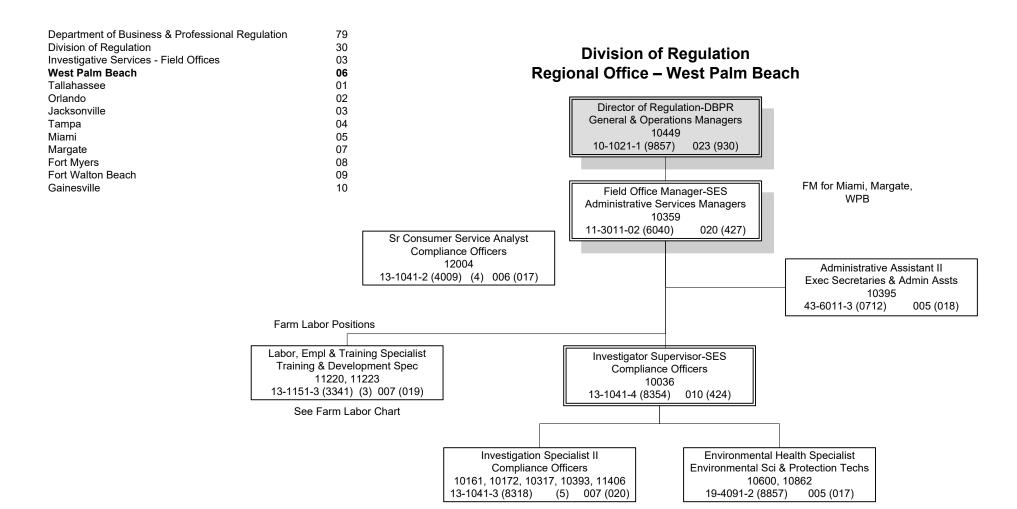




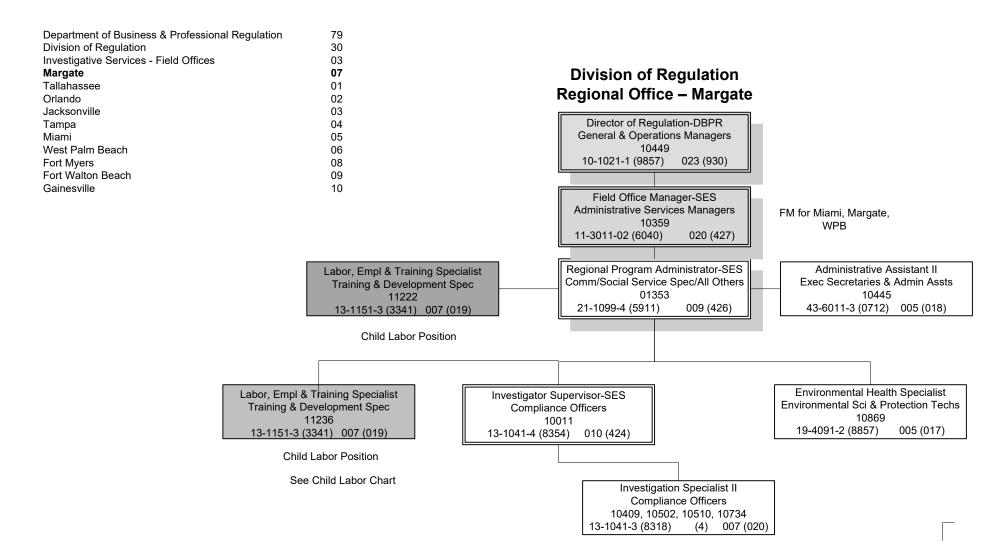
#### Department of Business & Professional Regulation 79 Division of Regulation 30 Investigative Services - Field Offices 03 Fort Myers 09 Tallahassee 01 Orlando 02 Jacksonville 03 04 Tampa Miami 05 06 West Palm Beach 07 Margate Fort Walton Beach 09 10 Gainesville

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





13 FTE



8 FTE

### Division of Regulation Regional Office - Miami

Director of Regulation-DBPR General & Operations Managers 10449

10-1021-1 (9857) 023 (930)

Field Office Manager-SES Administrative Services Managers 10359

11-3011-02 (6040) 020 (427)

Regional Program Administrator-SES Comm/Social Service Spec/All Others 01294 21-1099-4 (5911) 009 (426) FM for Miami, Margate, WPB

Environmental Health Specialist Environmental Sci & Protection Techs

10616, 10873 19-4091-2 (8857) 005 (017)

Exec Secretaries & Admin Assts 10207 43-6011-3 (0712) 005 (018)

Administrative Assistant II

Investigator Supervisor-SES Compliance Officers 10087

13-1041-4 (8354) 010 (424)

Investigation Specialist II Compliance Officers 10141, 10164, 10705, 10838, 10748 13-1041-3 (8318) (4) 007 (020)

SINESS AND PROFESSIONAL REGULATION, DEPARTMENT OF  SECTION I: BUDGET  LALL FUNDS GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)  BUDGET FOR AGENCY  SECTION II: ACTIVITIES * MEASURES  IVED Direction, Administrative Support and Information Technology (2)  Instruction Administrative Support and Information Technology (2)  Instruction Administrative Support and Information Technology (2)  Instruction Supplementals, but the Control of Instruction Supplementals and Instruction Supplementals (Instruction Supplementals)  Incomer * Number of cardis, manils, public contacts  Intral latels - Intills Appleators * Number of initial applications processed  Intill latels - Penewals * Number of renewals processed  Intill latels - Penewals * Number of renewals processed  Intill latels - Penewals * Number of Instruction Supplementals (Instruction Supplementals	949,658 121 1,518,523 158,191 504,376 124,707 5,062 48 40,968 9,421 2,022 3,774 74,606 990,355 172,047 56,622 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	(1) Unit Cost  4.88 8.685.31 4.83 34.31 2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.29 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80 49.86	172,112,419 62,854,967 234,967,386  (2) Expenditures (Allocated)  4,631,458 1,050,923 7,331,950 5,427,813 1,1015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,955,335 242,484 4,854,799	FIXED CAPITAL OUTLAY  (3) FCO
SECTION II: ACTIVITIES * MEASURES  **SECTION II: ACTIVITIES * MEASURES  **Intral Intake - Initial Applications processed  **Intral Intake - Initial Applications **Number of initial applications processed  **Intral Intake - Initial Applications **Number of initial applications processed within 90 days  **ACTIVITIES **MEASURES  **Intral Intake - Initial Applications **Number of initial applications processed within 90 days  **ACTIVITIES **Member of Outreach and Enforcement actions  **Intral Intral Interest of Outreach and Enforcement Activities  **Intral Interest of Outreach and Enforcement Activities  **Intral Interest of Outreach and Enforcement Activities of Outreach and Enforcement Activities of Number of Investigations and Inspections  **Intral Interest of Outreach and Enforcement Activities of Number of Interest of Investigations and Inspections  **Impliance And Enforcement Activities of Policies And Restaurants * Inspections and enforcement actions  **Impliance And Enforcement Activities of Policies And Restaurants * Inspections and enforcement actions  **Impliance And Enforcement Activities of Number of Interest of Activities of Activ	949,658 121 1,518,523 158,191 504,376 124,707 5,062 488 40,968 9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 1,270 1,270 6,502 4,763 4,561 68,877	4.88 8.685.31 4.83 34.31 2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80 49.86	62,854,967 234,967,386  (2) Expenditures (Allocated)  4,631,458 1,050,923 7,331,950 5,427,813 1,1015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,635 242,484 4,854,799	
SECTION II: ACTIVITIES * MEASURES    New Direction, Administrative Support and Information Technology (2)	949,658 121 1,518,523 158,191 504,376 124,707 5,062 488 40,968 9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 1,270 1,270 6,502 4,763 4,561 68,877	4.88 8.685.31 4.83 34.31 2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80 49.86	234,967,386  (2) Expenditures (Allocated)  4.631,458 1,050,923 7,331,950 5,427,813 1,1015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	(3) FCO
SECTION II: ACTIVITIES * MEASURES    Institute	949,658 121 1,518,523 158,191 504,376 124,707 5,062 488 40,968 9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 1,270 1,270 6,502 4,763 4,561 68,877	4.88 8.685.31 4.83 34.31 2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80 49.86	(Allocated)  4,631,458 1,050,923 7,331,950 5,427,813 1,015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,635 242,484 4,854,799	(3) FCO
SECTION II: ACTIVITIES * MEASURES    Institute	949,658 121 1,518,523 158,191 504,376 124,707 5,062 488 40,968 9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 1,270 1,270 6,502 4,763 4,561 68,877	4.88 8.685.31 4.83 34.31 2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80 49.86	(Allocated)  4,631,458 1,050,923 7,331,950 5,427,813 1,015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,635 242,484 4,854,799	(3) FCO
ensure/Revenue " Number of transactions processed letel Boxers " Number of scheduled boxing, kickboxing, and mixed martial arts events.  It Center " Number of scheduled boxing, kickboxing, and mixed martial arts events.  It Center " Number of scheduled boxing, kickboxing, and mixed martial arts events.  It Center " Number of scheduled boxing, kickboxing and mixed martial arts events.  It Center " Number of scheduled boxing, kickboxing and mixed martial arts events.  It Center " Number of candidates tested  Intral Intake - Renewals " Number of renewals processed  Intral Intake - Renewals " Number of renewals processed  Intral Intake - Renewals " Number of non-deficient, complete provider and individual course applications processed within 90 days  and Of Architecture And Interior Design " Number of enforcement actions  Intral Intake - Renewals " Number of Regulation" Licensure and Regulatory activities  Interior Employers Regulation " Licensure and Regulatory activities  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections  Interior Employers For Compliance Activities For Hotels And Restaurants " Inspections and enforcement actions  Interior Employers For Compliance Activities F	121 1,518,523 158,191 504,376 124,707 5,062 48 40,968 9,421 2,022 3,774 7,4606 980,355 172,047 6,667 60,480 92,780 1,270 5,502 4,763 4,561 68,877	8,685.31 4.83 34.31 2.01 18.95 315.80 8,859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	1,050,923 7,331,950 5,427,813 1,015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
Il Center * Number of calls, emails, public contacts Il Center * Number of calls, emails, public contacts Il Center * Number of calls, emails, public contacts Intral Intake - Initial Applications * Number of initial applications processed Intral Intake - Renewals * Number of renewals processed Intral Intake - Renewals * Number of renewals processed Intimuing Education * Number of non-deficient, complete provider and individual course applications processed within 90 days and Of Architecture And Interior Design * Number of enforcement actions g, Device And Cosmetic Regulation * Licensure and Regulatory activities licensed Activity * Number of Outreach and Enforcement Actions intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections intor Employers For Compliance Activities * Number of Investigations and Inspections intor Employers For Compliance Activities For Hotels And Restaurants * Inspections and enforcement actions impliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions indards And Licensure Activities For Hotels And Restaurants * Number of Incensees for public lodging and food service establishments indards And Enforcement Activities * Number of Incensees for elevators, escalators and other vertical conveyance devices impliance And Enforcement Activities * Number of Incensees for elevators, escalators and ot	121 1,518,523 158,191 504,376 124,707 5,062 48 40,968 9,421 2,022 3,774 7,4606 980,355 172,047 6,667 60,480 92,780 1,270 5,502 4,763 4,561 68,877	8,685.31 4.83 34.31 2.01 18.95 315.80 8,859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	1,050,923 7,331,950 5,427,813 1,015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
Intral Intake - Initial Applications "Number of initial applications processed Intral Intake - Renewals "Number of renewals processed Sting" Number of candidates tested Intral Intake - Renewals "Number of non-deficient, complete provider and individual course applications processed within 90 days and Of Architecture And Interior Design "Number of enforcement actions ago, Device And Cosmetic Regulation "Licensure and Regulatory activities Icensed Activity "Number of Outreach and Enforcement Actions Initor Employers For Compliance With Migrant Farmworker Labor Laws "Number of Investigations and Inspections Initor Employers For Compliance With Child Labor Laws "Number of Investigations and Inspections Initor Employers For Compliance With Child Labor Laws "Number of Investigations and Inspections Indiance And Enforcement Activities "Number of Investigations and Inspections Impliance And Enforcement Activities For Hotels And Restaurants "Inspections and enforcement actions Impliance And Enforcement Activities For Hotels And Restaurants "Inspections and enforcement actions Impliance And Enforcement Activities For Hotels And Restaurants "Number of licensees for public lodging and food service establishments Indiands And Licensure Activities For Elevators "Number of licensees for elevators, escalators and other vertical conveyance devices Impliance And Enforcement Activities "Number of enforcement actions for Alcoholic Beverages and Tobacco Indiands And Licensure Activities "Number of enforcement actions for Alcoholic Beverages and Tobacco Indiands And Licensure Activities "Number of applications processed for Alcoholic Beverages and Tobacco Indiands And Licensure Activities "Number of applications processed for Alcoholic Beverages and Tobacco Indiands And Licensure Activities "Number of applications processed for Alcoholic Beverages and Tobacco Impliance And Enforcement Activities - Condominiums "Number of regulatory activities. Impliance And Enforcement Activities - Condominiums "Number of regulatory activities. Impl	158,191 504,376 124,707 5,062 48 40,968 9,421 2,022 3,774 74,606 980,355 172,047 54,620 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,7631 4,661 68,877	34.31 2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 15.29 11.88 9.99 214.41 2,325.70 4.67 122.06	5,427,813 1,015,403 2,363,991 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,635 242,484 4,854,799	
Intral Intake - Renewals * Number of renewals processed  sting * Number of candidates tested  and Of Architecture And Interior Design * Number of enforcement actions  and Of Architecture And Interior Design * Number of enforcement actions  and Of Architecture And Interior Design * Number of enforcement actions  and Of Architecture And Interior Design * Number of enforcement actions  and Of Architecture And Interior Design * Number of enforcement actions  and Cosmetic Regulation * Licensure and Regulatory activities  licensed Activity * Number of Outreach and Enforcement Actions  intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions  mipliance And Licensure Activities For Hotels And Restaurants * Number of Incensees for public lodging and food service establishments  midrards And Licensure Activities For Hotels And Restaurants * Number of Incensees for public lodging and food service establishments  midrards And Licensure Activities For Hotels And Restaurants * Number of Incensees for public lodging and food service establishments  midrards And Licensure Activities For Elevators * Number of Incensees for elevators, escalators and other vertical conveyance devices  mipliance And Enforcement Activities * Number of applications processed for Alcoholic Beverages and Tobacco  architecture Activities *	504,376 124,707 5,062 48 40,968 9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,650 4,561 68,877	2.01 18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 15.29 11.88 9.99 214.41 2.325.70 4.67 122.06	1,015,403 2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,635 242,484 4,854,799	
sing "Number of candidates tested  infiniting Education " Number of non-deficient, complete provider and individual course applications processed within 90 days ard Of Architecture And Interior Design " Number of enforcement actions  g, Device And Cosmetic Regulation " Licensure and Regulatory activities  licensed Activity " Number of Outreach and Enforcement Actions nitor Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections nitor Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections nitor Employers For Compliance With Initial Labor Laws " Number of Investigations and Inspections mitor Employers For Compliance With Child Labor Laws " Number of Investigations and Inspections mitor Employers For Compliance With Child Labor Laws " Number of Investigations and Inspections mitor Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections mitor Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections mitor Employers For Compliance With Migrant Farmworker Labor Laws " Number of Investigations and Inspections mitor Employers For Compliance And Enforcement Activities For Hotels And Restaurants " Inspections and enforcement actions molards And Licensure Activities For Hotels And Restaurants " Number of Ilicensees for public lodging and food service establishments undards And Licensure Activities For Elevators" Number of Ilicensees for elevators, escalators and other vertical conveyance devices mpliance And Enforcement Activities " Number of enforcement actions for Alcoholic Beverages and Tobacco de Promulgation " Code Amendments Promulgated gulation Of Manufactured Buildings " Permits Issued for Manufactured Buildings undards And Licensure Activities " Number of applications processed for Alcoholic Beverages and Tobacco  « Collection And Auditing " Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement	124,707 5,062 48 40,988 9,421 2,022 3,774 74,606 980,355 172,047 5,667 60,480 92,780 1,270 51,909 39,775 6,502 4,622 4,623 4,561 68,877	18.95 315.80 8.859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 15.29 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80	2,363,391 1,598,604 425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,955,635 242,484 4,854,799	
ard Of Architecture And Interior Design * Number of enforcement actions g, Device And Cosmetic Regulation * Licensure and Regulatory activities licensed Activity * Number of Outreach and Enforcement Actions intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections nitor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections mpliance And Enforcement Activities * Number of enforcement actions.  Indards And Licensure Activities * Number of licensees Impliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions mpliance And Enforcement Activities For Elevators * Inspections and enforcement actions mpliance And Enforcement Activities For Elevators * Inspections and enforcement actions molo-to-career-grant * Students served through grant program.  Indards And Licensure Activities For Elevators * Number of licensees for public lodging and food service establishments molards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices  Impliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco  Inderest And Licensure Activities * Number of manufactured Buildings  Indards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  Indiards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  Indiards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  Impliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  Impliance And Enforcement Activities - Condominiums * Number of regulatory activities.  Impliance And Enforcement Activities - Condominiums * Number of regulatory activities.  Impliance And Enforcement Activities - Condominiums * Number of regulatory activities.  Impliance And Enforcement Activities - Condomi	48 40,968 9,421 2,022 3,774 74,606 980,355 172,047 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	8,859.15 68.99 217.30 945.35 197.75 215.30 10.54 162.18 3339.92 15.29 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	425,239 2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
Ig. Device And Cosmetic Regulation * Licensure and Regulatory activities icensed Activity * Number of Outreach and Enforcement Actions intor Employers For Compliance With Migrant Farnworker Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compliance Activities * Number of Incensees indiance And Enforcement Activities * Number of Incensees indiance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions incol-to-career-grant * Students served through grant program. indiance And Enforcement Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments indiands And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices impliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco de Promulgation * Code Amendments Promulgated gulation Of Manufactured Buildings * Permits Issued for Manufactured Buildings indiands And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  **Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  **Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  **Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  **Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  **Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  **Impliance And Enforcement Activities - Compliance actions.	40,968 9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,209 39,775 6,502 4,763 4,561 68,877	68.99 217.30 945.35 197.75 215.30 10.54 162.18 339.92 15.29 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	2,826,487 2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,638 242,484 4,854,799	
ilicensed Activity * Number of Outreach and Enforcement Actions intor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections intor Employers For Compiance With Child Labor Laws * Number of Investigations and Inspections intor Employers For Compiance With Child Labor Laws * Number of Investigations and Inspections impliance And Enforcement Activities * Number of enforcement actions.  Indiards And Licensure Activities For Hotels And Restaurants * Inspections and enforcement actions Impliance And Enforcement Activities For Elevators * Inspections and enforcement actions Impliance And Enforcement Activities For Elevators * Inspections and enforcement actions Impliance And Enforcement Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments Indiards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices Impliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco Indiards And Licensure Activities * Number of Amountactured Buildings Indiards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco Indiards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco Indiards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco Indiards And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco Indiards And Enforcement Activities - Ceneral Regulation (yacht And Ship) * Number of regulatory activities. Impliance And Enforcement Activities - Condominiums * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Acti	9,421 2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	217.30 945.35 197.75 215.30 10.54 162.18 339.92 15.29 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80	2,047,220 1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
nitor Employers For Compliance With Migrant Farmworker Labor Laws * Number of Investigations and Inspections  mitor Employers For Compliance With Child Labor Laws * Number of Investigations and Inspections  mpliance And Enforcement Activities * Number of enforcement actions.  modards And Licensure Activities * Number of ficensees  mpliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions  mpliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions  mpliance And Enforcement Activities For Elevators * Inspections and enforcement actions  mod-to-career-grant * Students served through grant program.  modards And Licensure Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments  modards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices  mpliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco  de Promulgation * Code Amendments Promulgated  gulation Of Manufactured Buildings * Permits Issued for Manufactured Buildings  undards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  **Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Octodominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	2,022 3,774 74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,763	945.35 197.75 215.30 10.54 162.18 339.92 15.29 11.88 9.99 214.41 2.325.70 4.67 122.06 1,166.80	1,911,501 746,292 16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
nitor Employers For Compiance With Child Labor Laws * Number of Investigations and Inspections  mpliance And Enforcement Activities * Number of enforcement actions.  mpliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions  mpliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions  mpliance And Enforcement Activities For Elevators * Inspections and enforcement actions  moli-to-career-grant * Students served through grant program.  modards And Licensure Activities For Flotels And Restaurants * Number of licensees for public lodging and food service establishments  modards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices  mpliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco  de Promulgation * Code Amendments Promulgated  guilation Of Manufactured Buildings * Permits Issued for Manufactured Buildings  madrads And Licensure Activities * Number of apulications processed for Alcoholic Beverages and Tobacco  ck Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	74,606 980,355 172,047 5,667 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	215.30 10.54 162.18 339.92 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80	16,063,002 10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
mpliance And Enforcement Activities "Number of licensees mpliance And Enforcement Activities For Hotels And Restaurants" Inspections and enforcement actions mpliance And Enforcement Activities For Hotels And Restaurants "Inspections and enforcement actions molo-lo-career-grant" Students served through grant program. molards And Licensure Activities For Hotels And Restaurants "Number of licensees for public lodging and food service establishments molards And Licensure Activities For Elevators "Number of licensees for elevators, escalators and other vertical conveyance devices mpliance And Enforcement Activities "Number of enforcement actions for Alcoholic Beverages and Tobacco de Promulgation "Code Amendments Promulgated gulation Of Manufactured Buildings" Permits Issued for Manufactured Buildings undards And Licensure Activities "Number of applications processed for Alcoholic Beverages and Tobacco  (Collection And Auditing "Number of audits conducted for Alcoholic Beverages and Tobacco mpliance And Enforcement Activities - General Regulation (yacht And Ship) "Number of regulatory activities. mpliance And Enforcement Activities - Timeshare "Number of regulatory activities. mpliance And Enforcement Activities - Molbie Homes "Number of regulatory activities. mpliance And Enforcement Activities - Molbie Homes "Number of regulatory activities. mpliance And Enforcement Activities - Molbie Homes "Number of regulatory activities. meowners' Associations "Number of compliance actions.	980,355 172,047 5,667 46,220 40,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	10.54 162.18 339.92 15.29 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	10,331,610 27,901,728 1,926,318 706,698 1,574,372 604,418 19,882,992 2,953,635 242,484 4,854,799	
mpliance And Enforcement Activities For Hotels And Restaurants * Inspections and enforcement actions  mpliance And Enforcement Activities For Elevators * Inspections and enforcement actions  nool-lo-career-grant * Students served through grant program.  molards And Licensure Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments  molards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices  mpliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco  de Promulgation * Code Amendments Promulgated  gulation Of Manufactured Buildings * Permits Issued for Manufactured Buildings  undards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  « Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	172,047 5,667 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	162.18 339.92 15.29 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	27,901,728 1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
mpliance And Enforcement Activities For Elevators * Inspections and enforcement actions  mol-lo-career-grant * Students served through grant program.  molards And Licensure Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments  madrads And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices  mpliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco  de Promulgation * Code Amendments Promulgated  guilation of Manufactured Buildings * Permits Issued for Manufactured Buildings  madrads And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  (Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  memowners' Associations * Number of compliance actions.	5,667 46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	339.92 15.29 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	1,926,318 706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
nool-to-career-grant* Students served through grant program. Indards And Licensure Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments Indards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices Impliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco Independent Promulgation * Code Amendments Promulgated Industrial Studings * Permits Issued for Manufactured Buildings Indards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco Industrial * Number of audits conducted for Alcoholic Beverages and Tobacco Industrial * Number of audits conducted for Alcoholic Beverages and Tobacco Industrial * Number of Activities - General Regulation (yacht And Ship) * Number of regulatory activities. Impliance And Enforcement Activities - Condominiums * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. I	46,220 132,557 60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	15.29 11.88 9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	706,698 1,574,372 604,418 19,892,992 2,953,635 242,484 4,854,799	
Indards And Licensure Activities For Hotels And Restaurants * Number of licensees for public lodging and food service establishments Indards And Licensure Activities For Elevators * Number of licensees for elevators, escalators and other vertical conveyance devices Impliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco Ide Promulgation * Code Amendments Promulgated Iguilation Of Manufactured Buildings * Permits Issued for Manufactured Buildings Indards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco Idection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco Impliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities. Impliance And Enforcement Activities - Timeshare * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. Impliance And Enforcement Activities - Mobile Homes * Number of Regulatory Activities. Impliance And Enforcement Activ	60,480 92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	9.99 214.41 2,325.70 4.67 122.06 1,166.80 49.86	604,418 19,892,992 2,953,635 242,484 4,854,799	
mpliance And Enforcement Activities * Number of enforcement actions for Alcoholic Beverages and Tobacco de Promulgation * Code Amendments Promulgated guitation Of Manufactured Buildings * Permits Issued for Manufactured Buildings undards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  **Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  **mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  **mpliance And Enforcement Activities - Timeshare * Number of regulatory activities.  **mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  **mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  **mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  **memowners* Associations * Number of compliance actions.	92,780 1,270 51,909 39,775 6,502 4,763 4,561 68,877	214.41 2,325.70 4.67 122.06 1,166.80 49.86	19,892,992 2,953,635 242,484 4,854,799	
de Promulgation * Code Amendments Promulgated guilation Of Manufactured Buildings * Permits Issued for Manufactured Buildings mards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  K Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Timeshare * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	1,270 51,909 39,775 6,502 4,763 4,561 68,877	2,325.70 4.67 122.06 1,166.80 49.86	2,953,635 242,484 4,854,799	
gulation Of Manufactured Buildings * Permits Issued for Manufactured Buildings Indards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  (Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Timeshare * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	51,909 39,775 6,502 4,763 4,561 68,877	4.67 122.06 1,166.80 49.86	242,484 4,854,799	
Indards And Licensure Activities * Number of applications processed for Alcoholic Beverages and Tobacco  ( Collection And Auditing * Number of audits conducted for Alcoholic Beverages and Tobacco  mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Timeshare * Number of regulatory activities.  mpliance And Enforcement Activities - Vondominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	6,502 4,763 4,561 68,877	1,166.80 49.86		
mpliance And Enforcement Activities - General Regulation (yacht And Ship) * Number of regulatory activities.  mpliance And Enforcement Activities - Timeshare * Number of regulatory activities.  mpliance And Enforcement Activities - Ondominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	4,763 4,561 68,877	49.86		
mpliance And Enforcement Activities - Timeshare * Number of regulatory activities.  mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	4,561 68,877		7,586,554	
mpliance And Enforcement Activities - Condominiums * Number of regulatory activities.  mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities.  meowners' Associations * Number of compliance actions.	68,877		237,468	
mpliance And Enforcement Activities - Mobile Homes * Number of regulatory activities. meowners' Associations * Number of compliance actions.		232.01 83.84	1,058,177 5,774,508	
·	6,548	67.84	444,188	
ndominium Ombudsman * Number of activities in fulfillment of statutory duties.	220	955.52	210,215	
	5,378	89.80	482,964	
+				
			<b> </b>	
			404000444	
			134,222,411	
SECTION III: RECONCILIATION TO BUDGET				
THROUGHS ANSFER - STATE AGENCIES				
D TO LOCAL GOVERNMENTS				
YMENT OF PENSIONS, BENEFITS AND CLAIMS			4,969,558	
HER			00.004.005	
RSIONS			22,604,261	
L BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			161,796,230	
SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY				

<sup>(1)</sup> Some activity unit costs may be overstated due to the allocation of double budgeted items.
(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

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

### SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY THIS FORM IS NOT APPLICABLE

Schedule XII Cover Sheet and Agency Proje	ct Approval	
Agency:	Schedule XII Submission Date:	
Project Name:	Is this project included in the Agency's LR  Yes No	PP?
FY 2025 - 2026 LBR Issue Code:	<b>FY 2025 -2026 LBR Issue Title:</b>	
Agency Contact for Schedule XII (Name, Phone	#, and E-mail address):	
AGENCY APPRO	VAL SIGNATURES	
I am submitting the attached Schedule XII in suppo I have reviewed and agree with the information in t	0 1	
Agency Head:	Date:	
Printed Name:		
Agency Chief Information Officer:	Date:	
(If applicable)		
Printed Name:		
Budget Officer:	Date:	
Printed Name:		
Planning Officer:	Date:	
Printed Name:		
Project Sponsor:	Date:	
Printed Name:		

#### SCHEDULE XII: OUTSOURCING OR PRIVATIZATION OF A SERVICE OR ACTIVITY

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

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

Office of Policy and Budget – June 2024

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

7.	List the major risks for each option and how the risks could be mitigated.
8.	Describe any relevant experience of other agencies, other states, or the private sector in implementing similar options.
III.	Information on Recommended Option
1.	Identify the proposed competitive solicitation including the anticipated number of respondents.
2.	Provide the agency's projected timeline for outsourcing or privatization of the service or activity. Include key events and milestones from the beginning of the procurement process through the expiration of a contract and key events and milestones for transitioning the service or activity from the state to the vendor. Provide a copy of the agency's transition plan for addressing changes in the number of agency personnel, affected business processes, employee transition issues including reemployment and retraining assistance plan for employees who are not retained by the agency or employed by the contractor, and communication with stakeholders such as agency clients and the public.
3.	Identify all forms of compensation to the vendor(s) for performance of the service or activity, including in-kind allowances and state resources to be transferred to the vendor(s). Provide a detailed cost estimate of each.

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

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

### SCHEDULE XIIB: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS THIS FORM IS NOT APPLICABLE

Schedule XII-B Cover Sheet and Agency Project Approval				
Agency:	Schedule XII-B Submission Date:			
Project Name:	Is this project included in the Agency's LRPP? Yes No			
FY 2025-2026 LBR Issue Code:	<b>FY 2025-2026 LBR Issue Title:</b>			
Agency Contact for Schedule XII-B (Name, Phon	ne #, and E-mail address):			
AGENCY APPRO	AL SIGNATURES			
I am submitting the attached Schedule XII-B in support of our legislative budget request.  I have reviewed and agree with the information in the attached Schedule XII-B.				
Agency Head:	Date:			
Printed Name:				
Agency Chief Information Officer:	Date:			
(If applicable)				
Printed Name:				
Budget Officer:	Date:			
Printed Name:				
Planning Officer:	Date:			
Printed Name:				
Project Sponsor:	Date:			
Printed Name:				

### SCHEDULE XIIB-1: MAJOR OUTSOURCING AND PRIVATIZATION INITIATIVES EXCEEDING \$10 MILLION INITIALLY UNDERTAKEN IN THE LAST FIVE YEARS – BACKGROUND INFORMATION

	Background Information
1.	Provide a narrative summary describing the agency's decision to outsource or privatize the service or activity.
	Attach to Schedule XII-B copies of the original business case and cost benefit analysis. If these documents are unavailable, attach any documents which state the original intention of the outsourcing or privatization initiative that will detail its goals, objectives, and expected outcomes. Such documents may include (a) original legislative budget requests, (b) original budget amendments, (c) legislative presentations, or (d) agency planning documents.
2.	Have the anticipated cost savings and benefits of the initiative been realized? Explain.
3.	Provide a narrative description of the competitive solicitation used to outsource or privatize the service or activity.
	Attach a copy of any competitive solicitation documents, requests for quote(s), service level agreements, or similar documents issued by the agency for this competitive solicitation, which are deemed by the agency not to be confidential or exempt from public records requirements if available.
4.	Section 287.057(13), Florida Statutes, allows for the renewal of contracts for commodities and contractual services for a period that may not exceed three years or the term of the original contract, whichever period is longer. Such renewals are contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds.
	For the outsourced or privatized service or activity, identify the number of times the contract has been renewed and specify the renewal period of each. Attach a copy of the documentation verifying the contractor's satisfactory performance compliance required prior to each renewal.

5.	For the outsourced or privatized service or activity, has the contractor satisfactorily complied with all service level requirements? Provide a narrative summary describing service level requirements compliance or noncompliance and the method used by the agency for monitoring progress in achieving the specified performance standards within the contract.
6.	Describe any unexpected benefits from outsourcing or privatization of the service or activity.
7.	Describe any unexpected problems or issues with the outsourcing or privatization of the service or activity.
8.	Briefly describe your agency's overall level of satisfaction with the results of outsourcing or privatization of the service or activity.
9.	What lessons learned should be shared with other agencies considering the outsourcing or privatization of a similar service or activity?

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

#### THIS FORM IS NOT APPLICABLE

Contact Information					
Agency:					
Name:					
Phone:					
E-mail address:					
Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, Florida Administrative Code and may be accessed via the following website <a href="https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3">https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3</a> . Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website <a href="https://www.myfloridacfo.com/division/aa/state-agencies">https://www.myfloridacfo.com/division/aa/state-agencies</a> under the Financing tab.					
For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in section 287.017, Florida Statutes, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.					
1. Commodities proposed for purchase.					
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.					
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).					
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.					
F. J					

Office of Policy and Budget – June 2024

#### **Schedule XIV**

### Variance from Long Range Financial Outlook THIS FORM IS NOT APPLICABLE

Agency:		Contact	Contact:			
		ection 19(a)3 of the Florida Constitution, requires each agency I ge financial outlook adopted by the Joint Legislative Budget Con	_		_	
or e  Y  2) If y  202	exp es es,	ne long range financial outlook adopted by the Joint Legislative enditure estimates related to your agency?  No  Please list the estimates for revenues and budget drivers that ref	lect an	estimate for your agen	cy for Fiscal Year	
or b	ouc	get request.				
		Issue (Revenue or Budget Driver)	R/B*	FY 2025-2026 Estin  Long Range  Financial Outlook	nate/Request Amount Legislative Budget Request	
a		, ,			_	
b						
c						
d						
e f						
•		agency's Legislative Budget Request does not conform to the loge estimates (from your Schedule I) or budget drivers, please exp		•	th respect to the	

<sup>\*</sup> R/B = Revenue or Budget Driver

#### **SCHEDULE XV:**

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

THIS FORM IS NOT APPLICABLE

Contact information							
Agency:							
Name:							
Phone:							
E-mail address:							
1. Vendor name							
2. Brief description of service	s provided by the vendor						
3. Contract terms and years	remaining						
4. Amount of revenue genera							
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)					
5. Amount of revenue remitte							
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)					
6. Value of capital improvemen	t						
7. Remaining amount of capital	improvement						
8. Amount of state appropriations							
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)					



# Administrative Trust Fund 2021

#### SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS **Department:** Business and Profession Reg. Budget Period: 2023 - 24 Program: Administrative Trust Fund Fund: 2021 Specific Authority: **Purpose of Fees Collected:** Type of Fee or Program: (Check ONE Box and answer questions as indicated.) Regulatory services or oversight to businesses or professions. (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) **SECTION I - FEE COLLECTION** ACTUAL **ESTIMATED** REQUEST FY 2023 - 24 FY 2024 - 25 FY 2025 - 26 Receipts: 15,389 20,000 20,000 Fees/Licenses/Taxes/Miscellaneous 15,389 20,000 20,000 Total Fee Collection to Line (A) - Section III **SECTION II - FULL COSTS Direct Costs:** 37,569,097 Salaries and Benefits 32,535,212 36,893,508 1,833,116 Other Personal Services 1,124,481 1,414,480 Expenses 5,434,335 5,842,015 6,590,742 Operating Capital Outlay 10,920 118,088 118,088 Transfer to DOAH 58,760 71,273 71,273 Acquisition of Motor Vehicles 42,000 9,129,691 9,528,400 Contracted Services 6,868,566 Contracted Legal Services 86,925 500,000 500,000 Operation/Motor Vehicles 7.554 14,500 14,500 148,094 Risk Management Services 143,725 148,094 Salary Incentive Payments 7,650 7,650 7,650 Tenant Broker Commissions 243,133 90,000 90,000 Lease /Purchase/Equipment 52,528 103,887 103,887 TR/DMS/HR SVCS/STW Contract 156,503 154,574 154,774 Flair System Replacement 109.265 1,275,734 1,000,000 Northwest Regional DC 1,825,893 2,050,980 2,050,980 Cloud Comp Services IT - Customer Experience Indirect Costs Charged to Trust Fund 28,639 7,102,526 30,035 Total Full Costs to Line (B) - Section III 48,694,088 64,959,000 59,810,636 Basis Used: **SECTION III - SUMMARY** TOTAL SECTION I (A) 15,389 20,000 20,000 TOTAL SECTION II (B) 48,694,088 64,959,000 59,810,636 TOTAL - Surplus/Deficit (48,678,699) (64,939,000) (59,790,636) (C) **EXPLANATION of LINE C:** 144

**Budget Period: 2025-26** 

Administrative Trust Fund

Department of Business and Professional Regulation (790000)

Budget Entity: LAS/PBS Fund Number:	DEPARTMENT LEVEL 2021		
	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>4,158,407</b> (A)		4,158,407
ADD: Other Cash (See Instructions)	<b>42,950</b> (B)	125	43,074.69
ADD: Investments	<b>0</b> (C)		0
ADD: Outstanding Accounts Receivable	<b>0</b> (D)	498,000	498,000
ADD:	0 (E)		0
Total Cash plus Accounts Receivable	<b>4,201,357</b> (F)	498,125	4,699,482
LESS: Allowances for Uncollectibles	<b>0</b> (G)		0
LESS: "A" Carry Forwards	<b>1,563,640</b> (H)		1,563,640
"B" Carry Forwards	<b>2,206,941</b> (H)		2,206,941
Approved "FCO" Certified Forwards	<b>0</b> (H)		0
LESS: Other Accounts Payable (Nonoperating)	2,737 (I)		2,737
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0
Unreserved Fund Balance, 07/01/24	<b>428,039</b> (K)	498,125	926,164 **
Notes:  *SWFS = Statewide Financial Statemen	nt		
**This amount should agree with Line year and Line A for the following ye		for the most recent c	ompleted fiscal

Office of Policy and Budget - June 2024

**Department Title:** 

**Trust Fund Title:** 

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2025-26** Department Title: Department of Business and Professional Regulation (790000) Trust Fund Title: Administrative Trust Fund DEPARTMENT LEVEL **Budget Entity:** LAS/PBS Fund Number: 2021 BEGINNING TRIAL BALANCE: Total Fund Balance Per FLAIR Trial Balance, 07/01/24 Total all GLC's 5XXXX for governmental funds; **2,128,982** (A) GLC 539XX for proprietary and fiduciary funds 0 (B) Subtract Nonspendable Fund Balance (GLC 56XXX) Add/Subtract Statewide Financial Statement (SWFS) Adjustments: **0** (C) SWFS Adjustment # Nonspendable Fund Balance GLC 56XXX (For Inventories) FEES, CHARGES, COMMISSIONS AND S 125 (C) SWFS Adjustment # B7900006 SWFS Adjustment # B7900017 Transfer In From Other Departments 498,000 (C) SWFS Adjustment # B7900018 Transfer In From Other Departments (266,930) (C) 266,930 (C) SWFS Adjustment # B7900042 EXPENDITURES, CURRENT Rounding Difference between CF Items on the Approv 7,744 C **Add/Subtract Other Adjustment(s):** (2,206,941) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS 0 (D) 373,743 (D) A/P not C/F-Operating Categories **124,511** (D) Compensated Absenses **926,164** (E) ADJUSTED BEGINNING TRIAL BALANCE: UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (**926,164**) (F) **DIFFERENCE: 0** (G)\* \*SHOULD EQUAL ZERO.



# Alcoholic Beverages and Tobacco Trust Fund 2022

### SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS Department: **Business and Professional Regulation Budget Period: 2025-26** Program: **Alcoholic Beverages and Tobacco** Alcoholic Beverages and Tobacco Trust Fund Fund: **Specific Authority:** Chapters 561 and 569 Florida Statues **Purpose of Fees Collected:** To provide licensing and regulation of the alcoholic beverages and tobacco industry in accordance with Florida Statutes Type of Fee or Program: (Check ONE Box and answer questions as indicated.) Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) ACTUAL **SECTION I - FEE COLLECTION ESTIMATED** REQUEST FY 2023-24 FY 2024-25 FY 2025-26 Receipts: Fees 5,527,756 3,500,000 4,500,000 40,000,000 48,500,000 49,376,448 Licenses 14,300,000 **Excise Tax** 16,365,401 14,100,000 Refunds (38, 152)39,184 39,184 Transfer from Cigarette Tax Collection 1,806,058 1,700,000 1,600,000 1,500,000 Fines/Miscellaneous 2,862,616 1,021,982 **Warrant Cancellation** 38,152 36,787 38,152 Interest 965,370 965,370 965,370 Total Fee Collection to Line (A) - Section III 76,903,650 61,363,323 70,477,336 **SECTION II - FULL COSTS Direct Costs: Salaries and Benefits** 24,323,089 28,032,121 28,147,048 **Other Personal Services** 373,137 206,068 1,326,385 2,946,850 **Expenses** 3,122,232 3,142,310 **Operating Capital Outlay** 189,118 5,000 5,000 **Acquisition / Motor Vehicles** 295,856 315,644 470,700 **Contracted Services** 107,835 68,457 68,457 **Operation & Maintenance Patrol Vehicles** 749,492 896,017 896,017 **Cigarette Tax Stamps** 645,589 866,505 866,505 1,583,759 **Risk Management Services** 1,583,759 1,583,759 **Salary Incentive Payments** 131,521 172,846 172,846 **TR/Contracted Disptch Svs** 140,000 140,000 140,000 Lease Purchase Equipment 26,947 53,446 53,446 TR/DMS/HR SVCS/STW Contract 117,392 117,392 119,369 **State Data Senter-AST** 6,892 20,664 20,664 **DP Assesment (AST) Public Assistance-ST OPS** 33,755,827 **Indirect Costs Charged to Trust Fund** 53,682,732 53,566,149 85,495,592 88,990,918 70,768,333 Total Full Costs to Line (B) - Section III **Basis Used: SECTION III - SUMMARY** TOTAL SECTION I 76,903,650 61,363,323 70,477,336 (A) **TOTAL SECTION II** (B) 85,495,592 88,990,918 70,768,333 **TOTAL - Surplus/Deficit** (C) (8,591,942) (27,627,595)(290,997) **EXPLANATION of LINE C:**

**Budget Period: 2025-26** 

Department of Business and Professional Regulation (790000)

Alcoholic Beverage and Tobacco Trust Fund

Budget Entity: LAS/PBS Fund Number:	DEPARTMENT LEVEL 2021		
	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
hief Financial Officer's (CFO) Cash Balance	<b>8,039,080</b> (A)		8,039,080
ADD: Other Cash (See Instructions)	241,252 (B)	18,418	259,669.23
ADD: Investments	<b>25,367,150</b> (C)		25,367,150
ADD: Outstanding Accounts Receivable	<b>508,220</b> (D)	(137,535)	370,685
ADD:	0 (E)		0
otal Cash plus Accounts Receivable	<b>34,155,701</b> (F)	(119,117)	34,036,584
LESS: Allowances for Uncollectibles	<b>0</b> (G)		0
LESS: "A" Carry Forwards	<b>1,259,342</b> (H)		1,259,342
"B" Carry Forwards	<b>55,027</b> (H)		55,027
Approved "FCO" Certified Forwards	<b>0</b> (H)		0
LESS: Other Accounts Payable (Nonoperating)	<b>1,133,120</b> (I)	(137,535)	995,585
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0
nreserved Fund Balance, 07/01/24	<b>31,708,212</b> (K)	18,418	31,726,630

Office of Policy and Budget - June 2024

fiscal year and Line A for the following year.

**Department Title:** 

**Trust Fund Title:** 

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

**Budget Period: 2025-26** Department Title: Department of Business and Professional Regulation (790000) Alcoholic Beverage and Tobacco Trust Fund Trust Fund Title: **Budget Entity:** DEPARTMENT LEVEL LAS/PBS Fund Number: 2021 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/24 31,630,247 (A) Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** (B) Add/Subtract Statewide Financial Statement (SWFS) Adjustments: Nonspendable Fund Balance GLC 56XXX **0** (C) SWFS Adjustment # (For Inventories) SWFS Adjustment # B7900002 FEES, CHARGES, COMMISSIONS AND (GLC 61300) SWFS Adjustment # B7900007 EXPENDITURES, CURRENT 696 (C) (GLC 71100) DUE TO STATE FUNDS, WITHIN DEPAR SWFS Adjustment # B7900043 (137,535) (C) (GLC 35200) DUE From STATE FUNDS, WITHIN DEPA SWFS Adjustment # B7900043 (GLC 16200) Difference between CF Items on the Approved C (148) C Rounding **Add/Subtract Other Adjustment(s):** (55,027) (D) Approved "B" Carry Forward (Encumbrances) per LAS/PBS Approved FCO Certified Forward per LAS/PBS 0 (D) A/P not C/F-Operating Categories **79,841** (D) **53,299** (D) Compensated Absenses

ADJUSTED BEGINNING TRIAL BALANCE:	<b>31,726,629</b> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	( <b>31,726,630</b> ) (F)
DIFFERENCE:	<b>(0)</b> (G)*
*SHOULD EQUAL ZERO.	



# Cigarette Tax Collection Trust Fund 2086

sc	HEDULE 1A: DETAIL C	OF FEES AND RELATED PR	ROGRAM COSTS	
Department:	Department of Rusin	ness & Professional Reg	ul Rudaet Peri	od: 2025-26
Program:	Cigarette Tax Colle		u Duagoti on	ou. 2020 20
Fund:	2086			
Specific Authority: Purpose of Fees Collected:				
Turposo or roco concessus.				
Type of Fee or Program: (Cl Regulatory services or over				tach Evamination of
Regulatory Fees Form - Part	: I and II.)	, ,		
Non-regulatory fees authorise and III only.)	zed to cover full cost of	conducting a specific pro	gram or service. (Comp	olete Sections I, II,
SECTION I - FEE COLLECTION	<u>ON</u>	ACTUAL	ESTIMATED	REQUEST
		FY 2023-24	FY 2024-25	FY 2025-26
Receipts:				
Taxes		210,433,833	188,600,000	181,500,000
Surcharge		625,210,398	563,500,000	542,300,000
Other Tobacco Products		91,437,674	89,300,000	89,300,000
Miscellaneous		235,617		
Total Fee Collection to Line (A)	- Section III	927,317,522	841,400,000	813,100,000
SECTION II - FULL COSTS				
Direct Costs:				
Direct Oosts.				
Indianal Coals Observed to T		074 000 440	044 400 000	040 400 000
Indirect Costs Charged to To		874,392,443	841,400,000	813,100,000
Total Full Costs to Line (B) - Se	ction III	874,392,443	841,400,000	813,100,000
Basis Used:				
SECTION III - SUMMARY				
TOTAL SECTION I	(A)	927,317,522	841,400,000	813,100,000
TOTAL SECTION II	(B)	874,392,443	841,400,000	813,100,000
TOTAL - Surplus/Deficit	(C)	52,925,079	-	•
EXPLANATION of LINE C:				
The suplus balance was cor				
adjustment recording an ac	count receiavable with	an decrease to revenue.		

**Budget Period: 2025-26** 

Department of Business and Professional Regulation (790000)

Trust Fund Title:	Cigarette Tax Collection Trus	t Fund	
<b>Budget Entity:</b>			
LAS/PBS Fund Number:	2086		
	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>65,204,468</b> (A)		65,204,468
ADD: Other Cash (See Instructions)	- (B)		0.00
ADD: Investments	<b>0</b> (C)		0
ADD: Outstanding Accounts Receivable	<b>98,116,007</b> (D)	(55,942,591)	42,173,417
ADD:	0 (E)		0
Total Cash plus Accounts Receivable	<b>163,320,475</b> (F)		107,377,885
LESS: Allowances for Uncollectibles	<b>0</b> (G)		0
LESS: "A" Carry Forwards	<b>0</b> (H)		0
"B" Carry Forwards	<b>0</b> (H)		0
Approved "FCO" Certified Forwards	<b>0</b> (H)		0
LESS: Other Accounts Payable (Nonoperating)	<b>107,377,884</b> (I)		107,377,884
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0
Unreserved Fund Balance, 07/01/24	55,942,591 (K)		0 **
Notes:  *SWFS = Statewide Financial Statemen	ıt		
**This amount should agree with Line year and Line A for the following ye		for the most recent con	npleted fiscal

Office of Policy and Budget - June 2024

**Department Title:** 

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2025-26** Department of Business and Professional Regulation (790000) Department Title: Cigarette Tax Collection Trust Fund Trust Fund Title: DEPARTMENT LEVEL **Budget Entity:** LAS/PBS Fund Number: 2086 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/24 55,942,591 (A) Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** 0 (B) Add/Subtract Statewide Financial Statement (SWFS) Adjustments: SWFS Adjustment # Nonspendable Fund Balance GLC 56XXX (C) (For Inventories) SWFS Adjustment # B7900022 Taxes (55,942,591) (C) (GLC 61100) **Add/Subtract Other Adjustment(s):** Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D) Approved FCO Certified Forward per LAS/PBS 0 (D) A/P not C/F-Operating Categories (D) (D) Compensated Absenses ADJUSTED BEGINNING TRIAL BALANCE: **0** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **(0)** (F) **DIFFERENCE: 0** (G)\* \*SHOULD EQUAL ZERO.



# Florida Condominium, Timeshares, and Mobile Home Trust Fund 2289

### SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS Department: **Business and Professional Regulation Budget Period: 2025-26** Program: Condominiums, Timeshares, and Mobile Homes TF Fund: Specific Authority: Chapters 396, 498, 715, 719, 720, 721, and 723 Florida Statutes **Purpose of Fees Collected:** To provide protection to purchasers of timeshare interests, fund and regulation of: yacht and ship brokers and salespersons; subdivided land; condominiums and cooperatives, home owners associations and mobile home parks Type of Fee or Program: (Check ONE Box and answer questions as indicated.) Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED** REQUEST FY 2023-24 FY 2024-25 FY 2025-26 Receipts: Fees/Licenses/Taxes/Miscellaneous 14,936,836 15,284,660 15,284,660 Fines/Penalties 48,455 114,500 114,500 Refunds 4,464 10,000 10,000 Total Fee Collection to Line (A) - Section III 14,989,755 15,409,160 15,409,160 **SECTION II - FULL COSTS Direct Costs: Salaries and Benefits** 6,382,680 8,732,227 8,812,287 **Other Personal Services** 28,962 37,898 37,404 **Expenses** 832,150 1,235,229 1,235,229 **Operating Capital Outlay** 8,062 **Contracted Services** 37,051 578,434 578,434 **Risk Management Services** 53,615 38,529 38,529 Lease /Purchase of Equipment 1,539 11,856 11,856 TR/DMS/HR SVCS/STW Contract 41,604 42,607 31,955 **Indirect Costs Charged to Trust Fund** 4,681,124 6,825,814 6,825,814 Total Full Costs to Line (B) - Section III 12,042,053 17,516,677 17,582,160 Basis Used: SECTION III - SUMMARY **TOTAL SECTION I** (A) 14,989,755 15,409,160 15,409,160 **TOTAL SECTION II** 12,042,053 17,582,160 (B) 17,516,677

# 157

2,947,702

(2,107,517)

(2,173,000)

**TOTAL - Surplus/Deficit** 

**EXPLANATION of LINE C:** 

(C)

Budget Period: 2025-26

Department Title: Department of Business and Professional Regulation (790000)

Trust Fund Title: FL Land Sales, Condo & Mobile Homes Trust Fund - 2289

Budget Entity: DEPARTMENT LEVEL

LAS/PBS Fund Number: 2289

	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>1,458,908</b> (A)		1,458,908
ADD: Other Cash (See Instructions)	<b>18,086</b> (B)	55,983	74,069.16
ADD: Investments	<b>18,087,238</b> (C)		18,087,238
ADD: Outstanding Accounts Receivable	<b>37,604</b> (D)		37,604
ADD:	0 (E)		0
Total Cash plus Accounts Receivable	<b>19,601,836</b> (F)	55,983	19,657,819
LESS: Allowances for Uncollectibles	<b>0</b> (G)		0
LESS: "A" Carry Forwards	<b>315,828</b> (H)		315,828
"B" Carry Forwards	<b>389,732</b> (H)		389,732
Approved "FCO" Certified Forwards	<b>0</b> (H)		0
LESS: Other Accounts Payable (Nonoperating)	<b>121,702</b> (I)		121,702
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0
Unreserved Fund Balance, 07/01/24	<b>18,774,574</b> (K)	55,983	18,830,557 **

**Notes:** 

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

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

	Budget Period: 2025-26 Budget Period: 2023-24				
Department Title: Frust Fund Title:		Department of Business and Professional Regulation (790000)			
Budget Entity:		FL Land Sales, Condo & Mobile Homes Trust Fund - 2289			
LAS/PBS Fund Number:	DEPARTN				
BEGINNING TRIAL BA	ZZ89 LANCE:				
	LANCE.				
		rial Balance, 07/01/24			
Total all GLC's 5XX			<b>16,265,905</b> (A)		
GLC 539XX for prop	orietary and fi	duciary funds			
Subtract Nonspendah	ole Fund Bala	nnce (GLC 56XXX)	(B)		
Add/Subtract Statewi	ide Financial	Statement (SWFS) Adjustments:			
SWFS Adjustment #		Nonspendable Fund Balance GLC 56XXX (For Inventories)	(C)		
SWFS Adjustment #	B7900003	FEES, CHARGES, COMMISSIONS AND S (GLC 66700, 67200, 67300)	55,983 (C)		
Add/Subtract Other A	Adjustment(s	s):			
Approved "B" Carry	Forward (End	cumbrances) per LAS/PBS	(389,732) (D)		
Approved FCO Certi	fied Forward	per LAS/PBS	0 (D)		
A/P not C/F-Operating	ng Categories		<b>2,761,943</b> (D)		
Compensated Absens	ses		<b>136,457</b> (D)		
ADJUSTED BEGINNING	G TRIAL BA	LANCE:	<b>18,830,557</b> (E)		
UNRESERVED FUND B	ALANCE, S	CHEDULE IC (Line K)	( <b>18,830,557</b> ) (F)		
DIFFERENCE:			<b>0</b> (G)		
SHOULD EQUAL ZER	О.				



# Hotel and Restaurant Trust Fund 2375

### SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS **Department: Business and Professional Reg. Budget Period** Program: **Hotel & Restaurant Trust Fund** 2025-2026 Fund: 2375 Chapter 509.072 and 509.302(3), F.S. **Specific Authority:** Fees collected under s. 509.302(3) must be used **Purpose of Fees Collected:** solely for the purpose of funding the Hospitality **Education Program (HEP)** Type of Fee or Program: (Check ONE Box and answer questions as indicated.) Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.) Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.) **SECTION I - FEE COLLECTION ACTUAL ESTIMATED REQUEST** FY 2023-24 FY 2024-25 FY 2025-26 **Receipts:** Fees/Licenses/Taxes/Miscellaneous 41,906,784 39,362,079 39,362,079 Fines/Penalties 2,599,232 1,965,300 1,965,300 **Transfer From AB&T Catering** 1,156,557 1,000,000 1,000,000 8,408 16,672 Refunds 16,672 Total Fee Collection to Line (A) - Section III 45,678,456 42,344,051 42,344,051 **SECTION II - FULL COSTS Direct Costs: Salaries and Benefits** 23,640,033 24,969,567 25,692,240 **Other Personal Services** 37,003 37,003 85,046 2,070,579 2,005,076 **Expenses** 2,437,604 **Operating Capital Outlay** 10,234 8,500 **Acquisition / Motor Vehicles** 978,771 1,388,001 908,001 Transfer to Visit Florida TR/DOH-Epidemiological Svr 649,764 864,762 864,762 **G/A School to Career** 706,698 706,698 1,017,782 60,509 **Contracted Services** 18,080 60,509 **Operation/Motor Vehicles** 710,184 741,141 741,141 1,003,593 1,003,593 1,003,593 **Risk Management Services** 30,000 Lease/Purchase of Equipment 20,271 30,000 TR/DMS/HR SVCS/STW Contract 90,759 121,011 121,011 **Public Assistance ST OPS Indirect Costs Charged to Trust Fund** 12,241,925 14,724,487 16,178,339 42,592,962 Total Full Costs to Line (B) - Section III 46,725,851 48,659,457 **Basis Used: SECTION III - SUMMARY TOTAL SECTION I** (A) 45,678,456 42,344,051 42,344,051 **TOTAL SECTION II** (B) 42,592,962 46,725,851 48,659,457 **TOTAL - Surplus/Deficit** (4,381,800) (C) 3,085,494 (6,315,406) **EXPLANATION of LINE C:**

**Budget Period: 2025-26** 

Hotels and Restaurant Trust Fund

Department of Business and Professional Regulation (790000)

Budget Entity: LAS/PBS Fund Number:	DEPARTMENT LEVEL 2375		
	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>5,490,783</b> (A)		5,490,783
ADD: Other Cash (See Instructions)	<b>166,588</b> (B)	128,396	294,983.81
ADD: Investments	<b>36,820,000</b> (C)		36,820,000
ADD: Outstanding Accounts Receivable	<b>82,421</b> (D)		82,421
ADD:	0 (E)		0
Total Cash plus Accounts Receivable	<b>42,559,792</b> (F)	128,396	42,688,188
LESS: Allowances for Uncollectibles	<b>0</b> (G)		0
LESS: "A" Carry Forwards	<b>1,023,425</b> (H)		1,023,425
"B" Carry Forwards	<b>260,072</b> (H)		260,072
Approved "FCO" Certified Forwards	<b>0</b> (H)		0
LESS: Other Accounts Payable (Nonoperating)	<b>1,062,907</b> (I)	1,072	1,063,978
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0
Unreserved Fund Balance, 07/01/24	<b>40,213,388</b> (K)	127,324	40,340,712 **
Notes:  *SWFS = Statewide Financial Statemen			
**This amount should agree with Line	I, Section IV of the Schedule I	for the most recent con	npleted

Office of Policy and Budget - June 2024

fiscal year and Line A for the following year.

**Department Title:** 

**Trust Fund Title:** 

	_	eriod: 2025-26			
Department Title:	Department of Business and Professional Regulation (790000)				
Trust Fund Title: Budget Entity:	Hotels and Restaurant Trust Fund				
LAS/PBS Fund Number:	DEPARTMENT LEVEL 2375				
			•		
BEGINNING TRIAL BALA	ANCE:				
Total Fund Balance Per		•			
Total all GLC's 5XXXX	•		<b>36,532,719</b> (A)		
GLC 539XX for proprie	etary and fi	duciary funds			
Subtract Nonspendable	Fund Bala	ance (GLC 56XXX)	(B)		
Add/Subtract Statewide	Financial	Statement (SWFS) Adjustments:			
SWFS Adjustment #		Nonspendable Fund Balance GLC 56XXX	(C)		
CWEC A division and # DC	7000002	(For Inventories)	127,165 (C)		
SWFS Adjustment # B?	/900003	FEES, CHARGES, COMMISSIONS AND S (GLC 66700, 67200, 67300)	127,165 (C)		
SWFS Adjustment # B7	7900007	Operating Expenses - Material and Supplies (GLC 77300)	1,231 (C)		
SWFS Adjustment # B*	7900053	Amortization and Fiscal Charges (GLC 35200)	(1,072) (C)		
Rounding		Rounding - Difference Between CF Items or	(87) C		
Add/Subtract Other Ad	justment(s	s):			
Approved "B" Carry Fo	orward (End	cumbrances) per LAS/PBS	(260,072) (D)		
Approved FCO Certifie	d Forward	per LAS/PBS	0 (D)		
A/P not C/F-Operating	A/P not C/F-Operating Categories				
Compensated Absenses	Compensated Absenses 12				
ADJUSTED BEGINNING	ΓRIAL BA	LANCE:	<b>40,340,712</b> (E)		
UNRESERVED FUND BAI	LANCE, S	CHEDULE IC (Line K)	( <b>40,340,712</b> ) (F)		
DIFFERENCE:			<b>0</b> (G)*		
*SHOULD EQUAL ZERO.					





# Professional Regulation Trust Fund 2547

## SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Business and Professional Reg.
Professional Regulation Program Department: **Budget Period: 2025-26** 

Program:

Fund: **Professional Regulation Trust Fund 2547** 

**Specific Authority:** 

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

law enforcement

Type of Fee or Program: (Check ONE Box and answer questions as indicated.)
Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)

Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

ECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2023-24	FY 2024-25	FY 2025-26
eceipts:			
Fees/Licenses/Taxes/Miscellaneous	66,829,987	63,546,822	78,059,078
Fines/Penalties	2,359,175	2,200,065	2,365,814
Refunds	373,725	•	•
Interest - Investments	3,461,559	1,723,871	1,283,48
Transfer DFS 2795 Child/Farm	2,500,000	2,500,000	2,500,00
GR Transfer HB 1091 Fee Relief	50,000,000		
GR Transfer for DDC when needed			
GR Transfer for FI. Athletic Comm when needed	-		
PY Warrant Cancellations	1,225		
otal Fee Collection to Line (A) - Section III	125,525,670	69,970,758	84,208,37
ECTION II - FULL COSTS			
irect Costs:			
Salaries and Benefits	24,297,157	27,628,684	28,239,65
Other Personal Services	762,839	1,217,364	1,220,29
Expenses	3,432,248	4,689,514	4,654,59
Operating Capital Outlay		•	
Acquisition /Motor Vehicles	315,336	409,900	234,90
Legal Services Contract	940,824	960,360	1,057,02
Transfer to DOH	353,296	282,637	282,63
Examination Testing Services	1,227,899	1,702,420	1,702,42
Unlicensed Activities	2,202,720	2,277,254	2,277,25
CL Pay/Construction Recovery Fund	2,573,359	4,500,000	4,500,00
Claims/Auction Recovery Fund	67,694	106,579	106,57
Trans Architect Activities	415,605	425,239	425,23
Contracted Services	926,627	1,258,728	1,258,72
Operation/Motor Vehicles	242,167	306,636	306,63
Risk Management Services	307,775	251,229	251,22
Minority Scholarships/CPA	200,000	200,000	200,00
Lease/Purchase of Equipment	49,867	79,921	79,92
TR/DMS/HR SVCS/STW Contract	107,417	142,670	143,02
G/A FEMC Contracted Services	2,070,000	2,070,000	2,070,00
Scholarship/Real Estate Recovery	138,696	300,000	300,00
FI Building Code Mitigation Program	853,644	925,000	925,00
Public Assistance ST OPB	-		
idirect Costs Charged to Trust Fund	35,708,714	43,086,295	43,407,60
otal Full Costs to Line (B) - Section III	77,193,885	92,820,430	93,642,73
asis Used:			-
ECTION III - SUMMARY			
TOTAL SECTION I (A)	125,525,670	69,970,758	84,208,37
TOTAL SECTION II (B)	77,193,885	92,820,430	93,642,73
TOTAL - Surplus/Deficit (C)	48,331,786	(22,849,672)	(9,434,36
	<del></del>		

**Budget Period: 2025-26** 

Professional Regulation Trust Fund

Department of Business and Professional Regulation (790000)

Budget Entity: LAS/PBS Fund Number:	DEPARTMENT LEVEL 2547		
	Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	<b>34,453,875</b> (A)		34,453,875
ADD: Other Cash (See Instructions)	<b>360,327</b> (B)	199,588	559,915.16
ADD: Investments	<b>152,636,333</b> (C)		152,636,333
ADD: Outstanding Accounts Receivable	<b>18,011,985</b> (D)		18,011,985
ADD: Prepaid Postage - GL 191110	4 (E)		4
Total Cash plus Accounts Receivable	<b>205,462,524</b> (F)	199,588	205,662,112
LESS: Allowances for Uncollectibles	<b>16,692,483</b> (G)		16,692,483
LESS: "A" Carry Forwards	<b>1,867,210</b> (H)		1,867,210
"B" Carry Forwards	858,770 (H)		858,770
Approved "FCO" Certified Forwards	<b>0</b> (H)		0
LESS: Other Accounts Payable (Nonoperating)	1,567,984 (I)		1,567,984
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0
Unreserved Fund Balance, 07/01/24	<b>184,476,076</b> (K)	199,588	184,675,664 **
Notes: *SWFS = Statewide Financial Statemen	nt		
**This amount should agree with Line year and Line A for the following ye		for the most recent c	ompleted fiscal

Office of Policy and Budget - June 2024

**Department Title:** 

**Trust Fund Title:** 

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2023-24 Department Title:** Department of Business and Professional Regulation (790000) Professional Regulation Trust Fund **Trust Fund Title: Budget Entity:** DEPARTMENT LEVEL LAS/PBS Fund Number: 2547 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/24 174,057,563 (A) Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds (B) **Subtract Nonspendable Fund Balance (GLC 56XXX)** Add/Subtract Statewide Financial Statement (SWFS) Adjustments: Nonspendable Fund Balance GLC 56XXX **0** (C) SWFS Adjustment # (For Inventories) SWFS Adjustment # B7900005 FEES, CHARGES, COMMISSIONS AND S 197,886 (C) SALES OF GOODS & SERVICES - NON-S SWFS Adjustment # B7900009 600 (C) SWFS Adjustment # B7900009 OPER. EXP.-PERSONAL SERVICES 1,102 (C) Difference Between Certified Payables on A Rounding (1,927) C **Add/Subtract Other Adjustment(s):** Approved "B" Carry Forward (Encumbrances) per LAS/PBS (858,770) (D) 0 (D) Approved FCO Certified Forward per LAS/PBS A/P not C/F-Operating Categories **10,604,563** (D) **674,648** (D) Compensated Absenses ADJUSTED BEGINNING TRIAL BALANCE: **184,675,664** (E) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (184,675,664) (F) **DIFFERENCE: 0** (G)\* \*SHOULD EQUAL ZERO.



# Federal Law Enforcement Trust Fund 2719

**Budget Period: 2025-26** 

Department Title:	Department of Business and Professional Regulation (790000)			
Trust Fund Title:	Federal Law Enforcement Trust Fund			
<b>Budget Entity:</b>	DEPARTMENT LEVEL			
LAS/PBS Fund Number:	2719			
	Balance as of	SWFS*	Adjusted	
	6/30/2024		Adjusted Balance	
	0/30/2024	Adjustments	Balance	
Chief Financial Officer's (CFO) Cash Balance	<b>107,668</b> (A)		107,668	
ADD: Other Cash (See Instructions)	- (B)		0.00	
ADD: Investments	<b>317,823</b> (C)		317,823	
ADD: Outstanding Accounts Receivable	<b>2,158</b> (D)		2,158	
ADD:	0 (E)		0	
Total Cash plus Accounts Receivable	<b>427,648</b> (F)	0	427,648	
LESS: Allowances for Uncollectibles	<b>0</b> (G)	0	0	
LESS: "A" Carry Forwards	33,853 (H)		33,853	
"B" Carry Forwards	<b>368,680</b> (H)		368,680	
Approved "FCO" Certified Forwards	<b>0</b> (H)		0	
LESS: Other Accounts Payable (Nonoperating)	34 (I)		34	
LESS: Deferred Inflows - Unavailable Revenue	<b>0</b> (J)		0	
Unreserved Fund Balance, 07/01/24	25,082 (K)	0	25,082 **	
•				
Notes: *SWFS = Statewide Financial Statemen	nt			
**This amount should agree with Line		for the most recent c	completed fiscal	
year and Line A for the following ye	еаг.			

# RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC **Budget Period: 2025-26 Department Title:** Department of Business and Professional Regulation (790000) Federal Law Enforcement Trust Fund **Trust Fund Title: Budget Entity:** DEPARTMENT LEVEL LAS/PBS Fund Number: 2719 **BEGINNING TRIAL BALANCE:** Total Fund Balance Per FLAIR Trial Balance, 07/01/24 Total all GLC's 5XXXX for governmental funds; 393,762 (A) GLC 539XX for proprietary and fiduciary funds **Subtract Nonspendable Fund Balance (GLC 56XXX)** 0 (B) Add/Subtract Statewide Financial Statement (SWFS) Adjustments: Nonspendable Fund Balance GLC 56XXX **0** (C) SWFS Adjustment # (For Inventories) FEES, CHARGES, COMMISSIONS AND SALES (C) SWFS Adjustment # (GLC 61300) **Add/Subtract Other Adjustment(s):** Approved "B" Carry Forward (Encumbrances) per LAS/PBS (368,680) (D) Approved FCO Certified Forward per LAS/PBS 0 (D) **0** (D) A/P not C/F-Operating Categories Compensated Absenses (D) ADJUSTED BEGINNING TRIAL BALANCE: **25,082** (E) (25,082) (F) UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **DIFFERENCE:** $(0)(G)^*$ \*SHOULD EQUAL ZERO.



# Florida Mobile Home Relocation Trust Fund 2865

Program: Fund:	Business and Professional Regulation  Mobile Home Relocation Trust Fund  2865		<u>Buo</u>	Budget Period: 2025-2 —	
Specific Authority:					
Purpose of Fees Collected:					
Type of Fee or Program: (Ch	nack ONE Box and and	wer avestions as india	atad )		
Regulatory services or overs	sight to businesses or	professions (Complete	sted.) Sections I, II, and III and at	tach Examination of	
Regulatory Fees Form - Part  Non-regulatory fees authorize	•	of conducting a specific	nanaman an asmilas (Com	lete Castiana I II	
and III only.)	ted to cover full cost (	or conducting a specific	program or service. (Comp	nete Sections I, II,	
			5071114750	55011505	
SECTION I - FEE COLLECTION	<u>ON</u>	ACTUAL FY 2021-22	ESTIMATED FY 2022-23	REQUEST FY 2023-24	
Receipts:		F1 2021-22	F1 2022-23	F1 2023-24	
Fees	000100	833,937	810,315	789,968	
		<b>-</b>			
otal Fee Collection to Line (A)	- Section III	833,937	810,315	789,968	
SECTION II - FULL COSTS					
Direct Costs:					
ndirect Costs Charged to T	rust Fund	360.845	374.230	374.198	
ndirect Costs Charged to T		360,845	374,230 374,230	374,198 374,198	
otal Full Costs to Line (B) - Sec		360,845	374,230 374,230	374,198 374,198	
ndirect Costs Charged to T Fotal Full Costs to Line (B) - Sec Basis Used:					
otal Full Costs to Line (B) - Sec Basis Used:					
otal Full Costs to Line (B) - Sec Basis Used:					
otal Full Costs to Line (B) - Sec Basis Used: BECTION III - SUMMARY	etion III	360,845	374,230	374,198	
rotal Full Costs to Line (B) - Sec Basis Used: <u>BECTION III - SUMMARY</u> TOTAL SECTION I	(A)	360,845 833,937	374,230 810,315	374,198 789,968	

**Budget Period: 2025 - 2026** 

Business and Professional Regulation								
Florida Mobile Home Relocation Trust Fund  Deparment Level  2865								
						Balance as of 6/30/2024	SWFS* Adjustments	Adjusted Balance
						1,011,641 (A)	0	1,011,641
0 (B)		0						
4,629,167 (C)		4,629,167						
22,550 (D)	3672	26,222						
(E)		0						
<b>5,663,357</b> (F)	3672	5,667,029						
0 (G)		0						
0 (H)		0						
0 (H)		0						
(H)		0						
6,705 (I)		6,705						
(J)		0						
- [ ](9) [								
	Depart Level   2865	Department Level   2865						

	Budget	t Period: 2025 - 2026	
Department Title:		ess and Professional Regulation	
Trust Fund Title:	Florida	a Mobile Home Relocation Trust Fund	
LAS/PBS Fund Number:	2865		
BEGINNING TRIAL BALANCE:			
Total Fund Balance Per FLAI		· —	
Total all GLC's 5XXXX for g	•	,	<b>5,656,653</b> (A
GLC 539XX for proprietary a	and fiduciary fund	ds	
<b>Subtract Nonspendable Fund</b>	Balance (GLC 5	56XXX)	(F
Add/Subtract Statewide Finan	ncial Statement (	(SWFS)Adjustments:	
SWFS Adjustment #B790001	19	Transfer in from Other Agencies (GLC 65900)	3,672
SWFS Adjustment # and Des	cription	(GEC 03700)	(0
Add/Subtract Other Adjustme	ent(s):		
Approved "B" Carry Forward	(Encumbrances)	per LAS/PBS	(I
Approved FCO Certified Forv	ward per LAS/PB	S	(I
A/P not C/F-Operating Categor	ories		(I)
			1)
			1)
			1)
ADJUSTED BEGINNING TRIAL BALA	NCE:		<b>5,660,325</b> (H
UNRESERVED FUND BALANCE, SCH	EDULE IC (Lin	e K)	<b>5,660,325</b> (H
DIFFERENCE:			0 (0
DIFFERENCE:			0 (

### SCHEDULE VI: DETAIL OF DEBT SERVICE THIS FORM IS NOT APPLICABLE **Department:** Budget Period 20\_\_\_ - \_\_\_ **Budget Entity: (2) (4) (3)** ACTUAL **ESTIMATED REQUEST (1) SECTION I** FY 20\_\_\_-FY 20\_\_\_-FY 20\_\_\_-Interest on Debt (A) (B) Principal Repayment of Loans (C) Fiscal Agent or Other Fees (D) (E) Other Debt Service **Total Debt Service (F)** Explanation: **SECTION II ISSUE: (2) (3) (4) (5) (1)** MATURITY DATE ISSUE AMOUNT INTEREST RATE **JUNE 30, 20 JUNE 30, 20 (9) (6) (7) (8) ACTUAL ESTIMATED REQUEST** FY 20\_\_\_-FY 20\_\_\_-FY 20\_\_\_-Interest on Debt (G) (H) Principal Fiscal Agent or Other Fees (I)(J) Other **(K) Total Debt Service ISSUE:** INTEREST RATE MATURITY DATE ISSUE AMOUNT **JUNE 30, 20 JUNE 30, 20 ACTUAL REQUEST ESTIMATED** FY 20\_\_\_-FY 20\_\_\_-FY 20\_\_\_-(G) Interest on Debt (H) Principal Fiscal Agent or Other Fees (I)Other (J) **Total Debt Service (K)**

# SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2025 - 2026

Department: Business and Professional Regulatio Chief Internal Auditor: Karen G. Barron

Budget Entity: Executive Direction Phone Number: (850) 414-6700

(1)	(2)	(3)	(4)	(5)	<b>(6)</b>
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
Internal Audit		Division of Alcoholic			I
Report No. A-	June 26, 2024	Beverages and	There were no findings relevant to this audit	N/A	1
2324BPR-020		Tobacco			
CONFIDENTIAL Internal Audit Report No. A- 2324BPR-014	June 28, 2024	Division of Technology	Pursuant to Section 282.318, Florida Statutes, the findings pertaining to this Audit are deemed confidential.	Pursuant to Section 282.318, Florida Statutes, the recommendations pertaining to this audit are deemed confidential.	

# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79010200 79010300 1. GENERAL Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security) Y Y Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for 1.2 Y Y both the Budget and Trust Fund columns? (CSDI) AUDITS: 1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Y Y Comparison Report to verify. (EXBR, EXBA) 1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, Y Y SC1 or SC1R, SC1D adding column A12) to verify. 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? (CSDR, CSA) Y Y TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal. **EXHIBIT A (EADR, EXA)** Is the budget entity authority and description consistent with the agency's LRPP and does 2.1 it conform to the directives provided on page 57 of the LBR Instructions? Y Y 2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring Y Y expenditures, etc.) included? 2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages Y Y 15 through 28)? Do they clearly describe the issue? **EXHIBIT B (EXBR, EXB)** Is it apparent that there is a fund shift where an appropriation category's funding source 3.1 is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. N/A N/A **AUDITS:** Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): 3.2 Are all appropriation categories positive by budget entity and program component at the

Y

Y

FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC -

Report should print "No Negative Appropriation Categories Found")

# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

neeis can	be used as necessary), and "TIPS" are other areas to consider.	Program or	r Service (Bu	ıdget Entity	Codes)
	Action	79010200	79010300		
			1		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to				
	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To				
	Zero")	Y	Y		
TIP	Generally look for and be able to fully explain significant differences between A02 and				
	A03.				
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of				
	A02. This audit is necessary to ensure that the historical detail records have not been				
	adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the sub-				
	title "Grants and Aids". For advance payment authority to local units of government, the				
	Aid to Local Government appropriation category (05XXXX) should be used. For				
	advance payment authority to non-profit organizations or other units of state government,				
	a Special Categories appropriation category (10XXXX) should be used.				
	a special Categories appropriation category (10XXXX) should be used.				
	BIT D (EADR, EXD)	1	1	1	
4.1	Is the program component objective statement consistent with the agency LRPP, and				
	does it conform to the directives provided on page 60 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.				
. EXHI	BIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y		
AUDITS					
5.2	Do the fund totals agree with the object category totals within each appropriation				
	category? (ED1R, XD1A - Report should print "No Differences Found For This				
	Report")	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less				
	than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance]				
	need to be corrected in Column A01.)	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does				
	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000				
	allowance at the department level need to be corrected in Column A01.)				
	anowance at the department levely need to be corrected in Column 11011)	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to	1	1		
111	correct the object amounts. In addition, the fund totals must be adjusted to reflect the				
TIP	adjustment made to the object data.  If fund totals and object totals do not agree or negative object amounts exist, the agency				
111					
TIP	must adjust Column A01.  Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and				
HP					
	carry/certifications forward in A01 are less than FY 2022-23 approved budget. Amounts				
	should be positive. The \$5,000 allowance is necessary for rounding.				

# Fiscal Year 2025-26 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79010200 79010300 TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) Are issues appropriately aligned with appropriation categories? Y 6.1 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. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal) 7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through Y Y 28 of the LBR Instructions.) 7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.) Y Y 7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 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 Y N/A 7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.) N/A 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 Y Y always be annualized. Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts 7.7 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 Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits section of the Exhibit Details of Salaries and Benefits a 3A. (See pages 93 through 95 of the LBR Instructions.) Y N/A 7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where N/A N/A appropriate? 7.9 Does the issue narrative reference the specific county(ies) where applicable? N/A Y Do the 160XXX0 issues reflect budget amendments that have been approved (or in the 7.10 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 N/A N/A Memo #24-003? When appropriate are there any 160XXX0 issues included to delete positions placed in 7.11 reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO) N/A N/A 7.12 Does the issue narrative include plans to satisfy additional space requirements when N/A Y requesting additional positions? 7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as N/A N/Arequired for lump sum distributions?

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

sneets ean	be used as necessary), and "TIPS" are other areas to consider.	Program or Service (Budget Entity Codes)		
	Action	79010200	79010300	laget Entity Codes)
		77010200		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts			
	from a prior year or fund any issues that net to a positive or zero amount? Check D-3A			
	issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive			
	amount.	N/A	Y	
7.16	Do the issue codes relating to special salary and benefits 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 89 of the LBR Instructions.)			
		Y	N/A	
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of			
	the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0,			
	363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?			
		N/A	Y	
7.18	Are the issues relating to major audit findings and recommendations properly coded	3.7/4	27/4	
7.10	(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?	Y	Y	
AUDIT:		1	1	T
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures)			
	issues net to zero? (GENR, LBR1)	N/A	N/A	
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to			
	zero? (GENR, LBR2)	N/A	N/A	
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues			
	net to zero? (GENR, LBR3)	N/A	N/A	
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR,			
	LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-			
	3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay -			
	Public Education Capital Outlay (IOE L))	N/A	N/A	
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. (NAAR, BSNR)	Y	Y	
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially			
	funded in Fiscal Year 2023-24? Review Column G66 to determine whether any			
	incremental amounts are needed to fully fund an issue that was initially appropriated in			
	Fiscal Year 2023-24. 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 63 through 70 of the LBR Instructions.	I		

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79010200 79010300 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 2023-24 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 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal) Has a separate department level Schedule I and supporting documents package been 8.1 Y Y submitted by the agency? 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust Y Y 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds Y Y (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the Y Y applicable regulatory programs? Have the required detailed narratives been provided (5% trust fund reserve narrative; 8.5 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 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable 8.6 for transfers totaling \$100,000 or more for the fiscal year? Y Y If the agency is scheduled for the annual trust fund review this year, have the Schedule 8.7 ID and applicable draft legislation been included for recreation, modification or N/A N/A termination of existing trust funds? 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes including the Schedule ID and applicable legislation? N/A N/A 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? Y Y 8.10 Are the statutory authority references correct? Are the General Revenue Service Charge percentage rates used for each revenue source 8.11 correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Y Y Service Charge percentage rates.) 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? N/A N/A

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

		Program o	r Service (Bu	dget Entity Codes)
	Action	79010200	79010300	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?			
		Y	Y	
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	N/A	N/A	
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III? Reversions Pending	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 analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in 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 AUDITS:	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

Siecus cun	be used as necessary), and "IIPS" are other areas to consider.	Program of	r Service (Bu	dget Enti	ty Codes)
	Action	79010200	79010300		
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line				
	A of the Schedule I equal the CFO amount? If not, the agency must correct Line A.				
	(SC1R, DEPT)	Y	Y		
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance				
	in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of				
	the Schedule I?	Y	Y		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been				
	properly recorded on the Schedule IC?	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very				
	important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See pages 121 through 126				
	of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides				
TIP	an LBR review date for each trust fund.  Review the unreserved fund balances and compare revenue totals to expenditure totals to				
111	determine and understand the trust fund status.				
TIP	Typically nonoperating expenditures and revenues should not be a negative number.				
	Any negative numbers must be fully justified.				
9. SCHE	DULE II (PSCR, SC2)				
AUDIT:					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?				
	(BRAR, BRAA - Report should print "No Records Selected For This Request")				
	Note: Amounts other than the pay grade minimum should be fully justified in the D-3A				
	issue narrative. (See Base Rate Audit on page 156 of the LBR Instructions.) IT				
	positions are requested at a higher/competitive payrate to attract desired candidates.				
		N/A	N/J		
10. SCH	EDULE III (PSCR, SC3)				
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)				
		N/A	N/A		
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See pages 94 and				
	95 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or				
	OADR to identify agency other salary amounts requested.	3.7	3.T/A		
11 COII	EDILLE BY (EADD CCA)	Y	N/A		
	EDULE IV (EADR, SC4)  Are the correct Information Technology (IT) issue codes used?	N/A	Y		
11.1 TIP	If IT issues are not coded (with "C" in 6th position or within a program component of	11/11	1		
111	1603000000), they will not appear in the Schedule IV.				
	7 2 2				
	EDULE VIIIA (EADR, SC8A)	I	<u> </u>		
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		
13. SCH	EDULE VIIIB-1 (EADR, S8B1)	1	1 - 1		
13.1	NOT REQUIRED FOR THIS YEAR				
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 nonrecurring portion				
	in Column A92.				
		L			

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

sheets can	be used as necessary), and "TIPS" are other areas to consider.				
		Program o	r Service (B	udget Enti	ty Codes)
	Action	79010200	79010300		
14 601	IEDIH E VIIID 2 (EADD COD2) (Described to be needed to the Florida Fixed Doutel)				
	EDULE 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 100 through 103 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,	Y	Y		
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service)	-	1		
111	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.				
	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. SCH	IEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)				
16. SCH	IEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instruction	ıs for det	ailed inst	ructions	(Required
	sted to the Florida Fiscal Portal in Manual Documents)				, ( -1
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final				
10.1	Excel version no longer has to be submitted to OPB for inclusion on the Governor's				
	Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes,				
	the Legislature can reduce the funding level for any agency that does not provide this				
	information.)	Y	Y		
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?				
		Y	Y		
	INCLUDED IN THE SCHEDULE XI REPORT:	1	ı	I :	
16.3	Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to	37	37		
16.4	Column A01? (GENR, ACT1)	Y	Y		
16.4	None of the executive direction, administrative support and information technology				
	statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)?				
	(Audit #1 should print "No Activities Found")	Y	Y		
16.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain				
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No				
	Onerating Categories Found")	Y	Y		
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which				
	should appear in Section II? (Note: The activities listed in Audit #3 do not have an				
	associated output standard. In addition, the activities were not identified as a Transfer to				
	a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and				
	Claims. Activities listed here should represent transfers/pass-throughs that are not				
	represented by those above or administrative costs that are unique to the agency and are				
	not appropriate to be allocated to all other activities.)				
	,	Y	Y		
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency)	3.7	3.7		
mr.	equal? (Audit #4 should print "No Discrepancies Found")	Y	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and				
4	therefore will be acceptable.				
	NUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Flo	rida Fisc	al Portal) '		L
17.1	Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the	v	v		
17.0	LBR Instructions), and are they accurate and complete?	Y	Y		
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y		

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

 $A \ "Y" \ indicates \ "YES" \ and \ is \ acceptable, \ an \ "N/J" \ indicates \ "NO/Justification \ Provided" \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ provided) \ - \ these \ require \ explanation/justification \ (additional \ provided) \ - \ these \ require \ explanation/justification \ (additional \ provided) \ - \ these \ explanation/justification \ (additional \ provided) \ - \ these \ explanation/justification \ (additional \ provided) \ - \ these \ explanation/justification \ - \ these \ -$ 

sileets ear.	n be used as necessary), and "TIPS" are other areas to consider.	Program of	r Service (Bu	ıdget Entity	y Codes)
	Action	79010200	79010300		
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y		
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A	N/A		
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?	N/A	N/A		
AUDITS	- GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAP	PITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fi	iscal Port			
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y		
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A		
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y		
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A		
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A		
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A		
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
19. FLO	ORIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y		

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

	be used as necessary), and "TIPS" are other areas to consider.	Program o	r Service (Budg	get Entity Code
	Action	79040400		
GENE	'RAL			
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3			
	and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT			
	CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust			
	fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for			
	DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust			
	Fund Files (the Budget Files should already be on TRANSFER CONTROL for			
	DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07,			
	A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for			
	DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR			
	Column Security)	3.7		
1.2	•/	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for	Y		
UDITS	both the Budget and Trust Fund columns? (CSDI)	1	<u> </u>	
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit			
1.0	Comparison Report to verify. (EXBR. EXBA)	Y		
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R,			
	SC1 or SC1R, SC1D adding column A12) to verify.	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?			
	(CSDR, CSA)	Y		
TIP	The agency should prepare the budget request for submission in this order: 1) Copy		<u> </u>	Į.
	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.			
EXHI	BIT 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 57 of the LBR Instructions?			
	1 10	Y		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring			
	expenditures, etc.) included?	Y		
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages	3.7		
	15 through 28)? Do they clearly describe the issue?	Y		
	BIT B (EXBR, EXB)			
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source			
	is different between A02 and A03? Were the issues entered into LAS/PBS correctly?			
	Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue			
	should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A		
UDITS				
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? (NACR, NAC -			
	Report should print "No Negative Appropriation Categories Found")	Y	I 1	

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

sheets can	be used as necessary), and "TIPS" are other areas to consider.				
		Program o	r Service (B	udget Entity	Codes)
	Action	79040400			
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To				
	Zero")	Y			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.				
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.				
TIP	Requests for appropriations which require advance payment authority must use the subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.				
4. EXHI	BIT D (EADR, EXD)				
4.1	Is the program component objective statement consistent with the agency LRPP, and				
	does it conform to the directives provided on page 60 of the LBR Instructions?	Y			
4.2	Is the program component code and title used correct?	Y			
TIP	Fund shifts or transfers of services or activities between program components will be				
	displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				
5. EXHI	BIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y			
AUDITS		ı	ı	T I	
5.2	Do the fund totals agree with the object category totals within each appropriation				
	category? (ED1R, XD1A - Report should print "No Differences Found For This	V			
5.2	Report") FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less	Y			
5.3					
	than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance]				
	need to be corrected in Column A01.)	Y			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does				
	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000				
	allowance at the department level] need to be corrected in Column A01.)				
		Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to				
	correct the object amounts. In addition, the fund totals must be adjusted to reflect the				
TELD	adjustment made to the object data.				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency				
TID	must adjust Column A01.  Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and				
TIP	carry/certifications forward in A01 are less than FY 2022-23 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.				

Department/Budget Entity (Service): Department of Business & Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79040400 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 denartment level 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) Are issues appropriately aligned with appropriation categories? 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. EXHIBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal) 7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through Y 28 of the LBR Instructions.) 7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.) Y Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 70 of the LBR Instructions? N/A Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" 7.4 field? If the issue contains an IT component, has that component been identified and N/A 7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.) N/A 7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should N/A always be annualized. Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts 7.7 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 Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Exhibit Detail of Salaries and Benefits section of the Benefits and Benefits section of the Benefit sectin 3A. (See pages 93 through 95 of the LBR Instructions.) N/A 7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where N/A appropriate? 7.9 Does the issue narrative reference the specific county(ies) where applicable? N/A Do the 160XXX0 issues reflect budget amendments that have been approved (or in the 7.10 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 N/A Memo #24-003? When appropriate are there any 160XXX0 issues included to delete positions placed in 7.11 reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (PLRR, PLMO) N/A 7.12 Does the issue narrative include plans to satisfy additional space requirements when N/A requesting additional positions? 7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as N/A required for lump sum distributions?

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

sneets can	be used as necessary), and "TIPS" are other areas to consider.	Program or Service (Budget Entity Codes)		
	Action	79040400		
			l	
7.14	Do the amounts reflect appropriate FSI assignments?	Y		
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts			
	from a prior year or fund any issues that net to a positive or zero amount? Check D-3A			
	issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive			
	amount.	N/A		
7.16	Do the issue codes relating to special salary and benefits 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 89 of the LBR Instructions.)			
		N/A		
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of			
7.17	the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0,			
	363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?			
	30377100, 2401000, 3001000, 3301100, 1000470, 01 1000400).	N/A		
7.18	Are the issues relating to major audit findings and recommendations properly coded			
	(4A0XXX0, 4B0XXX0)?	N/A		
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide			
	Strategic Plan for Economic Development?	Y		
AUDIT:				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures)			
	issues net to zero? (GENR, LBR1)	N/A		
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to			
	zero? (GENR, LBR2)	N/A		
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues			
	net to zero? (GENR, LBR3)	N/A		
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR,			
	LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-			
	3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay -			
	Public Education Capital Outlay (IOE L))	N/A		
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need	1,111		
,	to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by			
	the agency. (NAAR, BSNR)	,		
7.2-		Y		
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially			
	funded in Fiscal Year 2023-24? Review Column G66 to determine whether any			
	incremental amounts are needed to fully fund an issue that was initially appropriated in			
	Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution			
	issues, as those annualization issues (26AXXXX) have already been added to A03.	NT/A		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be	N/A	L	
1117	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 63 through 70 of the LBR Instructions.			

Department/Budget Entity (Service): Department of Business & Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 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). If an appropriation made in the FY 2023-24 General Appropriations Act duplicates an TIP appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal) Has a separate department level Schedule I and supporting documents package been Y submitted by the agency? 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust Y 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds Y (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the Y applicable regulatory programs? Have the required detailed narratives been provided (5% trust fund reserve narrative; 8.5 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 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable 8.6 for transfers totaling \$100,000 or more for the fiscal year? Y If the agency is scheduled for the annual trust fund review this year, have the Schedule 8.7 ID and applicable draft legislation been included for recreation, modification or N/A termination of existing trust funds? If the agency is scheduled for the annual trust fund review this year, have the necessary 8.8 trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes including the Schedule ID and applicable legislation? N/A 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? Y 8.10 Are the statutory authority references correct? Are the General Revenue Service Charge percentage rates used for each revenue source 8.11 correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Y Service Charge percentage rates.) 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? N/A

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

		Program or Servi	ce (Budget Entity Codes)
	Action	79040400	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue		
0.15	estimates appear to be reasonable?	Y	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are		
0.14	the correct CFDA codes used?	N/A	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal	IV/A	
0.13	fiscal year)?	N/A	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	1,111	
0.10	The the Benedic Trevenius consistent with the 1515 reported in the Exmort B 511.	Y	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest	IN/A	
0.10	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?		
	Governor's Budget Recommendations being issued?	37	
0.10		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?	37/1	
		N/A	
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in		
	Section II?	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced	37	
0.00	accurately?	Y	
8.22	Do transfers balance between funds (within the agency as well as between agencies)?		
	(See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)		
		Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in		
	Section III?	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01,		
0.21	Section III?	Y	
8.25	Are current year September operating reversions (if available) appropriately shown in	1	
0.23	column A02, Section III? Reversions Pending	Y	
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as		
00	defined by the LBR Instructions, and is it reconciled to the agency accounting records?		
		Y	
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly		
0.4/	accounted for in the appropriate column(s) in Section III?	N/A	
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting		
0.20	data as reflected in the agency accounting records, and is it provided in sufficient detail		
	for analysis?	Y	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	
AUDITS:			
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to		
	eliminate the deficit).	Y	
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1	1	
0.51	Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was		
	prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should		

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

sheets can	be used as necessary), and "TIPS" are other areas to consider.			,	
		Program o	r Service (B	udget Entity	Codes)
	Action	79040400			
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line				
0.52	A of the Schedule I equal the CFO amount? If not, the agency must correct Line A.				
	(SC1R, DEPT)	v			
0.22		Y			
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance				
	in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?				
		Y			
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been				
	properly recorded on the Schedule IC?	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very				
	important that this schedule is as accurate as possible!				
TIP	Determine if the agency is scheduled for trust fund review. (See pages 121 through 126				
	of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides				
TID	an LBR review date for each trust fund.				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to				
TIP	determine and understand the trust fund status.  Typically nonoperating expenditures and revenues should not be a negative number.				
111	Any negative numbers must be fully justified.				
	EDULE II (PSCR, SC2)				
AUDIT:		ı	T	T	ı
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?				
	(BRAR, BRAA - Report should print "No Records Selected For This Request")				
	Note: Amounts other than the pay grade minimum should be fully justified in the D-3A				
	issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) IT				
	positions are requested at a higher/competitive payrate to attract desired candidates.				
		N/A			
10. SCH	EDULE III (PSCR, SC3)		•	•	
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)				
		N/A			
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See pages 94 and				
	95 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or				
	OADR to identify agency other salary amounts requested.				
		N/A			
11. SCH	EDULE IV (EADR, SC4)				
11.1	Are the correct Information Technology (IT) issue codes used?	N/A			
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 SCH	EDULE VIIIA (EADR, SC8A)				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the				
12.1	Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues				
	can be included in the priority listing.	Y			
13. SCH	EDULE VIIIB-1 (EADR, S8B1)	-	•	-	-
13.1	NOT REQUIRED FOR THIS YEAR				
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 nonrecurring portion				
	in Column A92.				

Department/Budget Entity (Service): Department of Business & Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal) Do the reductions comply with the instructions provided on pages 100 through 103 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, 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) (NO LONGER REQUIRED) 16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents) Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.) Y 16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? Y AUDITS INCLUDED IN THE SCHEDULE XI REPORT: Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to 16.3 Y Column A01? (GENR, ACT1) None of the executive direction, administrative support and information technology 16.4 statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found") Y 16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Y Operating Categories Found") 16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.) Y 16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) Y equal? (Audit #4 should print "No Discrepancies Found") TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. 17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal) 17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete? 17.2 Does manual exhibits tie to LAS/PBS where applicable?

Department/Budget Entity (Service): Department of Business & Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of Y detail? 17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US? N/A Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the 17.5 proper form, including a Truth in Bonding statement (if applicable)? N/A AUDITS - GENERAL INFORMATION Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of TIP audits and their descriptions. TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error. 18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal) Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? 18.1 18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? N/A 18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? Y 18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and N/A Are the appropriate counties identified in the narrative? N/A 18.5 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each 18.6 N/A project and the modified form saved as a PDF document? TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification. 19. FLORIDA FISCAL PORTAL Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined 19.1 in the Florida Fiscal Portal Submittal Process?

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

		Program o	r Service (E	Budget Entit	y Codes)	
	Action	79050100	79050400	79050500	79050600	79050800
1 CENE						
1. GENE						
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3					
	and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT					
	CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust					
	fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for					
	DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust					
	Fund Files (the Budget Files should already be on TRANSFER CONTROL for					
	DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07,					
	A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for					
	DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR					
	• ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `					
	Column Security)	Y	Y	Y	Y	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for					
	both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y
AUDITS:						
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit					
	Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I					
	(SC1R, SC1 or SC1R, SC1D adding column A12) 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?					
	(CSDR, CSA)	Y	Y	Y	Y	Y
TIP	The agency should prepare the budget request for submission in this order: 1) Copy		•			
111	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. EXHI	BIT 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 57 of the LBR Instructions?					
	1 1 5	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 Section 3 of the LBR Instructions (pages					
	15 through 28)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
3. EXHI	BIT B (EXBR, EXB)					
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source					
	is different between A02 and A03? Were the issues entered into LAS/PBS correctly?					
	Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue					
	should be used to ensure fund shifts display correctly on the LBR exhibits.					
	should be used to ensure fund shifts display correctly on the LDR exhibits.	N/A	N/A	N/A	N/A	N/A
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04):	_				
	Are all appropriation categories positive by budget entity and program component at					
	the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR,					
	NAC - Report should print "No Negative Appropriation Categories Found")					
		Y	Y	Y	Y	Y
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					
	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To	_	_	_		_
	Zero")	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and					
	A03.					

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

		Program o	r Service (I	Budget Entit	ty Codes)	
	Action	79050100	79050400	79050500	79050600	79050800
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the subtitle "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a Special Categories appropriation category (10XXXX) should be used.					
4. EXHI	BIT D (EADR, EXD)					
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 60 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2 TIP	Is the program component code and title used correct?  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.	Y	Y	Y	Y	Y
5. EXHI	BIT D-1 (ED1R, EXD1)					
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? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to 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 2022-23 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					
6. EXHI	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1 TIP	Are issues appropriately aligned with appropriation categories?  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.	Y	Y	Y	Y	Y

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can

	s necessary), and "TIPS" are other areas to consider.	Program o	r Service (l	Budget Entit	y Codes)	
	Action	79050100	79050400	79050500	79050600	79050800
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 63 through 70 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 67 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E.4 through E.5 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 pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	N/A	N/A	N/A	N/A
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-003?	N/A	N/A	N/A	N/A	N/A
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. ( <b>PLRR</b> , <b>PLMO</b> )	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14 7.15	Do the amounts reflect appropriate FSI assignments?  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 N/A	Y	Y N/A	Y N/A	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 89 of the LBR Instructions.)		N/A	Y	N/A	N/A
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A	N/A	N/A	N/A	N/A

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

 $A \ "Y" \ indicates \ "YES" \ and \ is \ acceptable, \ an \ "N/J" \ indicates \ "NO/Justification \ Provided" \ - \ these \ require further \ explanation/justification \ (additional \ sheets \ can \ be a \ constant \ c$ 

	necessary), and "11PS" are other areas to consider.	Program o	r Service (E	Budget Entit	ty Codes)	
	Action	79050100	79050400	79050500	79050600	7905080
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?	Y	Y	Y	Y	Y
AUDIT:				•		
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	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? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A	N/A	N/A	N/A
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. (NAAR, BSNR)	Y	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. 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
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.	IVA	IVA	IV/A	N/A	11/7
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 63 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					
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 2023-24 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R,	SC1D - I	)epartme	ent Level	) (Requir	ed to
	the Florida Fiscal Portal)		Т	1	1	I
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

 $A \ "Y" \ indicates \ "YES" \ and \ is \ acceptable, \ an \ "N/J" \ indicates \ "NO/Justification \ Provided" \ - \ these \ require \ further \ explanation/justification \ (additional \ sheets \ can \ be a \ building of \ can \ be a \ building of \ can \ be a \ building of \ can \ bu$ 

	necessary), and 1113 are other areas to constaer.	Program o	r Service (I	Budget Enti	ty Codes)	
	Action	79050100	79050400	79050500	79050600	79050800
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?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A	N/A
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?					
0.10		Y Y	Y Y	Y	Y	Y Y
8.10 8.11	Are the statutory authority references correct?  Are the General Revenue Service Charge percentage rates used for each revenue source	_	Y	Y	Y	Y
	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?	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A	N/A	N/A
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	N/A	N/A	N/A
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

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

 $A \ "Y" \ indicates \ "YES" \ and \ is \ acceptable, \ an \ "N/J" \ indicates \ "NO/Justification \ Provided" \ - \ these \ require \ further \ explanation/justification \ (additional \ sheets \ can \ be a \ building of \ can \ be a \ building of \ can \ be a \ building of \ can \ bu$ 

		Program o	r Service (I	Budget Entit	y Codes)	_
	Action	79050100	79050400	79050500	79050600	79050800
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in					
	Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)?					
	(See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)					
		Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in					
	Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in					
	column A02. Section III? Reversions Pending	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?	37	37	37	37	3.7
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and	Y	Y	Y	Y	Y
8.27	properly accounted for in the appropriate column(s) in 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	1,711	1071	1071	1071	1,71
	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
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to	1	l	<u> </u>	1	<u> </u>
	eliminate the deficit).	Y	Y	Y	Y	Y
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was					
	prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report	Y	Y	Y	Y	Y
8.32	Has a Department Level Reconciliation been provided for each trust fund and does		1	1	-	
	Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line					
	A. (SC1R, DEPT)	Y	Y	Y	Y	Y
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 pages 121 through 126					
	of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
TIP	an LBR review date for each trust fund.  Review the unreserved fund balances and compare revenue totals to expenditure totals					
111	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.					
SCHE	EDULE II (PSCR, SC2)					
AUDIT:						

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

oc usca as	s necessary), and "TIPS" are other areas to consider.	Program o	r Service (F	Budget Entit	v Codes)	
	Action	79050100	79050400	79050500	79050600	79050800
	AMOU	/9030100	/9030400	/9030300	/9030000	/9030800
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?					
	(BRAR, BRAA - Report should print "No Records Selected For This Request")					
	Note: Amounts other than the pay grade minimum should be fully justified in the D-					
	3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)					
	Requests for New FTE in the Divisions of Regulation, Professions, and Drugs, Devices					
	and Cosmetics are higher than the pay grade minimum. Pay rates are comparible to					
	other positions in each Division with the same class codes.	N/J	Y	Y	Y	N/J
10 SCH	IEDULE III (PSCR, SC3)	11/3	1	1	1	11/3
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)	l	l			l
10.1	is the appropriate tapse amount applied: (See page 91 of the LBK 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 pages 94					
10.2	and 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.					
	5.12.2 5. 5.12.1 to tacking agone, only unioning requestion.	Y	N/A	Y	N/A	N/A
11. SCH	IEDULE IV (EADR, SC4)	I	ı			
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A	N/A	N/A
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of			-		-
	1603000000), they will not appear in the Schedule IV.					
12 SCU	IEDULE VIIIA (EADR, SC8A)	<u> </u>				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
12.1	Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues					
	can be included in the priority listing.	Y	Y	Y	Y	Y
13. SCH	IEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR					
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis,		1			
	include the total reduction amount in Column A91 and the nonrecurring portion					
	in Column A92.					
14 SCU	IEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)		I	Ī		l
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 of					
17.1	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					
	0. ato )	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.					
TID						
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the					
15 SCU	absence of a nonrecurring column, include that intent in narrative.					
13. ЗСП	IEDULE VIIIC (EADR, S8C) (NO LONGER REQUIRED)					
16 000	HEDLILE VI (IJCOD COVI), (I AC/DDC W.)	C 1	4-21-31	-4 4° ·	-) (D · · · ·	
	IEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instruction of the Florida Figure Portal in Manual Decomposits)	ns tor de	tailed in	struction	s) (Kequi	rea to
	d to the Florida Fiscal Portal in Manual Documents)	1	1	1		1
16.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final					
	Excel version no longer has to be submitted to OPB for inclusion on the					
	Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b),					
	Florida Statutes, the Legislature can reduce the funding level for any agency that does					
	not provide this information.)	Y	Y	Y	Y	Y

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

Action Program or Service (hughest heatpy Conden) 2000000 2000000 2000000 2000000 2000000	be used as	s necessary), and "TIPS" are other areas to consider.	Program o	r Service (F	Rudget Entit	v Codes)	
ADDITS INCLUDED IN THE SCHEDULE XI REPORT:  16.3 Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to Column A017 (GENR. ACTI)  16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)?  (Audit #1 should print "No Activities Found")  16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No No N/A		Action			1		79050800
ADDITS INCLUDED IN THE SCHEDULE XI REPORT:  16.3 Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to Column A017 (GENR. ACTI)  16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)?  (Audit #1 should print "No Activities Found")  16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No No N/A			1	ı I	1	1	1
16.3 Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to Column A31 (FRNR, ACTI)  16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")  16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain (8XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Oncertion Categories Enurd")  16.6 Bus the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain (8XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Oncertion Categories Enurd")  16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should uppear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency)  17.1 Fesction I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17.1 MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17.1 Doe skinbits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions) and are they acceptable and are the acceptable and are they acceptable and are they accepted and a they appropriate level of detail?  17.2 Does manual exhibits the to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each I	16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
Column A012 (GENR. ACT1)  16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")  16.5 Does the fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No One-rative Categories Enond")  16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output stated here hoved the representations were not identified as a Transfer to a State Agency, as Aid to Loval Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfer's 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.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency)  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17. Deception and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17. Deception and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  18. Instructions), and are they accurate and complete?  19. Vy Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y				1			•
16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thra ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")  16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Onceating Categories Emand")  16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section 11? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")  17.1 If Section I and Section III have a small difference, it may be due to rounding and therefore will be accentable.  17. MANUALIAY PRPARED EXHIBITS & SCHEDILES (Required to be posted to the Florida Fiscal Portal)  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits the to LAS-PBS where applicable?  17.3 Arc agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FLUS?  17.5 Arc all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  18.2 Arc the	16.3		37	37	37	37	37
statewide activities (ACT0010 thm ACT0490) have output standards (Record Type 5)?  (Audit #1 should print "No Activities Found")  16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Onescalino Categories Enund")  16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers phase-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.  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should mrint "No Discrenancies Found")  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17. Does the liBR Instructions, and are they accurate and complete?  17. Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B been emailed to: ITG@LASPBS.STATE.FLLUS.  18. Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  18. Are the CIP-2, CIP-3, CIP-a and CIP-B forms included?  18. Are the CIP-2, CIP-3, CIP-a and CIP-B forms included?  18. Are the CIP-2, CIP-3, CIP-a and CIP-B forms included?  18. Are the CIP-2 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18. Are the CIP-2 corn (Eshibits) been modified to include the agency priority for each 1 N/A N/A	16.4		Y	Y	Y	Y	Y
(Audit #1 should print "No Activities Found")	10.4						
16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No One-oratine Categories Found")  16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) could? (Audit #4 should print "No Discrepancies Found")  17.1 Does chibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions) and are they accurate and complete?  17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-P for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B seen the LBR include a separate Schedule IV-P for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B seen the LBR include a separate Schedule IV-P for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B seen the LBR include a separate Schedule IV-P for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B seen emailed to: IT@LASPBS.STATE.FL.US?  17.5 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the							
08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No N/A		•	Y	Y	Y	Y	Y
Cheratine Categories Equal(**)   N/A   N	16.5						
16.6 Has the agency provided the necessary standard (Record Type 5) for all activities which should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activites 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.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should nrint "No Discrenancies Found")  17.1 Piff Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits to to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule X) provided and at the appropriate level of detail?  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)?  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)?  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms submitted when applicable (see CIP Instructions)?  18.2 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate c			N/A	N/A	N/A	N/A	N/A
should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")  17.1 PI 18 Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits the to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT @LASPBS.STATE.FLUS?  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)?  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and N/A	16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which	14/21	14/21	14/21	14/11	14/21
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.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")  TP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  18. In Instructions, and are they accurate and complete?  19. In Section I (Final Budget for Agency) with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete?  19. In Instructions, and are they accurate and complete in Instructions for exceptions to this rule? Have all IV-Bs been emailed to: IT (all ASPBS.STATE.FL.US?  19. In Instructions, and a complete in Instructions for exceptions to this rule? Have all IV-Bs been emailed to: IT (all ASPBS.STATE.FL.US?  19. In Instructions, and their descriptions.  19. Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency representation to instify the audit error.  19. In Instructions?  19. In Instructions?  19. In Instructions?  19. In Instructions?  19. In Instructions	10.0						
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.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should nrint "No Discrepancies Found")  17.1 Pif Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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)?  17.1 ADOS and their descriptions.  17.2 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each							
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.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency)		• · · · · · · · · · · · · · · · · · · ·					
represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) caual? (Audit #4 should arrint "No Discrepancies Found")  17. If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17. ADAIVALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17. Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17. A Does manual exhibits tie to LAS/PBS where applicable?  17. A Pose manual exhibits tie to LAS/PBS where applicable?  17. A Pose the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LAS/PBS.STATE.FLUS?  17. A Pose the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LAS/PBS.STATE.FLUS?  17. A real If forms relating to Fixed Capital Outlay (FCO) (unding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  18. A real If forms relating to Fixed Capital Outlay (FCO) (unding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  18. A real Informs relating to Fixed Capital Outlay (FCO) (unding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18. A							
not appropriate to be allocated to all other activities.)  16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) caual? (Audit #4 should print "No Discrenancies Found")  TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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)?  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)?  17.6 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each		· · · · · · · · · · · · · · · · · · ·					
16.7   Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) coual? (Audit #4 should print "No Discrenancies Found")   TIP   If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.   T. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)   17.1   Doe schibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?   Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y			37	37	37	37	37
TIP If Section 1 and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  18. I Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  19. I Does manual exhibits tie to LAS/PBS where applicable?  19. I A re agency organization charts (Schedule X) provided and at the appropriate level of detail?  19. I Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  19. I A Does the All froms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  19. I A Difference of Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. I Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  19. A rethe CIP-2, CIP-3, CIP-4 and CIP-B forms included?  19. Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	167	D C ( 1/F 1D 1 (C A ) 1C ( HI/T (1D 1 (C A )	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.  17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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)?  17.6 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  17.6 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  17.6 Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?  18. Are the CIP-2, CIP-3, CIP	16.7		v	v	v	v	v
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)   17.1   Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?	TIP	If Section Land Section III have a small difference, it may be due to rounding and	1	1	1	1	1
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)  17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B seen emailed to: IT@LASPBS.STATE.FL.US?  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)?  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)?  17.6 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  17.6 Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A099)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each	111						
17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the LBR Instructions), and are they accurate and complete?  17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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)?  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)?  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)?  17.6 Are He CIP-2 Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  17.7 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  17.7 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  17.8 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to in	17. MAI		rida Fis	cal Porta	l)		
17.2 Does manual exhibits tie to LAS/PBS where applicable?  17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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)?  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)?  17.6 AUDITS - GENERAL INFORMATION  17.7 Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  17.9 Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each					ĺ		
17.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?  17.4 Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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)?  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)?  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)?  18.6 Are the CIP-CALL INFORMATION  18.7 Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  N/A							
17.4   Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-B seen emailed to: IT@LASPBS.STATE.FL.US?			Y	Y	Y	Y	Y
(see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?  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	17.3	detail?	Y	Y	Y	Y	Y
Bs been emailed to: IT@LASPBS.STATE.FL.US?  N/A 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	17.4	* * *					
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							
proper form, including a Truth in Bonding statement (if applicable)?  N/A		Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A	N/A	N/A	N/A	N/A
AUDITS - GENERAL INFORMATION  TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each	17.5						
TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  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 N/A  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  N/A		proper form, including a Truth in Bonding statement (if applicable)?	NT/A	NT/A	NT/A	NT/A	NT/A
TIP Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.  TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  N/A	AUDITO	CENERAL INFORMATION	N/A	N/A	N/A	N/A	N/A
audits and their descriptions.  TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  18.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  N/A							
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  N/A	TIP						
due to an agency reorganization to justify the audit error.  18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)  18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?  Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?  N/A 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)?  Instructions)?  Y Y 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 N/A N/A  18.5 Are the appropriate counties identified in the narrative?  N/A N/A N/A N/A N/A N/A  N/A N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A  N/A N/A N/A N/A  N/A N/A N/A  N/A N/A N/A N/A  N/A N/A N/A	TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)         18.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       Y       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)?  Instructions)?  Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	18. CAP		iscal Po	rtal)			
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each			Y	Y	Y	Y	Y
18.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?  18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  18.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each	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
18.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?  18.5 Are the appropriate counties identified in the narrative?  N/A	18.3						
A09)? N/A	10 /	Instructions)?  Does the aggregatingly do 5 year projections (Columns A02 A06 A07 A09 and	Y	Y	Y	Y	Y
18.5 Are the appropriate counties identified in the narrative? N/A	10.4		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	18.5						
			N/A	N/A	N/A	N/A	N/A

Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79050100 79050400 79050500 79050600 TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification. 19. FLORIDA FISCAL PORTAL

Y

Y

Y

Have all files been assembled correctly and posted to the Florida Fiscal Portal as

outlined in the Florida Fiscal Portal Submittal Process?

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

sheets can	be used as necessary), and "TIPS" are other areas to consider.	_	
		Program or Ser	vice (Budget Entity Codes)
	Action	79200100	
1. GENE	RAL		
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	V	
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for	Y	
1.2	both the Budget and Trust Fund columns? (CSDI)	Y	
AUDITS:			
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	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? (CSDR, CSA)	Y	
TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.		
2. EXHII	BIT 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 57 of the LBR Instructions?	Y	
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y	
3. <b>EXHI</b>	BIT B (EXBR, EXB)		
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	Y	
AUDITS:			
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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

sneets can	be used as necessary), and "TIPS" are other areas to consider.	Program o	r Service	(Budget F	Entity Cod	les)
	Action	79200100	2017100	Dauger		
	Total	/9200100				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					
	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To					
	Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and			1	1	1
111	A03.					
TILD						
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.					
	w special caregeries appropriation caregory (1012 2222) encada et accus					
4. EXHII	BIT D (EADR, EXD)	1				
4.1	Is the program component objective statement consistent with the agency LRPP, and					
	does it conform to the directives provided on page 60 of the LBR Instructions?					
		Y				
4.2	Is the program component code and title used correct?	Y				
TIP	Fund shifts or transfers of services or activities between program components will be					
	displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHI	BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation					
	category? (ED1R, XD1A - Report should print "No Differences Found For This					
	Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less					
	than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance]					
	need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does	1			<del> </del>	
3.4	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000					
	allowance at the department level] need to be corrected in Column A01.)					
		Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to					
	correct the object amounts. In addition, the fund totals must be adjusted to reflect the					
TIP	adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency					
THE	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 2022-23 approved budget. Amounts					
	should be positive. The \$5,000 allowance is necessary for rounding.					

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

		Program of	r Servio	e (Budget I	Entity Code	y Codes)		
	Action	79200100						
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or							
111	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							
EXHI	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)							
6.1	Are issues appropriately aligned with appropriation categories?	Y						
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this			•				
	particular appropriation category/issue sort. Exhibit D-3 is also a useful report when							
	identifying negative appropriation category problems.							
FXHI	BIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through							
/ • 1	28 of the LBR Instructions.)	Y						
7.2	Does the issue narrative adequately explain the agency's request and is the explanation	-						
	consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.)							
	consistent with the Erri i. (See pages 63 amough 70 of the EBit instructions.)	Y						
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative					$\Box$		
,	requirements described on pages 67 through 70 of the LBR Instructions?							
	- January - Frênce et al.	N/A						
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?"							
	field? If the issue contains an IT component, has that component been identified and							
	documented?	N/A						
7.5	Does the issue narrative explain any variances from the Standard Expense and Human							
	Resource Services Assessments package? Is the nonrecurring portion in the							
	nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	N/A						
7.6	Does the salary rate request amount accurately reflect any new requests and are the	14/11				<del>                                     </del>		
7.0	amounts proportionate to the Salaries and Benefits request? Note: Salary rate should							
	always be annualized.	Y						
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts							
	entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into							
	OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D							
	3A. (See pages 93 through 95 of the LBR Instructions.)							
	, , ,	Y				<u> </u>		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where	NT/A						
7.0	appropriate?	N/A				<u> </u>		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A				<u> </u>		
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	NT/A						
7 1 1	Memo #24-003?	N/A				$\vdash$		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in							
	reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump							
	sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A						
7.12	Does the issue narrative include plans to satisfy additional space requirements when	1 <b>N</b> / <i>F</i> <b>A</b>				<del>                                     </del>		
1.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A						
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as	1 1/17				$\vdash$		
1.13	required for lump sum distributions?	N/A						

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

Action  Sounts reflect appropriate FSI assignments?  SXXXX0 issues negative amounts only and do not restore nonrecurring cuts or year or fund any issues that net to a positive or zero amount? Check D-3A XXXX0 - a unique issue should be used for issues that net to zero or a positive use codes relating to special salary and benefits issues (e.g., position ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth of the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The selection of the code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The selection of the selectio	Y	Scribe	- Land Control of the		
counts reflect appropriate FSI assignments?  SXXXX0 issues negative amounts only and do not restore nonrecurring cuts or year or fund any issues that net to a positive or zero amount? Check D-3A (XXX0 - a unique issue should be used for issues that net to zero or a positive ue codes relating to special salary and benefits issues (e.g., position ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth of the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The property of the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The property of the strategy of strategies in the Five Year Statewide sixth position of the source of the strategy of strategies in the Five Year Statewide	Y Y N/A				
SXXXX0 issues negative amounts only and do not restore nonrecurring cuts or year or fund any issues that net to a positive or zero amount? Check D-3A XXXX0 - a unique issue should be used for issues that net to zero or a positive ue codes relating to special <i>salary and benefits</i> issues (e.g., position ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth of the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The property of the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The property of the strategy of strategies in the Five Year Statewide strategies in the Five Year Statewide	Y Y N/A				
or year or fund any issues that net to a positive or zero amount? Check D-3A (XXX0 - a unique issue should be used for issues that net to zero or a positive ue codes relating to special <i>salary and benefits</i> issues (e.g., position ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The property of the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The property of the strategy of strategies in the Five Year Statewide issue narrative identify the strategy or strategies in the Five Year Statewide	Y N/A				
ue codes relating to special <i>salary and benefits</i> issues (e.g., position ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  ues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  sues relating to <i>major audit findings and recommendations</i> properly coded (30, 4B0XXX0)?  ssue narrative identify the strategy or strategies in the Five Year Statewide	Y N/A				
ue codes relating to special <i>salary and benefits</i> issues (e.g., position ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth of the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The second of the second o	Y N/A				
ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth of the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The relating to Information Technology (IT) have a "C" in the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The succession of the companion of the sixth position of code (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The succession of the sixth position of the sixth position of code (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y N/A				
ation, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth of the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  The relating to Information Technology (IT) have a "C" in the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The succession of the companion of the sixth position of code (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  The succession of the sixth position of the sixth position of code (36XXXXX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y N/A				
f the issue code (XXXXAXX) and are they self-contained (not combined with es)? (See pages 27 and 89 of the LBR Instructions.)  ues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  sues relating to <i>major audit findings and recommendations</i> properly coded (0, 4B0XXX0)?  ssue narrative identify the strategy or strategies in the Five Year Statewide	Y N/A				
ues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Sues relating to <i>major audit findings and recommendations</i> properly coded (30, 4B0XXXO)?  Sues narrative identify the strategy or strategies in the Five Year Statewide	Y N/A				
ues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Sues relating to <i>major audit findings and recommendations</i> properly coded (0, 4B0XXX0)?  sues narrative identify the strategy or strategies in the Five Year Statewide	N/A				
code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Source relating to major audit findings and recommendations properly coded (0, 4B0XXX0)?  Source relating to major audit findings and recommendations properly coded (10, 4B0XXX0)?	N/A				
code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Source relating to major audit findings and recommendations properly coded (0, 4B0XXX0)?  Source relating to major audit findings and recommendations properly coded (10, 4B0XXX0)?	N/A				<del>                                     </del>
code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Source relating to major audit findings and recommendations properly coded (0, 4B0XXX0)?  Source relating to major audit findings and recommendations properly coded (10, 4B0XXX0)?	N/A				
sues relating to <i>major audit findings and recommendations</i> properly coded (0, 4B0XXX0)? sues narrative identify the strategy or strategies in the Five Year Statewide					
sues relating to <i>major audit findings and recommendations</i> properly coded (0, 4B0XXX0)? ssue narrative identify the strategy or strategies in the Five Year Statewide					
(0, 4B0XXX0)? ssue narrative identify the strategy or strategies in the Five Year Statewide	NI/A				
ssue narrative identify the strategy or strategies in the Five Year Statewide	NT/A				
	1 <b>N</b> /A	<u> </u>			<u> </u>
Plan for Economic Development?					
	Y				
General Revenue for 160XXXX (Adjustments to Current Year Expenditures)					
to zero? (GENR, LBR1)	N/A				
General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to					
ENR, LBR2)	N/A				<u> </u>
General Revenue for 200XXXX (Estimated Expenditures Realignment) issues					
o? (GENR, LBR3)	N/A				
appropriations been entered into the nonrecurring column (A04)? (GENR,					
eport should print "No Records Selected For Reporting" or a listing of De					
, , ,					
- · · · · · · · · · · · · · · · · · · ·					<u> </u>
narrative for startup issues (1001000, 2103XXX, etc.) that were not input by					
/. (NAAR, BSNR)	Y				
gency entered annualization issues (260XXX0) for any issue that was partially	1			1	
· · · · · · · · · · · · · · · · · · ·					
	N/A				
nd Benefits amounts entered using the OADA/C transactions must be					
y justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from					
identify the amounts entered into OAD and ensure these entries have been					
y explained in the D-3A issue narrative.					
· · · · ·	•				
· · · · ·					
narrative must completely and thoroughly explain and justify each D-3A issue.					
l and t	ucation Capital Outlay (IOE L)) ive been entered for all issues requested by the agency? Agencies do not need narrative for startup issues (1001000, 2103XXX, etc.) that were not input by (. (NAAR, BSNR)) rency entered annualization issues (260XXX0) for any issue that was partially Fiscal Year 2023-24? Review Column G66 to determine whether any all amounts are needed to fully fund an issue that was initially appropriated in ar 2023-24. Do not add annualization issues for pay and benefit distribution chose annualization issues (26AXXXX) have already been added to A03.  In Benefits amounts entered using the OADA/C transactions must be a justified in the D-3A issue narrative. Agencies can run OADA/OADR from identify the amounts entered into OAD and ensure these entries have been a caplained in the D-3A issue narrative.	ive been entered for all issues requested by the agency? Agencies do not need narrative for startup issues (1001000, 2103XXX, etc.) that were not input by (NAAR, BSNR)  Y  ency entered annualization issues (260XXX0) for any issue that was partially Fiscal Year 2023-24? Review Column G66 to determine whether any all amounts are needed to fully fund an issue that was initially appropriated in ar 2023-24. Do not add annualization issues for pay and benefit distribution those annualization issues (26AXXXX) have already been added to A03.  In dispersion of the D-3A issue narrative. Agencies can run OADA/OADR from identify the amounts entered into OAD and ensure these entries have been by explained in the D-3A issue narrative.  In arrative must completely and thoroughly explain and justify each D-3A issue. In arrative must ensure it provides the information necessary for the OPB and legislative	ive been entered for all issues requested by the agency? Agencies do not need narrative for startup issues (1001000, 2103XXX, etc.) that were not input by (NAAR, BSNR)  rency entered annualization issues (260XXX0) for any issue that was partially Fiscal Year 2023-24? Review Column G66 to determine whether any all amounts are needed to fully fund an issue that was initially appropriated in ar 2023-24. Do not add annualization issues for pay and benefit distribution chose annualization issues (26AXXXX) have already been added to A03.  Ind Benefits amounts entered using the OADA/C transactions must be replaced in the D-3A issue narrative. Agencies can run OADA/OADR from identify the amounts entered into OAD and ensure these entries have been recognized in the D-3A issue narrative.  Inarrative must completely and thoroughly explain and justify each D-3A issue.  Insurative must completely and thoroughly explain and justify each D-3A issue.  Insurative must ensure it provides the information necessary for the OPB and legislative	ive been entered for all issues requested by the agency? Agencies do not need narrative for startup issues (1001000, 2103XXX, etc.) that were not input by (NAAR, BSNR)  ency entered annualization issues (260XXX0) for any issue that was partially Fiscal Year 2023-24? Review Column G66 to determine whether any al amounts are needed to fully fund an issue that was initially appropriated in ar 2023-24. Do not add annualization issues for pay and benefit distribution chose annualization issues (26AXXXX) have already been added to A03.  Ind Benefits amounts entered using the OADA/C transactions must be respectively into the D-3A issue narrative. Agencies can run OADA/OADR from identify the amounts entered into OAD and ensure these entries have been respectively explained in the D-3A issue narrative.  Inarrative must completely and thoroughly explain and justify each D-3A issue.  Inarrative must completely and thoroughly explain and justify each D-3A issue.  Inarrative must ensure it provides the information necessary for the OPB and legislative	ucation Capital Outlay (IOE L))  ive been entered for all issues requested by the agency? Agencies do not need narrative for startup issues (1001000, 2103XXX, etc.) that were not input by  (NAAR, BSNR)  vency entered annualization issues (260XXX0) for any issue that was partially Fiscal Year 2023-24? Review Column G66 to determine whether any all amounts are needed to fully fund an issue that was initially appropriated in ar 2023-24. Do not add annualization issues for pay and benefit distribution those annualization issues (26AXXXX) have already been added to A03.  Ind Benefits amounts entered using the OADA/C transactions must be respectively in the D-3A issue narrative. Agencies can run OADA/OADR from identify the amounts entered into OAD and ensure these entries have been we explained in the D-3A issue narrative.  Inarrative must completely and thoroughly explain and justify each D-3A issue.  Inarrative must completely and thoroughly explain and justify each D-3A issue.  Insurative must completely and thoroughly explain and justify each D-3A issue.  Insurative must completely and thoroughly explain and justify each D-3A issue.  Insurative must completely and thoroughly explain and justify each D-3A issue.

Fiscal Year 2025-26 LBR Technical Review Checklist Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79200100 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 2023-24 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal) Has a separate department level Schedule I and supporting documents package been 8.1 Y submitted by the agency? 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust Y 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds Y (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the Y applicable regulatory programs? Have the required detailed narratives been provided (5% trust fund reserve narrative; 8.5 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 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable 8.6 for transfers totaling \$100,000 or more for the fiscal year? Y If the agency is scheduled for the annual trust fund review this year, have the Schedule 8.7 ID and applicable draft legislation been included for recreation, modification or N/A termination of existing trust funds? 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes including the Schedule ID and applicable legislation? N/A 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? Y Y 8.10 Are the statutory authority references correct? Are the General Revenue Service Charge percentage rates used for each revenue source 8.11 correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Y Service Charge percentage rates.) 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? N/A

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

	ve used as necessary), and 1113 are other areas to consider.	Program or	r Service	(Budget Er	ntity Code	s)
	Action	79200100				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue					
	estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are					
	the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal	N/A				
8.16	fiscal vear)?  Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	IN/A				
0.10	Are the Schedule Prevenues consistent with the 1513 reported in the Exhibit D-5A:	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest					
	and most accurate available? Does the certification include a statement that the agency					
	will notify OPB of any significant changes in revenue estimates that occur prior to the					
	Governor's Budget Recommendations being issued?					
0.10		Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification					
	provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in	1				
0.20	Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced					
	accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)?					
	(See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)					
		Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in					
	Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01,	**				
0.25	Section III?  Are current year September operating reversions (if available) appropriately shown in	Y				
8.25	column A02, Section III? Pending	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				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly					
0.20	accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting					
	data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				ļ
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was					ļ
	prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y				ļ
1	nrint "No Hiserenancies Exist for This Renorf")	, * I		<u> </u>		

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

sneets can	be used as necessary), and "TIPS" are other areas to consider.	Program or	Service	(Budget	udget Entity Codes)			
	Action	79200100						
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line							
0.32	A of the Schedule I equal the CFO amount? If not, the agency must correct Line A.							
	(SC1R, DEPT)	Y						
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance							
0.33	in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of							
	the Schedule I?							
		Y						
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been							
	properly recorded on the Schedule IC?	Y						
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very							
	important that this schedule is as accurate as possible!							
TIP	Determine if the agency is scheduled for trust fund review. (See pages 121 through 126							
	of the LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides							
TID	an LBR review date for each trust fund.							
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to							
TIP	determine and understand the trust fund status.  Typically nonoperating expenditures and revenues should not be a negative number.							
H								
	Any negative numbers must be fully justified.							
9. SCHE	DULE II (PSCR, SC2)							
AUDIT:		, ,		_	Ţ	1		
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?							
	(BRAR, BRAA - Report should print "No Records Selected For This Request")							
	Note: Amounts other than the pay grade minimum should be fully justified in the D-3A							
	issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.)	Y						
10 COII	EDVILLE HI (BCCD, CC2)	I						
	EDULE III (PSCR, SC3)							
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)	N/A						
10.2	Are amounts in Other Calam Amount appropriate and fully justified? (See pages 04 and	IN/A						
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 94 and							
	95 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or							
	OADR to identify agency other salary amounts requested.	Y						
11 CCII	EDULE IV (EADR, SC4)	1						
11. SCH	Are the correct Information Technology (IT) issue codes used?	N/A		1				
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of	11/11						
111	1603000000), they will not appear in the Schedule IV.							
	1003000000), they will not appear in the senedule IV.							
12. SCH	EDULE 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						
	EDULE VIIIB-1 (EADR, S8B1)	, ,				1		
13.1	NOT REQUIRED FOR THIS YEAR							
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 nonrecurring portion							
	in Column A92.							

Fiscal Year 2025-26 LBR Technical Review Checklist Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79200100 14.1 Do the reductions comply with the instructions provided on pages 100 through 103 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, Y Compare the debt service amount requested (IOE N or other IOE used for debt service) TIP 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) (NO LONGER REQUIRED) 16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents) 16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this Y Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? 16.2 Y AUDITS INCLUDED IN THE SCHEDULE XI REPORT: Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to 16.3 Y Column A01? (GENR, ACT1) 16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found") Y 16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Y Operating Categories Found") Has the agency provided the necessary standard (Record Type 5) for all activities which 16.6 should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.) Y 16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) Y equal? (Audit #4 should print "No Discrepancies Found") TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. 17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal) Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the 17.1

LBR Instructions), and are they accurate and complete?

Does manual exhibits tie to LAS/PBS where applicable?

17.2

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

	be used as necessary), and "11PS" are other areas to consider.	Program o	Y	es)	
	Action	79200100			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	Y			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?	Y			
<b>AUDITS</b>	- GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAP	ITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fi	scal Port	tal)		
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
19. FLO	RIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	_		_

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

can be use	d as necessary), and "TIPS" are other areas to consider.	Program o	r Service (F	Budget Entity	(Codes)	
	Action	79400100	79400200	79400300	( Coucs)	
	Action	/9400100	/9400200	/9400300		
1. GENE	CRAL					
1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1,					
	IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and					
	MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund					
	columns (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER					
	CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE					
	status for the Trust Fund Files (the Budget Files should already be on TRANSFER					
	CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are					
	Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER					
	CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI					
	or Web LBR Column Security)	3.7	3.7	37		
1.0	<del>-</del>	Y	Y	Y	-	
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for	Y	Y	Y		
ALIDITO	both the Budget and Trust Fund columns? (CSDI)	<u> </u>	<u>I</u>	I		
AUDITS:	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit			T	Т	
1.3	Comparison Report to verify. (EXBR. EXBA)	Y	Y	Y		
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I	<u> </u>		1	+	
1.7	(SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	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?					
	(CSDR, CSA)	Y	Y	Y		
TIP	The agency should prepare the budget request for submission in this order: 1) Copy	1	1	1		
111	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. EXHI	BIT 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 57 of the LBR Instructions?					
		Y	Y	Y		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring	***	3.7	3.7		
	expenditures, etc.) included?	Y	Y	Y		
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages	Y	Y	Y		
2 EVIII	15 through 28)? Do they clearly describe the issue?	I	I	Ĭ		
	BIT B (EXBR, EXB)		1		ı	
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source					
	is different between A02 and A03? Were the issues entered into LAS/PBS correctly?					
	Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue					
	should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A		
AUDITS	:					
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04):					
	Are all appropriation categories positive by budget entity and program component at					
	the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR,					
	NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to	1	1	1	+	
] 3.3	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To					
	Zero")	Y	Y	Y		
L	Zaio ;					

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

can be use	d as necessary), and "HPS" are other areas to consider.	Program o	r Service (F	Budget Entit	y Codes)	
	Action	79400100	79400200	79400300		
TIP	Generally look for and be able to fully explain significant differences between A02 and					
	A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup					
	of A02. This audit is necessary to ensure that the historical detail records have not been					
	adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-					
	title "Grants and Aids". For advance payment authority to local units of government,					
	the Aid to Local Government appropriation category (05XXXX) should be used. For					
	advance payment authority to non-profit organizations or other units of state					
	government, a Special Categories appropriation category (10XXXX) should be used.					
4 EVIII	DIED (EADD EVD)					
	BIT D (EADR, EXD)	1				
4.1	Is the program component objective statement consistent with the agency LRPP, and					1
	does it conform to the directives provided on page 60 of the LBR Instructions?	<u> </u>	_	_		1
		Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		<u> </u>
TIP	Fund shifts or transfers of services or activities between program components will be					
	displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHI	BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
<b>AUDITS</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation					
	category? (ED1R, XD1A - Report should print "No Differences Found For This					
	Report")	Y	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less					
	than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance]					
	need to be corrected in Column A01.)	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does					
	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000					
	allowance at the department level] need to be corrected in Column A01.)					
	anowance at the department lever need to be corrected in Column Av1.)	3.7	3.7	3.7		
TID		Y	Y	Y		<u> </u>
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					
TID	adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency					
TIP	must adjust Column A01.  Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
111						
	carry/certifications forward in A01 are less than FY 2022-23 approved budget.					
	Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
TELD	ICDOO'					
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					
6 EVIII	PIT D 2 (FD2D FD2) (Not required in the LDD for analytical numbers only)	l .				
	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)	Y	Y	Y		
6.1	Are issues appropriately aligned with appropriation categories?	1	1	1		<u> </u>

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets

	ed as necessary), and "TIPS" are other areas to consider.		Program or Service (Budget Entity Codes)					
	Action	79400100	79400200	79400300				
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.							
EXH	IBIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)							
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y	Y	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.)	Y	Y	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 70 of the LBR Instructions?	N/A	N/A	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A				
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.5 of the LBR Instructions.)	N/A	N/A	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized	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 pages 93 through 95 of the LBR Instructions.)	Y	Y	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #24-003?	N/A	N/A	N/A				
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				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive		<b>N</b> T/A	<b>NI/4</b>				
	amount.	N/A	N/A	N/A				

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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	Ť	,	Budget Entity	cours)									
	79400100 79400200 79400300	79400100 79400200 79400300	79400100 79400200 7940030		9400100 79400200 79400300		9400100 79400200 79400300		400100 79400200 79400300		79400200 79400300		
	73 100100	77100200	77 100300										
Do the issue codes relating to special salary and benefits 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 89 of the LBR Instructions.)													
, ( 1 5	v	V	v										
Do the issues relating to Information Technology (IT) have a "C" in the sixth position	1		1										
9, 1,													
302AAC0, 303AAC0, 24010C0, 30010C0, 33011C0, 100L470, 01 100L400).	N/A	N/A	N/A										
Are the issues relating to <i>major audit findings and recommendations</i> properly coded													
	N/A	N/A	N/A										
Does the issue narrative identify the strategy or strategies in the Five Year Statewide													
Strategic Plan for Economic Development?	Y	Y	Y										
Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures)													
	N/A	N/A	N/A										
	1071	1071	1071										
· · · · · · · · · · · · · · · · · · ·	N/A	N/A	N/A										
	14/11	14/11	11/11										
· · · · · · · · · · · · · · · · · · ·	NI/A	NI/A	NI/A										
	11/71	11/71	11/71										
· · · · · · · · · · · · · · · · · · ·	37/4	37/4	27/4										
	N/A	N/A	N/A										
· · · · · · · · · · · · · · · · · · ·													
input by the agency. (NAAR, BSNR)	Y	Y	Y										
Has the agency entered annualization issues (260XXX0) for any issue that was partially													
funded in Fiscal Year 2023-24? Review Column G66 to determine whether any													
incremental amounts are needed to fully fund an issue that was initially appropriated in													
Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution													
• • • • • • • • • • • • • • • • • • •													
	N/A	N/A	N/A										
<u> </u>													
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.													
The issue narrative must completely and thoroughly explain and justify each D-3A													
100AAA0 issue amounts correspond accurately and net to zero for General Revenue													
	with other issues)? (See pages 27 and 89 of the LBR Instructions.)  Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Are the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXX0)?  Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?  Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)  Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))  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. (NAAR, BSNR)  Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.  Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative.  The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the O	with other issues)? (See pages 27 and 89 of the LBR Instructions.)  Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Are the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXX0)?  Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?  Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)  Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))  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. (NAAR, BSNR)  Has the agency entered annualization issues (260XXX0) for any issue that was partially finded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in	with other issues)? (See pages 27 and 89 of the LBR Instructions.)  Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Are the issues relating to major audit findings and recommendations properly coded (4A0XXX0, 4B0XXXO)?  Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?  Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)  Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR3)  N/A N/A  N/A N/A  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  N/A N/A  N/A N/A  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))  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 entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column 666 to determine whether any incremental amounts are needed to fully fund an insuce that was initially appropriated in Fiscal Year 2023-24? Review Column 666 to determine whether any incremental amounts are needed to fully fund an insuce that was initially appropriated in Fiscal Year 2023-24? Review Column 666 to determine whether any incremental amounts are needed to fully fund an insuce that was initially appropriated in Fiscal Year 2023-24? Review Column 666 to determine whether any incremental amounts are needed to fully fund an insuce that was initial	with other issues)? (See pages 27 and 89 of the LBR Instructions.)  Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  N/A N/A N/A N/A N/A N/A N/A N/A N/A Bosses the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?  Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)  Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4- Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))  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. (NAAR, BSNR)  Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2023-24? Review Column G66 to determine whether any incremental amounts are needed to fully	with other issues)? (See pages 27 and 89 of the LBR Instructions.)  Do the issues relating to Information Technology (IT) have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?  Are the issues relating to major audit findings and recommendations properly coded (4A0XXXO, 4B0XXXQ)?  Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?  Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)  Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues to to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4)  Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)  Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR, LBR4)  N/A								

Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets

	ed as necessary), and "TIPS" are other areas to consider.	Program or	r Service (I	Budget Entity	Codes)
	Action	79400100	79400200	79400300	
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 2023-24 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 yeto				
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, sted to the Florida Fiscal Portal)	SC1D - I	Departm	ent Level)	(Require
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	
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	
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	21/4	<b>N</b> I/A	27/4	
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency	N/A	N/A	N/A	
	appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?				
		Y	Y	Y	
8.10	Are the statutory authority references correct?	Y	Y	Y	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Service Charge percentage rates.)	Y	Y	Y	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	N/A	N/A	N/A	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	N/A	

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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.

can be used	a as necessary), and "IIPS" are other areas to consider.	Program o	or Service (l	Budget Entit	y Codes)
	Action	79400100	79400200	79400300	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	
8.25	Are current year September operating reversions (if available) appropriately shown in column A02. Section III? Pending	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	
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly accounted for in the appropriate column(s) in Section III?	N/A	N/A	N/A	
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	V	V	V	
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y	Y	Y	
8.32	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y	Y	Y	
8.33	Has a Schedule IB been provided for 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	

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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.

can be use	ed as necessary), and "TIPS" are other areas to consider.	In	- Ci (T	) 14 T4'4	C- 1)	
-	Action			Budget Entit	y Codes)	
	Action	79400100	79400200	79400300		
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been					
	properly recorded on the Schedule IC?	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very					
	important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See pages 121 through 126					
	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					
TILD	to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number.					
	Any negative numbers must be fully justified.					
9. SCHE	EDULE II (PSCR, SC2)					
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3?					
	(BRAR, BRAA - Report should print "No Records Selected For This Request")					
	Note: Amounts other than the pay grade minimum should be fully justified in the D-3A					
	issue narrative. (See Base Rate Audit on page 156 of the LBR Instructions.)	Y	Y	Y		
10 0011	TEDLILE HL (BCCD, CC2)	1	1	1		
	EDULE III (PSCR, SC3)			l	I	
10.1	Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.)	N/A	N/A	N/A		
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See pages 94					
	and 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		
	EDULE IV (EADR, SC4)		3.7/1	1 27/1		
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A		
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of					
	160300000), they will not appear in the Schedule IV.					
12. SCH	EDULE VIIIA (EADR, SC8A)	•				
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate? Note: FCO issues					
	can be included in the priority listing.	Y	Y	Y		
	EDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR					
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 nonrecurring portion					
	in Column A92.					
14. SCH	EDULE 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 100 through 103 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,	37	3.7	37		
min.	ata )	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.					
		<u> </u>				

Fiscal Year 2025-26 LBR Technical Review Checklist Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79400100 79400200 79400300 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) (NO LONGER REQUIRED) 16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents) Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final 16.1 Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.) Y Y Y 16.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? Y Y Y AUDITS INCLUDED IN THE SCHEDULE XI REPORT: 16.3 Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to Y Y Y Column A01? (GENR, ACT1) None of the executive direction, administrative support and information technology 16.4 statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found") Y Y Y 16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Y Y Y Operating Categories Found") Has the agency provided the necessary standard (Record Type 5) for all activities which 16.6 should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.) Y Y Y 16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) Y Y Y equal? (Audit #4 should print "No Discrepancies Found") TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. 17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal) 17.1 Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the Y Y Y LBR Instructions), and are they accurate and complete? 17.2 Does manual exhibits tie to LAS/PBS where applicable? Y Y Y Are agency organization charts (Schedule X) provided and at the appropriate level of 17.3 Y Y Y Does the LBR include a separate Schedule IV-B for each IT project over \$1 million 17.4 (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US? N/A N/A N/A Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the 17.5 proper form, including a Truth in Bonding statement (if applicable)? N/A N/A N/A AUDITS - GENERAL INFORMATION Review Section 6: Audits of the LBR Instructions (pages 155 through 157) for a list of TIP

audits and their descriptions.

Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

	cates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require furth	er explan	ation/justi	fication (ad	lditional	sheets
can be use	d as necessary), and "TIPS" are other areas to consider.	Program o	or Service (I	Budget Entit	y Codes)	
	Action	79400100	79400200	79400300		
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.  ITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida l	Fiscal Do	rtal)			
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y		
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A		
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y		
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A		
18.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A		
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A		
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
	RIDA FISCAL PORTAL				1	
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y		

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

	be used as necessary), and "TIPS" are other areas to consider.	Program or Servi	ce (Budget Entity Coo	les)
	Action	79800100		
1 CENE	ED A I			
1. GENE 1.1	Are Columns A01, A04, A05, A91, A92, A93, A36, A10, IA1, IA4, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns (no trust			
	fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for			
	DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y		
AUDITS	: CSDI)	<u> </u>		
1.3	Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR. EXBA)	Y		
1.4	Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	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? (CSDR, CSA)	Y		
TIP	The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.			
2. EXHI	BIT A (EADR, EXA)	l		
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 57 of the LBR Instructions?	Y		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y		
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y		
3. EXHI	BIT B (EXBR, EXB)			
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? Were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue			
	should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A		
AUDITS				
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y		

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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

sneets can	be used as necessary), and "TIPS" are other areas to consider.	Program o	r Service	(Budget F	Entity Cod	les)
	Action	79800100		Dauger		
	Total	/9800100		1		
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to					
	Column B07? (EXBR, EXBC - Report should print "Records Selected Net To					
	Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and			1		
111	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-					
111	title "Grants and Aids". For advance payment authority to local units of government, the					
	Aid to Local Government appropriation category (05XXXX) should be used. For					
	advance payment authority to non-profit organizations or other units of state government,					
	a Special Categories appropriation category (10XXXX) should be used.					
4 EXHI	BIT D (EADR, EXD)	1				
4.1	Is the program component objective statement consistent with the agency LRPP, and					
7.1	does it conform to the directives provided on page 60 of the LBR Instructions?					
	does it conform to the directives provided on page of of the LBK instructions:	37				
4.0	T. d	Y Y		<u> </u>		
4.2	Is the program component code and title used correct?	Y		1		
TIP	Fund shifts or transfers of services or activities between program components will be					
	displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHI	BIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y				
<b>AUDITS</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation					
	category? (ED1R, XD1A - Report should print "No Differences Found For This					
	Report")	Y				
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less					
	than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance]					
	need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does	1		<del>                                     </del>	<del>                                     </del>	
J.7	Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000]					
	allowance at the department level] need to be corrected in Column A01.)					
		Y				
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to					
	correct the object amounts. In addition, the fund totals must be adjusted to reflect the					
	adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency					
	must adjust Column A01.					
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 2022-23 approved budget. Amounts					
	should be positive. The \$5,000 allowance is necessary for rounding.					
	1					
		l				

Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional

	be used as necessary), and "TIPS" are other areas to consider.	Program or	Program or Service (Budge			des)
	Action	79800100				
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. Note that there is a \$5,000 allowance at the department level					
6. EXHI	BIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1	Are issues appropriately aligned with appropriation categories?	Y				
TIP	Exhibit D-3 is not required in the budget submission but may be needed for this					
	particular appropriation category/issue sort. Exhibit D-3 is also a useful report when					
	identifying negative appropriation category problems.					
	(BIT D-3A (EADR, ED3A) (Required to be posted to the Florida Fiscal Portal)					
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through	3.7				
7.2	28 of the LBR Instructions.)	Y				-
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 63 through 70 of the LBR Instructions.)					
	consistent with the LRPP? (See pages 63 through 70 of the LBR instructions.)	Y				
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative	1				
7.5	requirements described on pages 67 through 70 of the LBR Instructions?					
	requirements described on pages of through 70 of the EDIC Institutions.	N/A				
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?"					
	field? If the issue contains an IT component, has that component been identified and					
	documented?	N/A				
7.5	Does the issue narrative explain any variances from the Standard Expense and Human					
	Resource Services Assessments package? Is the nonrecurring portion in the					
	nonrecurring column? (See pages E.4 through E.5 of the LBR Instructions.)	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are the					
	amounts proportionate to the Salaries and Benefits request? Note: Salary rate should					
	always be annualized.	Y				
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts					
	entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into					
	OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit De					
	3A. (See pages 93 through 95 of the LBR Instructions.)	N/A				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where	1071				
,.0	appropriate?	N/A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the					
	process of being approved) and that have a recurring impact (including Lump Sums)?					
	Have the approved budget amendments been entered in Column A18 as instructed in					
	Memo #24-003?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in					
	reserve in the LAS/PBS Position and Rate Ledger (e.g. unfunded grants)? Note: Lump					
	sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	NT / A				
7.10	Decade in a complete include along to a different and a differ	N/A				+
7.12	Does the issue narrative include plans to satisfy additional space requirements when	N/A				
7.13	requesting additional positions?  Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as	1 <b>V</b> / F <b>\</b>		+ -		
1.13	required for lump sum distributions?	N/A				

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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.

sneets can	be used as necessary), and "TIPS" are other areas to consider.	Program o	r Service	(Budget E	ntity Cod	es)
	Action	79800100	i Bervice	(Buaget E	ning cou	<b>C</b> B)
		***				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts					
	from a prior year or fund any issues that net to a positive or zero amount? Check D-3A					
	issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive	NT/A				
7.16	amount.	N/A				
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 89 of the LBR Instructions.)					
	other issues): (See pages 27 and 69 of the LBK instructions.)					
		Y				
7.17	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of					
	the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0,					
	363XXC0, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	N/A				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded	1 N/ F1				
7.10	(4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide					
	Strategic Plan for Economic Development?	Y				
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures)					
	issues net to zero? (GENR, LBR1)	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to					
	zero? (GENR, LBR2)	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues					
	net to zero? (GENR, LBR3)	N/A				
7.23	Have FCO appropriations been entered into the nonrecurring column (A04)? (GENR,					
	LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-					
	3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay -					
	Public Education Capital Outlay (IOE L))	N/A				
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. (NAAR, BSNR)	Y				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially	_				
	funded in Fiscal Year 2023-24? Review Column G66 to determine whether any					
	incremental amounts are needed to fully fund an issue that was initially appropriated in					
	Fiscal Year 2023-24. Do not add annualization issues for pay and benefit distribution					
	issues, as those annualization issues (26AXXXX) have already been added to A03.					
		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 63 through 70 of the LBR Instructions.					

Fiscal Year 2025-26 LBR Technical Review Checklist Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79800100 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 2023-24 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) (Required to be posted to the Florida Fiscal Portal) Has a separate department level Schedule I and supporting documents package been 8.1 Y submitted by the agency? 8.2 Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust Y 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds Y (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)? 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the Y applicable regulatory programs? Have the required detailed narratives been provided (5% trust fund reserve narrative; 8.5 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 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable 8.6 for transfers totaling \$100,000 or more for the fiscal year? Y If the agency is scheduled for the annual trust fund review this year, have the Schedule 8.7 ID and applicable draft legislation been included for recreation, modification or N/A termination of existing trust funds? 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to section 215.32(2)(b), Florida Statutes including the Schedule ID and applicable legislation? N/A 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)? Y 8.10 Are the statutory authority references correct? Are the General Revenue Service Charge percentage rates used for each revenue source 8.11 correct? (Refer to section 215.20, Florida Statutes, for appropriate General Revenue Y Service Charge percentage rates.) 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? N/A

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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.

	be used as necessary), and 1113 are other areas to consider.	Program or	r Service	(Budget Er	ntity Code	s)
	Action	79800100				
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue					
	estimates appear to be reasonable?	Y				
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are					
	the correct CFDA codes used?	N/A				
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal	N/A				
8.16	fiscal vear)?  Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	IN/A				
0.10	Are the Schedule Prevenues consistent with the 1513 reported in the Exhibit D-5A:	Y				
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y				
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest					
	and most accurate available? Does the certification include a statement that the agency					
	will notify OPB of any significant changes in revenue estimates that occur prior to the					
	Governor's Budget Recommendations being issued?					
0.10		Y				
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification					
	provided for exemption? Are the additional narrative requirements provided?	Y				
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in	1				
0.20	Section II?	Y				
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced					
	accurately?	Y				
8.22	Do transfers balance between funds (within the agency as well as between agencies)?					
	(See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)					
		Y				
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in					
	Section III?	Y				
8.24	Are prior year September operating reversions appropriately shown in column A01,					
0.25	Section III?	Y				
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III? Pending	Y				
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as	1				
	defined by the LBR Instructions, and is it reconciled to the agency accounting records?					
		Y				
8.27	Has the agency analyzed for continuing appropriations (category 13XXXX) and properly					
0.50	accounted for in the appropriate column(s) in Section III?	N/A				
8.28	Does Column A01 of the Schedule I accurately represent the actual prior year accounting					
	data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	Y				
8.31	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1					
	Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was					
	prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should	Y				
<u> </u>	nrint "No Discrenancies Exist For This Renort")		<u> </u>	<u> </u>		

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

 $A \ "Y" \ indicates \ "YES" \ and \ is \ acceptable, \ an \ "N/J" \ indicates \ "NO/Justification \ Provided" \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ further \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ explanation/justification \ (additional \ Provided) \ - \ these \ require \ explanation/justification \ (additional \ Provided) \ - \ these \ explanation/justification \ (additional \ Provided) \ - \ these \ explanation/justification \ (additional \ Provided) \ - \ these \ explanation/justification \ (additional \ Provided) \ - \ these \ explanation/justification \ (additional \ Provided) \ - \ these \ explanation/justification \ - \ these \ - \ these$ 

sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79800100 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. Y Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance 8.33 in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I? Y Have A/R been properly analyzed and any allowances for doubtful accounts been 8.34 properly recorded on the Schedule IC? Y TIP The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! TIP Determine if the agency is scheduled for trust fund review. (See pages 121 through 126 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. SCHEDULE II (PSCR, SC2) AUDIT: Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? 9.1 (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 156 of the LBR Instructions.) Y 10. SCHEDULE III (PSCR, SC3) Is the appropriate lapse amount applied? (See page 91 of the LBR Instructions.) 10.1 N/A 10.2 Are amounts in Other Salary Amount appropriate and fully justified? (See pages 94 and 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use **OADI** or **OADR** to identify agency other salary amounts requested. Y 11. SCHEDULE IV (EADR, SC4) Are the correct Information Technology (IT) issue codes used? N/A 11.1 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) 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 Y can be included in the priority listing. 13. SCHEDULE VIIIB-1 (EADR, S8B1) 13.1 NOT REQUIRED FOR THIS YEAR 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 nonrecurring portion in Column A92. 14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)

Fiscal Year 2025-26 LBR Technical Review Checklist Department/Budget Entity (Service): Department of Business and Professional Regulation Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider. Program or Service (Budget Entity Codes) Action 79800100 14.1 Do the reductions comply with the instructions provided on pages 100 through 103 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, Y Compare the debt service amount requested (IOE N or other IOE used for debt service) TIP 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) (NO LONGER REQUIRED) 16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 105-109 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents) 16.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this Y Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? 16.2 Y AUDITS INCLUDED IN THE SCHEDULE XI REPORT: Does the FY 2022-23 Actual (prior year) Expenditures in Column A36 reconcile to 16.3 Y Column A01? (GENR, ACT1) 16.4 None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found") Y 16.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Y Operating Categories Found") Has the agency provided the necessary standard (Record Type 5) for all activities which 16.6 should appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.) Y 16.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) Y equal? (Audit #4 should print "No Discrepancies Found") TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. 17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)

Do exhibits and schedules comply with LBR Instructions (pages 53 through 109 of the

LBR Instructions), and are they accurate and complete?

Does manual exhibits tie to LAS/PBS where applicable?

17.1

17.2

Department/Budget Entity (Service): Department of Business and Professional Regulation

Agency Budget Officer/OPB Analyst Name: Darius Pelham / Christiane Fazekas

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.

sireeis ean	n be used as necessary), and "TIPS" are other areas to consider.	Program or Service (Budget Entity Co			tity Codes)
	Action	79800100			
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y			
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 129 and 130 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A			
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable)?	N/A			
AUDITS	- GENERAL INFORMATION				
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155 through 157) for a list of audits and their descriptions.				
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.				
18. CAP	PITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fi	iscal Port	al)		
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y			
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A			
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y			
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A			
18.5	Are the appropriate counties identified in the narrative?	N/A			
18.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.				
19. FLO	ORIDA FISCAL PORTAL				
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y			