



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Charlie Crist, Governor

Frank Peterman, Jr., Secretary

LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

October 15, 2009

Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Council Director
House Full Appropriations Council on General Government & Health Care
221 Capitol
Tallahassee, Florida 32399-1300

Skip Martin, Council Director
House Full Appropriations Council on Education & Economic Development
221 Capitol
Tallahassee, Florida 32399-1300

Cynthia Kelly, Staff Director
Senate Policy and Steering Committee on Ways and Means
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Juvenile Justice 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 2010-2011 Fiscal Year. Secretary Frank Peterman, Jr. has approved this submission.

A handwritten signature in black ink that reads "Sheree T. Keeler".

Sheree T. Keeler
Director of Administration

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850
<http://www.djj.state.fl.us>

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

DEPARTMENT OF JUVENILE JUSTICE

Department Level Exhibits and Schedules



Frank Peterman, Jr., SECRETARY

| Non-Strategic IT Service: | | Network Service | | Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1 | | | | |
|--|---|-----------------|--|---|--|--|--|---|
| Dept/Agency: Department of Juvenile Justice | | | | | | | | |
| Prepared by: Jan Wright | | | | | | | | |
| Phone: 850-921-7288 | | | | | | | | |
| Service Provisioning -- Assets & Resources (Cost Elements) | | Footnote Number | # of Assets & Resources Apportioned to this IT Service in FY 2010-11 | | A | Estimated IT Service Costs | | D |
| | | | Number used for this service | Number w/ costs in FY 2010-11 | Initial Estimate for Fiscal Year 2009-10 | Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) |
| A. Personnel | | | 7.76 | | \$566,723 | \$469,412 | \$469,412 | \$0 |
| A-1.1 | State FTE | 2, 6, 9, 10 | 7.76 | | \$566,723 | \$469,412 | \$469,412 | \$0 |
| A-2.1 | OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3.1 | Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | | 981 | 58 | \$466,141 | \$119,000 | \$235,000 | \$116,000 |
| B-1 | Servers | 3 | 1 | 0 | \$150,000 | \$0 | \$0 | \$0 |
| B-2 | Server Maintenance & Support | | 0 | 0 | \$19,200 | \$0 | \$0 | \$0 |
| B-3.1 | Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.) | 1 | 380 | 8 | \$289,741 | \$8,000 | \$124,000 | \$116,000 |
| B-3.2 | Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc) | 4 | 600 | 50 | \$7,200 | \$111,000 | \$111,000 | \$0 |
| C. Software | | 1 | | | \$24,000 | \$0 | \$100,000 | \$100,000 |
| D. External Service Provider(s) | | | | | \$1,350,000 | \$1,349,800 | \$1,258,800 | -\$91,000 |
| D-1 | LAN External Service Provider | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| D-2 | WAN External Service Provider | 5 | 1 | 1 | \$1,350,000 | \$1,349,800 | \$1,258,800 | -\$91,000 |
| E. Plant & Facility for LAN/WAN Service | | 2, 7 | 2321 | 2321 | \$165,907 | \$34,813 | \$34,813 | \$0 |
| F. Other (Please describe in Footnotes Section below) | | 8 | | | \$12,758 | \$1,700 | \$1,700 | \$0 |
| H. Total for IT Service | | | | | \$2,585,529 | \$1,974,725 | \$2,099,725 | \$125,000 |
| Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters. | | | | | | | | |
| 1 | For FY 09-10 - LBR Issue for Switches was not approved. There is an issue for FY 10-11 to replace 100 of the most critical servers and the associated funds are included in the FY 10-11 figures. | | | | | | | |
| 2 | The adjustments were made to account for the centralization of SUS, SMS, & Exchange resources and support. The resources supporting this service were reduced due to the removal of distributed support. | | | | | | | |
| 3 | All Servers supporting the Network except the DJJ HQ DNS are included in the Data Center Consolidation (DCC). All spending for servers in FY 09-10 is planned to support Data Center Consolidation efforts. | | | | | | | |
| 4 | As the Networked printers fail and need replacement, many are being replaced with leased networked printer/copiers/scanner/fax all-in-one machines (these account for \$100,000 of the recurring expenditures). | | | | | | | |
| 5 | Backup line at DJJ HQ Server Room to be removed in 2010-2011 due to DCC. This figure also includes \$ 43,800 for Video Teleconferencing Services from DMS. | | | | | | | |
| 6 | This FTE count includes portions of 39 staff. 34 of the staff are located outside Tallahassee and support local line problem troubleshooting, problem resolution, Active Directory management, site upgrades/downgrades, and moves. | | | | | | | |
| 7 | This includes the % of office space allocated to staff support to network services. Space for network equipment is included. | | | | | | | |
| 8 | Includes cell phone, travel, IT staff office supplies and supplies directly supporting the network service. | | | | | | | |
| 9 | This FTE count includes 5 vacant positions that would have supported the service if filled. Portions of resources previously allocated to Network have been allocated to DCC and are included in that transfer. | | | | | | | |
| 10 | Salaries and benefits are included in the costs. | | | | | | | |
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Non-Strategic IT Service: E-Mail, Messaging, and Calendaring Service

Agency: **Enter Agency Name or Acronym on Network Service Worksheet** Form: FY 2010-11 Schedule IV-C -Non-Strategics: Ver 1

Prepared by: **Jan Wright**
Phone: **850-921-7288**

| Service Provisioning -- Assets & Resources (Cost Elements) | Footnote Number | # of Assets & Resources Apportioned to this IT Service in FY 2009-10 | | Estimated IT Service Costs | | | |
|---|-----------------|--|-------------------------------|---|---|---|--|
| | | Number used for this service | Number w/ costs in FY 2010-11 | A Initial Estimate for Fiscal Year 2009-10 | B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) |
| A. Personnel | | 0.06 | | \$233,687 | \$4,885 | \$4,885 | \$0 |
| A-1 State FTE | 1, 6, 9 | 0.06 | | \$233,687 | \$4,885 | \$4,885 | \$0 |
| A-2 OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3 Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | 544 | 539 | \$6,000 | \$226,380 | \$226,380 | \$0 |
| B-1 Servers | 2 | 3 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-2 Server Maintenance & Support | | 2 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-3.1 Wireless Communication Devices & Related Hardware | 3 | 539 | 539 | \$0 | \$226,380 | \$226,380 | \$0 |
| B-3.2 Other Hardware Assets (e.g., system mgt workstation, printers, etc) | | 0 | 0 | \$6,000 | \$0 | \$0 | \$0 |
| C. Software | 4 | | | \$4,800 | \$0 | \$0 | \$0 |
| D. External Service Provider(s) | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| E. Plant & Facility | 5 | 18 | 18 | \$39,386 | \$271 | \$271 | \$0 |
| F. Other (Please describe in Footnotes Section below) | 8 | | | \$4,840 | \$100 | \$100 | \$0 |
| G. Total for IT Service | | | | \$288,713 | \$231,636 | \$231,636 | \$0 |

Administrative Overhead - Percentage of Other Non-Strategic IT Service Costs Supporting Email Service

| Non-Strategic Service | Footnote | % | Cost |
|-------------------------------------|----------|-------|------------|
| OT-1 Network | | | |
| OT-2 Desktop IT Service | 6, 7 | 5.00% | \$ 107,504 |
| OT-3 Help Desk | | | \$ - |
| OT-4 IT Security & Risk Mitigation | | | |
| OT-5 IT Administration & Management | | | |
| SUBTOTAL | | | \$ 107,504 |

To determine the fully-loaded cost of the e-mail service, agencies must estimate the amount (percentage) of the other non-strategic IT services that are "consumed" by the e-mail service. For example, desktop support personnel install and configure the e-mail software on the desktop, which is used in the e-mail service, so to obtain a fully-loaded cost for the e-mail service, it is important to include the indirect workload and associated costs of the desktop service expended in support of the e-mail service. The portion of Network, IT Security & Risk Mitigation, and IT Administration & Management services will be estimated by the AEIT based on the agency Schedule IV-C submissions for these IT services. For the purposes of the Schedule IV-C analysis, the data submitted in this section will NOT be added to the cost of the e-mail service.

Fully-loaded IT Service Cost \$ 339,140

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

| | |
|----|---|
| 1 | This FTE count includes portions of 2 staff. 1 of the staff are located outside Tallahassee. Previously, user provisioning was included in this service (now moved to desktop support). |
| 2 | One of the two Exchange Servers is part of the Data Center Consolidation service/equipment transfer to NSRC effective July 1, 2010. The 3rd server is the Blackberry Server which is another server that will be transferred. |
| 3 | This is the number of Blackberry devices for the Department. Of the \$50 per month price the cell phone charges (approximately \$15 per month) are not included. |
| 4 | Due to the Enterprise E-mail project, no expenditures are anticipated until a decision is made. Outlook client is included in the Office Suite which is included in the Desktop Computing Service. |
| 5 | This includes the % of office/equipment room allocated by staff allocations. |
| 6 | An additional 2.69 FTE support user provisioning for staff located in 150 sites geographically dispersed across the state. This 2.69 FTE consists of portions of 37 staff supporting our 150 sites. |
| 7 | 5 % of Desktop Support Staffing supports E-mail User Provisioning. |
| 8 | Includes cell phone, travel, IT staff office supplies and supplies directly supporting the e-mail service. |
| 9 | Salaries and benefits are included in the costs. |
| 10 | |

Non-Strategic IT Service: Desktop Computing Service

Agency: **Department of Juvenile Justice**
 Prepared by: **Jan Wright**
 Phone: **850-921-7288**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

| Service Provisioning -- Assets & Resources (Cost Elements) | Footnote Number | # of Assets & Resources Apportioned to this IT Service in FY 2010-11 | | Estimated IT Service Costs | | | |
|---|-----------------|--|-------------------------------|---|---|---|--|
| | | Number used for this service | Number w/ costs in FY 2010-11 | A Initial Estimate for Fiscal Year 2009-10 | B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) |
| A. Personnel | | 28.42 | | \$977,689 | \$1,666,422 | \$1,666,422 | \$0 |
| A-1 State FTE | 1, 2, 8, 9 | 28.42 | | \$977,689 | \$1,666,422 | \$1,666,422 | \$0 |
| A-2 OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3 Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | 5435 | 460 | \$150,000 | \$270,000 | \$270,000 | \$0 |
| B-1 Servers | 3, 4 | 155 | 0 | \$30,000 | \$0 | \$0 | \$0 |
| B-2 Server Maintenance & Support | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-3.1 Desktop Computers | | 3500 | 70 | \$10,000 | \$50,000 | \$50,000 | \$0 |
| B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer) | | 1000 | 90 | \$10,000 | \$80,000 | \$80,000 | \$0 |
| B-3.3 Other Hardware Assets (e.g., system mgt workstation, printers, scanners, etc) | 6 | 780 | 300 | \$100,000 | \$140,000 | \$140,000 | \$0 |
| C. Software | | | | \$25,000 | \$25,000 | \$25,000 | \$0 |
| D. External Service | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| E. Plant & Facility | 5 | 8,577 | 8,577 | \$196,939 | \$128,662 | \$128,662 | \$0 |
| F. Other (Please describe in Footnotes Section below) | 7 | | | \$27,236 | \$60,000 | \$60,000 | \$0 |
| G. Total for IT Service | | | | \$1,376,864 | \$2,150,084 | \$2,150,084 | \$0 |

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

| | |
|----|---|
| 1 | This FTE count includes portions of 46 staff. 32 of the staff are located outside Tallahassee and support desktops, laptops, Active Directory Accounts, |
| 2 | E-mail User Provisioning, Contracted Provider (non State employees) desktop needs, and Telecommuting user needs for Telecommuting staff, 150 DJJ Sites and 200 Contracted Provider Sites. |
| 3 | All but 5 of these are workstations (purchase cost < \$700) with Server OS used as servers to provide File and Print Services (Some are as old as 6 yrs.). |
| 4 | Replacement is only done when there is a failure or newer equipment becomes available after it is replaced/updated. |
| 5 | This includes the % of office/equipment room allocated by staff allocations. Space for equipment such as file servers & print servers is included. |
| 6 | Includes 196 wireless air cards that are used for telecommuting and mobile desktop computing. |
| 7 | Includes travel, cell phone, IT staff office supplies and supplies for desktop support (hard drives, monitors, & memory). It does not include printer toner. |
| 8 | This FTE count includes 5 vacant positions that would have supported the service if filled. |
| 9 | Salaries and benefits are included in the costs. |
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| Non-Strategic IT Service: Helpdesk Service | | Form: FY 2010-11 Schedule IV-C -Non-Strategics: Ver 1 | | | | | | |
|--|---|--|--|--|----------------------------|-----------------|-----------------|---|
| Agency: Department of Juvenile Justice | | # of Assets & Resources Apportioned to this IT Service in FY 2010-11 | | A | Estimated IT Service Costs | | | |
| Prepared by: Jan Wright | | | | | B | C | D | |
| Phone: 850-921-7288 | | Initial Estimate for Fiscal Year 2009-10 | Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | | | | Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) |
| Service Provisioning -- Assets & Resources (Cost Elements) | | Footnote Number | Number used for this service | Number w/ costs in FY 2010-11 | | | | |
| A. Personnel | | | 0.73 | | \$34,374 | \$28,484 | \$28,484 | \$0 |
| A-1 | State FTE | 1, 2, 5, 6 | 0.73 | | \$34,374 | \$28,484 | \$28,484 | \$0 |
| A-2 | OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3 | Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-1 | Servers | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-2 | Server Maintenance & Support | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-3 | Other Hardware Assets (e.g., system mgt workstation, printers, etc) | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| C. Software | | | | | \$0 | \$0 | \$0 | \$0 |
| D. External Service Provider(s) | | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| E. Plant & Facility | | 4 | 220 | 220 | \$18,780 | \$3,305 | \$3,305 | \$0 |
| F. Other (Please describe in Footnotes Section below) | | 3 | | | \$770 | \$650 | \$650 | \$0 |
| G. Total for IT Service | | | | | \$53,924 | \$32,439 | \$32,439 | \$0 |
| Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters. | | | | | | | | |
| 1 | This is a portion of 5 staff located in Tallahassee that support the JJS help desk and do password reset/unlocks for 12,000 Department, Contracted Providers & Criminal Justice Partners Statewide. | | | | | | | |
| 2 | Desktop support resources have been moved to Desktop service. | | | | | | | |
| 3 | Includes cell phone, travel, IT staff office supplies and supplies directly supporting the help desk service. | | | | | | | |
| 4 | This includes the % of office/equipment room allocated by staff allocations. | | | | | | | |
| 5 | This FTE count includes 2 vacant positions that would have supported the service if filled. | | | | | | | |
| 6 | Salaries and benefits are included in the costs. | | | | | | | |
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Non-Strategic IT Service: IT Security/Risk Mitigation Service

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Agency: **Department of Juvenile Justice**

Prepared by: **Jan Wright**

Phone: **850-921-7288**

of Assets & Resources Apportioned to this IT Service in FY 2010-11

| Service Provisioning -- Assets & Resources (Cost Elements) | Footnote Number | # of Assets & Resources Apportioned to this IT Service in FY 2010-11 | | Estimated IT Service Costs | | | |
|--|-----------------|--|-------------------------------|---|---|---|--|
| | | Number used for this service | Number w/ costs in FY 2010-11 | A Initial Estimate for Fiscal Year 2009-10 | B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) |
| A. Personnel | | 4.93 | | \$400,520 | \$312,272 | \$312,272 | \$0 |
| A-1 State FTE | 1, 4, 6 | 4.93 | | \$400,520 | \$312,272 | \$312,272 | \$0 |
| A-2 OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3 Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | 6 | 3 | \$2,304 | \$1,200 | \$1,200 | \$0 |
| B-1 Servers | | 3 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-2 Server Maintenance & Support | | 3 | 3 | \$0 | \$1,200 | \$1,200 | \$0 |
| B-3 Other Hardware Assets (e.g., system mgt workstation, printers, UPS, etc) | | 0 | 0 | \$2,304 | \$0 | \$0 | \$0 |
| C. Software | 2 | | | \$78,504 | \$68,000 | \$68,000 | \$0 |
| D. External Service Provider(s) | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| E. Plant & Facility | 5 | 1,488 | 1,488 | \$28,523 | \$22,319 | \$22,319 | \$0 |
| F. Other (Please describe in Footnotes Section below) | 3 | | | \$14,595 | \$10,000 | \$10,000 | \$0 |
| G. Total for IT Service | | | | \$524,446 | \$413,791 | \$413,791 | \$0 |

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

| | |
|----|---|
| 1 | This FTE count includes portions of 46 staff. 34 of the staff are located outside Tallahassee and backups, DR planning, DR procedure development, virus protection, and DR testing. |
| 2 | The software includes Websense Internet protection, CIRT Quarterly, and Trend Micro Anti-Virus. |
| 3 | Includes cell phone, travel, IT staff office supplies and supplies directly supporting the risk/security service. |
| 4 | This FTE count includes 5 vacant positions that would have supported the service if filled. |
| 5 | This includes the % of office/equipment room allocated by staff allocations. |
| 6 | Salaries and benefits are included in the costs. |
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Non-Strategic IT Service: IT Support Service for Agency Financial and Administrative Systems

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Agency: **Department of Juvenile Justice**

Prepared by: **Jan Wright**

Phone: **850-921-7288**

| Service Provisioning -- Assets & Resources (Cost Elements) | | Footnote Number | # of Assets & Resources Apportioned to this IT Service in FY 2010-11 | | Estimated IT Service Costs | | | |
|--|---|-----------------|--|-------------------------------|---|---|---|--|
| | | | Number used for this service | Number w/ costs in FY 2010-11 | A Initial Estimate for Fiscal Year 2009-10 | B Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | C Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | D Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) |
| A. Personnel | | | 1.35 | | \$59,429 | \$80,036 | \$80,036 | \$0 |
| A-1 | State FTE | 1, 2, 3, 7 | 1.35 | | \$59,429 | \$80,036 | \$80,036 | \$0 |
| A-2 | OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3 | Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-1 | Servers | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-2 | Server Maintenance & Support | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-3 | Other Hardware Assets (e.g., system mgt workstation, printers, etc) | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| C. Software | | 4 | | | \$2,179 | \$35,620 | \$35,620 | \$0 |
| D. External Service Provider(s) | | | 0 | 0 | \$25,000 | \$0 | \$0 | \$0 |
| E. Plant & Facility | | 6 | 407 | 407 | \$8,289 | \$6,112 | \$6,112 | \$0 |
| F. Other (Please describe in Footnotes Section below) | | 5 | | | \$1,339 | \$1,200 | \$1,200 | \$0 |
| G. Total for IT Service | | | | | \$96,236 | \$122,968 | \$122,968 | \$0 |

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

| | |
|----|--|
| 1 | This FTE count includes portions of 3 staff located in Tallahassee. Previously resources supporting the servers and development staff were included. |
| 2 | Staff and resources supporting servers at HQ that were previously reported here were included in the Data Center Consolidation (DCC) transfer to NSRC. |
| 3 | Portions of resources previously allocated to Network have been allocated to DCC and are included in that transfer. |
| 4 | Includes maintenance for hardware and software for scanning financial documents. |
| 5 | Includes cell phone, travel, IT staff office supplies and supplies directly supporting the network service. |
| 6 | This includes the % of office/equipment room allocated by staff allocations. |
| 7 | Salaries and benefits are included in the costs. |
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Non-Strategic IT Service: **IT Administration and Management Service**

Form: FY 2010-11 Schedule IV-C -Non-Strategics; Ver 1

Agency: **Department of Juvenile Justice**

Prepared by: **Jan Wright**

Phone: **850-921-7288**

of Assets & Resources Apportioned to this IT Service in FY 2010-11

| A | Estimated IT Service Costs | | | D |
|--|--|--|---|---|
| | B | C | | |
| Initial Estimate for Fiscal Year 2009-10 | Estimated FY 2009-10 Allocation of Recurring Base Budget (based on Column G64 minus G65) | Estimated FY 2010-11 Allocation of Recurring Base Budget (based on Column G64 minus G65) | Planned Increase/Decrease Use of Recurring Base Funding (Columns C - B) | |

Number used for this service | Number w/ costs in FY 2010-11

Service Provisioning -- Assets & Resources (Cost Elements)

Footnote Number

| Service Provisioning -- Assets & Resources (Cost Elements) | Footnote Number | Number used for this service | Number w/ costs in FY 2010-11 | A | B | C | D |
|---|-----------------|------------------------------|-------------------------------|-----------|-----------|-----------|-----|
| A. Personnel | | 4.78 | | \$336,714 | \$351,342 | \$351,342 | \$0 |
| A-1 State FTE | 1, 2, 5 | 4.78 | | \$336,714 | \$351,342 | \$351,342 | \$0 |
| A-2 OPS FTE | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| A-3 Contractor Positions (Staff Augmentation) | | 0.00 | | \$0 | \$0 | \$0 | \$0 |
| B. Hardware | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-1 Servers | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-2 Server Maintenance & Support | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| B-3 Other Hardware Assets (e.g., system mgt workstation, printers, etc) | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| C. Software | | | | \$0 | \$0 | \$0 | \$0 |
| D. External Service Provider(s) | | 0 | 0 | \$0 | \$0 | \$0 | \$0 |
| E. Plant & Facility | 3 | 1,442 | 1,442 | \$1,216 | \$21,640 | \$21,640 | \$0 |
| F. Other (Please describe in Footnotes Section below) | 4 | | | \$15,111 | \$4,200 | \$4,200 | \$0 |
| G. Total for IT Service | | | | \$353,041 | \$377,182 | \$377,182 | \$0 |

Footnotes - Please be sure to indicate there is a footnote for the corresponding row above. Maximum footnote length is 1024 characters.

| | |
|----|--|
| 1 | This FTE count includes portions of 9 staff located in Tallahassee. Previously resources supporting the servers and development staff were included. |
| 2 | This FTE count includes 2 vacant positions that would have supported the service if filled. |
| 3 | This includes the % of office/equipment room allocated by staff allocations. Space for records storage is included. |
| 4 | Includes cell phone, travel, IT staff office supplies and supplies directly supporting the network service. |
| 5 | Salaries and benefits are included in the costs. |
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| 15 | |

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

Dept/Agency: **Department of Juvenile Justice**
 Submitted by: **Dave Kallenborn, CIO**
 Phone: **850-921-6740**
 Date submitted: **10-15-2009**

Network Service

This service enables data connectivity and transport using Local Area Network (LAN) and/or Wide Area Network (WAN) technologies. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

| Identify the major commercial hardware and software associated with the Network Service: | | | |
|--|---|----|---|
| 1 | Video Teleconferencing Equipment/Software | 15 | HP, Xerox, Dell, Minolta, Ricoti, Lexmark, Cisco, Bay Network Devices (Server, printers, plotters, scanners, routers, switches) |
| 2 | MyFloridaNet | 16 | Windows Imaging |
| 3 | Routers/ DSU and Maintenance | 17 | LAN Equipment Maintenance Agreements |
| 4 | "What's Up Gold" | 18 | Wireless Connectivity |
| 5 | Network Instruments Observer | 19 | PictureTel |
| 6 | WAN Management Software | 20 | Enterasys Switches |
| 7 | MS 2003 Server OS | 21 | MS MOM |
| 8 | Norton Ghost | 22 | Server 2008 |
| 9 | MS WSUS Servers/ Software | 23 | MS Live Meeting |
| 10 | MS SMS Server 2003 | 24 | |
| 11 | Backup Exec | 25 | |
| 12 | MS DPM | 26 | |
| 13 | VPN Services | 27 | |
| 14 | Citrix Enterprise | 28 | |

1. IT Service Definition

1.1. Who is the LAN service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who is the WAN service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.3. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

Public (please explain in Question 5.2)

1.4. Please identify the number of users of the Network Service. 12,000

1.5. How many locations currently host IT assets and resources used to provide LAN services? 150

1.6. How many locations currently use WAN services? 150

1.7. What types of WAN connections are included in this service? (*Indicate all that apply*)

- | | | |
|---|--|--|
| <input type="checkbox"/> ATM | <input type="checkbox"/> Frame Relay | <input type="checkbox"/> Cellular Network |
| <input type="checkbox"/> SUNCOM RTS | <input checked="" type="checkbox"/> Internet | <input checked="" type="checkbox"/> Dedicated Wired connection |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Satellite | <input type="checkbox"/> Dial-up connection |
| <input checked="" type="checkbox"/> Other <u>MyFloridaNet</u> | | |

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Transition to the service provider must include the development of a feasible migration plan and provision for control of security and management of services and capabilities. Service provider support for a variety of hardware models and software for connectivity to the 150+ DJJ sites, telecommuting staff/equipment, and 200+ provider sites that are located in geographically dispersed locations throughout the state (some in very remote areas). Telecommuting and mobile computing support is required. Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve issue. Due to the confidential nature of Juvenile data, the service provider must be able to pass background check sufficient to support secure access to sites and data. Service provider must be available to provide support after-hours as emergencies arise without increases in cost. For the service provider to offer this level of support remotely, security may need to be lessened on certain ports, thus increasing the potential of security breaches.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for LAN service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

If LAN connectivity is not restored within 10 minutes, the issue is escalated to the Chief Information Officer. If service is not restored within .5 hour of projected restoration time, the issue is escalated to the Department's Executive Management.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

3.2. Has the agency specified the service level requirements for WAN service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

There is the State contract for MyFloridaNet. Blackberry connectivity, wireless connectivity, dial-up connectivity and support are mission critical. Internally MIS supports UAS (CITRIX) & Blackberry connectivity. MIS provides support for sites that are located in geographically dispersed locations throughout the state (some in very remote areas) and at home locations (telecommuting and remote access). Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve issue.

3.3. Timing and Service Delivery Requirements

3.3.1. Hours/Days that service is required (e.g., 0800-1600 M-F, 24/7) for:

- 3.3.1.1. Online availability 24/7
- 3.3.1.2. Offline and availability for maintenance As required by
scheduled changes, Sunday 8:00 a.m. – noon is the maintenance time. System is not offline if there are no maintenance needs. No maintenance shutdowns can occur without prior notification of the duration to all system users. All changes must be fully tested prior to implementation.

3.3.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 5 minutes

3.3.2.1. What are the impacts on the agency's business if this downtime standard is exceeded?

Mission critical business data cannot be updated and available online/real time to all authorized DJJ, Law Enforcement, and Provider staff. The Juvenile Justice Information System is a web based on-line real-time system that processes data on juveniles through the entire juvenile justice continuum. Without the availability of the desktop service, staff and providers cannot access and update juvenile data and criminal justice partners will not have access to current juvenile data. This can result in juvenile, staff and public safety issues.

3.3.3. Does the agency have a standard for required bandwidth its locations? Yes No
 If yes, indicate the standard (e.g. fiber channels for certain locations)

| Concurrent JJIS Users | Line Speed |
|-----------------------|------------|
| 0 to 9 | 768k |
| 10 to 39 | T1 |
| 40 or more | T1 X 2 |
| HQ | 100 Mb MAN |

Note: 100 Mb line to HQ will be needed even after Data Center Consolidation. There are over 400 users supported at this site.

3.3.4. Are there any agency-unique service requirements? Yes No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Network Service

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

Juvenile data is legally confidential. For the agency to be able to receive and transmit FBI data, they must meet access and control standards defined by the FBI Criminal Justice Information Services Division (CJIS). The standard states that all CJIS data transmitted through any public network segment or Internet connections must be protected with a minimum of 128-bit encryption. This requirement also applies to any private data circuit that is not under the direct management control of a criminal justice agency. Blackberry connectivity, wireless connectivity, internet connectivity and support are mission critical. Support for telecommuting staff/equipment connected through Citrix, air cards, and internet is critical. Support for sites that are located in geographically dispersed locations throughout the state (some in very remote areas) and at home locations (telecommuting and remote access). Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve network related issues.

3.3.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
- Access through internal network only
- Other Firewall
- Access through Internet or external network
- Access through Internet with secure encryption

3.3.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.3.6.1. If yes, please specify and describe:

State Security and Privacy Statute and Rules, HIPPA, 60 DD-2 F.A.C, and Agency policies

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes
- No

If yes, briefly describe the frequency of reports and how they are provided:

Weekly reporting of performance measures for network availability and OS patches.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
- No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

Some areas need greater bandwidth and additional service management capabilities. Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve network related issue.

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resources or system associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost to Complete |
|--------------|-------------|------------|----------|----------------------------------|
| None | | | | |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self service, or optional use, and any other comments to explain the service.)

The LBR issue requested for FY 09-10 was not approved. It would have impacted the following services: Network, Desktop, E-Mail, and Security Services.

An LBR issue (FY 10-11) has been proposed for network switch hardware for 100 sites to help increase the security of the IT infrastructure and increase the security of juvenile data. The unfunded need still exists to replace/upgrade obsolete hardware (network switches) and software that will help secure the network. During FY 06-07, the Department experienced 68 LAN switch failures. During 07-08, the Department experienced 25 LAN switch failures. During FY 08-09 there were 35 LAN switch failures. When a switch fails, the Department's staff may experience a loss of staff productivity during the period the switch is down. During this down time, the Department staff are not be able to process youth through the Juvenile Justice Information System (JJIS) or execute any other strategic networked application from the site of the failed switch. As the number of switch failures increases, so will there be an increase in the loss of productivity of staff at sites with failed switches. These older switches do not have the security features to block unauthorized access or malware attacks. Newer switches and the associated software will allow the Department to enhance security functionality to block unauthorized access to the network and reduce malware attacks. Because failures redirect technology staff from their normal workload to deal with a situation that impacts the productivity of the Department's staff located at the site.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

Dept/Agency: **Department of Juvenile Justice**
 Submitted by: **Dave Kallenborn, CIO**
 Phone: **850-921-6740**
 Date submitted: **10-15-2009**

E-Mail, Messaging, and Calendaring Service

This service enables users to send and receive e-mail and attachments, perform departmental calendaring, manage address lists, create and maintain shared or private folders, and store message data provided through the e-mail service. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

| Identify the major commercial hardware and software associated with the E-Mail Service: | | | |
|---|-------------------------------|----|--|
| 1 | Blackberry Equipment | 6 | Exchange Servers |
| 2 | MS Exchange 2003 | 7 | Blackberry Software |
| 3 | MS Exchange 2007 | 8 | Office 2000 & 2007 (Outlook) |
| 4 | Blackberry Server | 9 | MS Exchange Intelligent Message Filter |
| 5 | Exchange Server Journal 1.0.1 | 10 | |

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

1.3. Please identify the number of users (e-mail accounts/mailboxes) of this service. 5500

1.4. How many locations currently host IT assets and resources used to provide e-mail, messaging, and calendaring services? 2

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider? *(Identical, Very Similar, No)* Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Service Provider must be able to provide the required secure e-mail service, availability level and on-site support for a lower cost. E-mail solution must have capabilities to allow interface with applications for notification. Due to the confidential nature of juvenile data, service provider must be able to pass background check sufficient to support secure access to sites and data. Service

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

provider must be available to provide support after-hours as emergencies arise without increases in cost.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

99% availability during normal business hours (Non-holiday, M-F, 8-5 EST)

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (e.g., 0600-2100 M-F, 24/7): 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (e.g., 5 min, 15 min, 60 min)? 15 minutes

3.2.2.1. What are the impacts on the agency's business if this downtime standard is exceeded?

Mission critical business functions depend upon email communications between DJJ staff, Law Enforcement, and Provider staff. The Juvenile Justice Information System is a web based on-line real-time system that processes data on juveniles through the entire juvenile justice continuum. Without the availability of the interface with the e-mail service, staff and providers cannot receive certain notifications from the system. The CCC (Central Communications Center) system also interfaces with e-mail for incident notifications. This can result in juvenile, staff and public safety issues.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

Confidential, juvenile & victim specific data can be transmitted using e-mail, therefore, security of e-mail is critical to assure this data remains confidential. Blackberry connectivity and support is mission critical. Support for sites that are located in geographically dispersed locations throughout the state (some in very remote areas). Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve issue.

3.2.4. What are security requirements for this IT service? (Indicate all that apply)

- User ID/Password
- Access through internal network only
- Other Blackberry Exchange Server
- Access through Internet or external network
- Access through Internet with secure encryption

3.2.5. Are there any federal, state, or agency records retention or privacy policies, restrictions, or requirements applicable to this IT Service?

- Yes
- No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

3.2.5.1. If yes, please specify and describe:

State Security and Privacy Statute and Rules, HIPPA, 60 DD-2 F.A.C, Juvenile data is not public and must be protected, retention exceeds normal State Archives requirements due to potential litigation and Agency policies.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Weekly Reports are generated specifying number of e-mail spam blocks, public information requests and IG investigation requests.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost to Complete |
|--------------|-------------|------------|----------|----------------------------------|
| None | | | | |
| | | | | |
| | | | | |

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue:

The LBR issue impacts the following services: Network, Desktop, E-Mail, and Security Services.

An LBR issue (FY 10-11) is proposed for network hardware and software upgrades to help increase the security of 100 sites' IT infrastructure and increase the security of juvenile data. The need to replace/upgrade obsolete hardware (network switches) and switch software will help secure the network. During FY 06-07, the department experienced 68 LAN switch failures. During FY 07-08, the department experienced 25 LAN switch failures. During FY 08-09 there were 35 LAN switch failures. When a switch fails, the department's staff may experience a loss of staff productivity during the period the switch is down. During this down time, the department's staff will not be able to process youth through the Juvenile Justice Information System (JJIS) or execute any other strategic networked application from the site of the failed switch. As the number of switch failures increase, so will there be an increase in the loss of productivity of staff at sites with failed switches. These older switches do not

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: E-Mail, Messaging, and Calendaring Service

have the security features to block unauthorized access or malware attacks. Newer switches and the associated software will allow the department to enhance security functionality to block unauthorized access to the network and reduce malware attacks. Failure rates are increasing each year and the failure adds to the backlog of requests and projects. Failures redirect technology staff from their normal workload to deal with a situation that impacts the productivity of the department's staff located at the site.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self service, or optional use, and any other comments to explain the service.)

Includes IT tasks, IT resources, IT contracts and IT services associated with the following:

Blackberry Support

Blackberry Sever and Client Administrator

Email, Messaging Administration

Exchange Server and Client Administrator and Support

The costs associated with the Outlook software are bundled with the MS Office software under Desktop Services.

This service includes e-mail user provisioning services: which include resources and costs for functions that are associated with supporting e-mail users. Examples of 'User Provisioning' are as follows:

- Create, modify, terminate, and lock active directory users/groups or e-mail accounts (this could include archive, filter, and fax accounts also)
- Create, modify, and terminate Blackberry or Mobile Messaging accounts
- Lock, erase, and disable Blackberry and/or mobile devices
- Create, modify, and delete e-mail distribution lists
- Create, modify, and delete resources
- Create, modify, and delete contacts
- Create, modify, and delete calendars
- Installation and support of client software
- Search, analyze, and retrieval of e-mail for audit, legal and public requests.
- Level 1 Help Desk - such as: Requests associated with the above tasks and "How to" questions on the use of e-mail and blackberry features/functions
- Integrate e-mail with collaboration tools (example Sharepoint and Outlook or Domino Mail and Domino Libraries).

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Dept/Agency: **Department of Juvenile Justice**
 Submitted by: **Dave Kallenborn, CIO**
 Phone: **850-921-6740**
 Date submitted: **10-15-2009**

Desktop Computing Service

This service enables use of standard office automation functions, as well as access to other applications that require standard desktop functionality. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

| Identify the major commercial hardware and software associated with the Desktop Computer Service: | | | |
|---|------------------------------------|----|---------------------------------------|
| 1 | Microsoft Office Professional 2000 | 14 | Dell Desktops/Laptops/Printers |
| 2 | Trend Micro | 15 | Gateway Desktops/Laptops |
| 3 | Adobe Acrobat Approval | 16 | Norton Ghost |
| 4 | Microsoft Visio | 17 | HP Laptops/Printers/Scanners/Desktops |
| 5 | MS BackOffice Client | 18 | Toshiba Laptops |
| 6 | MS Internet Explorer | 19 | Sony Laptops |
| 7 | Xerox Printers | 20 | Extra Terminal Emulation |
| 8 | Paperport Scanners | 21 | Impromptu Terminal Emulation |
| 9 | Microsoft Windows XP OS | 22 | SMS and SMS Remote |
| 10 | ACER Laptops | 23 | Eltron Printer |
| 11 | MS Office Professional 2007 | 24 | Windows SUS |
| 12 | Copier/ Network Printers | 25 | |
| 13 | Citrix | 26 | |

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public

1.3. Please identify the number of users of this service. 5500

1.4. How many locations currently use desktop computing services? 150

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No, Unknown) Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Alternate service provider must be able to support all hardware models and operating system versions for equipment at the 150+ DJJ sites and 200+ provider sites that are located in geographically dispersed locations throughout the state (some in very remote areas). They would have to be able to support the staff that is telecommuting (laptop hardware and software repair/upgrades). Due to the confidential nature of juvenile data, the service provider must be able to pass background check sufficient to support secure access to sites and data. The service provider must be FCIC certified to service desktops accessing FDLE's FCIC system. Provider must be available to provide support after-hours as emergencies arise without increases in cost.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

Response to Critical requests – 15 minutes of receipt (during business hours); after hour's response after notification of MIS supervisor.

Response to non-Critical requests – 4 business hours

Resolution of Critical requests – within time specified after issue evaluated and communicated back to user

Resolution of non-Critical requests not requiring vendor intervention, parts or travel – 4 business hours

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) 7:00 a.m. – 6:00 p.m. EST M-F (non-holiday work days)

3.2.2. What are the impacts on the agency's business if the Desktop Service is not available?

Mission critical business data cannot be updated and available online/real time to all authorized DJJ, Law Enforcement, and Provider staff. The Juvenile Justice Information System is a web based on-line real-time system that processes data on juveniles through the entire juvenile justice continuum. Without the availability of the desktop service, staff and providers cannot access and update juvenile data and criminal justice partners will not have access to current juvenile data. This can result in juvenile, staff and public safety issues. No maintenance shutdowns can occur without prior notification of the duration to all system users. All changes must be fully tested prior to implementation.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

Support for a variety of hardware models and operating system versions for equipment at the 150+ DJJ sites and 200+ provider sites that are located in geographically dispersed locations throughout the state (some in very remote areas). Mobile computing support is required for Department telecommuting. There is no planned funding for hardware refresh or software upgrades. These must be paid from the base budget. Minimal funds are available from non-IT budget entities to pay for hardware refresh. These are contingency funds that are used only when they are not required for planned expenditures. During the FY 09-10 and FY 10-11, these funds will be limited due to budget cuts. Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve issue.

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password
- Access through Internet or external network
- Access through internal network only
- Access through Internet with secure encryption
- Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

3.2.5.1. If yes, please specify and describe:

State Security and Privacy Statute and Rules, HIPPA, 60 DD-2 F.A.C, Agency policies, FDLE restrictions/policies for desktops used to access FCIC.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

- Yes
- No

If yes, briefly describe the frequency of reports and how they are provided:

Metrics on number of requests, requests resolved <4 hours and requests resolved >4hours are reported to management weekly and monthly.

4.2. Are currently defined IT service levels adequate to support the business needs?

- Yes
- No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost more than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost to Complete |
|--------------|-------------|------------|----------|----------------------------------|
| None | | | | |
| | | | | |
| | | | | |

5. Additional Information

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Desktop Computing Service

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service-funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue – DJJ has maintained the latest software upgrades in order to effectively maintain our Juvenile Justice Information System (JJIS) and its supporting applications, with one exception, desktop application software. The agency does not have budget for: a desktop refresh plan to fund the replacement of computer equipment that is worn out or obsolete or needed software upgrades or funding cost effective after hours support for computer related needs and issues for the 24 hour, 7 day a week sites.

In 2008, a LBR issue was proposed and not accepted to upgrade the (MS) Office 2000 software, which is nine years old, three versions behind the current version and no longer supported by MS. The MS Office 2000 version requires extensive security patches to prevent security breaches and email security against viruses. MS Office 2000 security patching is a manual process that is very time consuming and uses resources that otherwise would be used to complete the backlog of technology issues and projects.

5.2. Other comments

Includes IT tasks, IT resources, IT contracts and IT services associated with the following:

Desktop, Laptop, & Peripheral Maintenance, Deployment and Support

Information Resource Request Research and Review

IT Asset Management

Microsoft Windows and Office Support & Questions

Remote Desktop Management

The development and support for the automated system for incident management and distribution is included in this service.

This service includes activities associated with desktop "how to" questions and issues.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

Dept/Agency: **Department of Juvenile Justice**
 Submitted by: **Dave Kallenborn, CIO**
 Phone: **850-921-6740**
 Date submitted: **10-15-2009**

Helpdesk Service

This service involves the centralized or consolidated intake and resolution of IT system problems for users and stakeholders throughout the department. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

| Identify any major commercial hardware and software associated with the Helpdesk Service: | | | |
|---|--|---|---------------|
| 1 | MS SMS Remote (also used for Desktop Support) | 5 | Adobe Acrobat |
| 2 | SMS CAL for Desktops (also used for desktop support for software upgrade packages) | 6 | |
| 3 | MS Excel | 7 | |
| 4 | MS Access | 8 | |

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

1.3. Please identify the number of users of this service: 12,000

1.4. How many locations currently host IT assets and resources used to provide helpdesk services? 1

1.5. What communication channels are used for the service? *(Indicate all that apply)*

- On-line self-serve
- Telephone/IVR
- Remote desktop (e.g., PC Anywhere)
- Other The in-house developed incident management system interfaces with e-mail additionally and direct assistance requests to the JJIS help desk are made through e-mail.
- On-line interactive
- Face-to-face

1.6. What is the scope of the service provided by the Help Desk: *(Check all boxes that apply)*

| Help Desk Action | Simple problems | Moderately complex problems | Complex problems |
|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Accepting and logging | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Referring/escalating | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Tracking and reporting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

| | | | |
|-------------------|---|---|---|
| Resolving/closing | X | X | X |
|-------------------|---|---|---|

1.7. Please identify the major IT systems or services for which the Help Desk must provide assistance:

| | | | |
|---|-------------------------------------|---|--------------------------------------|
| 1 | Juvenile Justice Information System | 5 | Citrix Access |
| 2 | Windows Access | 6 | Central Communications Center System |
| 3 | CJNet Access | 7 | Cost of Care System |
| 4 | Staff Verification System | 8 | |

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?

(Identical, Very Similar, No, Unknown)

Very Similar

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Due to the confidential nature of juvenile data, the service provider must be able to pass department background check and all data exchange and storage must be secured to assure no access to confidential data is permitted (whether data is in hardcopy or e-mail format or stored in a system to document the request for assistance). The service provider would be required to be intimately involved in the testing and development of the JJIS system to assure a knowledge level sufficient to answer questions regarding the functionality of the JJIS strategic system which is unique to Juvenile Justice.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days the Help Desk service is required (*e.g., 0800-1600 M-F, 24/7*)

This service is

Available 8 – 5 EST M-F non-holiday business work days. Although the help desk service is only available during this time, it receives requests for assistance 24/7.

3.2.2. What are the impacts on the agency's business if the Help Desk service is not available?

Helpdesk is available M-F 8-5. Regional MIS supervisors handle emergency requests. If a MIS supervisor cannot be contacted to resolve the issue during after-hours, it may result in delays in updates to mission critical business data and availability of online/real time access to all authorized

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: Helpdesk Service

DJJ, Law Enforcement, and Provider staff. This might result in juvenile, staff and public safety issues.

3.2.3. What is the average monthly volume of calls/cases/tickets? 375

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

There is no planned funding for after-hours helpdesk support. Some facilities and users work 24/7 but there is no funding for on-call for IT. If off hours issues arise, IT supervisors are contacted for hardship issues and if available, IT staff is contacted to come in to work to resolve issue.

3.2.5. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
- Access through internal network only Access through Internet with secure encryption
- Other _____

3.2.6. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.6.1. If yes, please specify and describe:

State Security and Privacy Statute and Rules, HIPPA, 60 DD-2 F.A.C, Agency policies, FDLE restrictions/policies for desktops used to access FCIC.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Metrics on number of requests, requests resolved <4 hours and requests resolved >4hours are reported to management monthly. Number of JJIS Help Desk requests and Number of Work Orders are reported to management weekly.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects (e.g., total cost greater than \$500,000) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost to Complete |
|--------------|-------------|------------|----------|----------------------------------|
| None | | | | |
| | | | | |
| | | | | |

5. Additional Information

- 5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue

- 5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self service, or optional use, and any other comments to explain the service.)

Includes IT tasks, IT resources, IT contracts and IT services associated with the following:

Juvenile Justice Information System Help Desk Issue Research & Issue Resolution - The primary function of this helpdesk is to provide service to the users of the Strategic Applications (primarily the Juvenile Justice Information System-JJIS). 95% of the requests are responded to within 15 minutes of customer contact.

The helpdesk does **not** provide "how-to" support for use of standard desktop applications (MS Office). Any such request is routed by a program developed in-house that has an interface to support staff through e-mail to notify them of a pending request. The resources for these requests are included in the Desktop Support Service.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

Dept/Agency: **Department of Juvenile Justice**
Submitted by: **Dave Kallenborn, CIO**
Phone: **850-921-6740**
Date submitted: **10-15-2009**

IT Security/Risk Mitigation Service

This service involves the implementation of measures to reduce risk and ensure continuity of the IT Services supporting the agency. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

1. IT Service Definition

1.1. Who is the service provider? (*Indicate all that apply*)

- | | | | |
|-------------------------------------|----------------------|--------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | Central IT staff | <input type="checkbox"/> | State Primary Data Center |
| <input type="checkbox"/> | Program staff | <input type="checkbox"/> | Other External service provider |
| <input type="checkbox"/> | Another State agency | | |

1.2. Who uses the service? (*Indicate all that apply*)

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Agency staff (state employees or contractors) |
| <input type="checkbox"/> | Employees or contractors from one or more additional state agencies |
| <input checked="" type="checkbox"/> | External service providers |
| <input type="checkbox"/> | Public (please explain in Question 5.2) |

2. Service Unique to Agency

2.1. Is a similar or identical IT service provided by another agency or external service provider?
(*Identical, Very Similar, No*) **Very Similar**

2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

This can be outsourced only if there is a change in the statute to move the responsibility for security from the Department to the alternate service provider. Alternate service provider must be able to support all security related issues for the 150+ DJJ sites, telecommuting staff sites/equipment, 200+ provider sites that are located in geographically dispersed locations throughout the state (some in very remote areas). Provider must be able to pass background check sufficient to support secure access to sites and data. Provider must be available to provide support after-hours as emergencies arise without increases in cost.

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | Yes; formal Service Level Agreement(s) |
| <input type="checkbox"/> | Yes; informal agreement(s) |
| <input checked="" type="checkbox"/> | No; specific requirements have not been determined and approved by the department |

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

If you answered "Yes," identify major (formal or informal) service level requirements:

[Empty yellow box for service level requirements]

3.2. Timing and Service Delivery Requirements

- 3.2.1. Hours/Days that service is required (e.g., 0800-1600 M-F, 24/7): 24/7
- 3.2.2. In the event of an emergency, how quickly must essential services be restored to maintain the agency's continuity of operations? 24 hrs
- 3.2.3. How frequently must the IT disaster recovery plan be tested? 2 tests per year
- 3.2.4. In the event of a security breach, what is the agency's tolerance for down time of security IT services during peak periods, i.e., time before management-level intervention occurs (e.g., 10 min, 60 min, 4 hours)? 15 minutes
- 3.2.5. Are there any agency-unique service requirements? Yes No

If yes, specify (include any applicable constitutional, statutory, or rule requirements)

Confidential, juvenile & victim specific data is protected by this service, appropriate level of security is critical to assure this data remains confidential. Recovery service that will support a variety of hardware models and operating system versions for 5000 Department users and 2200 provider users and equipment at the 150+ DJJ sites, telecommuting staff/equipment, and 200+ provider sites that are located in geographically dispersed locations throughout the state (some in very remote areas). Mobile computing support is required. Require statewide WAN/frame relay connectivity between field sites and to critical applications servers or server backups at a relocated/recovery sites is required.

- 3.2.6. What are security requirements for this IT service? (Indicate all that apply)
 - User ID/Password
 - Access through Internet or external network
 - Access through internal network only
 - Access through Internet with secure encryption
 - Other Firewall
- 3.2.7. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?
 Yes No

If yes, please specify and describe:

State Security and Privacy Statute and Rules, HIPPA, 60 DD-2 F.A.C, and Agency policies

4. User/customer satisfaction

- 4.1. Are service level metrics reported regularly to business stakeholders or agency management?
 Yes No

If yes, briefly describe the frequency of reports and how they are provided:

DRP testing results and action plans are reported to the Department Leadership and the IT Steering Committee. Security status, risk assessments, and continuity plan readiness is reported to the Department's CIO. Major changes to the DRP and security environment are reported to department management as they occur. Security incident statistics are reported to Department management weekly and monthly.

- 4.2. Are currently defined IT service levels adequate to support the business needs?
 Yes No

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Security/Risk Mitigation Service

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

Management Information Systems (MIS) would like to implement 128-bit encryption for data through the upgrade of infrastructure switching hardware and software.

The Department would like to upgrade from Office 2000 to Office 2007 to improve desktop security. With our existing Office suite (Microsoft Office 2000) security patches are a manual process, by upgrading to Office 2007, we can automate this process, using existing tools.

The Department is upgrading its existing Disaster Recovery lab and offsite Disaster Recovery capability using existing equipment and virtualization.

The switch and Office upgrades will be dependent upon future funding through a LBR issue. Currently we do not have funds available in our base budget to facilitate these upgrades.

4.2.2. List any significant projects (e.g., total cost greater than **\$500,000**) that are underway or planned to upgrade or enhance any resource or system associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost to Complete |
|--------------|-------------|------------|----------|----------------------------------|
| None | | | | |
| | | | | |
| | | | | |

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

Internet Explorer version 8 (IE8) will be implemented to address some of our security issues. This project has a big impact on the resources supporting the network, desktop and strategic applications due to the potential resultant software and hardware changes and effects of those changes.

The LBR issue requested for FY 09-10 was not approved. It would have impacted the following services: Network, Desktop, E-Mail, and Security Services.

An LBR issue (FY 10-11) has been proposed for network switch hardware for 100 sites to help increase the security of the IT infrastructure and increase the security of juvenile data. The unfunded need still exists to replace/upgrade obsolete hardware (network switches) and software that will help secure the network. During FY 06-07, the Department experienced 68 LAN switch failures. During 07-08, the Department experienced 25 LAN switch failures. During FY 08-09 there were 35 LAN switch failures. When a switch fails, the Department's staff may experience a loss of staff productivity during the period the switch is down. During this down time, the Department staff are not be able to process youth through the Juvenile Justice Information System (JJIS) or execute any other strategic networked application from the site of the failed switch. As the number of switch failures increases, so will there be an increase in the loss of productivity of staff at sites with failed switches. These older switches do not have the security features to block unauthorized access or malware attacks. Newer switches and the associated software will allow the Department to enhance security functionality to block unauthorized access to the network and reduce malware attacks. Because failures redirect technology staff from their normal workload to deal with a situation that impacts the productivity of the Department's staff located at the site.

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self service, or optional use, and any other comments to explain the service.)

There are no formalized service levels between MIS and the department for security related services. MIS has implemented a recovery site within existing facilities to support the recovery of the JJIS strategic service and statewide e-mail.

Section 3.2.2 refers to a major interruption of services.

This service includes IT tasks, IT resources, IT contracts and IT services associated with the following:

Capacity Planning & Maintenance

Disaster Recovery Coordination

Disaster Recovery Planning and Testing

IT Recovery & Testing

MIS Security Management

Security Incident Reporting and Tracking

Trend Micro Virus Administration

Virus Planning, Prevention and Restoration

Firewall

Websense Administration

Security Awareness Training

Security Policy and Procedures

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

Dept/Agency: **Department of Juvenile Justice**
 Submitted by: **Dave Kallenborn, CIO**
 Phone: **850-921-6740**
 Date submitted: **10-15-2009**

IT Support Service for Agency Financial and Administrative Systems

This service enables users in the agency's administrative and support areas to operate and maintain the non-strategic applications that support agency administrative. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

| Identify major IT Systems (applications) that are included (in whole or part) in this IT Service: | | | |
|---|---|----|---------------------------------------|
| 1 | Aspire/FLAIR | 17 | ASP.Net |
| 2 | PeopleFirst/Impromptu | 18 | MS Visio |
| 3 | MyFlorida Marketplace | 19 | .NET 2005 |
| 4 | Financial Information System (FIS) and Financial Management Information System (FMIS) | 20 | Crystal Report |
| 5 | Separation Notification System | 21 | Citrix |
| 6 | ER Studio | 22 | Embarcadero DB Artisan Pro SQL |
| 7 | SQL Reports 2005 | 23 | Idera SQL Diagnostic Manager |
| 8 | Administration Reports | 24 | Idera SQL Compliance Manager |
| 9 | Oculus Scanning | 25 | Syncfusion .NET Essential Grid Source |
| 10 | Payroll System | 26 | Syncfusion .NET Essential Binary |
| 11 | Adobe Acrobat Professional | 27 | MS SQL 2005 |
| 12 | LAS/PBS | 28 | Correspondence Tracking System |
| 13 | MS Project | 29 | Background Screening System |
| 14 | MS Visio | 30 | Staff Separation System |
| 15 | Oasis | 31 | |
| 16 | Erwin | 32 | |

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- State Primary Data Center
- Other External service provider

1.2. Who uses the service? *(Indicate all that apply)*

- Agency staff (state employees or contractors)
- Employees or contractors from one or more additional state agencies
- External service providers
- Public (please explain in Question 5.2)

1.3. Please identify the number of users of this service. **Providers + DJJ?** 7200

1.4. How many locations currently host agency financial/ administrative systems? 1

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

2. Service Unique to Agency

- 2.1. Is a similar or identical IT service provided by another agency or external service provider?
(Identical, Very Similar, No) Very Similar
- 2.2. If the same level of service could be provided through another agency or source for less than the current cost of the IT service, could your agency change to another service provider?
- Yes No

2.2.1. If yes, what must happen for your agency to use another IT service provider?

Prior to transition, the service provider must be able to customize the service to meet or exceed the established agency needs for turnaround time for developing and amending specialized data extraction, data formatting, customized reports, trend tracking, and activity monitoring at a reduced cost. Applications within this service must integrate with the e-mail solution for notifications.

2.2.2. If not, why does your agency need to maintain the current provider for this IT service?

3. IT Service Levels Required to Support Business Functions

Answer the following questions for the primary or dominant IT system within this IT Service.

- 3.1. Has the agency specified the service level requirements for this IT Service?
- Yes; formal Service Level Agreement(s)
 Yes; informal agreement(s)
 No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0700-1800 M-F, 24/7*) for:

3.2.1.1. User-facing components of this IT service (online) 24/7

3.2.1.2. Back-office-facing components of this IT service (batch and maintenance) 24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 15 min, 30 min, 60 min*)? 15 minutes

3.2.2.1. What are the impacts on the agency's business if this down-time standard is exceeded?

Access to personnel, financial and administrative data is critical to the management of the department. Timing of the loss of access (year-end, legislative session, month-end, etc.) can greatly impact the criticality of the system and the extent of the loss. The department uses the FLAIR system to track and report the financial status of the department at any given time. The FIS system generates user-friendly data extracts and reports from FLAIR data. The Budget Office relies on FLAIR and LAS/PBS data to perform budget projections and prepare Legislative Budget Request. For these financial systems to be unavailable for any length of time would be detrimental to the financial well being of the department. Other administrative applications improve the efficiency

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Support Service for Agency Financial and Administrative Functions

and effectiveness of the provision of administrative services to the Department. If they are unavailable for an extended period of time, the productivity is negatively impacted.

3.2.3. Are there any agency-unique service requirements? Yes No

If yes, specify *(include any applicable constitutional, statutory, or rule requirements)*

3.2.4. What are security requirements for this IT service? *(Indicate all that apply)*

- User ID/Password Access through Internet or external network
- Access through internal network only Access through Internet with secure encryption
- Other _____

3.2.5. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

Yes No

3.2.5.1. If yes, please specify and describe:

Within the administrative systems, some of the data is confidential and is restricted to users within the Department and the Department's contracted providers.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management

Yes No

If yes, briefly describe the frequency of reports and how they are provided:

Performance measures representing the number of new development and maintenance requests are reported weekly.

4.2. Are currently defined IT service levels adequate to support the business needs?

Yes No

4.2.1. If no, what changes need to be made to the current IT service? *(Briefly explain)*

4.2.2. List any significant projects that are underway or planned to upgrade or enhance any system associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost to Complete |
|--------------|-------------|------------|----------|----------------------------------|
| None | | | | |
| | | | | |
| | | | | |

5. Additional Information

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
**IT Service Requirements Worksheet: IT Support Service for Agency Financial and
Administrative Functions**

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service-funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue

5.2. Other comments (Briefly describe the usage pattern for any public user groups identified in Question 1.3, e.g., annual use, occasional use, self service, or optional use, and any other comments to explain the service.)

Includes IT tasks, IT resources, IT contracts and IT services associated with the following:
System Design, Coding, User Interface, Testing, Implementation and Project Management
Assist Internal & External Customers with questions and access
Assist with Department-Wide Initiatives
Terminal Emulation for access to mainframe systems
Database Design, Administration and Support
Universal Access (Citrix) to the systems by Department and Provider Staff

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

Dept/Agency: **Department of Juvenile Justice**
 Submitted by: **Dave Kallenborn, CIO**
 Phone: **850-921-6740**
 Date submitted: **10-15-2009**

IT Administration and Management Service

This service enables the management and administration of the agency's central IT program or unit. Please consult the *Guidelines for Schedule IV-C: IT Costs and Service Requirements* for the complete definition of this IT Service and specific direction on how to complete this document.

| Identify major IT Systems (applications) that are included (in whole or part) in this IT Service: | | | |
|---|------------------------|----|------------------------------|
| 1 | SAMAS/FLAIR | 9 | Financial Information System |
| 2 | MyFlorida Market Place | 10 | MS Project |
| 3 | People First | 11 | MS Visio |
| 4 | Payroll System | 12 | MS Word |
| 5 | MS Excel | 13 | SQL 2005 |
| 6 | MS Access | 14 | |
| 7 | LAS/PBS | 15 | |
| 8 | MIS Inventory Database | 16 | |

1. IT Service Definition

1.1. Who is the service provider? *(Indicate all that apply)*

- Central IT staff
- Program staff
- Another State agency
- External service provider

1.2. How many locations currently host assets and resources used to provide IT administration and management services? 1

2. Service Unique to Agency

2.1. If the same level of service could be provided through another agency or external source for less than the current cost of the IT service, could your agency change to another service provider?

- Yes
- No

2.1.1. If yes, what must happen for your agency to use another IT service provider?

Prior to transition, the service provider must be able to develop an expert knowledge of the Department's business and technology functions and processes supported by IT Administrative and Management resources as well as the existing services provided to the agency. The provider must be able to customize the service to meet or exceed the established agency needs for quality IT planning, budgeting, and investment control; IT procurement and contract management; IT project planning and management; IT purchasing; IT personnel recruitment and management, IT administrative support; and the overall coordination of IT work in the agency at a reduced cost.

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

2.1.2. If not, why does your agency need to maintain the current provider for this IT service?

[Redacted]

3. IT Service Levels Required to Support Business Functions

3.1. Has the agency specified the service level requirements for this IT Service?

- Yes; formal Service Level Agreement(s)
- Yes; informal agreement(s)
- No; specific requirements have not been determined and approved by the department

If you answered "Yes," identify major (formal or informal) service level requirements:

[Redacted]

3.2. Timing and Service Delivery Requirements

3.2.1. Hours/Days that service is required (*e.g., 0800-1600 M-F, 24/7*) for the systems included in this service:

24/7

3.2.2. What is the agency's tolerance for down time during peak periods, i.e., time before management-level intervention occurs (*e.g., 5 min, 15 min, 60 min*)?

15 minutes

3.2.3. Are there any federal, state, or agency privacy policies or restrictions applicable to this IT Service?

- Yes
- No

If yes, please specify and describe:

State Security and Privacy Statute and Rules, HIPPA, 60 DD-2 F.A.C, Agency policies, FDLE restrictions/policies for desktops used to access FCIC.

3.2.4. Are there any agency-unique service requirements? Yes No

If yes, specify (*include any applicable constitutional, statutory, or rule requirements*)

Expert Juvenile Justice knowledge of the functions and operations of the Agency that are supported by IT services.

4. User/customer satisfaction

4.1. Are service level metrics reported to business stakeholders or agency management?

- Yes
- No

If yes, briefly describe the frequency of reports and how they are provided:

Monthly IT Steering Committee reports are provided to the Executive Management team during the monthly meeting. Participation and reporting to NSRC board of trustees. Weekly status updates are provided to the Director of Administration.

4.2. Are currently defined IT service levels adequate to support the business needs of the agency?

- Yes
- No

If no, what changes need to be made to the current IT service? (*Briefly explain*)

[Redacted]

FY 2010-11 Schedule IV-C: Information Technology (IT) Costs & Service Requirements
IT Service Requirements Worksheet: IT Administration and Management Service

4.3. List any significant projects that are underway or planned to upgrade or enhance any system, resource, or process associated with this IT service.

| Project Name | Description | Start Date | End Date | Estimated Total Cost of Completion |
|--------------|-------------|------------|----------|------------------------------------|
| None | | | | |
| | | | | |
| | | | | |

5. Additional Information

5.1. Please describe the funding source(s), i.e., general revenue, trust fund, federal grant, or other, which is used to provide this service. Identify whether there is a cost recovery or cost allocation plan for this service. Be sure to describe any anticipated adjustments to the funding source(s) or funding level for FY 2010-11. If such adjustments are anticipated, please describe any corresponding change needed in the service funding model (e.g., charge-back, cost allocation, fee-per-transaction, etc.).

General Revenue

5.2. Other comments

Includes IT tasks, IT resources, IT contracts and IT services associated with the following:
 CIO Operational and Strategic IT Management
 AEIT, CIO Council, TRW, SSRC, NSRC & CJJIS Council Coordination, Project Teams and Reports
 LBR, LRPP and other DJJ Internal Reporting Requirements
 IT Planning, Prioritization and Project Management
 Develop and maintain MIS spending plans and projections
 IT Steering Committee Management
 IT Asset Management, Support, Issue Research & Issue Resolution
 IT Contract Management
 IT Financial Management, Issue Research & Issue Resolution
 IT File & Office Management, Issue Research & Issue Resolution
 IT Personnel Management, Issue Research & Issue Resolution
 Make travel arrangements and processing travel reimbursements for MIS staff
 Payment for all services, contracts, and purchases for IT organization
 Create Journal Transfers for IT Costs
 IT Personnel Processing
 Purchasing MIS Office, Toner/Paper, and Computer Supplies
 Track and Resolve Discrepancies in MIS Financial Data
 Complete P-Card transactions for IT purchases

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 Juvenile Justice | | |
| Contact Person: | Brian Berkowitz | Phone Number: | (850) 921-4129 |
| Names of the Case: (If no case name, list the names of the plaintiff and defendant.) | Hillsborough County v. Department of Juvenile Justice | | |
| Court with Jurisdiction: | Division of Administrative Hearings | | |
| Case Number: | 09-3546 and 09-4340 | | |
| Summary of the Complaint: | The Department, without input from the County, raised the “per diem” for pre-disposition detention and assigned 112 additional days to the County. The Department failed to prove to the County, by a preponderance of the evidence, that the charges assessed against the County for detention costs were appropriate. | | |
| Amount of the Claim: | \$ Hillsborough is assessed around \$8M annually. The challenge is for some unknown percentage of that amount. | | |
| Specific Statutes or Laws (including GAA) Challenged: | s. 985.686, F.S. and Rule 63G-1., F.A.C. | | |
| Status of the Case: | Hearings are scheduled for September 17 and October 15 respectively. | | |
| Who is representing (of record) the state in this lawsuit? Check all that apply. | <input type="checkbox"/> | Agency Counsel Brian Berkowitz | |
| | <input type="checkbox"/> | Office of the Attorney General or Division of Risk Management | |
| | <input type="checkbox"/> | Outside Contract Counsel | |
| If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s). | 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.

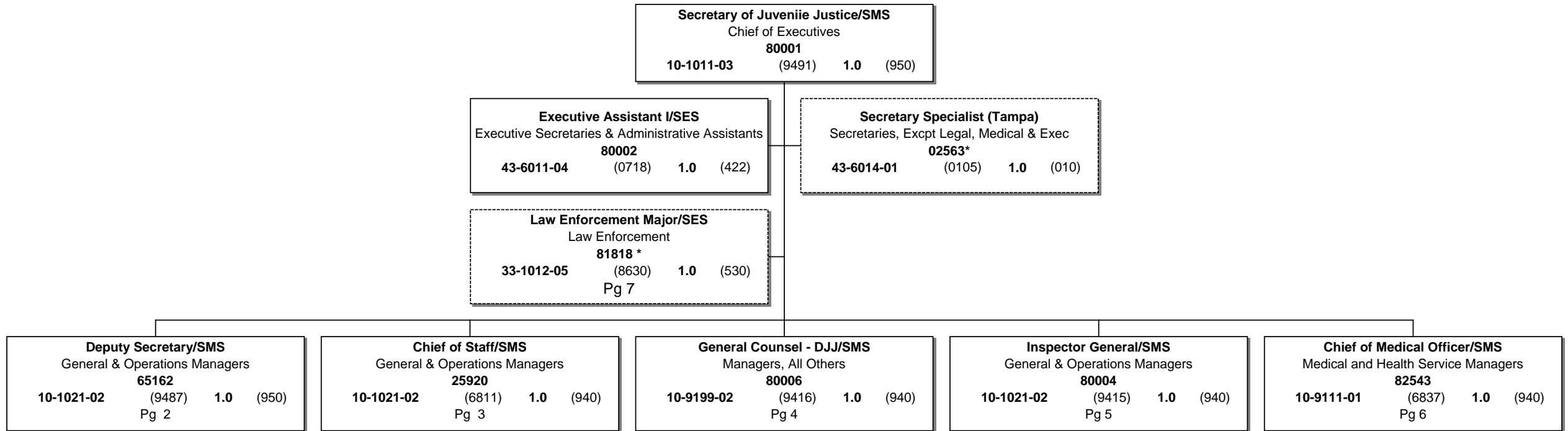
| | | | |
|--|--|---|----------------|
| Agency: | Department of Juvenile Justice | | |
| Contact Person: | Scott C. Wright | Phone Number: | (850) 922-2295 |
| | | | |
| Names of the Case: (If no case name, list the names of the plaintiff and defendant.) | Bay Point Schools, Inc. v. Department of Juvenile Justice | | |
| Court with Jurisdiction: | State Circuit Court, Dade County, 11 th Judicial Circuit | | |
| Case Number: | 09-7324 CA 27, filed February 2009 | | |
| Summary of the Complaint: | DJJ leased certain land from Bay Point Schools in Dade County and DJJ contracted with Bay Point Schools for the operation of a juvenile services program on the site. The complaint alleges that DJJ breached its land lease (by not continuously operating a program on the leased site) and juvenile services operating contract (by not giving correct notice to Bay Point Schools of contract expiration). Complaint also alleges that DJJ libeled Bay Point Schools and seeks a declaration of Bay Point Schools' rights under the lease. | | |
| Amount of the Claim: | \$Damages are not set forth in detail in the complaint allegations. The complaint generally alleges conduct by DJJ and states the Bay Point Schools is entitled to appropriate damages. The clearest assertion made by Bay Point Schools of a damages amount is that the value of assets lost at the West Campus (Princeton) campus are in excess of \$10,000,000 and that DJJ "owes Bay Point for the loss of use of the West Campus and its facilities." | | |
| Specific Statutes or Laws (including GAA) Challenged: | | | |
| Status of the Case: | Pending in trial court. DJJ filed a Motion to Dismiss in March 2009. There has been no discovery exchanged by the parties. | | |
| Who is representing (of record) the state in this lawsuit? Check all that apply. | <input type="checkbox"/> | Agency Counsel | |
| | <input type="checkbox"/> | Office of the Attorney General or Division of Risk Management | |
| | <input checked="" type="checkbox"/> | Outside Contract Counsel | |

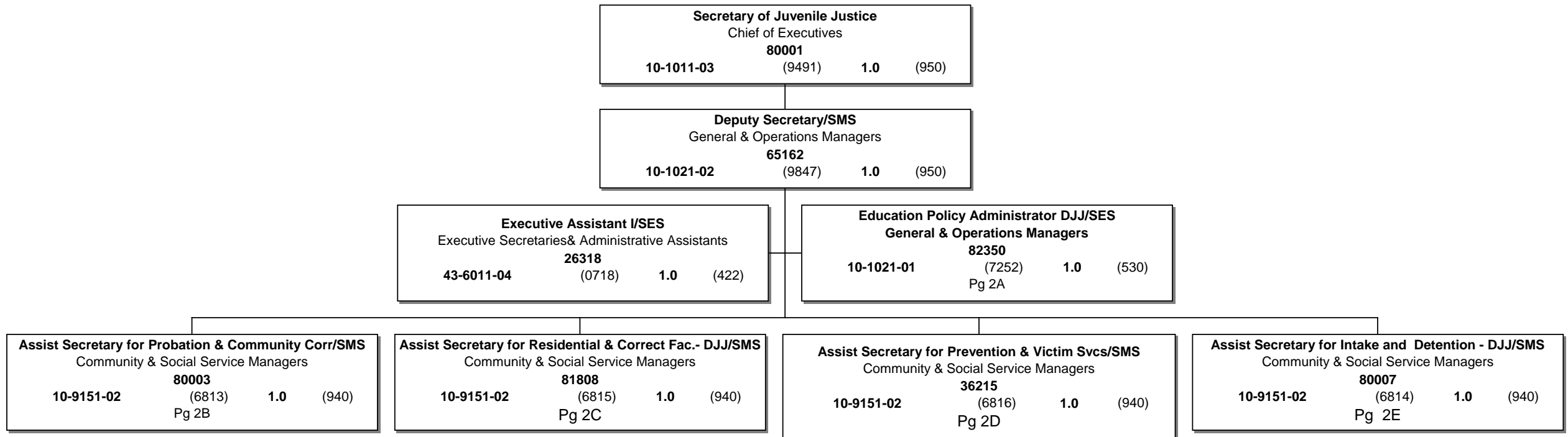
| | |
|--|--------------------|
| If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s). | Not a class action |
|--|--------------------|

Office of Policy and Budget – July 2009

OFFICE OF THE SECRETARY

| | |
|----------------------------------|-------------------|
| Office of Deputy Secretary | Page 1 |
| Office of Education & Policy | Page 2 |
| Asst. Secretary for Probation | Page 2A |
| Asst. Secretary for Residential | Page 2B |
| Asst. Secretary for Prevention | Page 2C |
| Asst. Secretary for Detention | Page 2 D |
| Chief of Staff | Page 2 E |
| Legislative Affairs | Page 3 |
| Communications | Page 3A |
| Quality Assurance | Page 3B |
| Office of Program Accountability | Page 3C |
| Quality Assurance (functional) | Page 3D |
| Research & Planning | Page 3D-1 |
| Staff Development & Training | Page 3D-2 |
| Administration | Page 3E |
| Budget | Page 3F |
| Finance & Accounting | Page 3F-1 |
| Personnel | Page 3F-2 |
| General Services | Page 3F-3 |
| Mgmt Info Systems | Page 3F-4 |
| Office of Health Services | Page 3F-5, 5A, 5B |
| Inspector General | Page 4 |
| General Counsel | Page 5 |
| | Page 6 |

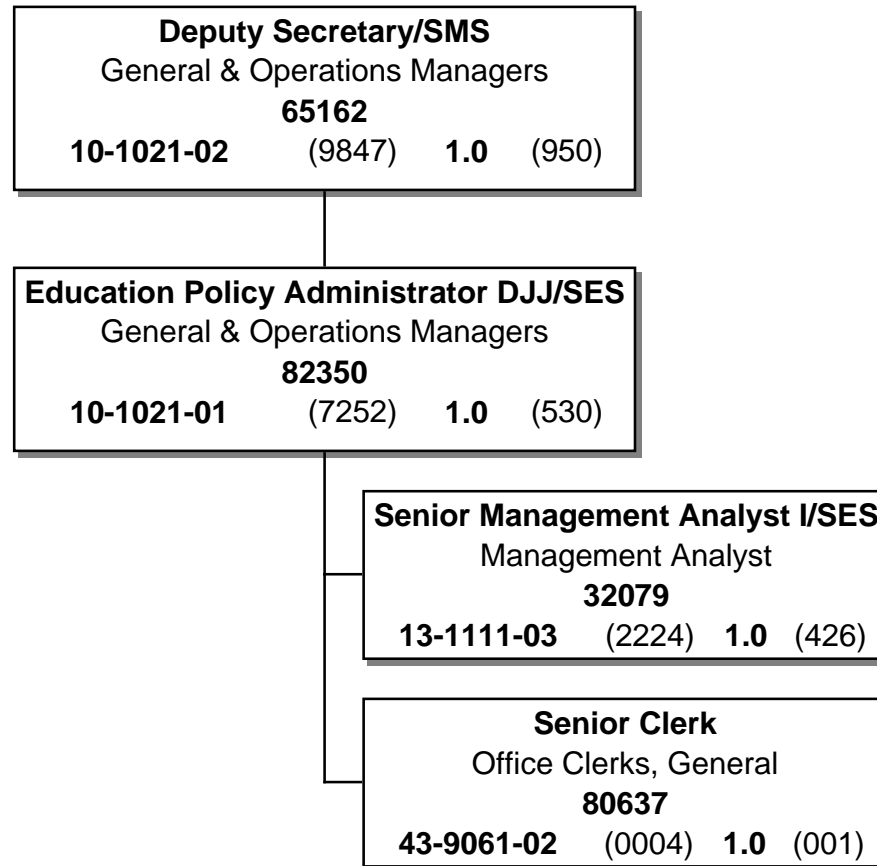


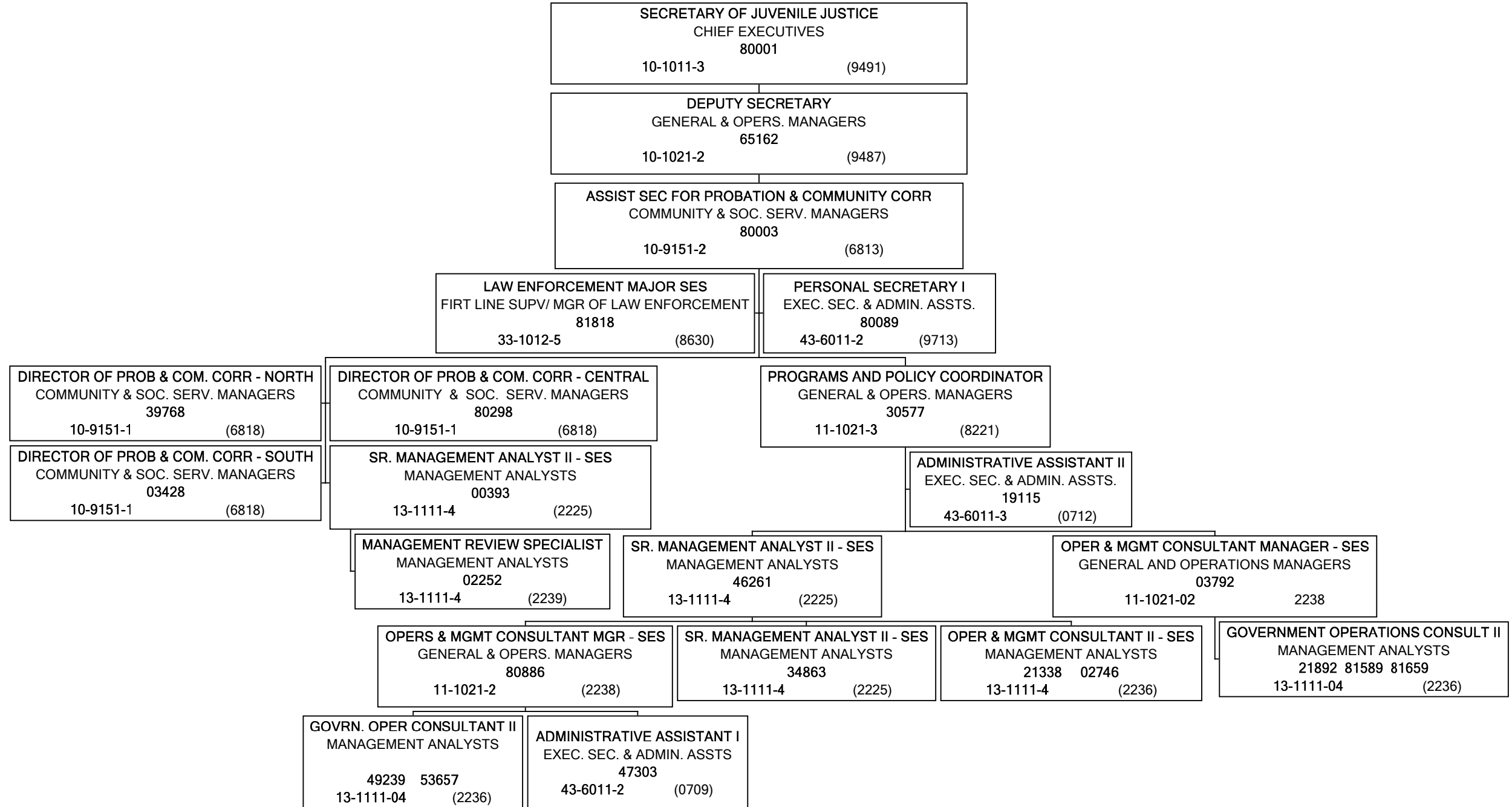


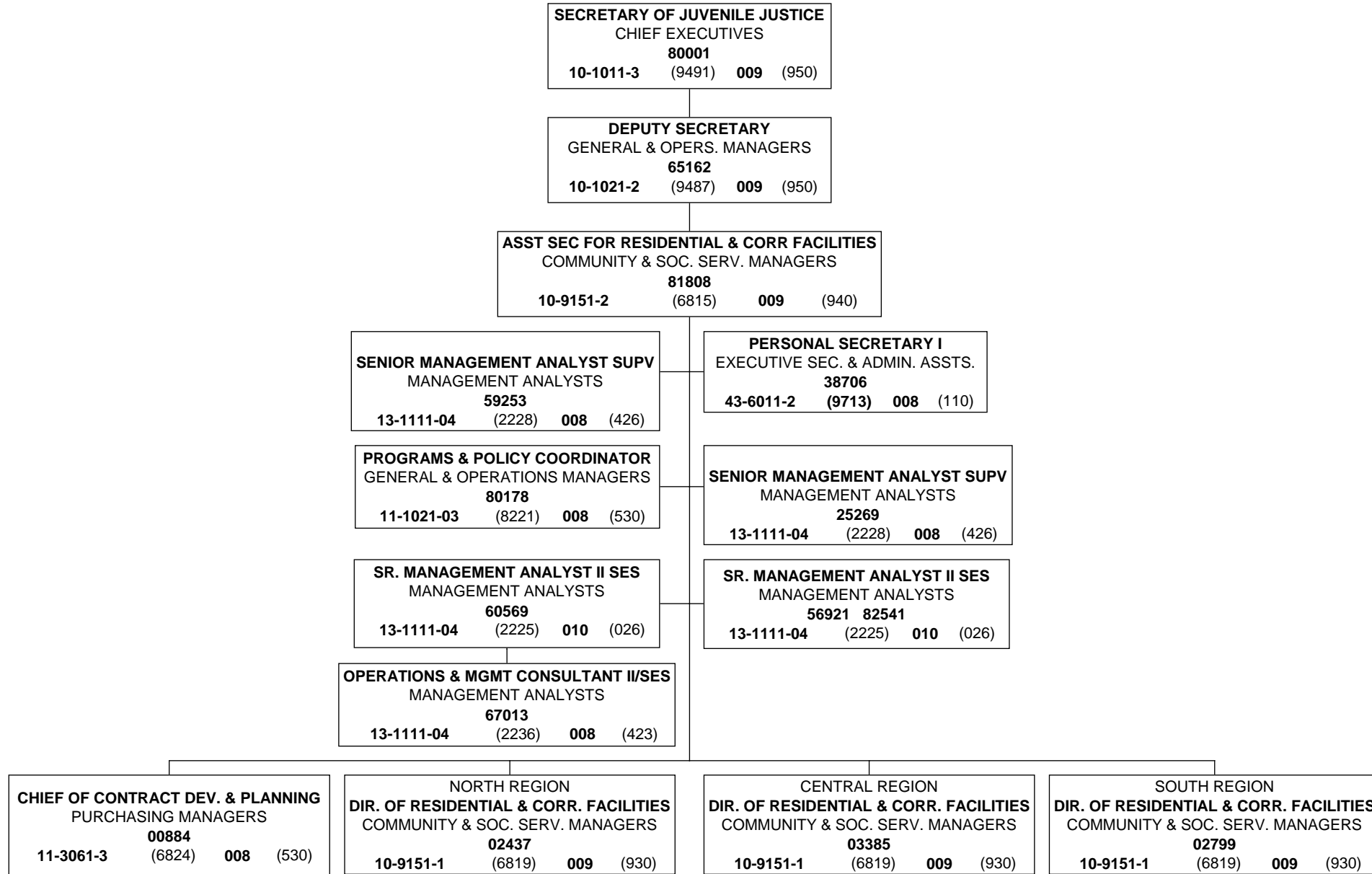
CURRENT

80 - DEPARTMENT OF JUVENILE JUSTICE
75 - HEADQUARTERS
00 - OFFICE OF THE SECRETARY
00100 - DEPUTY SECRETARY
00150 - EDUCATION

REVIEWED BY: _____
DATE: _____



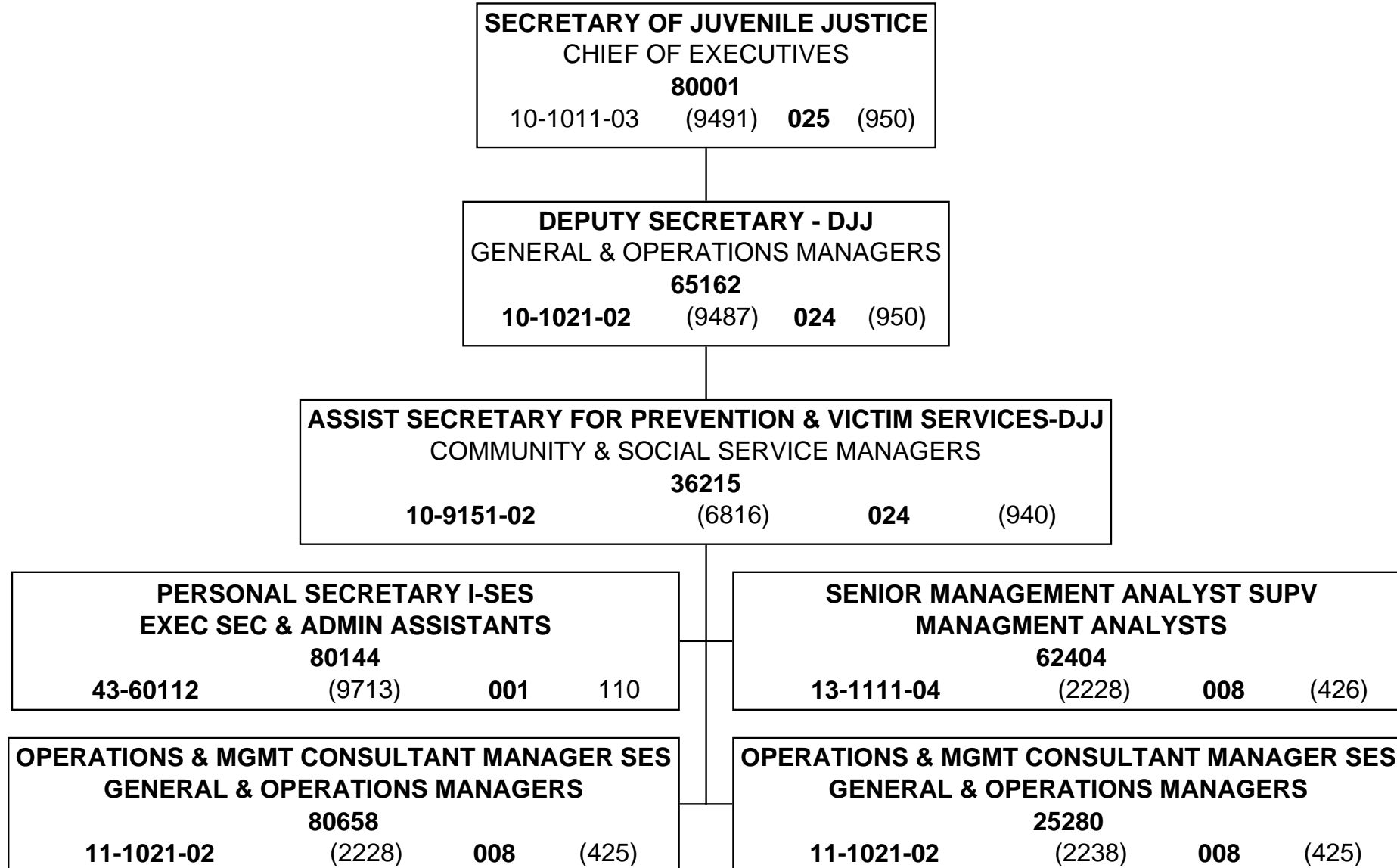


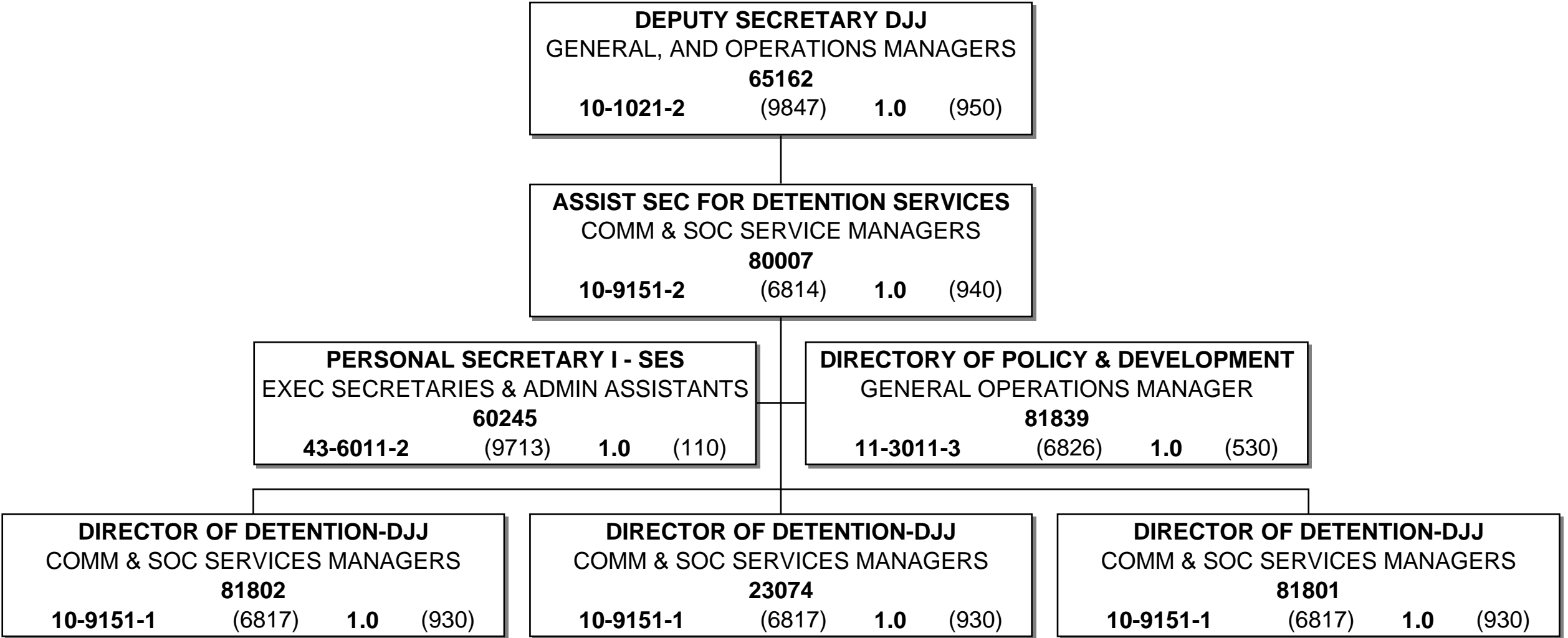


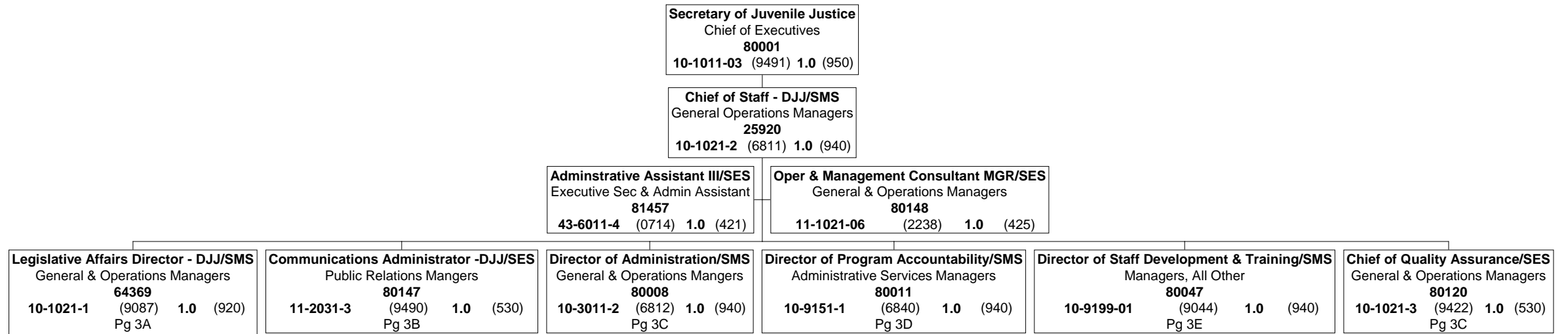
CURRENT

80 - DEPARTMENT OF JUVENILE JUSTICE
90 - ASST. SECRETARY OF PREVENTION AND VICTIM SERVICES
HEADQUARTERS

VERIFIED BY: SARA GAMBLE
EFFECTIVE: 9-4-08



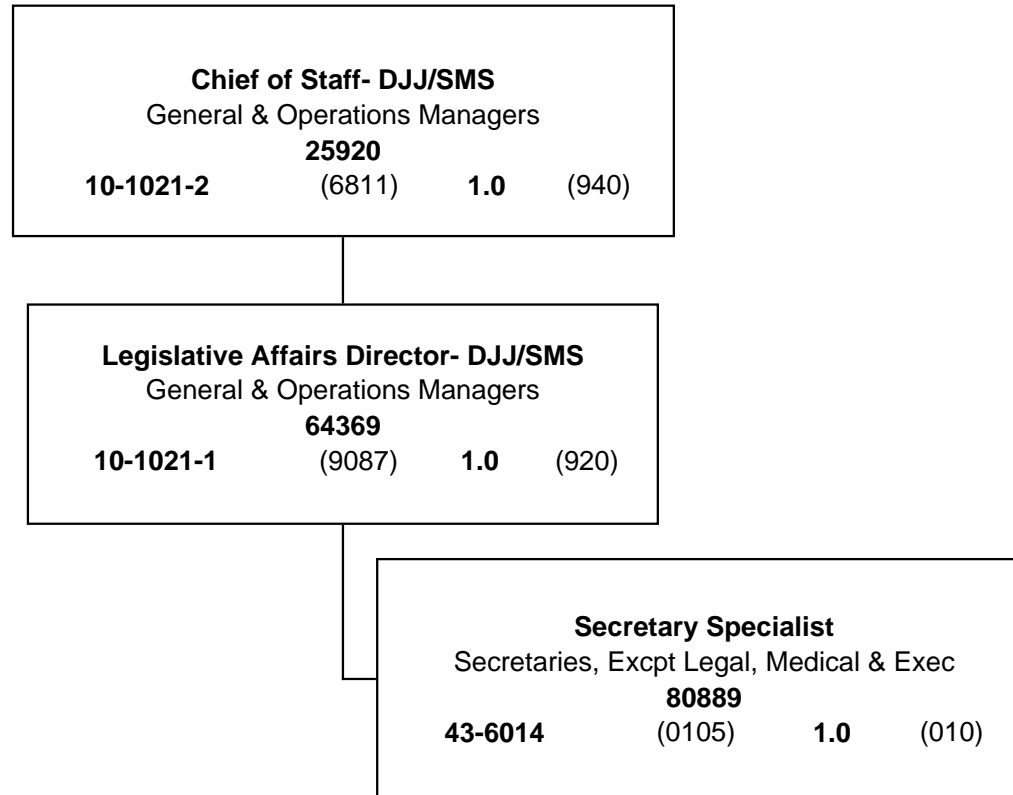




CURRENT

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0015 - CHIEF OF STAFF
015 1- LEGISLATIVE AFFAIRS

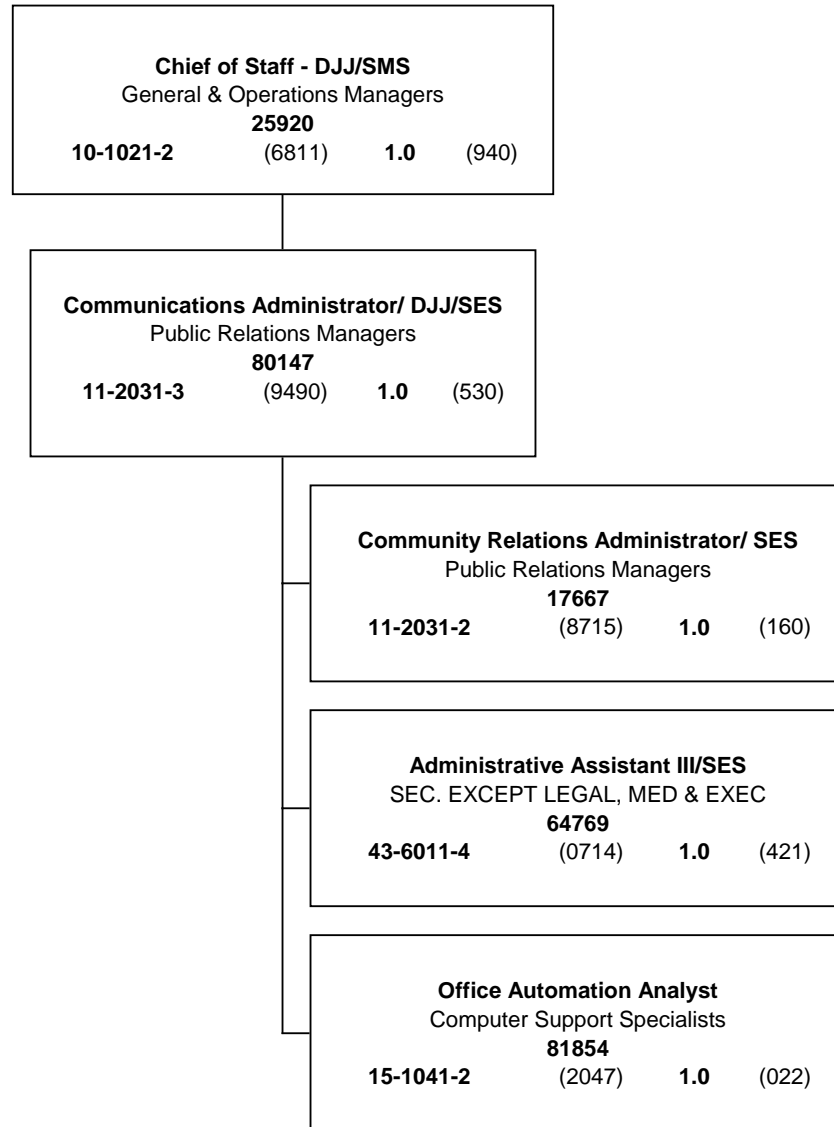
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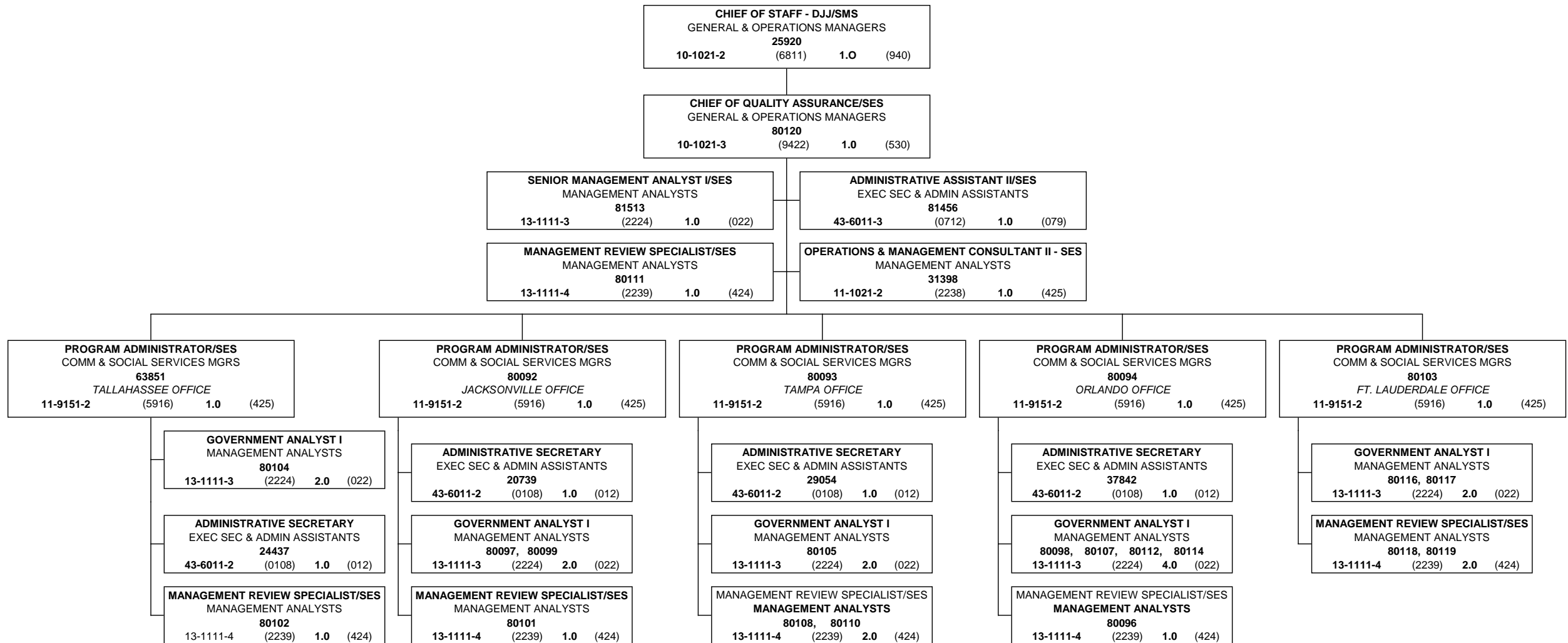


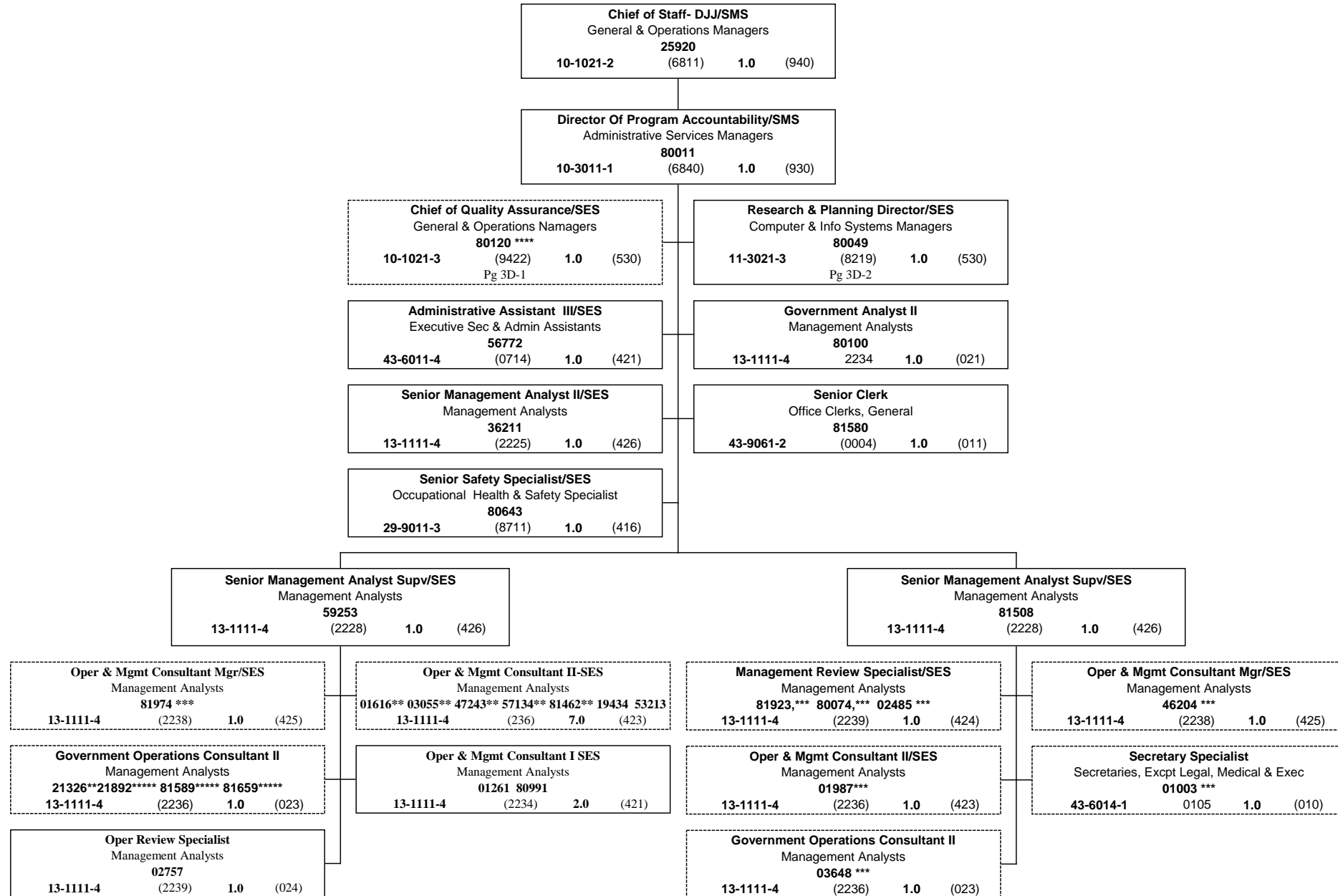
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0015 - CHIEF OF STAFF
0153- COMMUNICATIONS ADMINISTRATOR

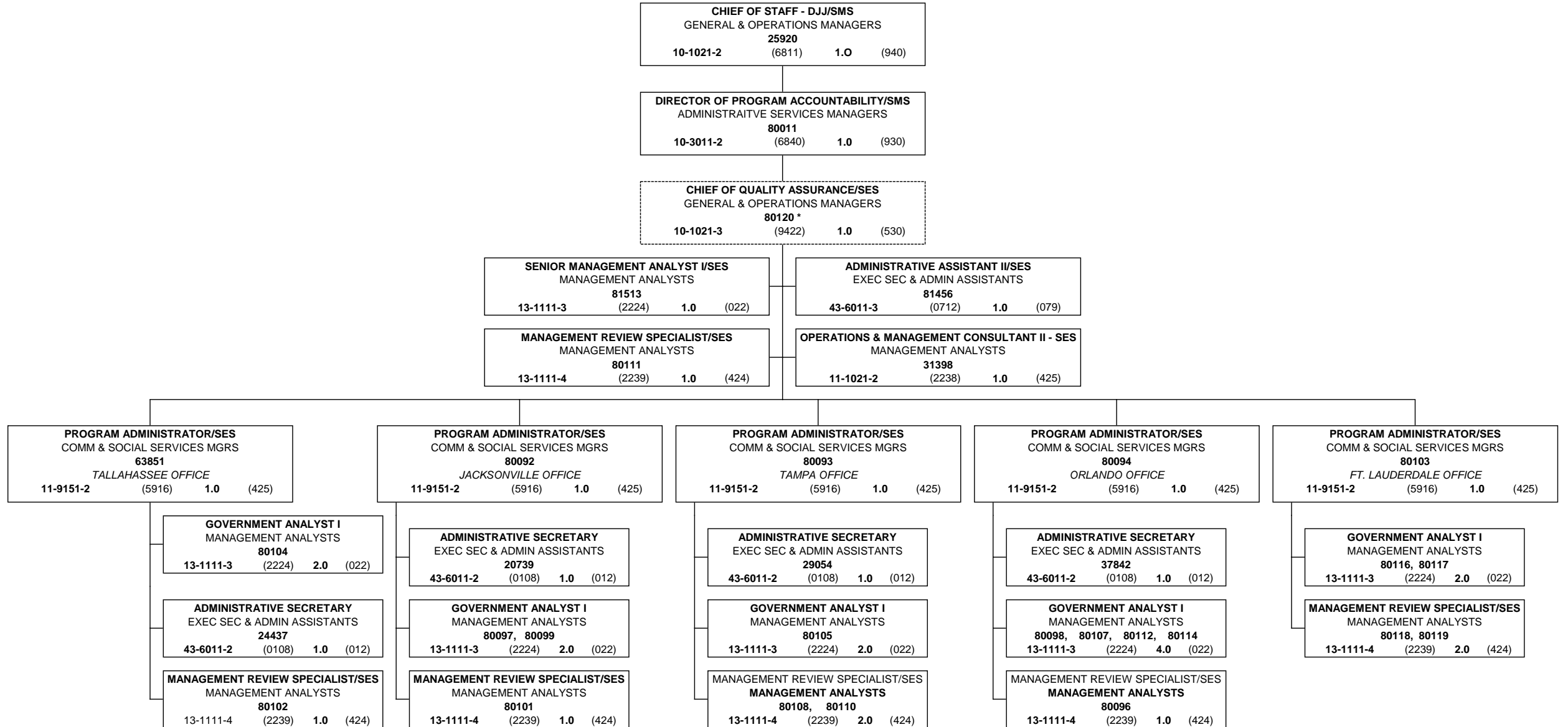
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** Positions funded by Detention
 ***Positions funded by Residential
 ****Functionally reporting to Program Accountability
 ***** Positions funded by Probation

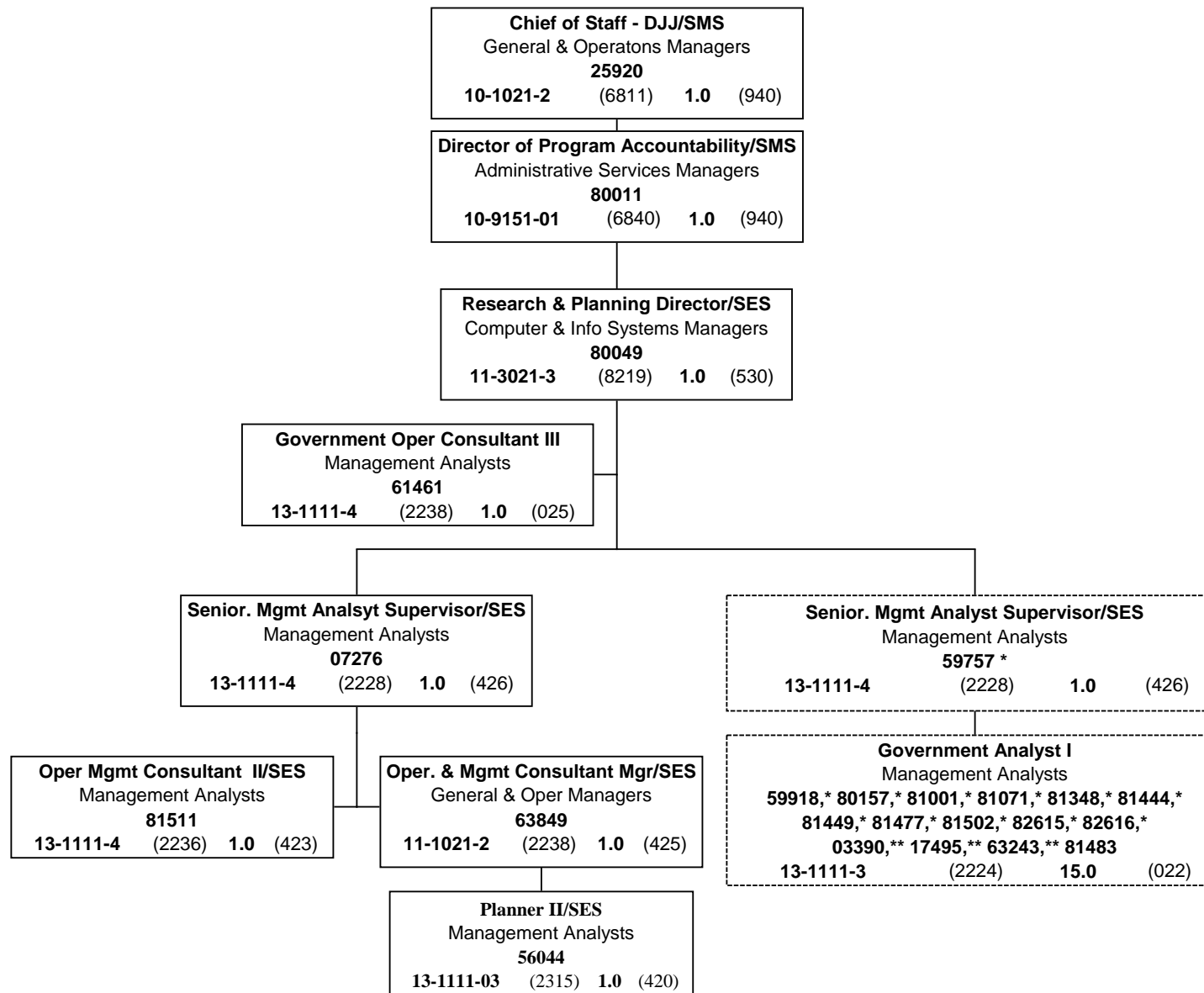


* Functionally reporting to Director of Program Accountability

CURRENT

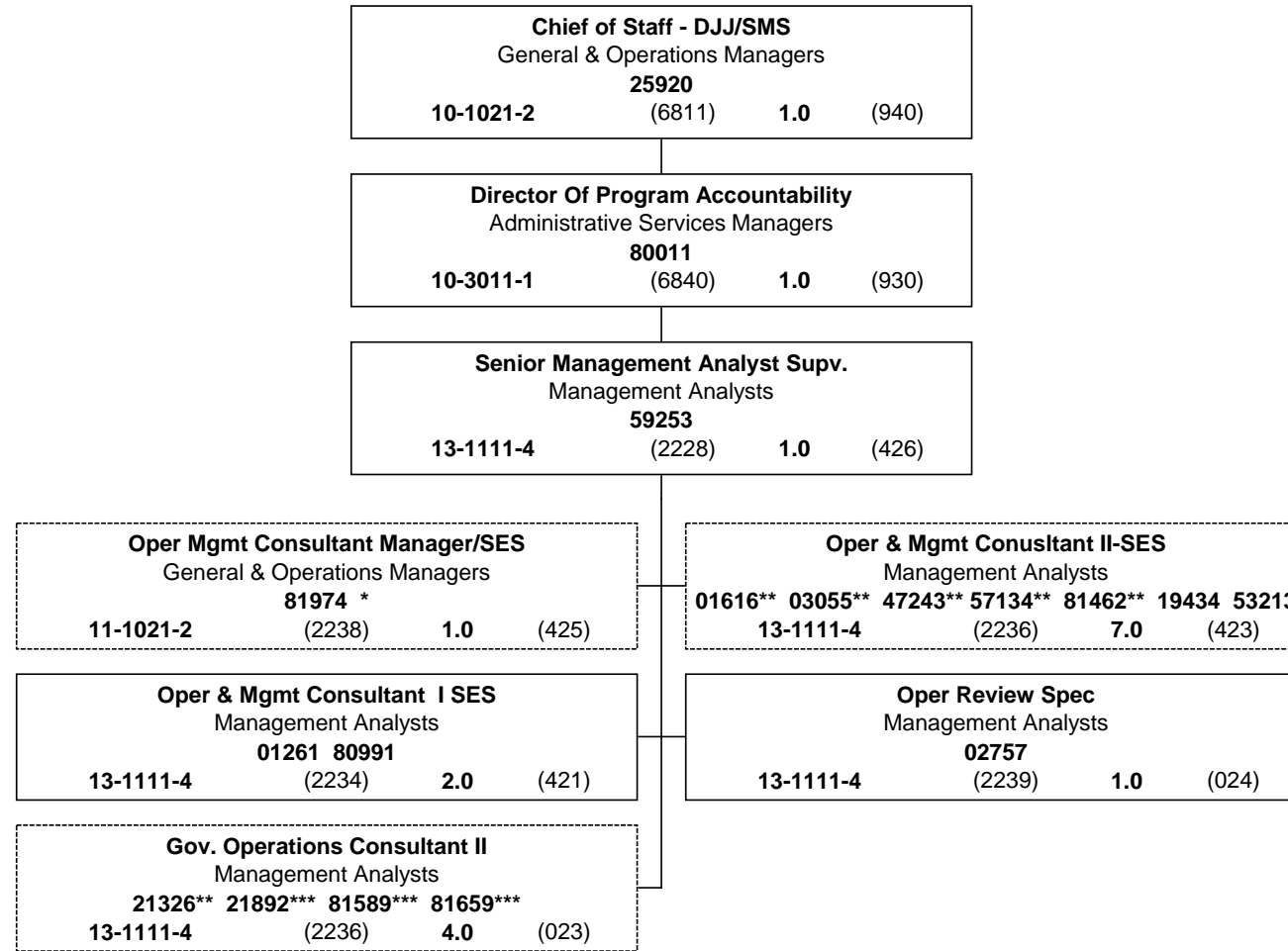
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 75 - EXECUTIVE DIRECTION AND SUPPORT SERVICES
 00 - OFFICE OF THE SECRETARY
 0015 - CHIEF OF STAFF
 00105 - DIRECTOR OF PROGRAM ACCOUNTABILITY
 00240- RESEARCH & PLANNING

REVIEWED BY: _____
 EFFECTIVE: _____



*Positions funded by Probation Services
 ** Position funded by Detention Services

CURRENT

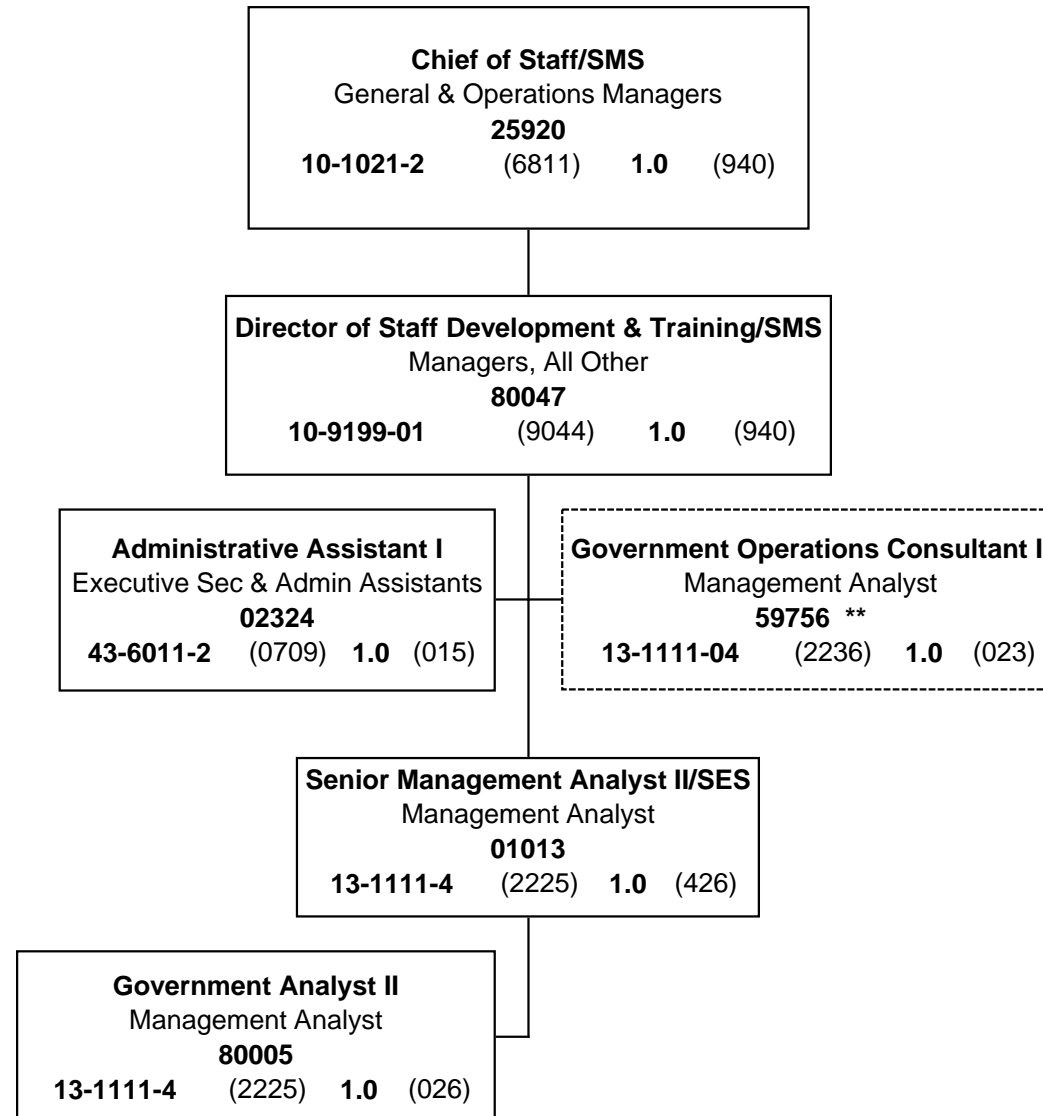


* Position funded by Residential
 ** Positions funded Detention
 *** Positions funded by Probation

CURRENT

80 - DEPARTMENT OF JUVENILE JUSTICE
75 - EXECUTIVE DIRECTION AND SUPPORT SERVICES
00 - OFFICE OF THE SECRETARY
00015 - CHIEF OF STAFF
00160 - DIRECTOR OF STAFF DEVELOPMENT & TRAINING

REVIEWED BY: _____
EFFECTIVE DATE: _____

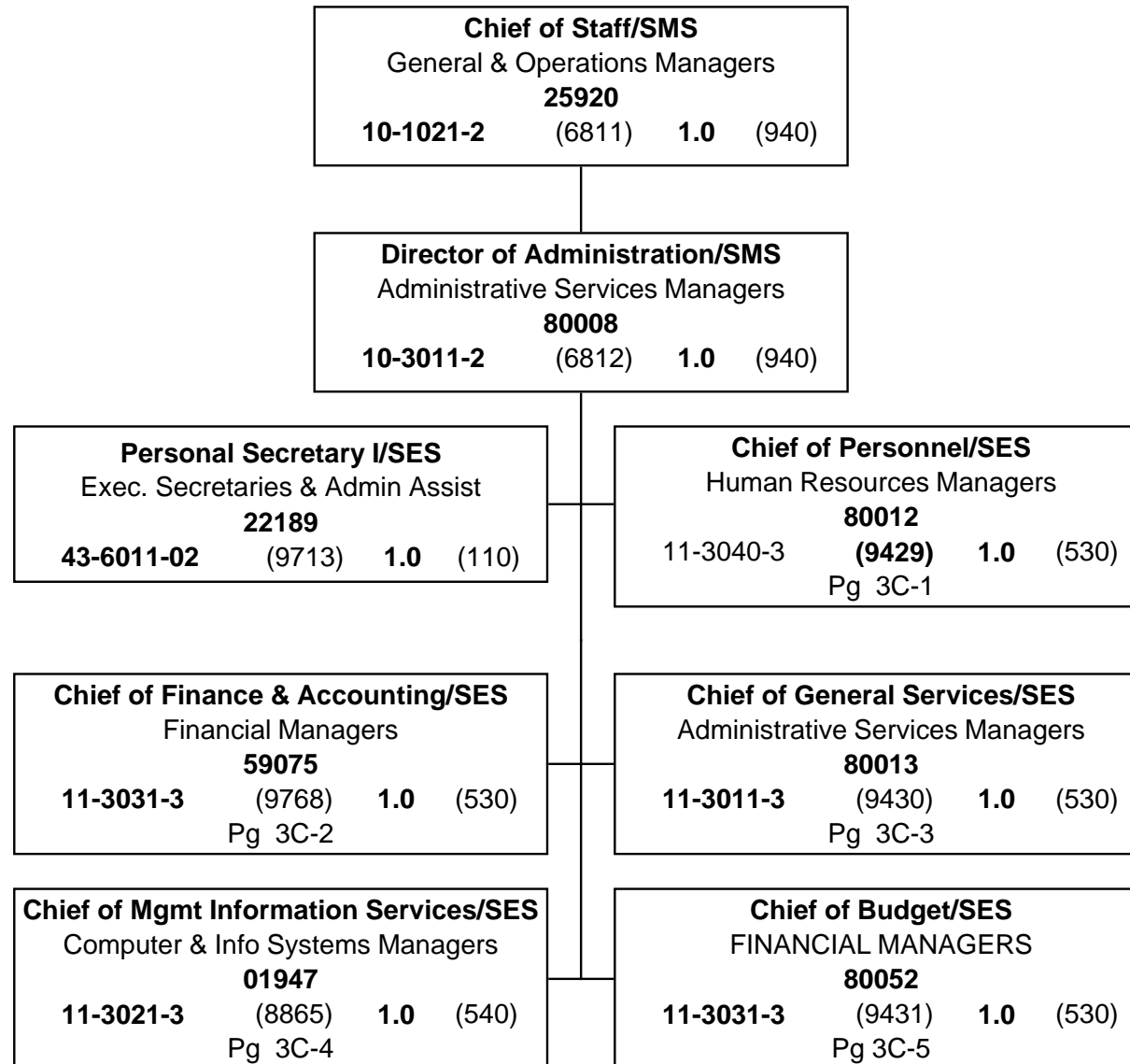


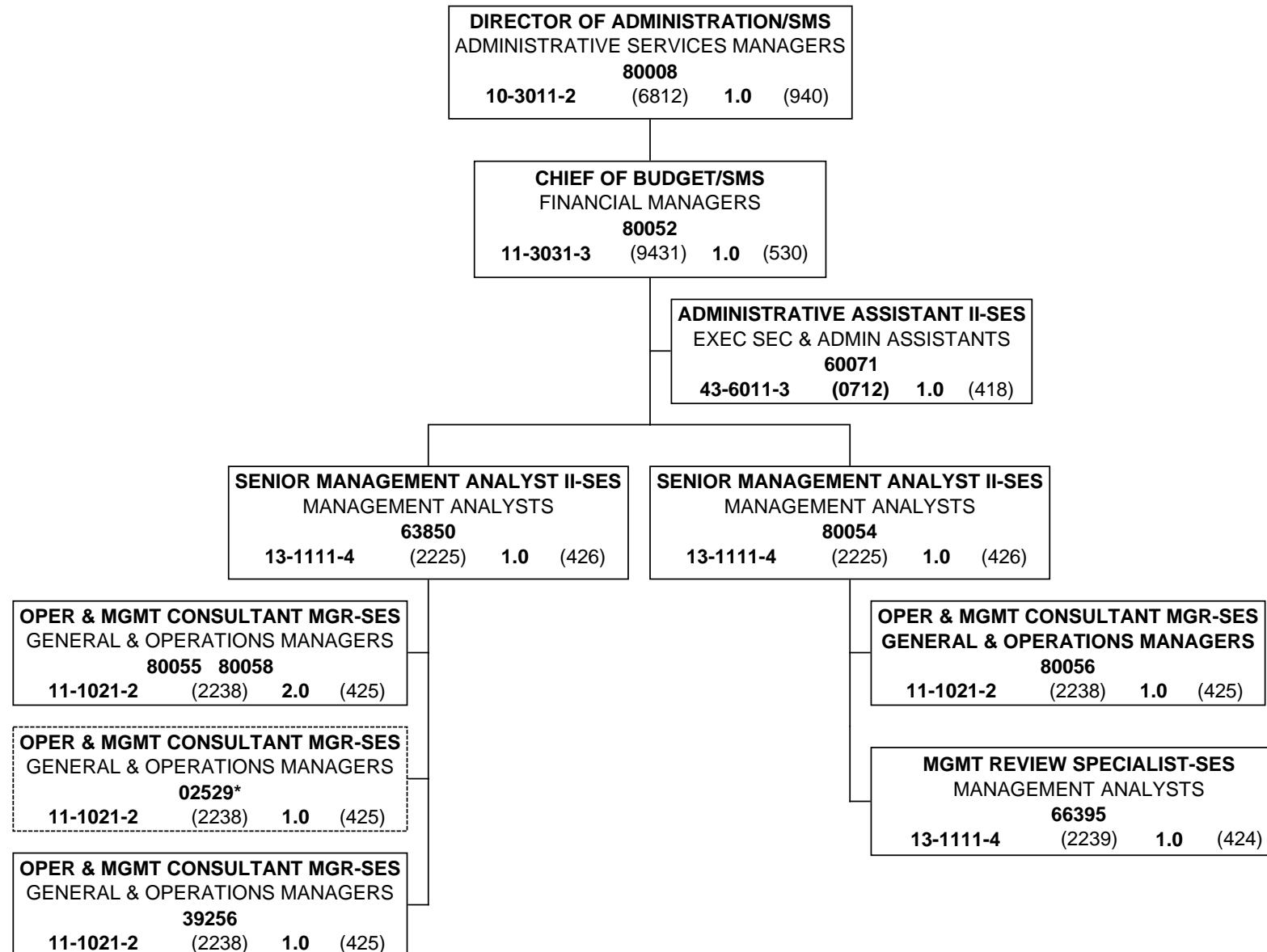
** Positions funded by Detention Services

CURRENT

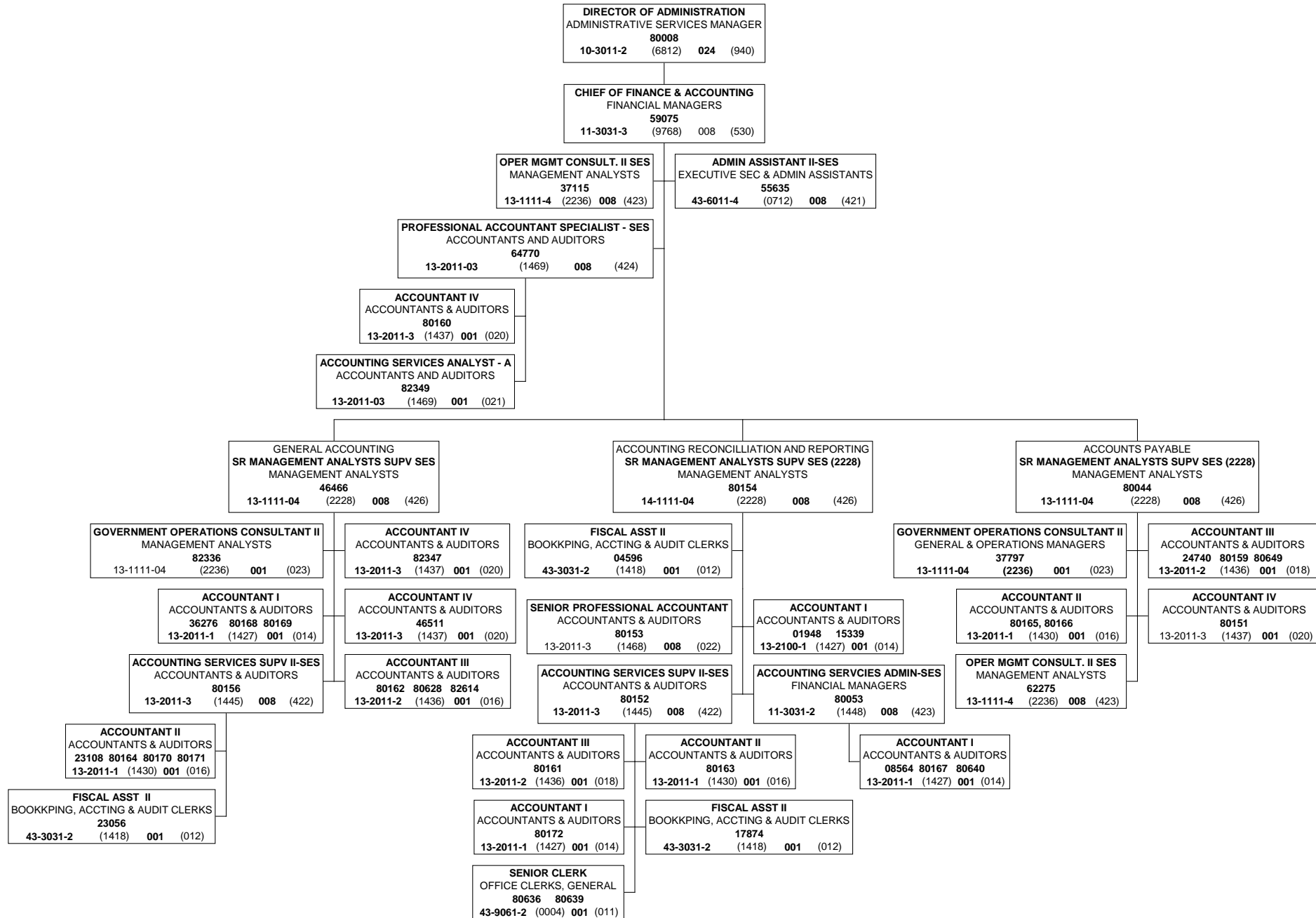
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75 - HEADQUARTERS
00 - OFFICE OF THE SECRETARY
0015 - CHIEF OF STAFF
0200 - DIRECTOR OF ADMINISTRATION

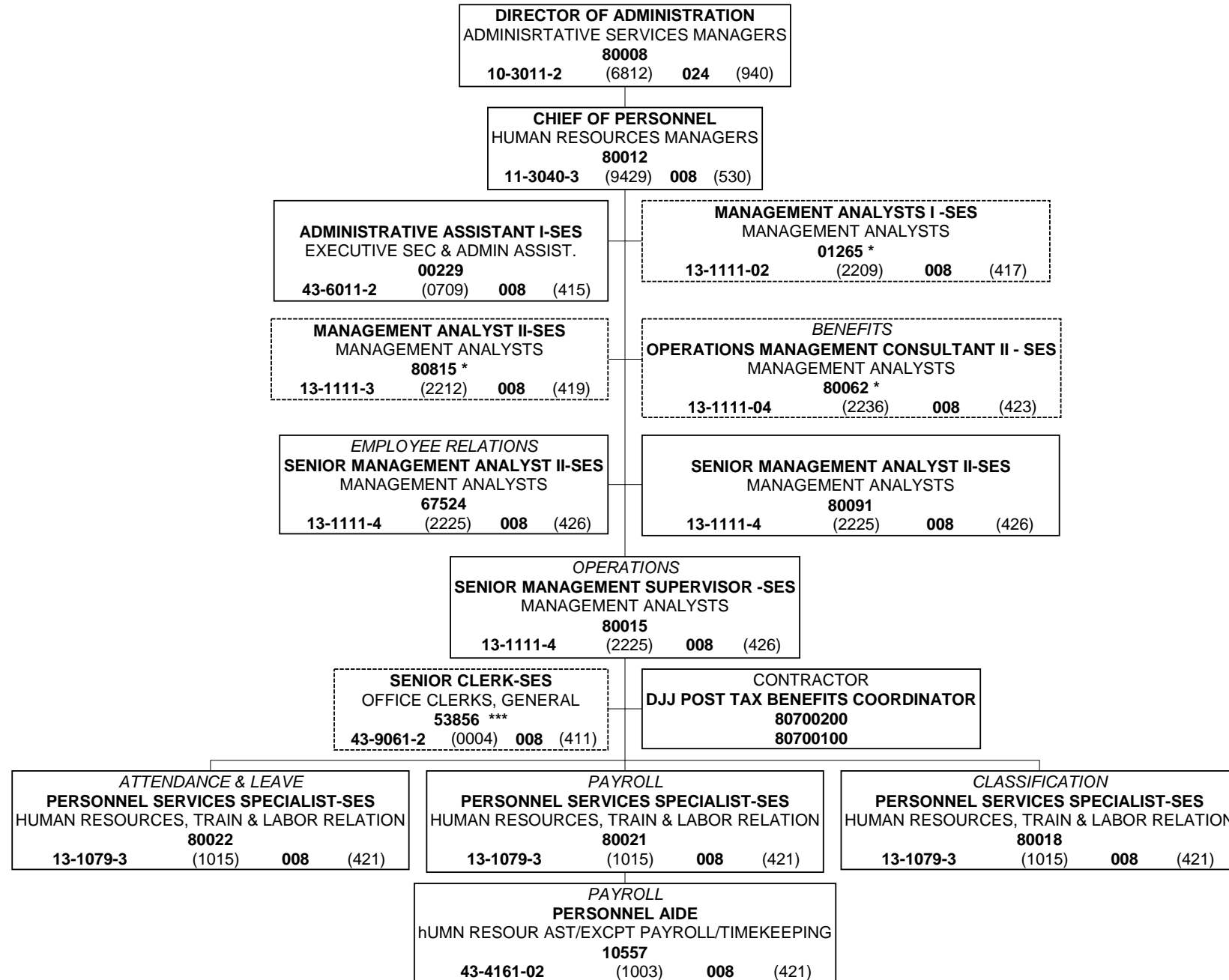
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DATE: _____



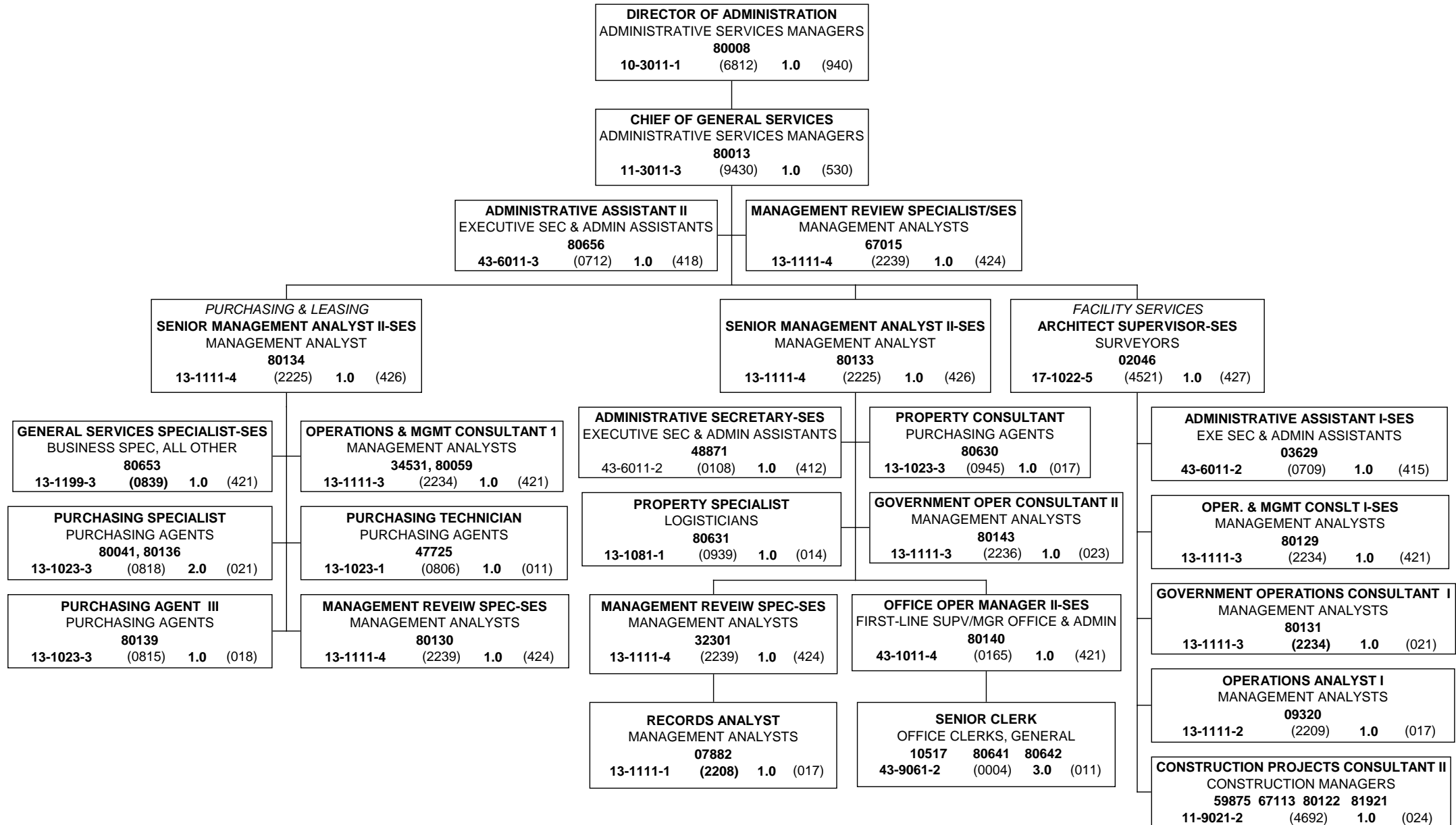


* Funded by Administration





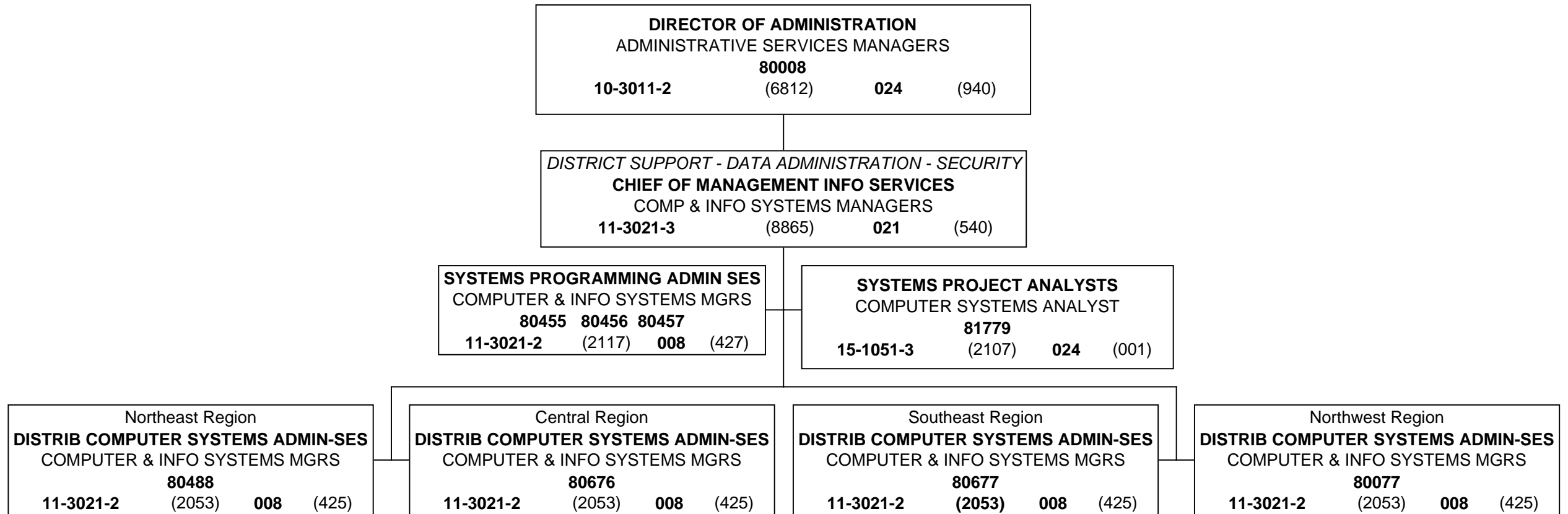
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 *** Funded by General Services

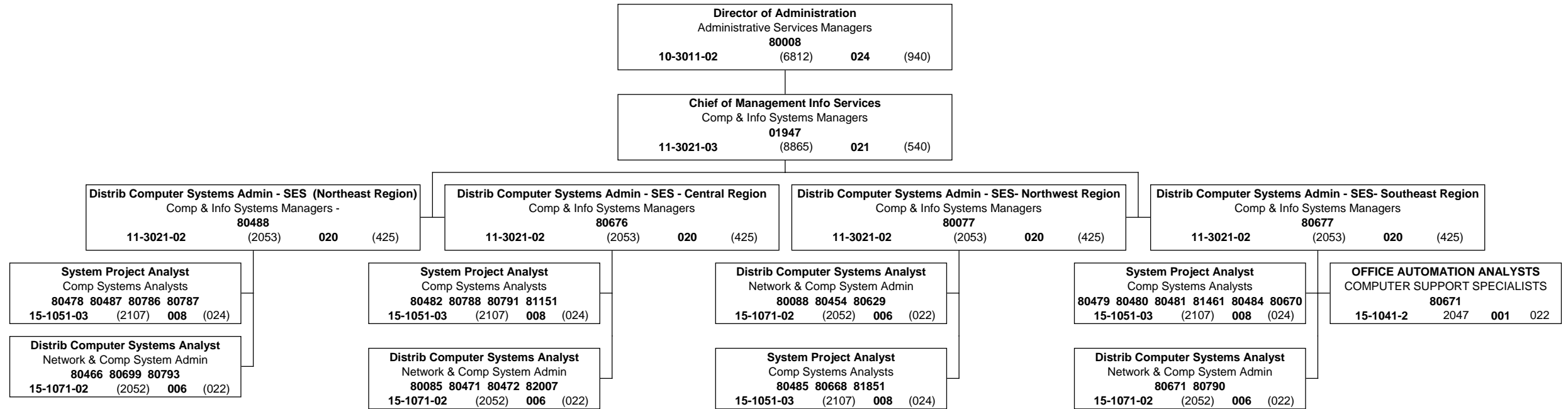


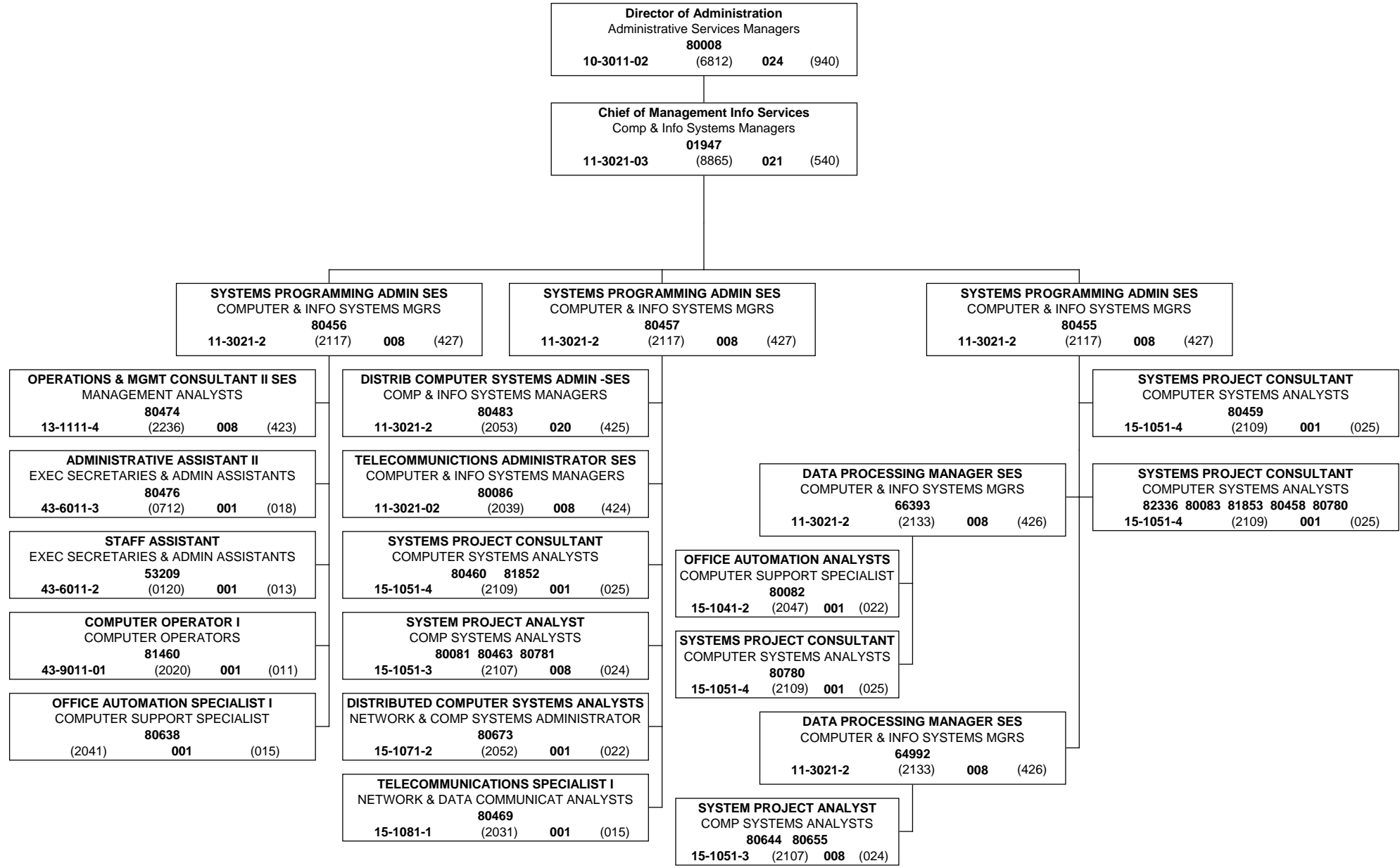
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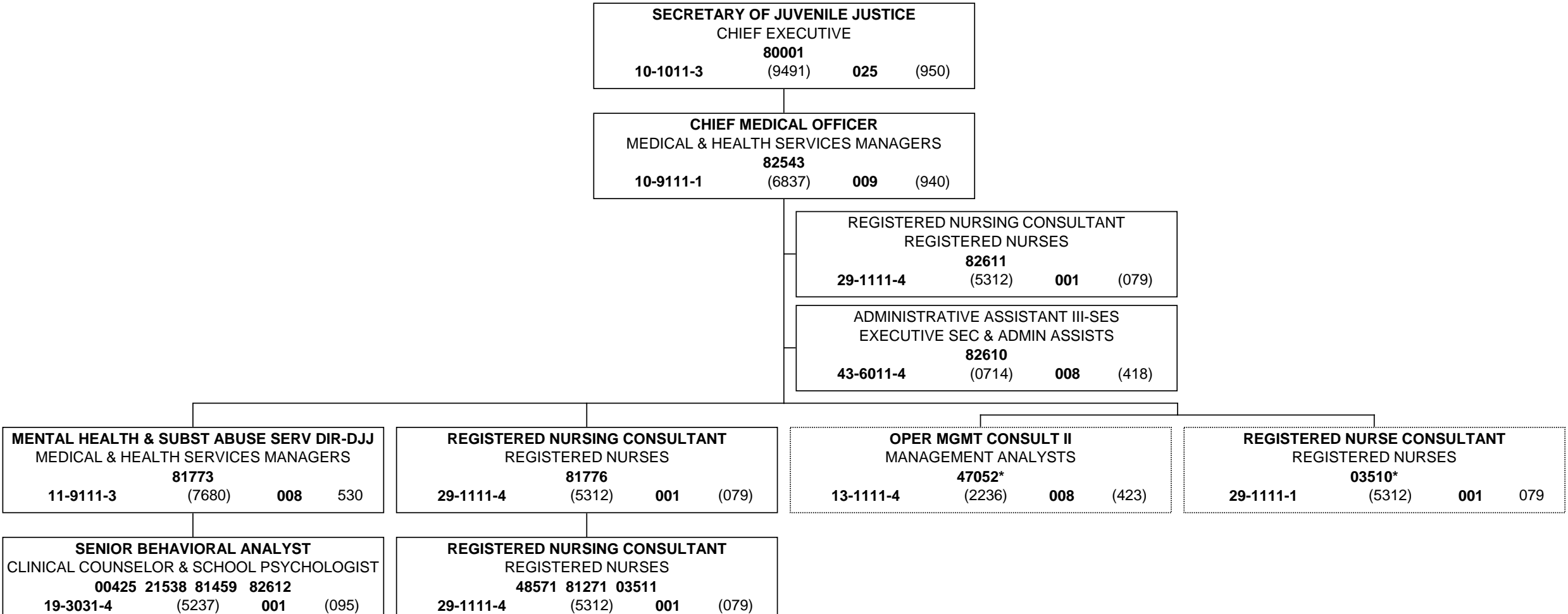
- 80 - DEPARTMENT OF JUVENILE JUSTICE
- 75 - HEADQUARTERS
- 00 - OFFICE OF THE SECRETARY
- 00 - DIRECTOR OF ADMINISTRATION
- 30 - OFFICE OF MANAGEMENT INFORMATION SYSTEMS

VERIFIED BY: Sara Gamble
EFFECTIVE: 03/07/09





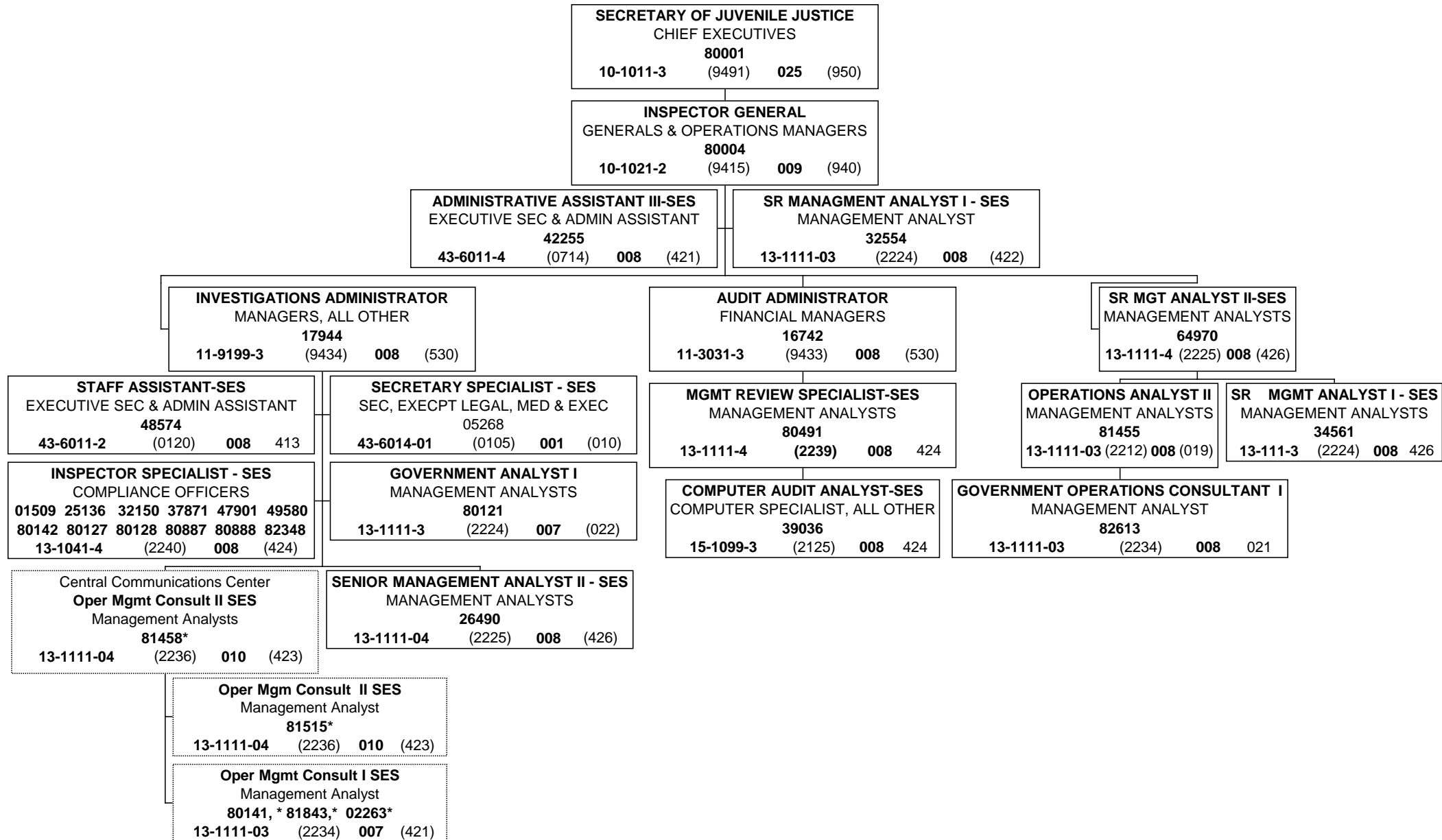




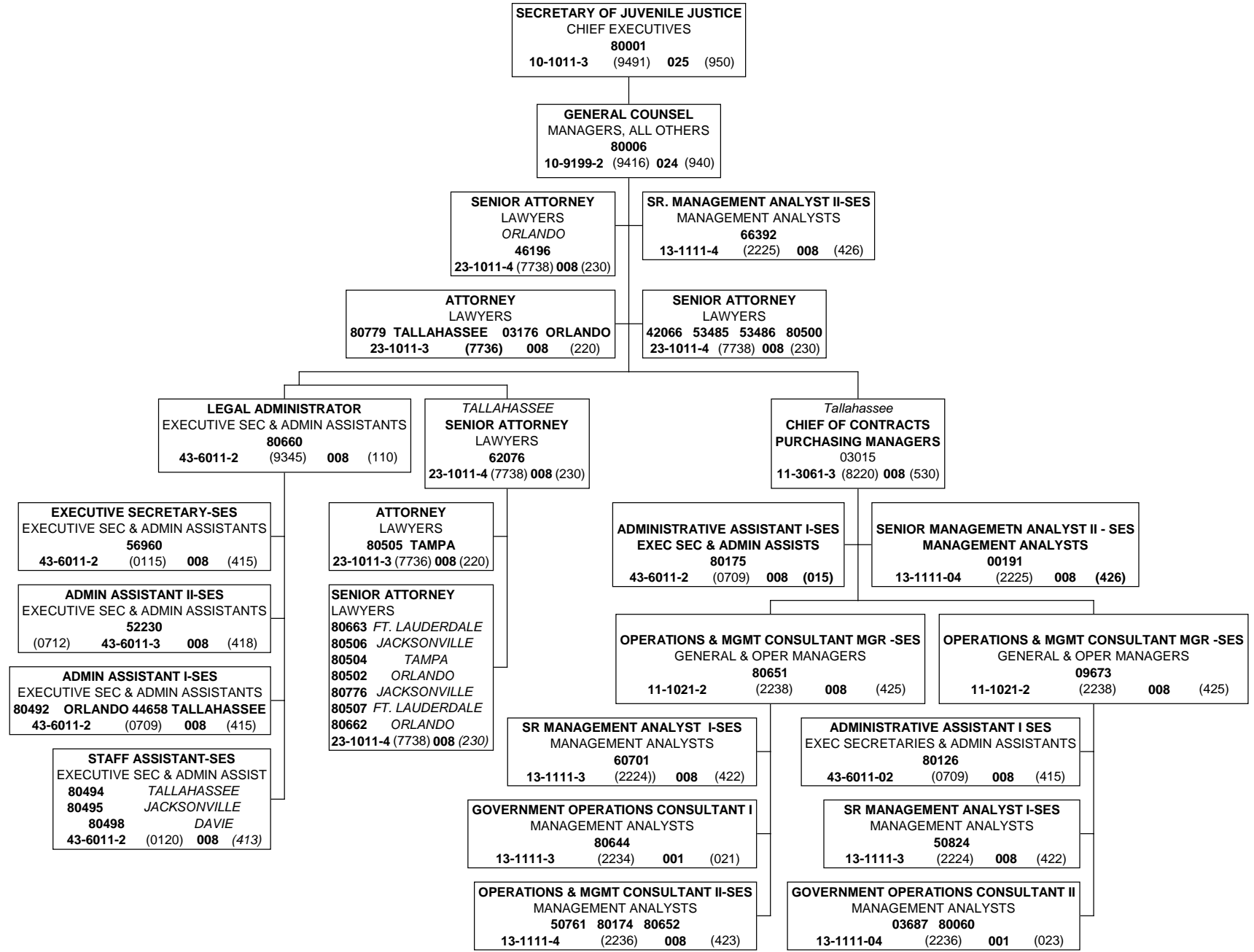
* Positions funded by Detention

CURRENT
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 75 - HEADQUARTERS
 00 - OFFICE OF THE SECRETARY
 00 - OFFICE OF THE INSPECTOR GENERAL
 111 - INVESTIGATIONS
 113 - AUDIT ADMINISTRATION
 0017 - CENTRAL COMMUNICATIONS CENTER

VERIFIED BY: Sara Gamble
 EFFECTIVE: 10/1/08

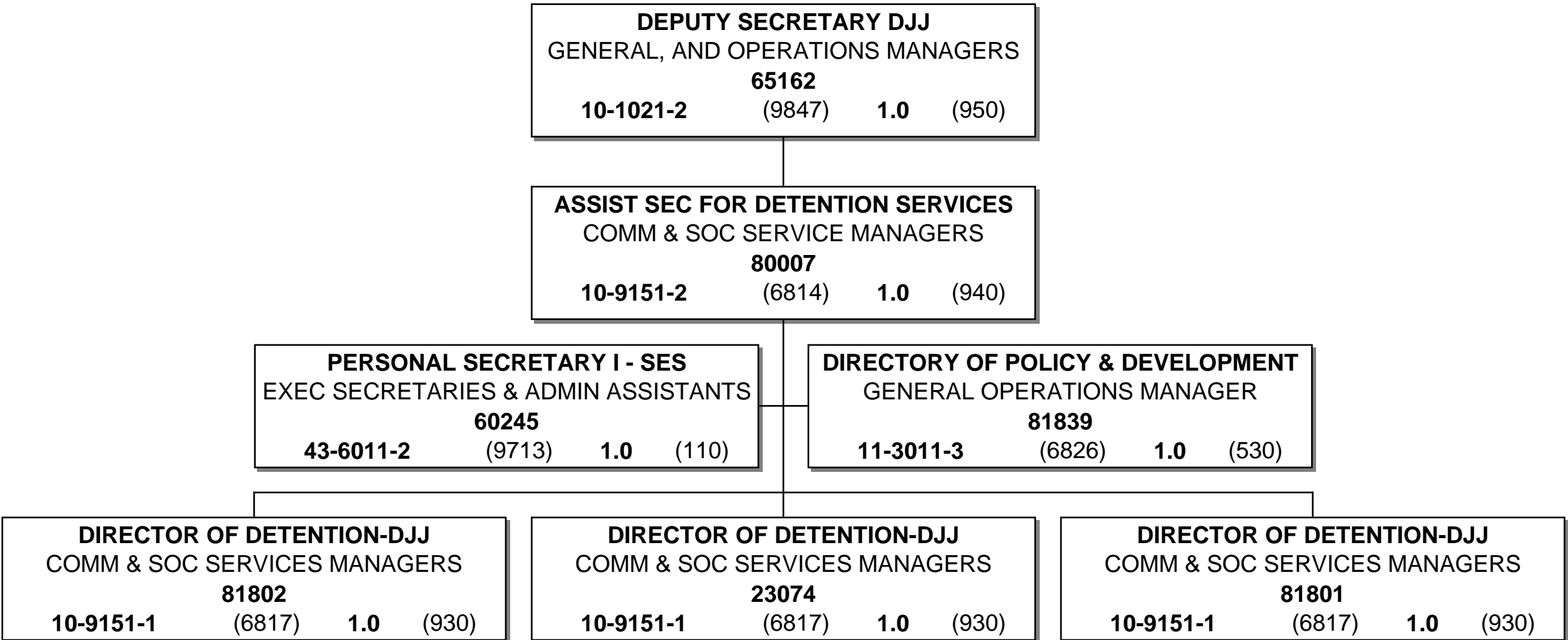


*Positions are funded under Residential Services

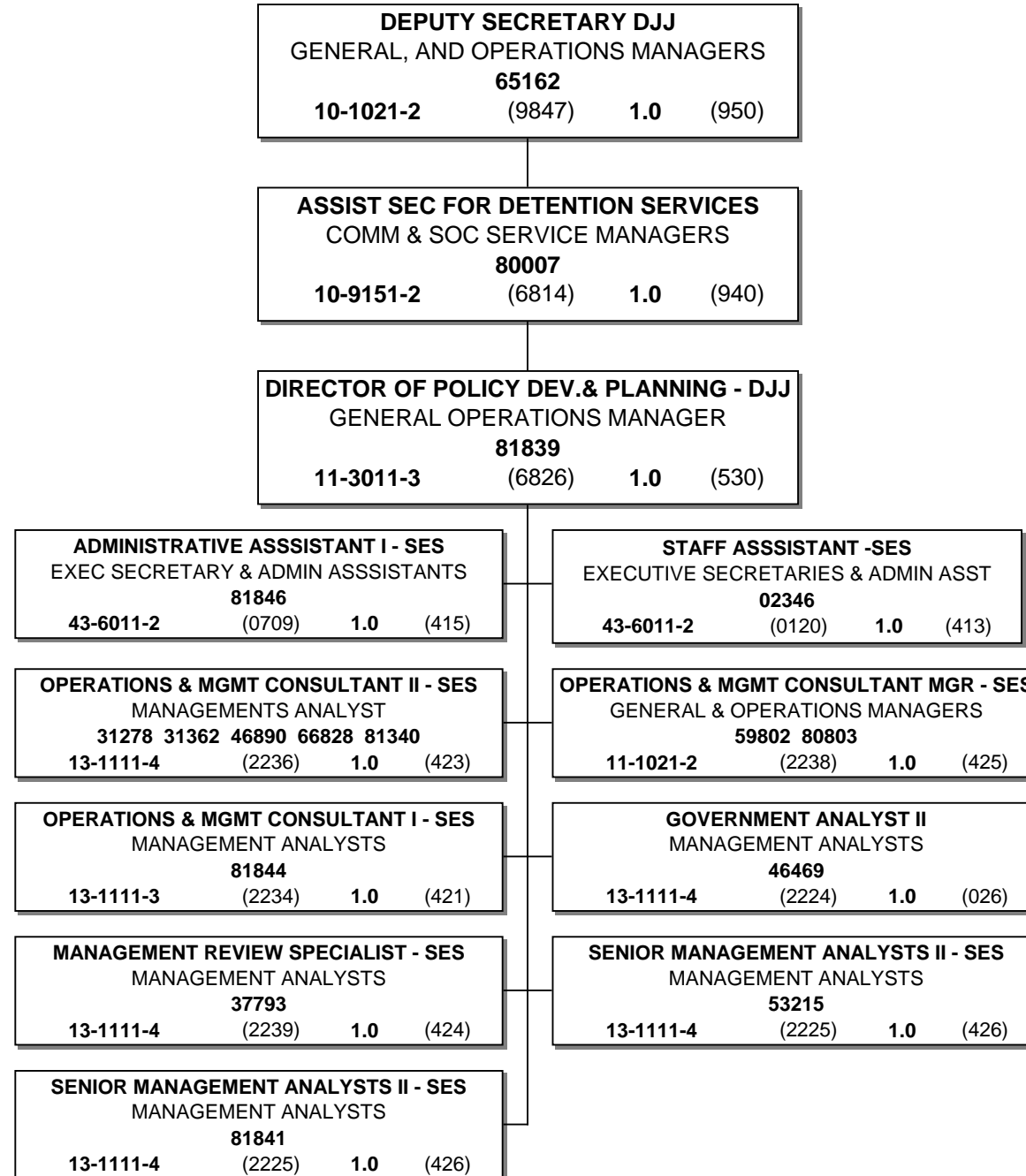


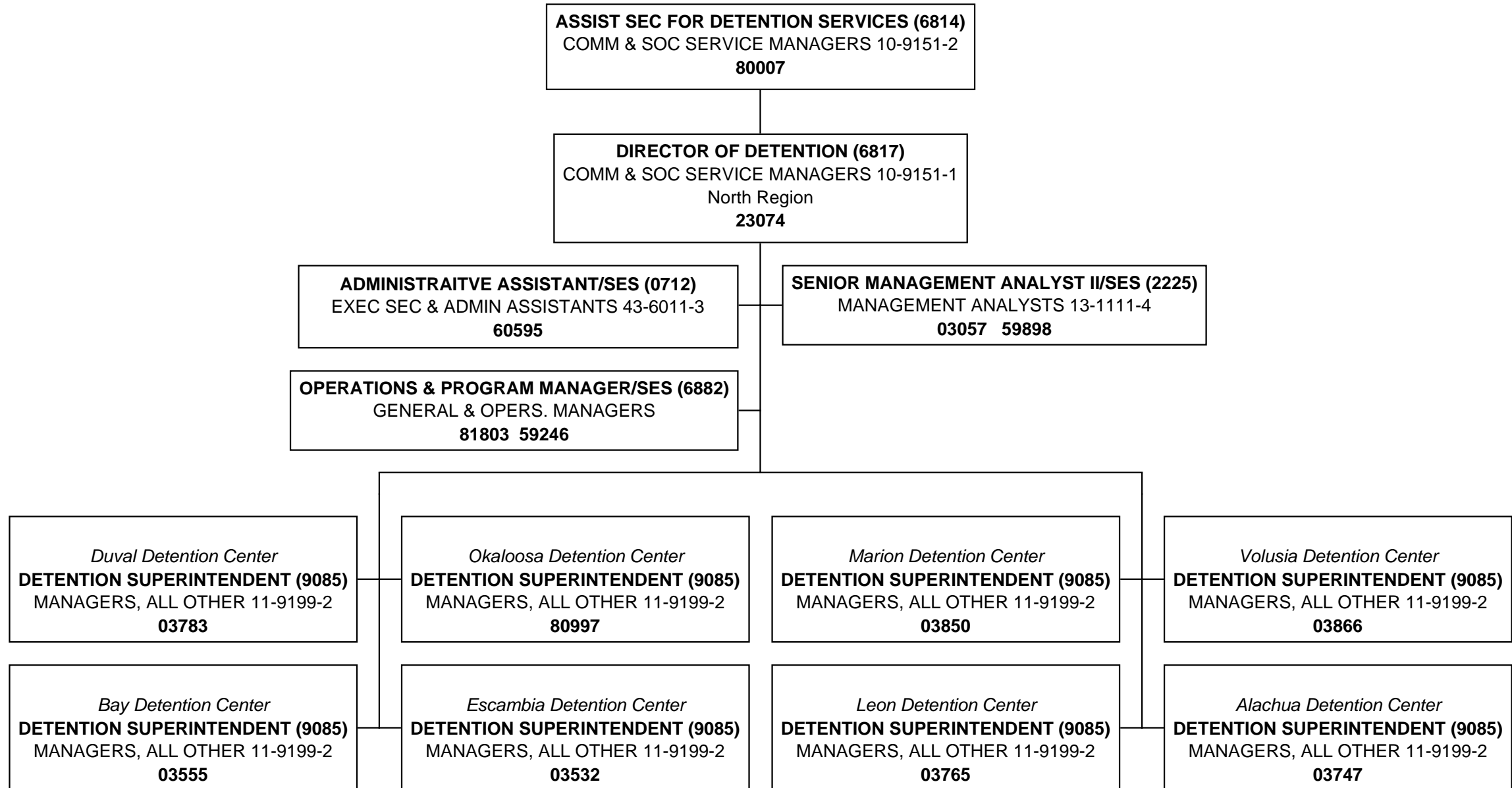
| | |
|--|------------|
| ASSISTANT SECRETARY OF DETENTNION AND HEADQUARTERS | 80-40 |
| STATEWIDE OFFENDER TRANSPORTATION PROGRAM | 80-40-1 |
| DIRECTOR OF DETENTION NORTH | 80-40-2 |
| CIRCUIT 01 OKALOOSA REGIONAL DETENTION CENTER | N1 |
| ESCAMBIA DETENTION CENTER | N1-2 |
| CIRUCIT 02 LEON REGIONAL DETENTION CENTER | N2, N2-1 |
| CIRUCIT 04 DUVAL REGIONAL DETENTION CENTER | N4 |
| CIRCUIT 05 MARION REGIONAL DETENTION CENTER | N5 |
| CIRCUIT 07 VOLUSIA REGIONAL DETENTION CENTER | N7 |
| CIRCUIT 08 ALACHUA REGIONAL DETENTION CENTER | N8 |
| CIRUCIT 14 BAY REGIONAL DETENTION CENTER | N14, N14-1 |

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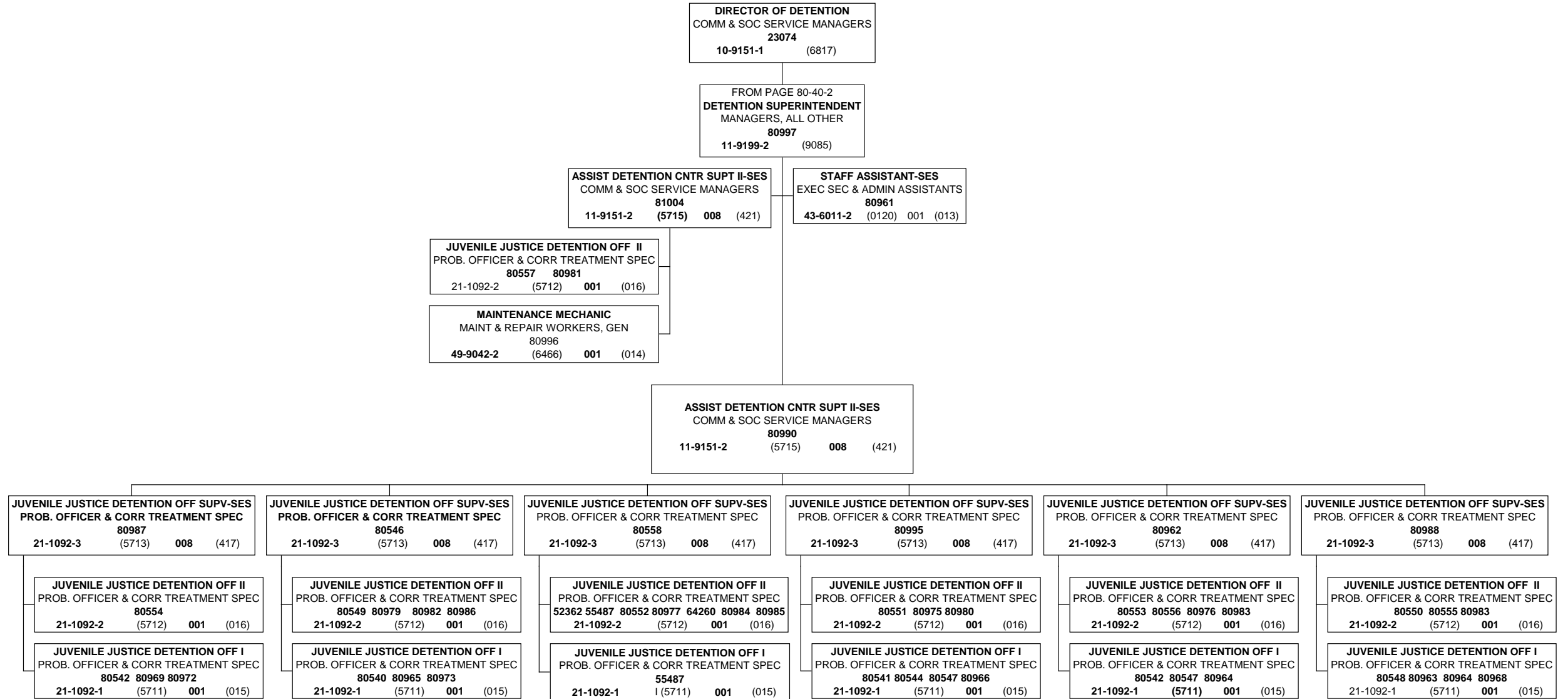
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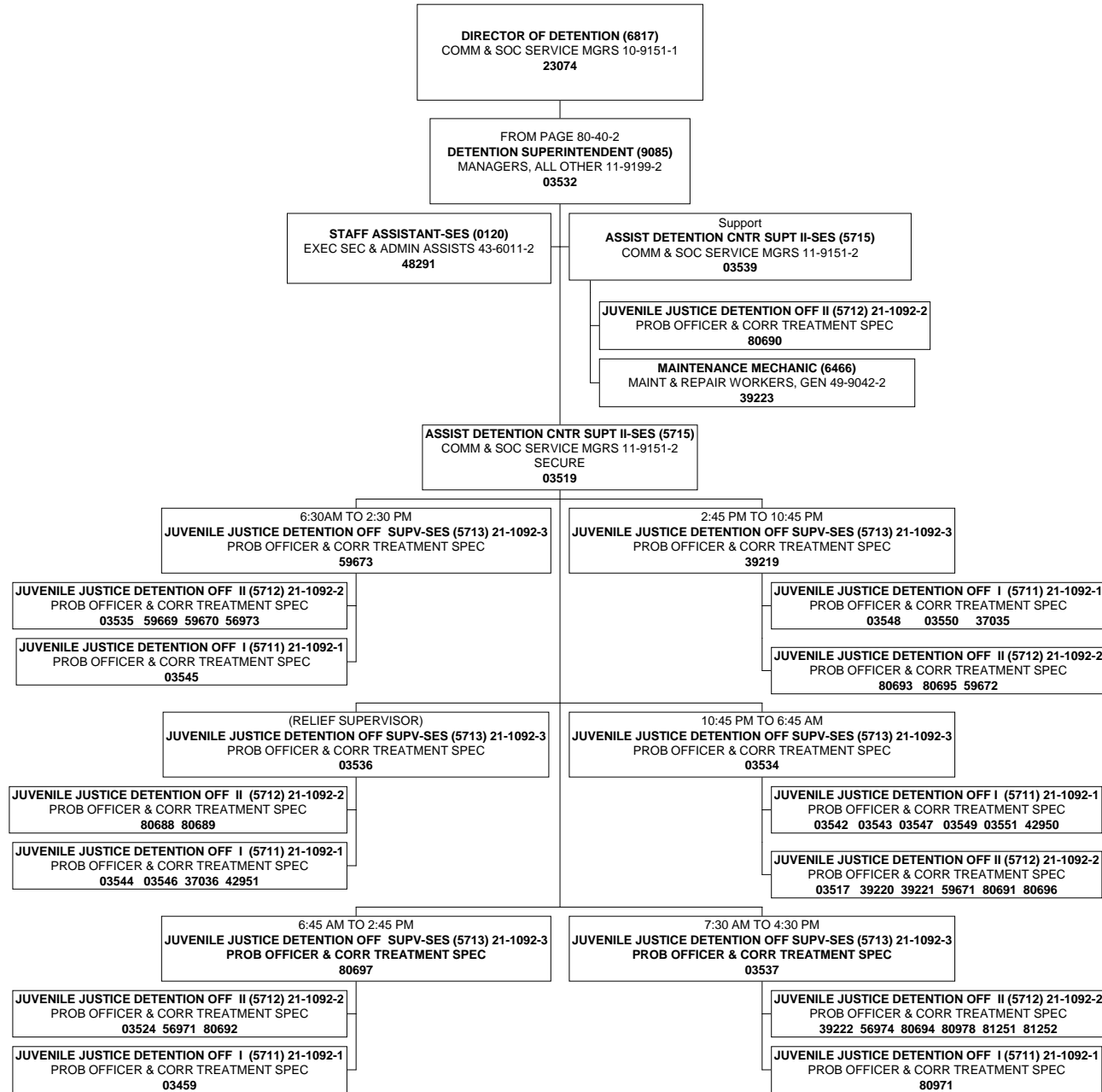


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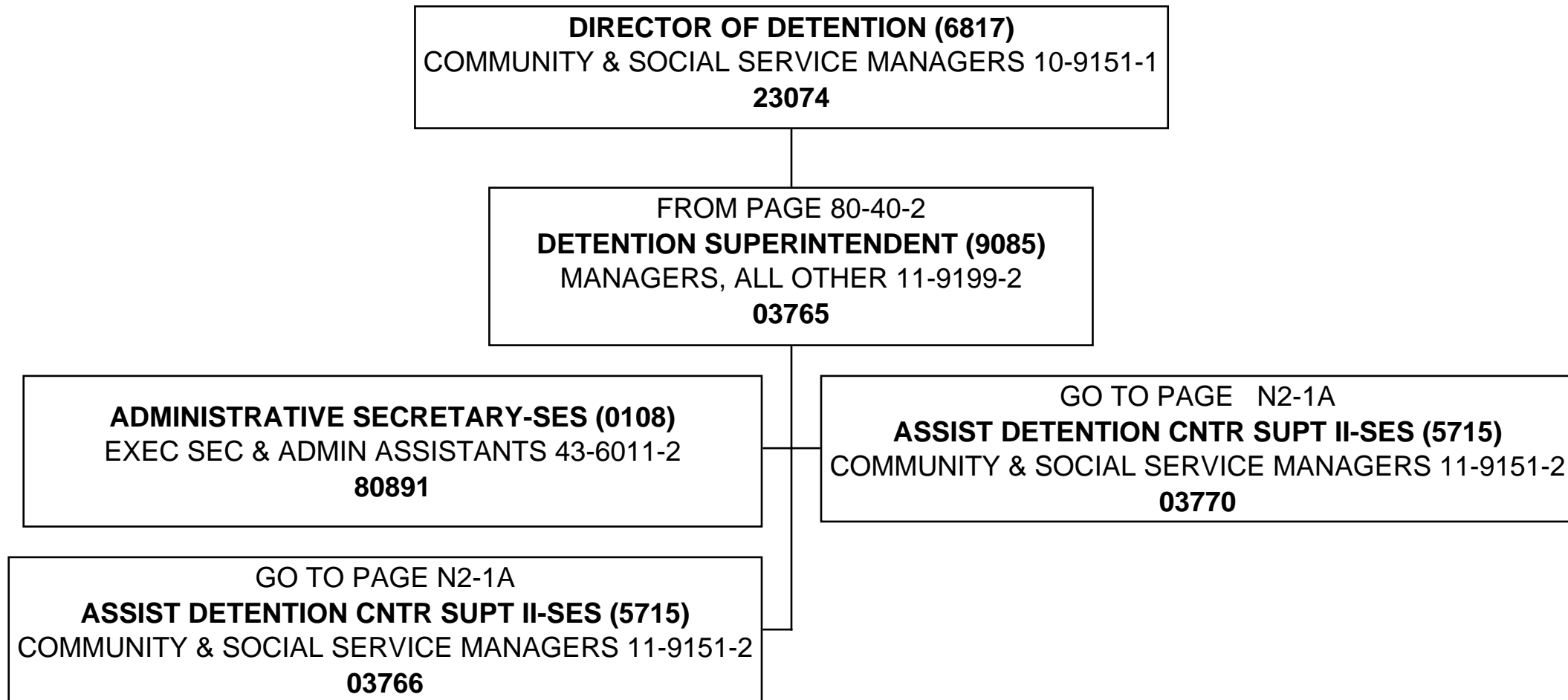


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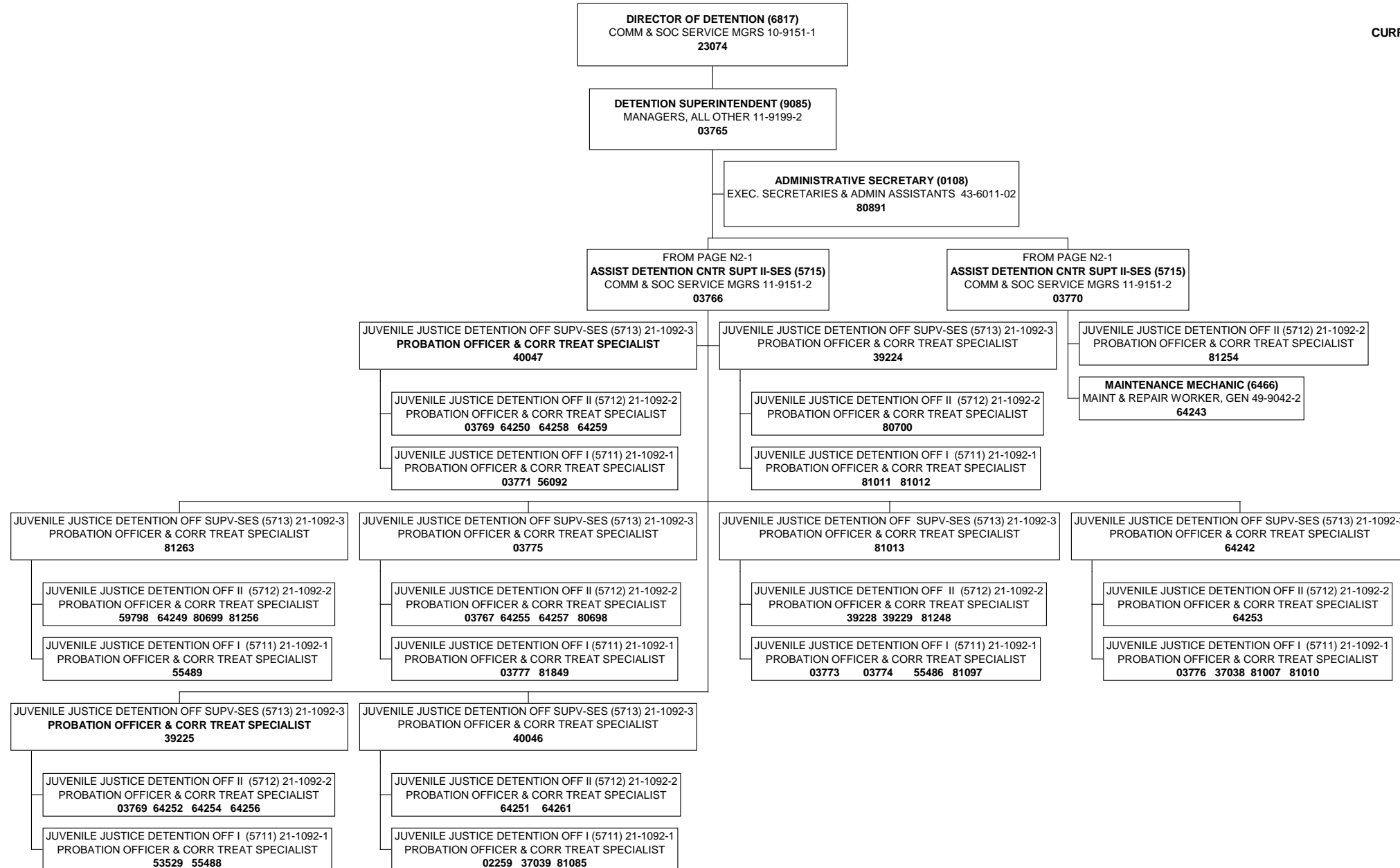


80 - DEPARTMENT OF JUVENILE JUSTICE
41 - DETENTION SERVICES
10 - RIGION (NORTH)
02 - CIRCUIT
2500 - LEON REGIONAL DETENTION CENTER

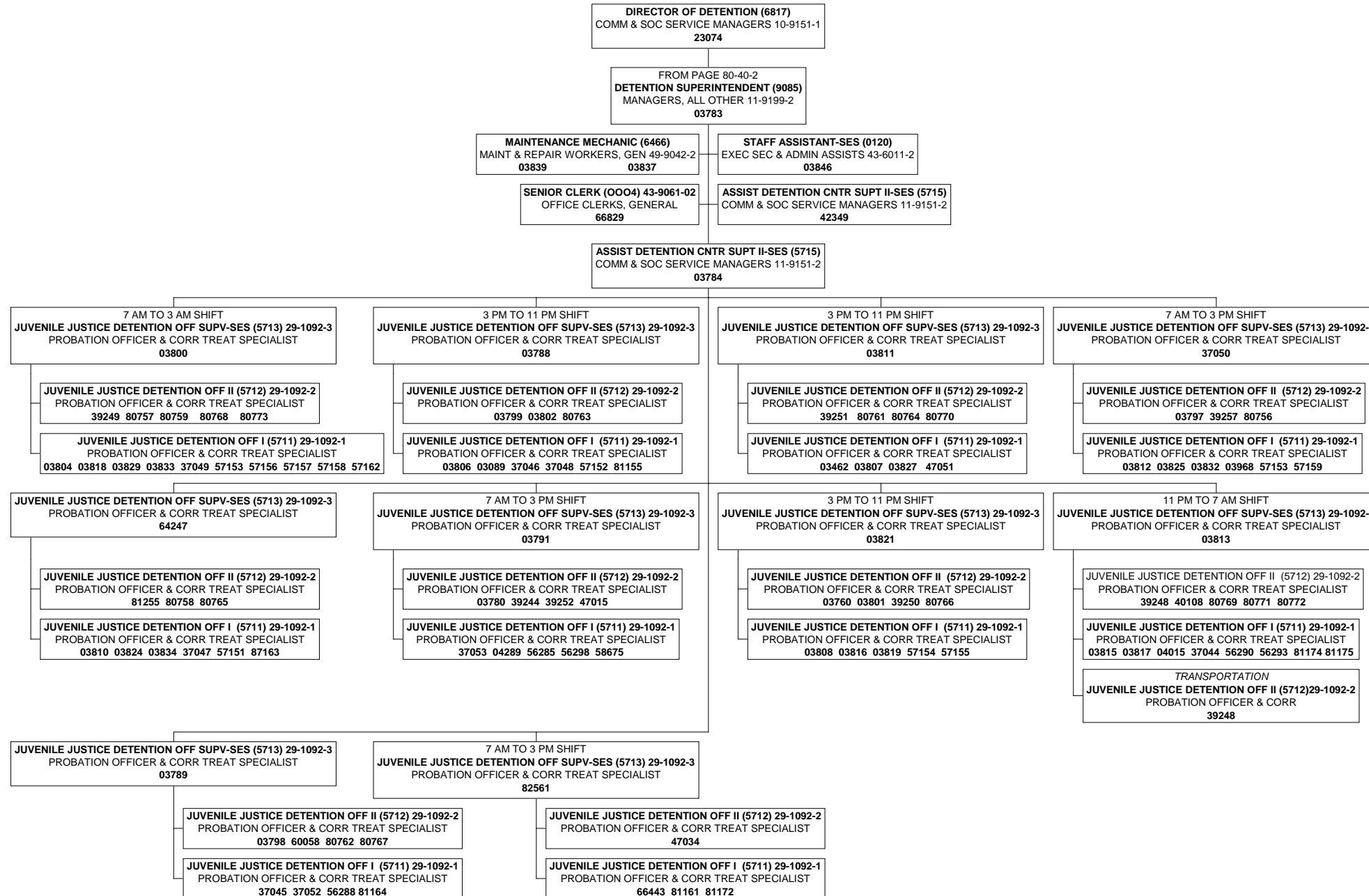
VERIFIED BY; Sara Gamble
EFFECTIVE: 9-17-08



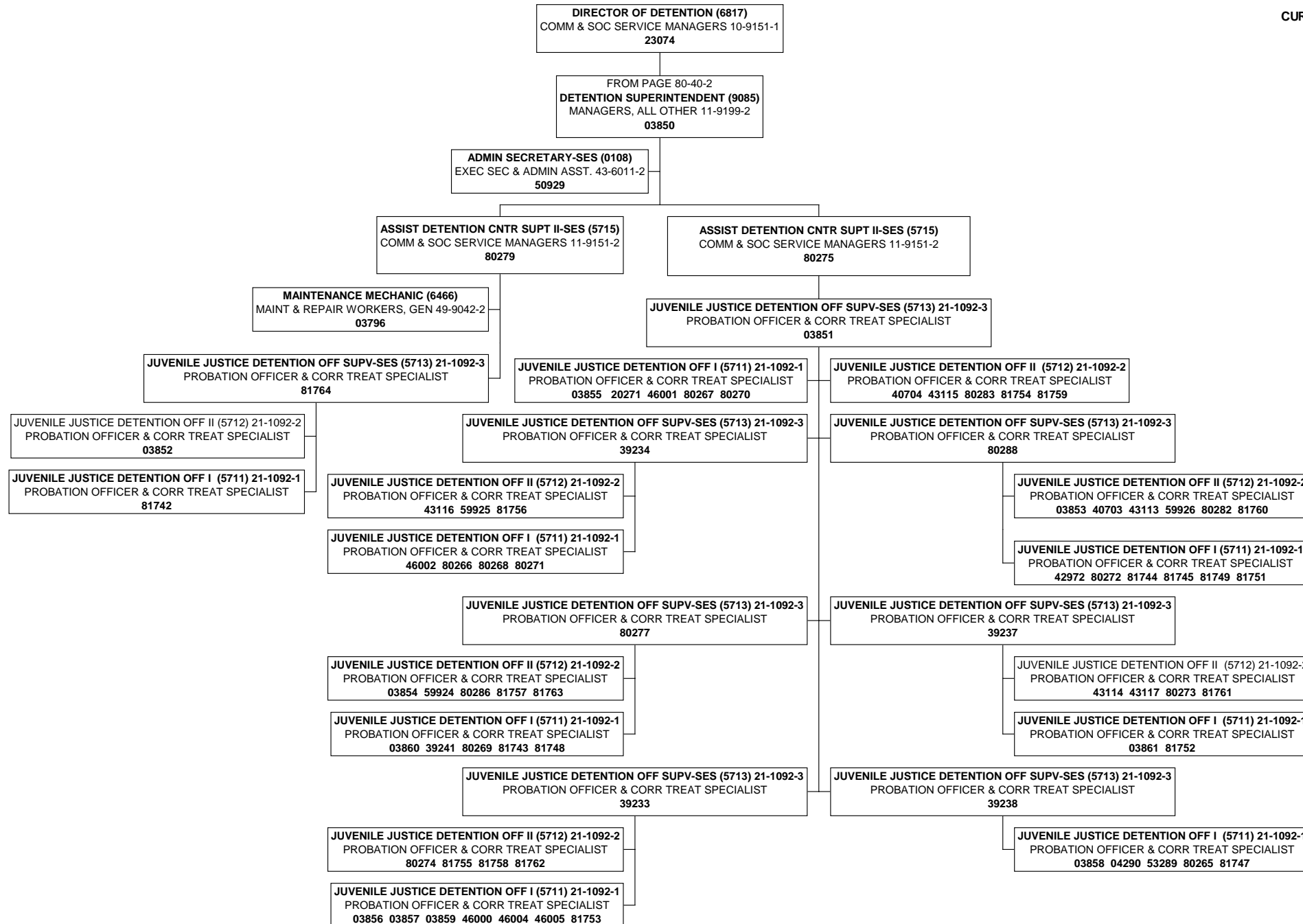
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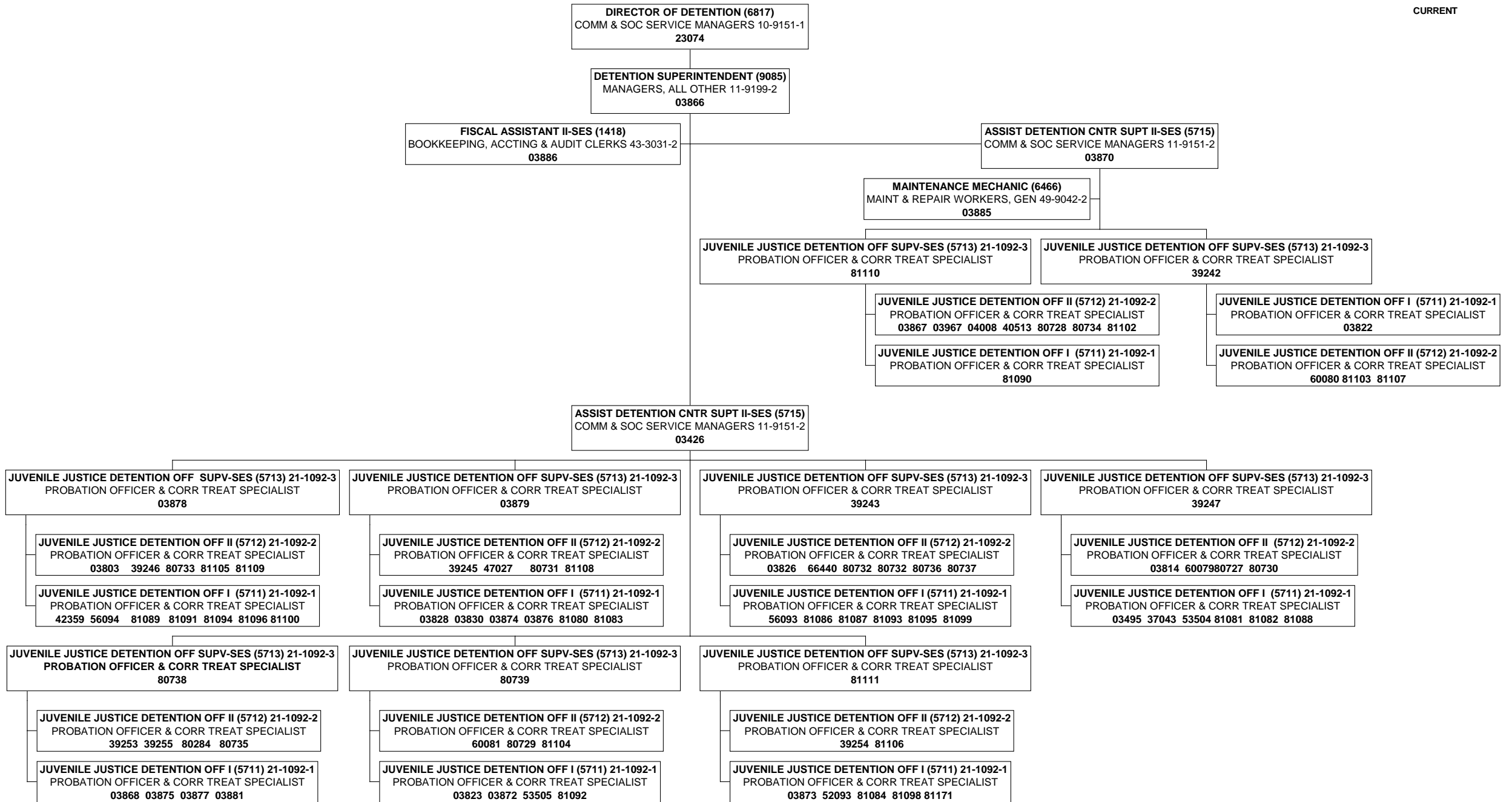
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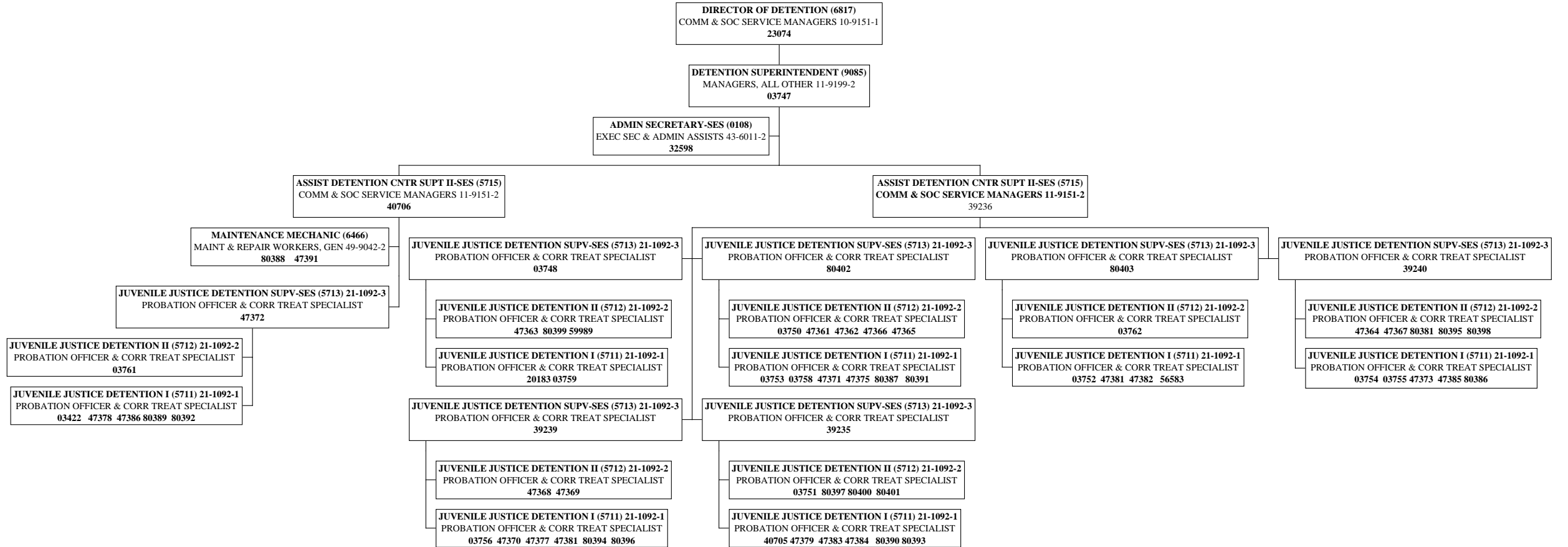
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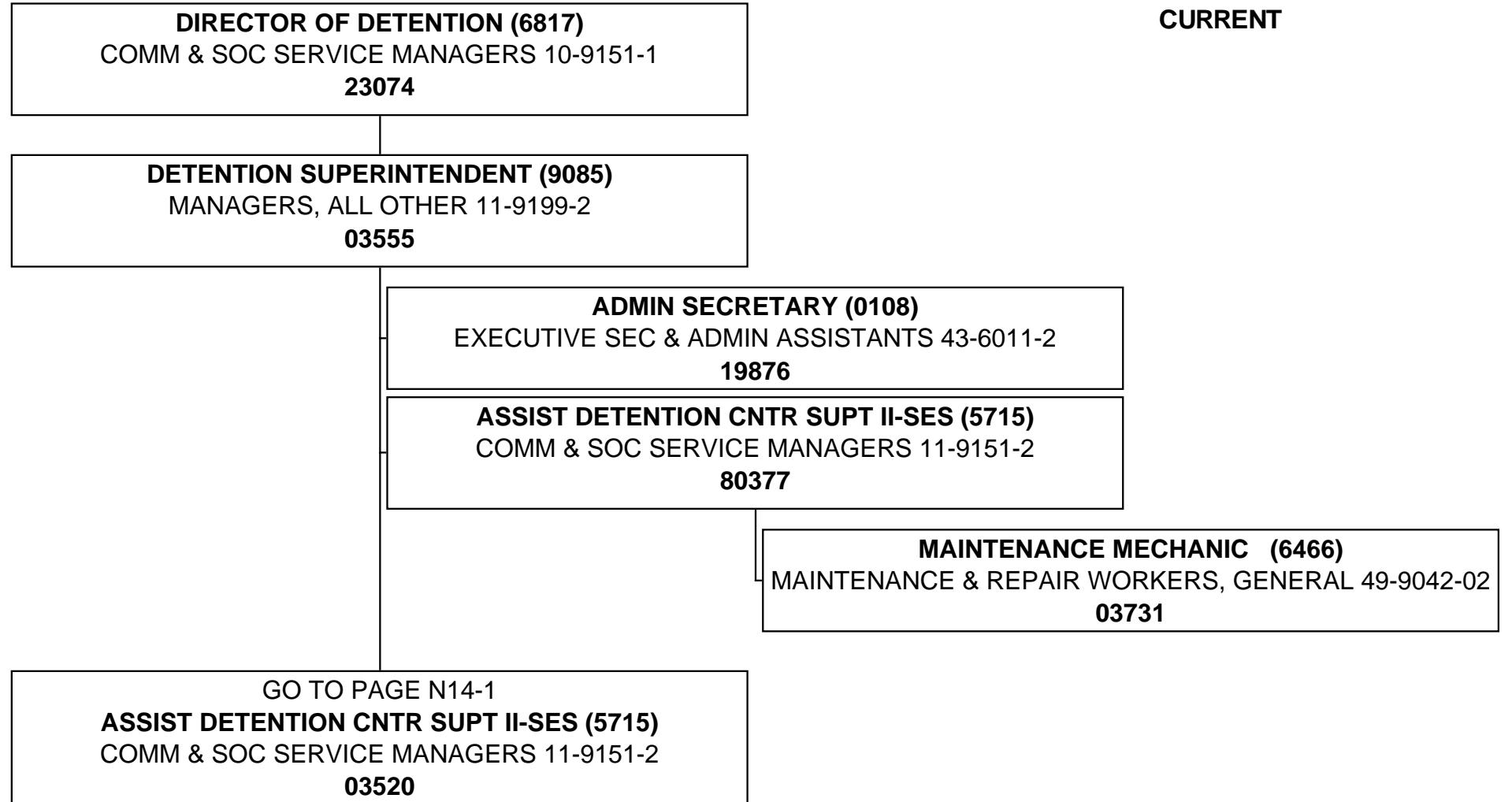


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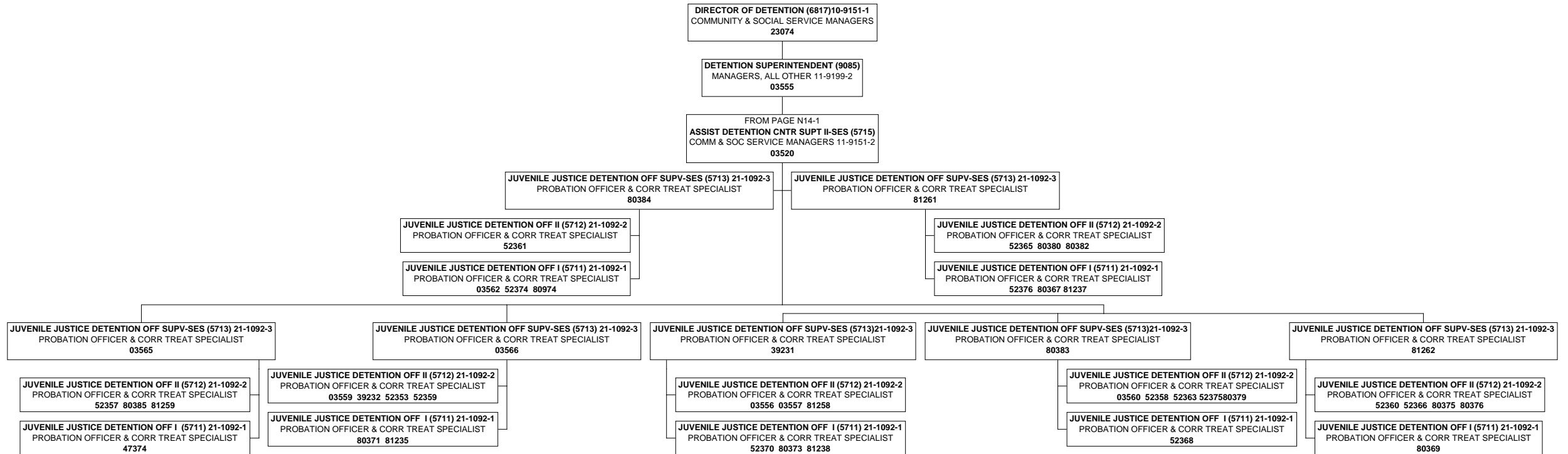


80 - DEPARTMENT OF JUVENILE JUSTICE
41 - DETENTION SERVICES
10 - REGION (NORTH)
14 - CIRCUIT
2500 - BAY REGIONAL DETENTION CENTER

SUBMITTED:
VERIFIED BY: Sara Gamble
EFFECTIVE: 7-22-08

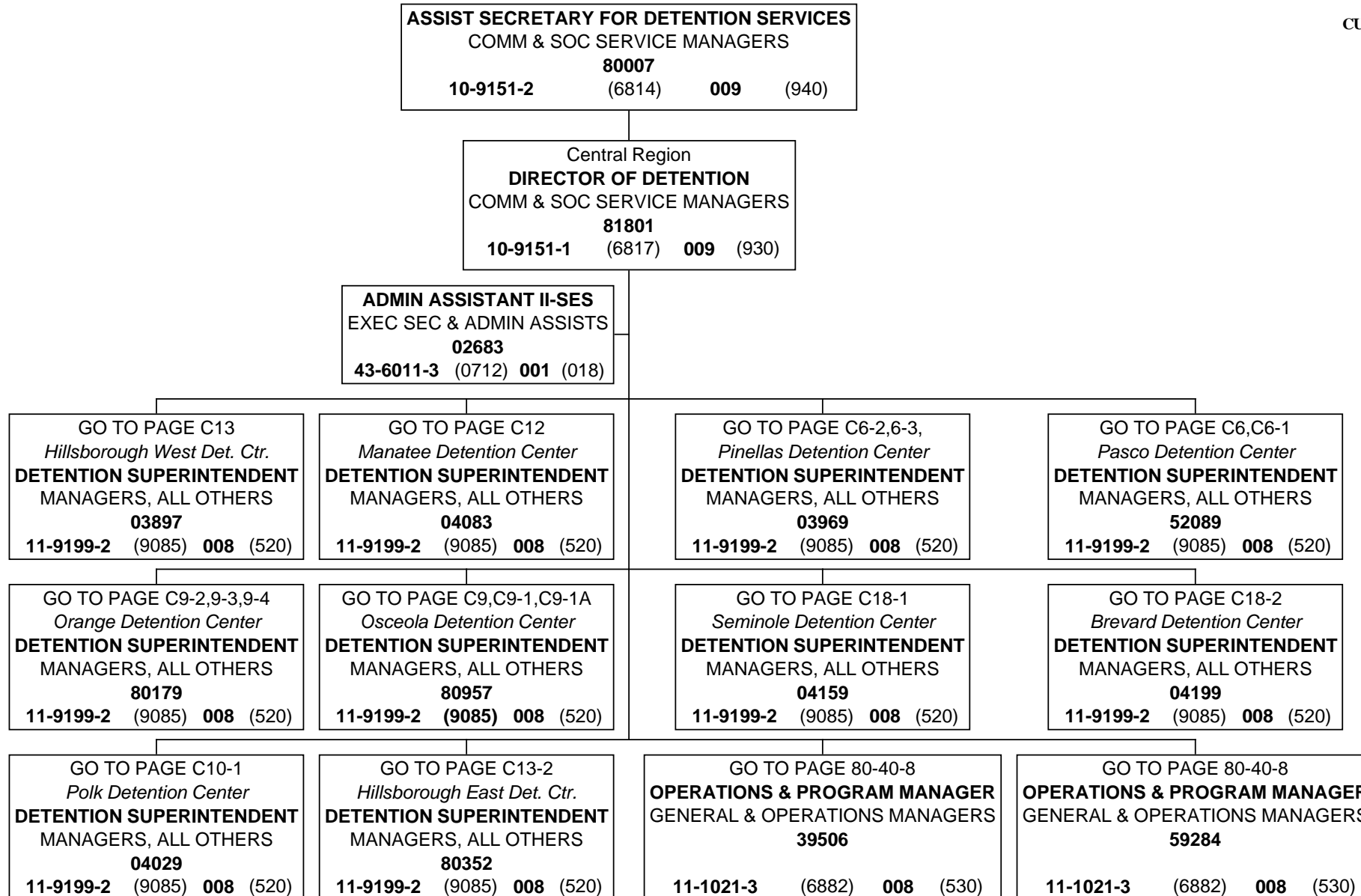


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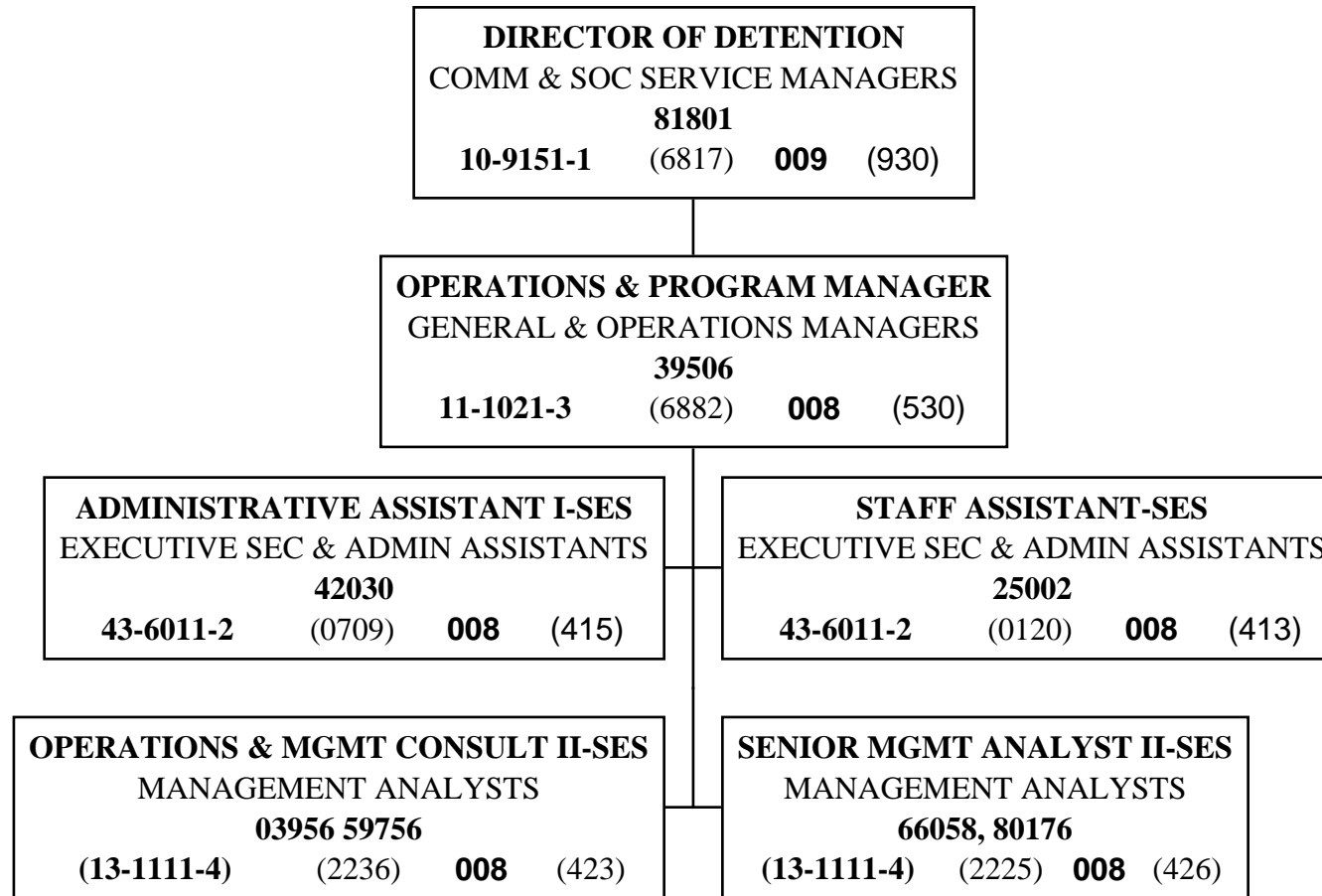
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|--|------------------------|
| DIRECTOR OF DETENTION, EAST AND WEST CENTRAL | 80-40-5 |
| DETENTION - CENTRAL | 80-40-8, 80-40-8A |
| CIRCUIT 06 PASCO REGIONAL DETENTION CENTER | C6, C6-1 |
| PINELLAS REGIONAL DETENTION CENTER | C6-2, C6-3 |
| CIRCUIT 09 OSCEOLA REGIONAL DETENTION CENTER | C9, C9-1,C9-1A |
| ORANGE REGIONAL DETENTION CENTER | C9-2, C9-3, C9-4, C9-5 |
| CIRCUIT 10 POLK REGIONAL DETENTION CENTER | C10, C10-1 |
| CIRCUIT 12 MANATEE REGIONAL DETENTION CENTER | C12, C12-1 |
| CIRCUIT 13 WEST HILLSBOROUGH REGIONAL DETENTION CENTER | C13, C13-1 |
| EAST HILLSBOROUGH REGIONAL DETENTION CENTER | C13-2, C13-2A |
| CIRCUIT 18 SEMINOLE REGIONAL DETENTION CENTER | C18-1 |
| BREVARD REGIONAL DETENTION CENTER | C18-2 |

CURRENT



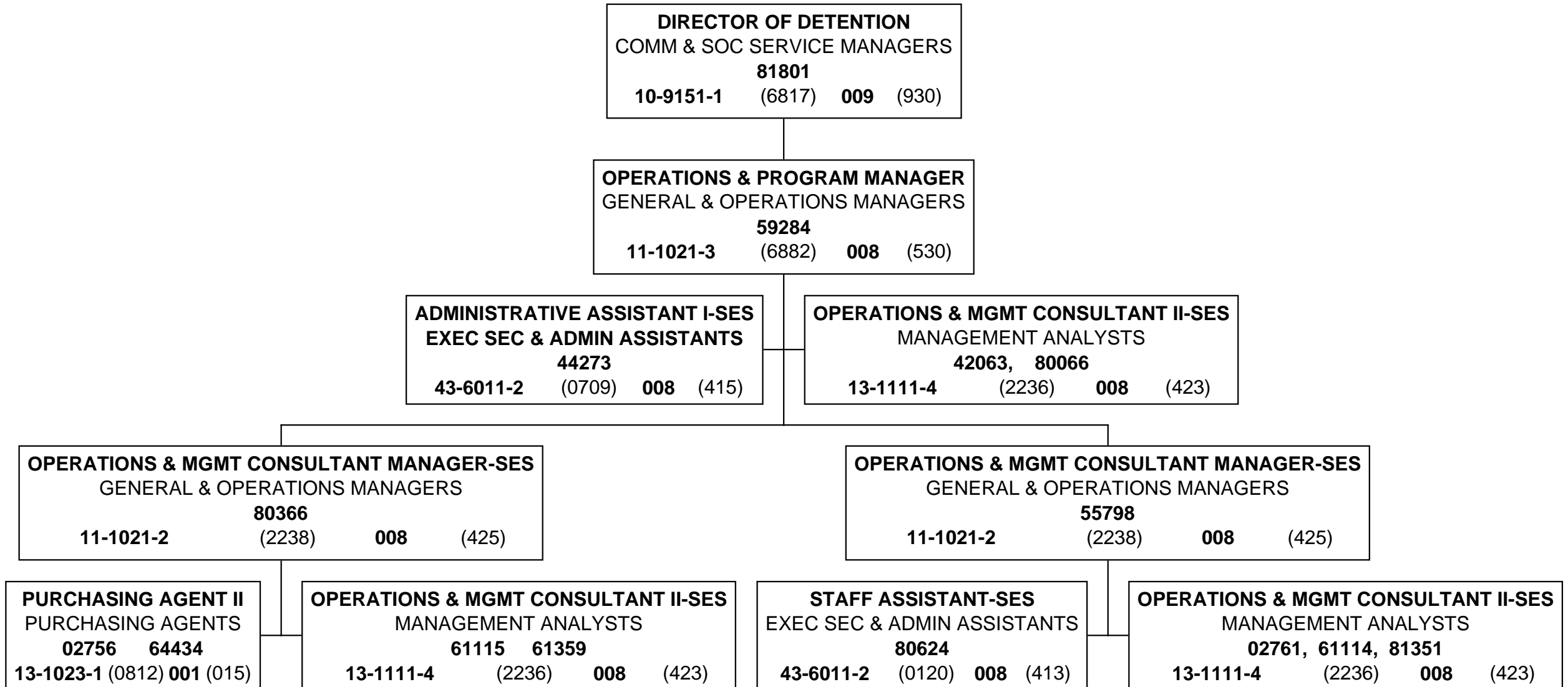
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CURRENT



80-40-8

CURRENT

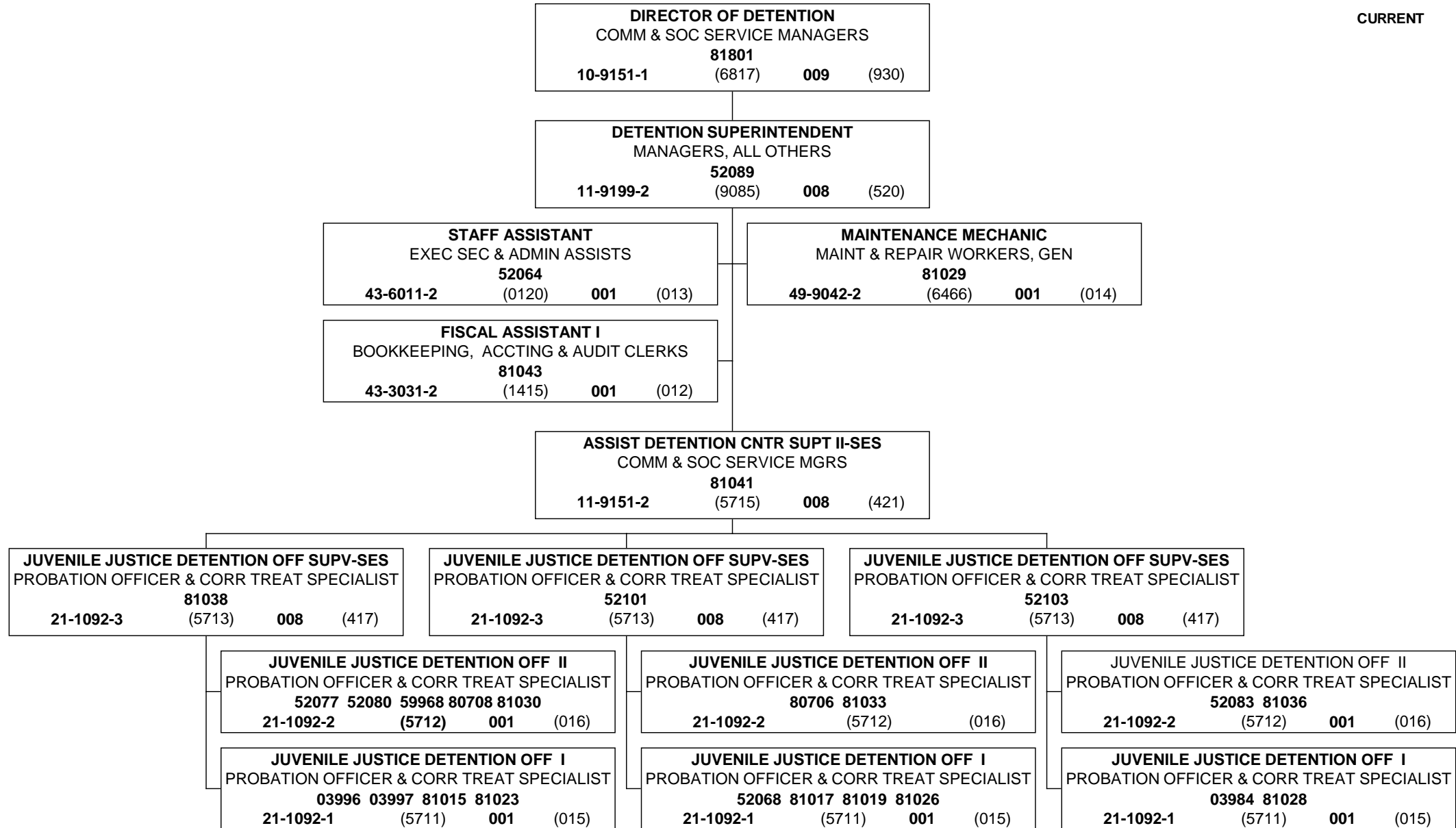


80-40- 8A

80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTIONS SERVICES
 20 - REGION (CENTRAL)
 06 - CIRCUIT
 2500 - PASCO REGIONAL DETENTION CENTER
 00 - ADMIN. SHIFT
 01 - EVENING SHIFT
 02 - NIGHT SHIFT
 03 - ROTATING SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 2-10-09

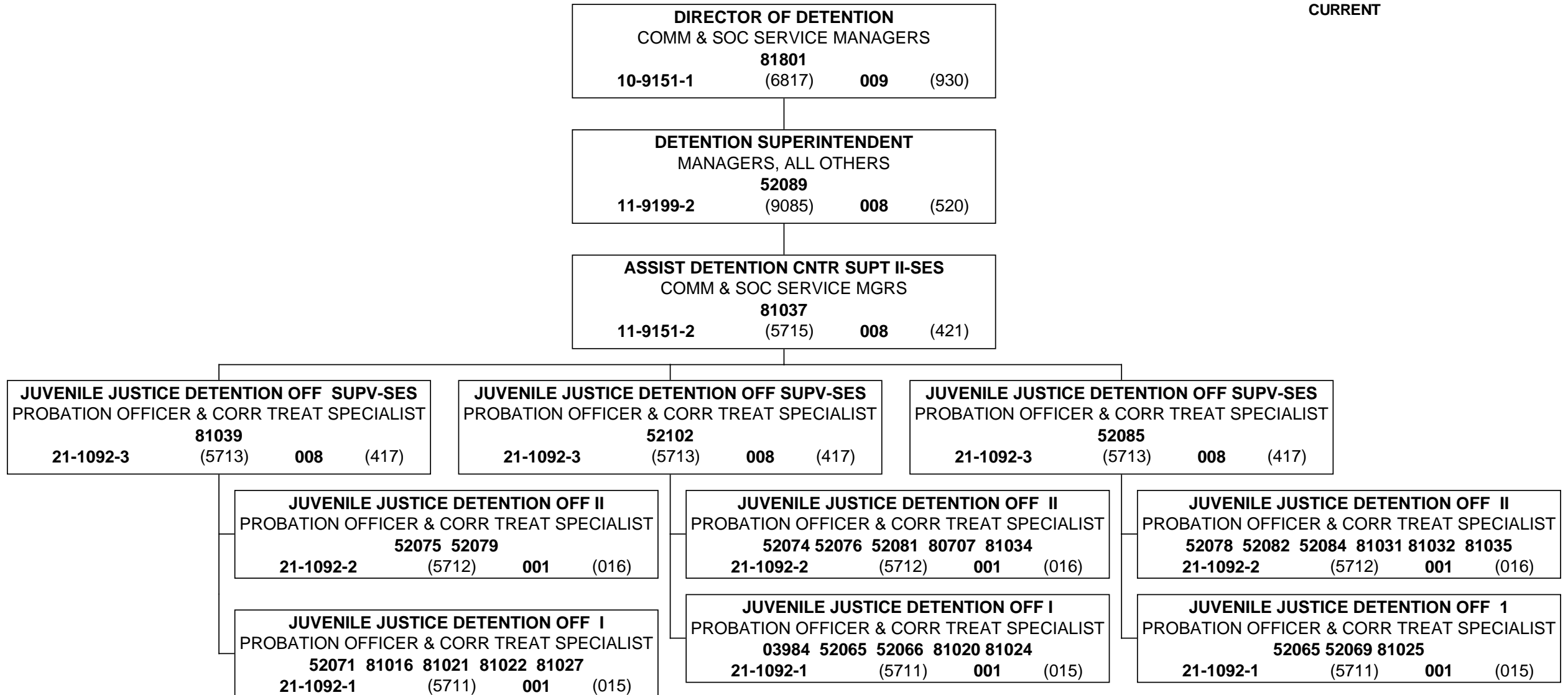
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80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTIONS SERVICES
 20 - REGION (CENTRAL)
 06 - CIRCUIT
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 01 - EVENING SHIFT
 02 - NIGHT SHIFT
 03 - ROTATING SHIFT 01 - TRUST FUND

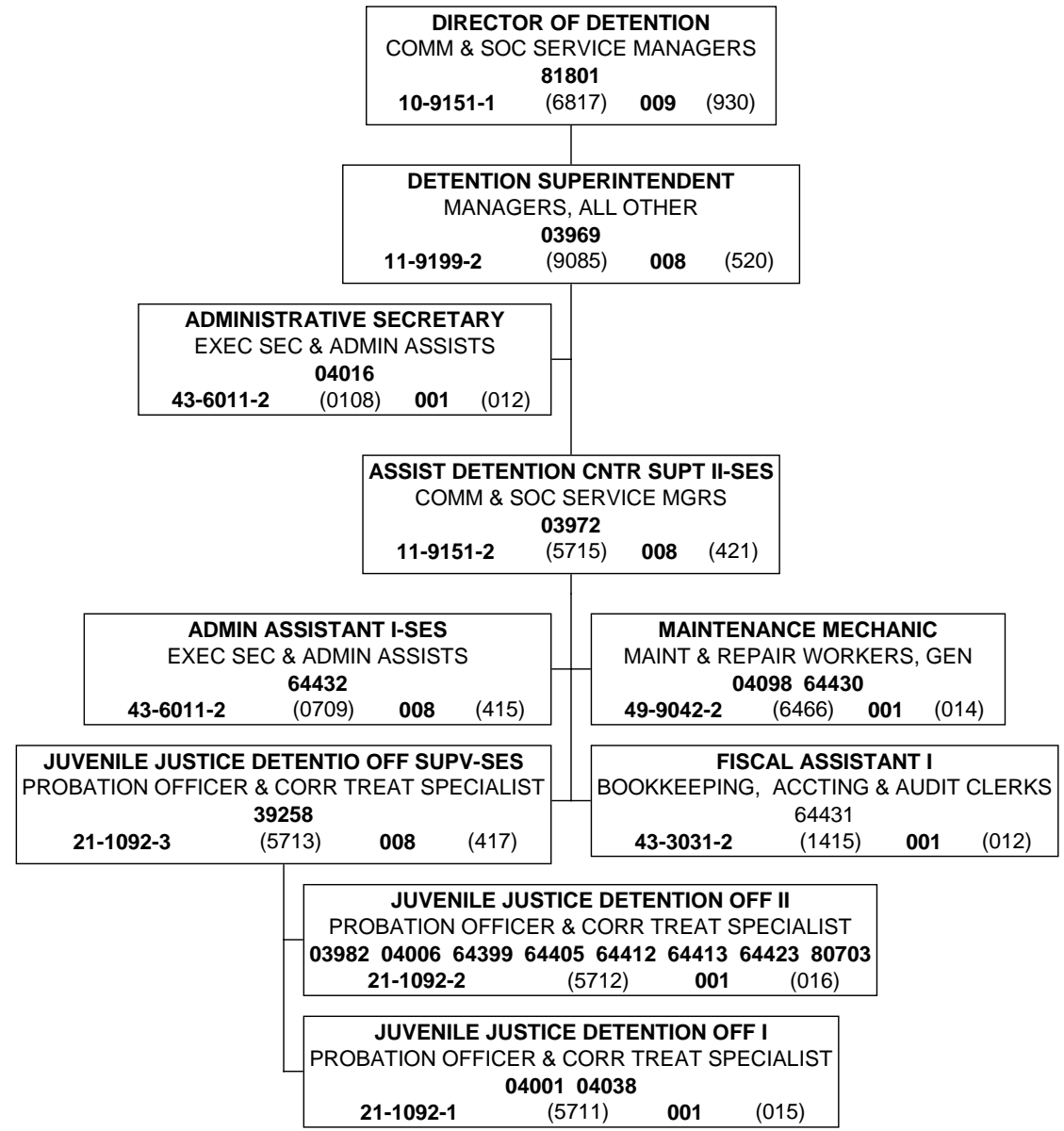
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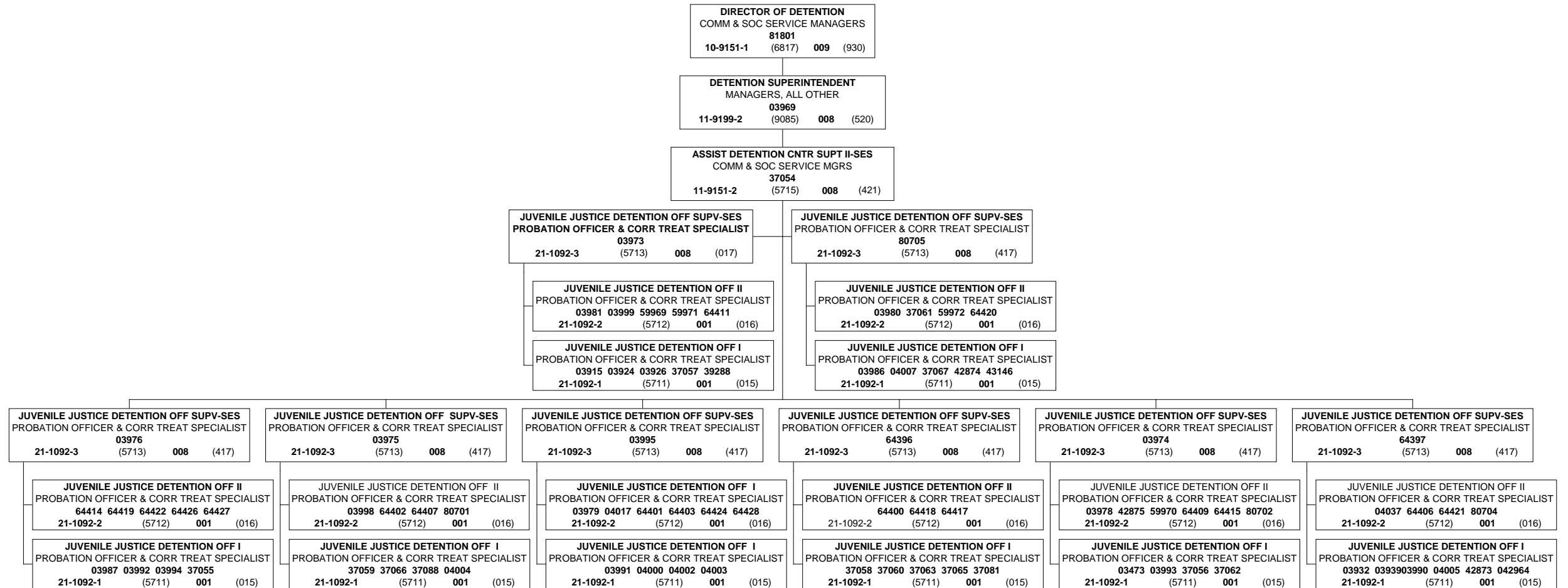
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 41 - DETENTION SERVICES
 20 - REGION (CENTRAL)
 06 - CIRCUIT
 2510 - PINELLAS REGIONAL DETENTION CTR.
 00 - ADMIN SHIFT
 01 - SHIFT I
 02 - SHIFT II
 03 - ROTATING SHIFT

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7/1/08



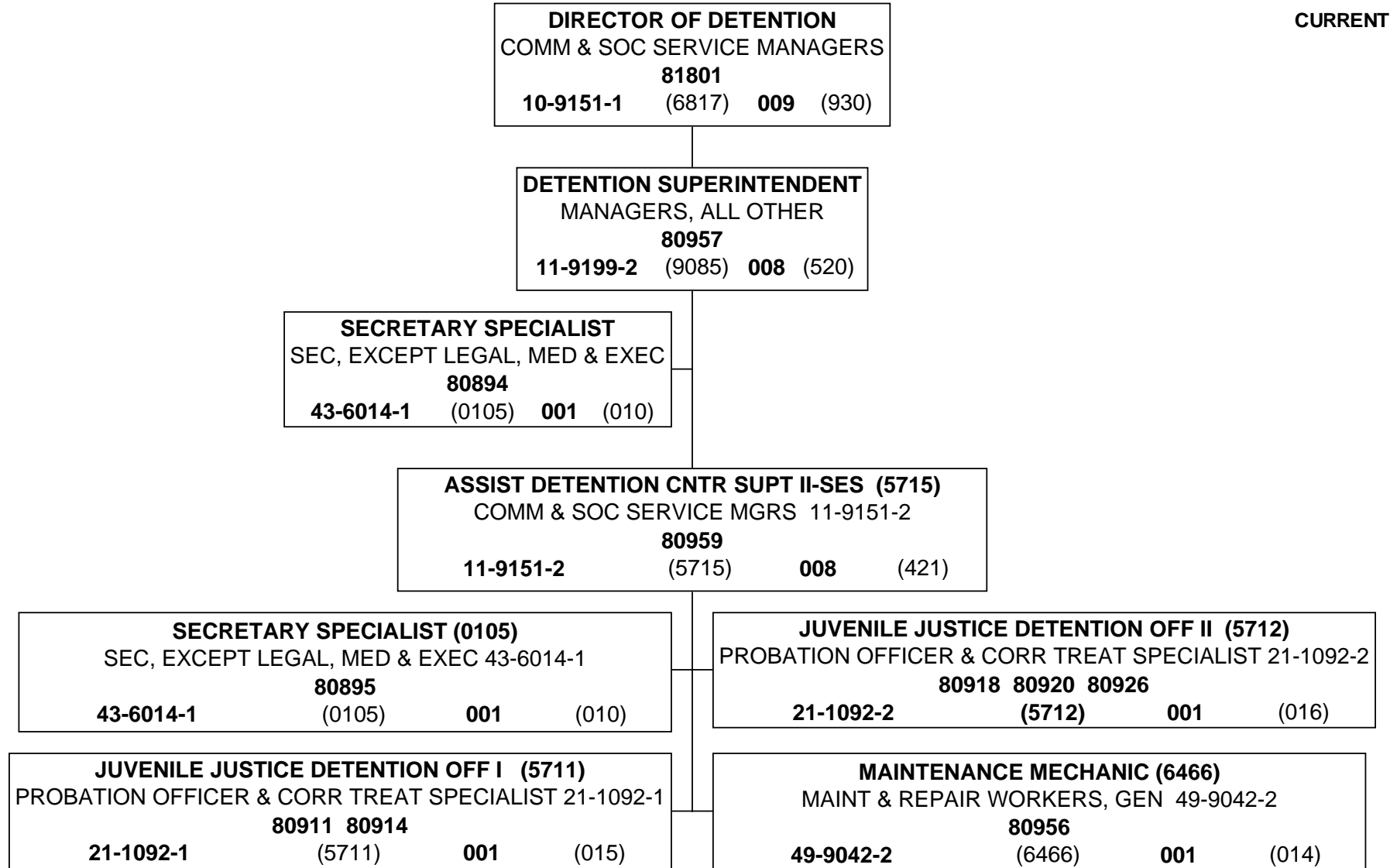
CURRENT

CURRENT



80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 20 - REGION (CENTRAL)
 09 - CIRCUIT
 2510 - OSCEOLA REGIONAL DETENTION CTR.
 00 - ADMIN. SHIFT
 01 - SHIFT I
 02 - SHIFT II
 03 - ROTATING SHIFT

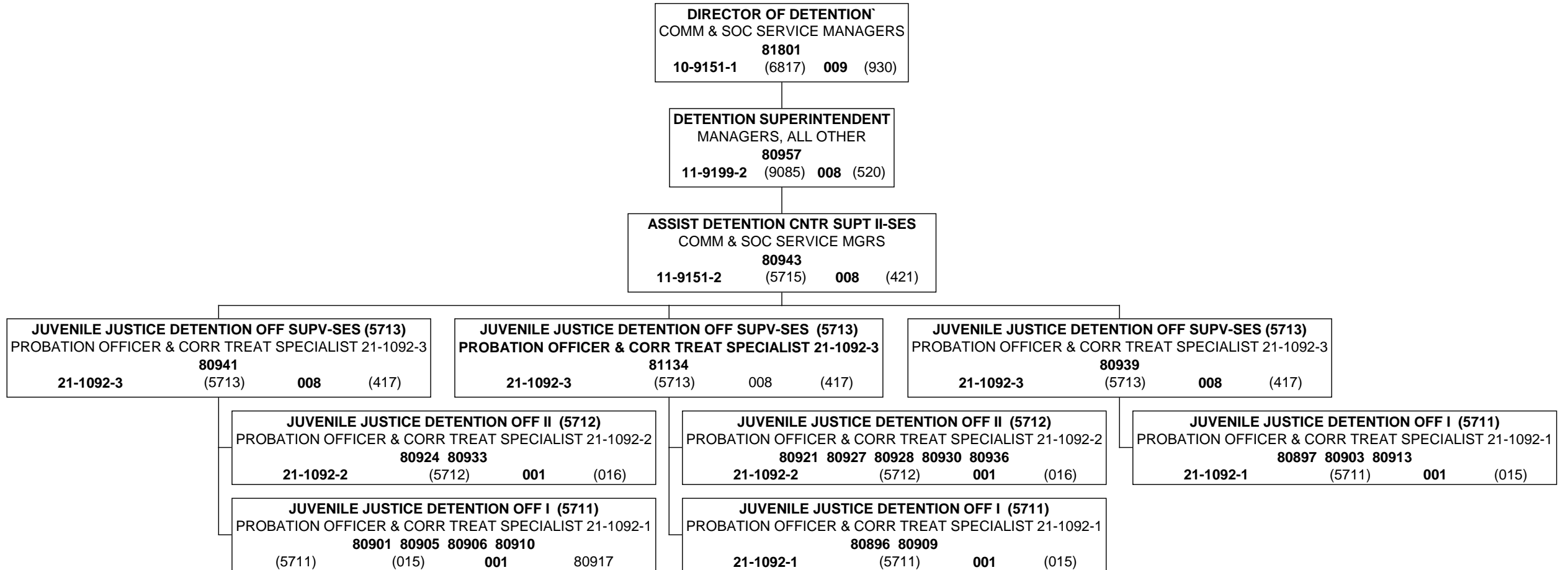
VERIFIED BY: Sara Gamble
 EFFECTIVE: 8-7-08



80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 20 - REGION (CENTRAL)
 09 - CIRCUIT
 2510 - OSCEOLA REGIONAL DETENTION CTR.
 00 - ADMIN. SHIFT
 01 - SHIFT I
 02 - SHIFT II
 03 - ROTATING SHIFT

VERIFIED BY: Sara Gamble
 EFFECTIVE: 8-7-08

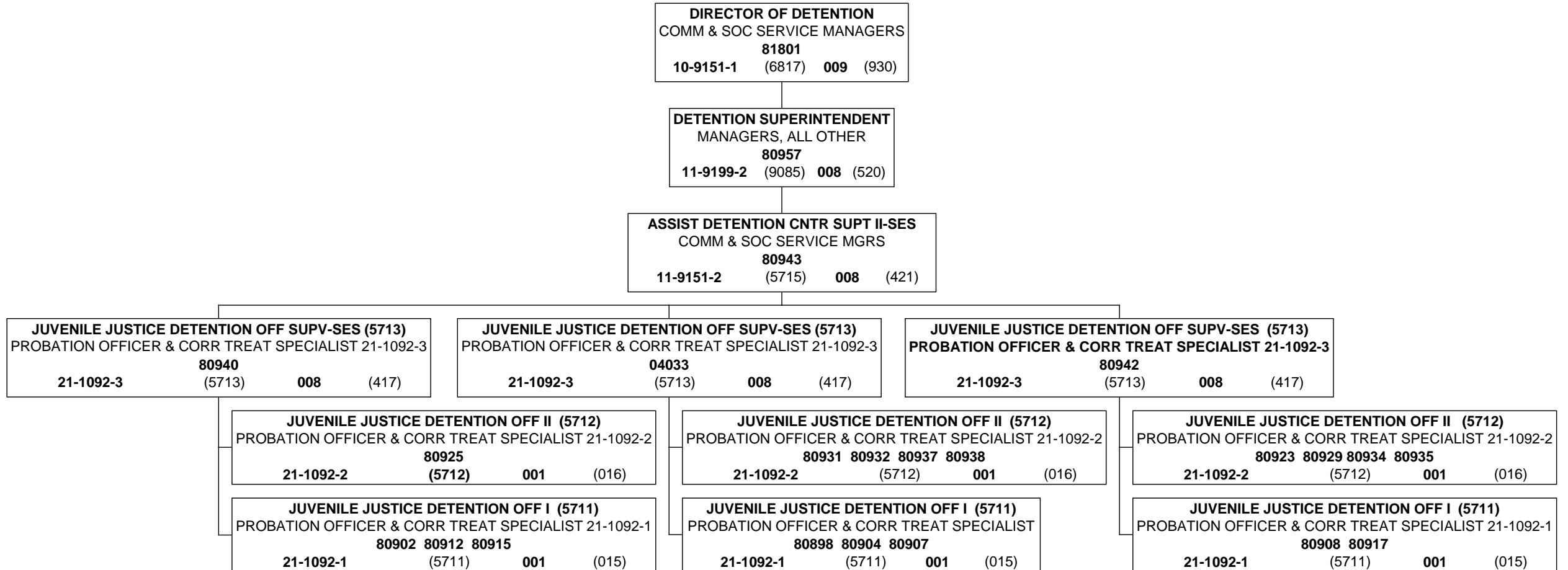
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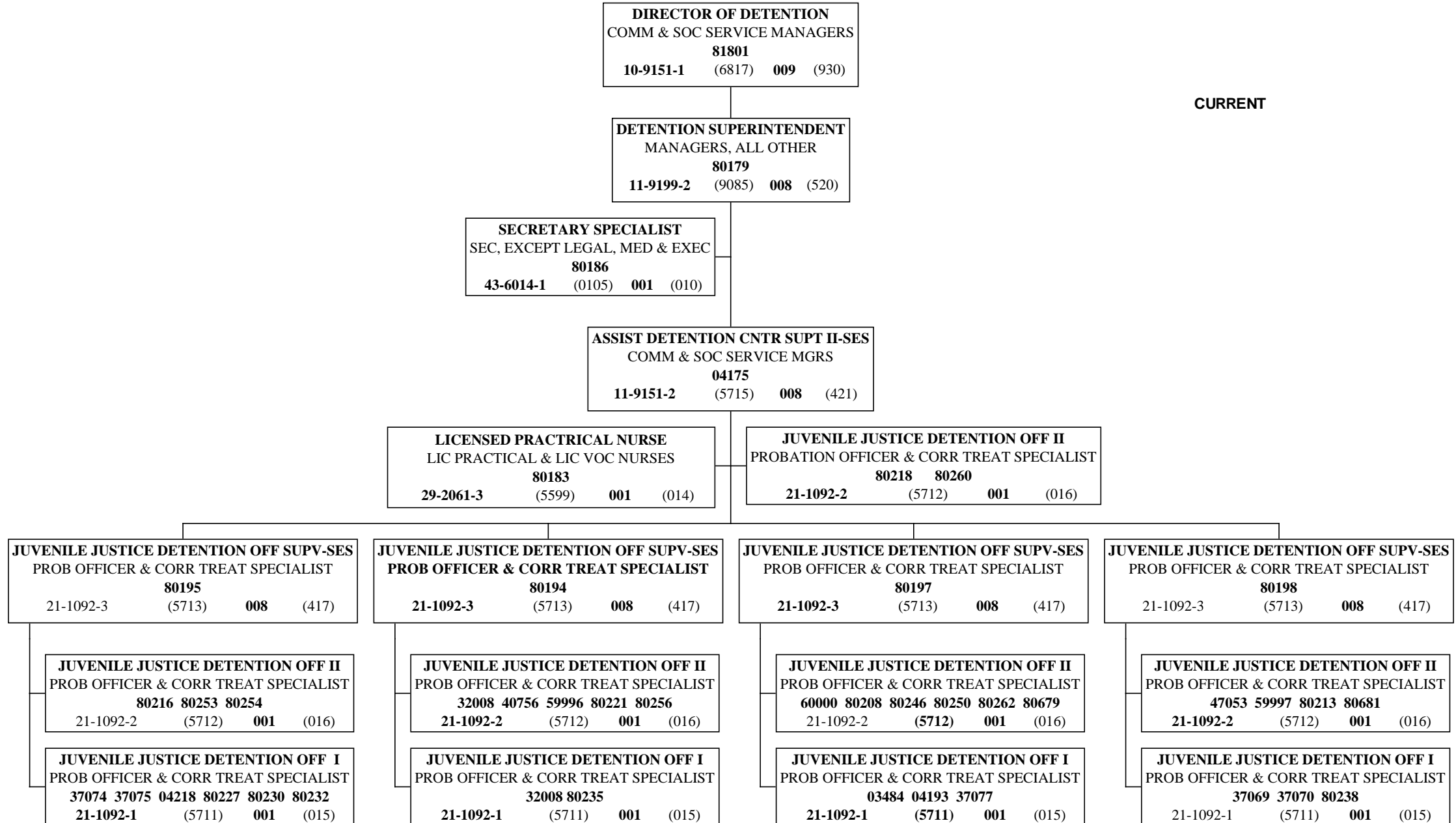
80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 20 - REGION (CENTRAL)
 09 - CIRCUIT
 2510 - OSCEOLA REGIONAL DETENTION CTR.
 00 - ADMIN. SHIFT
 01 - SHIFT I
 02 - SHIFT II
 03 - ROTATING SHIFT

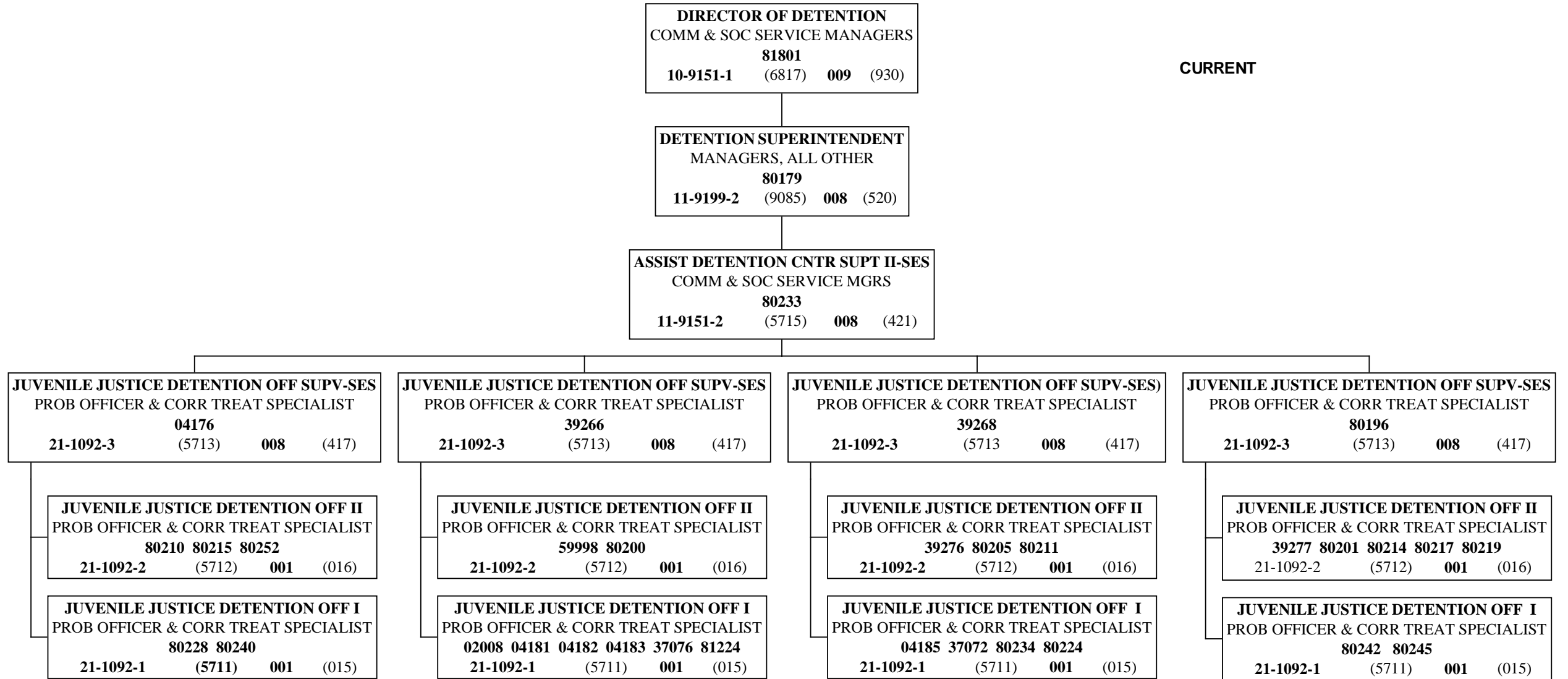
VERIFIED BY: Sara Gamble
 EFFECTIVE: 8-7-08

CURRENT



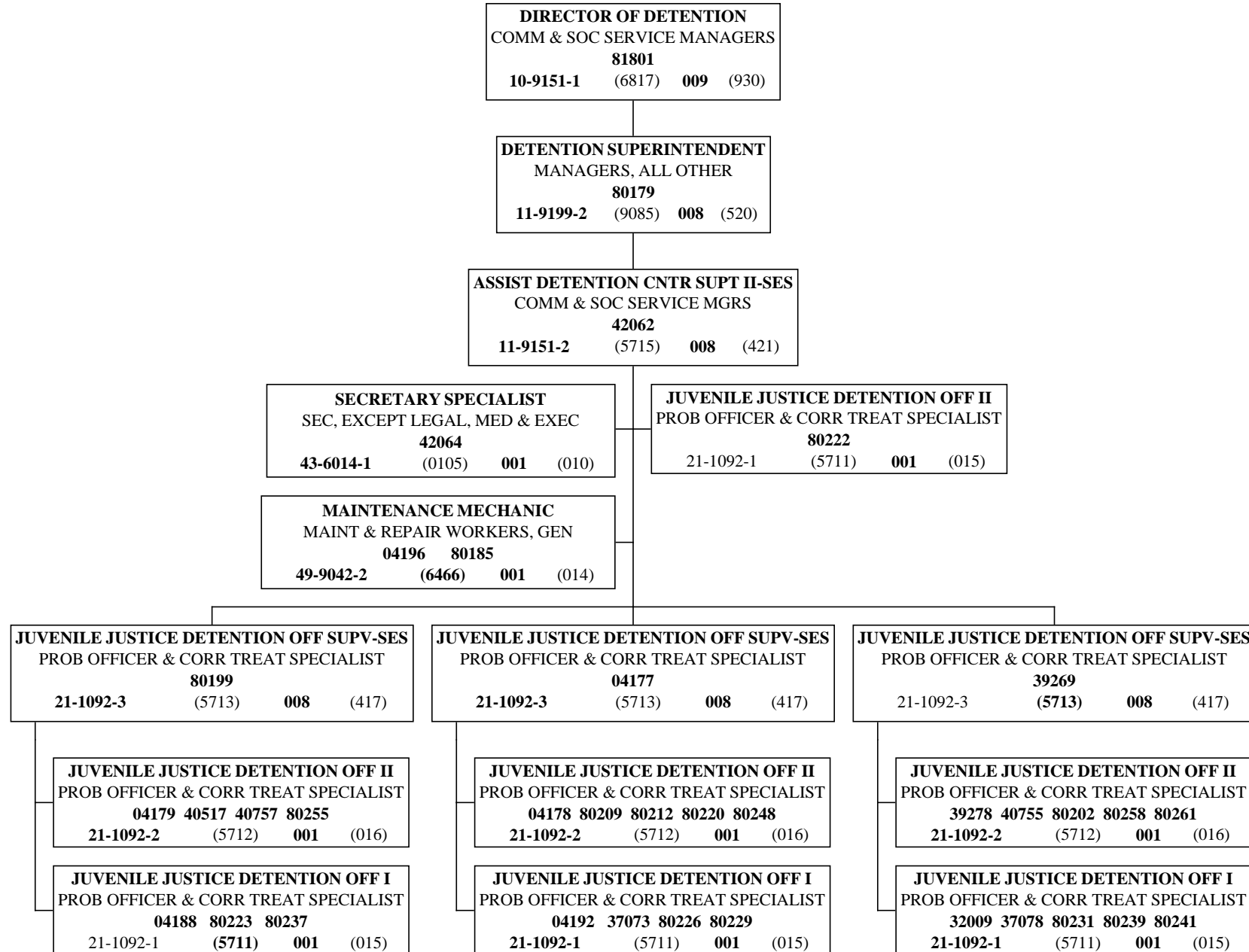
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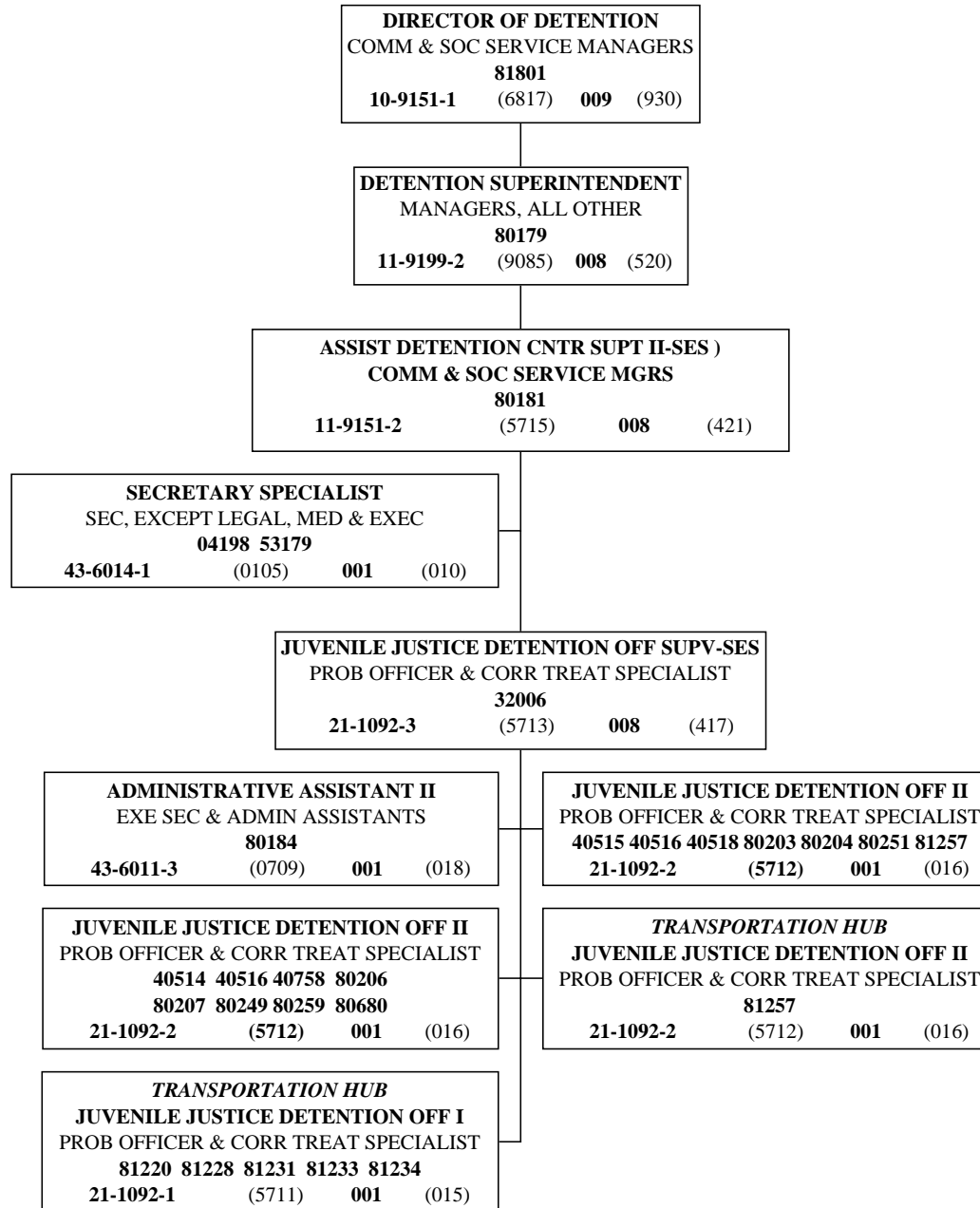




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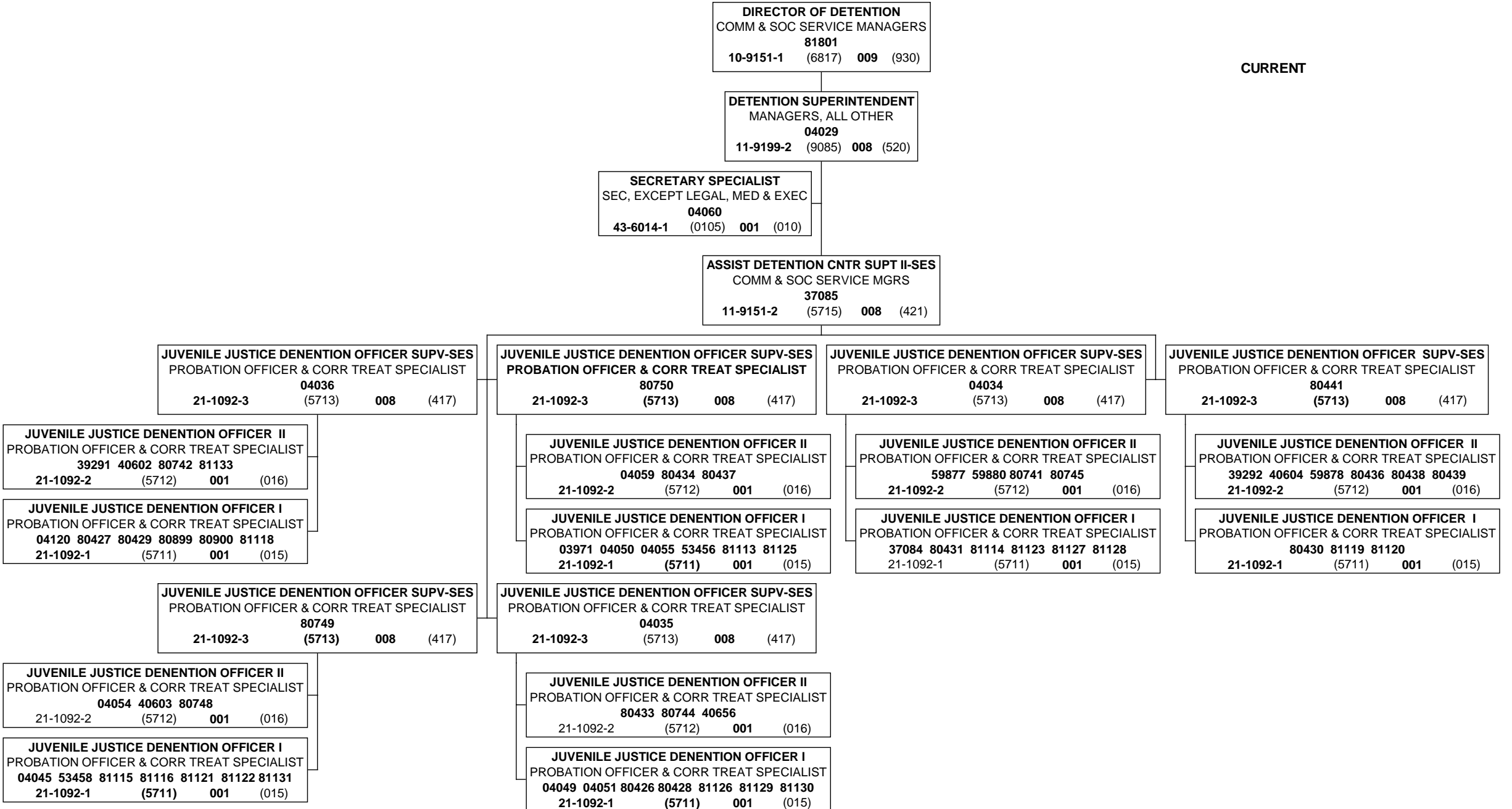
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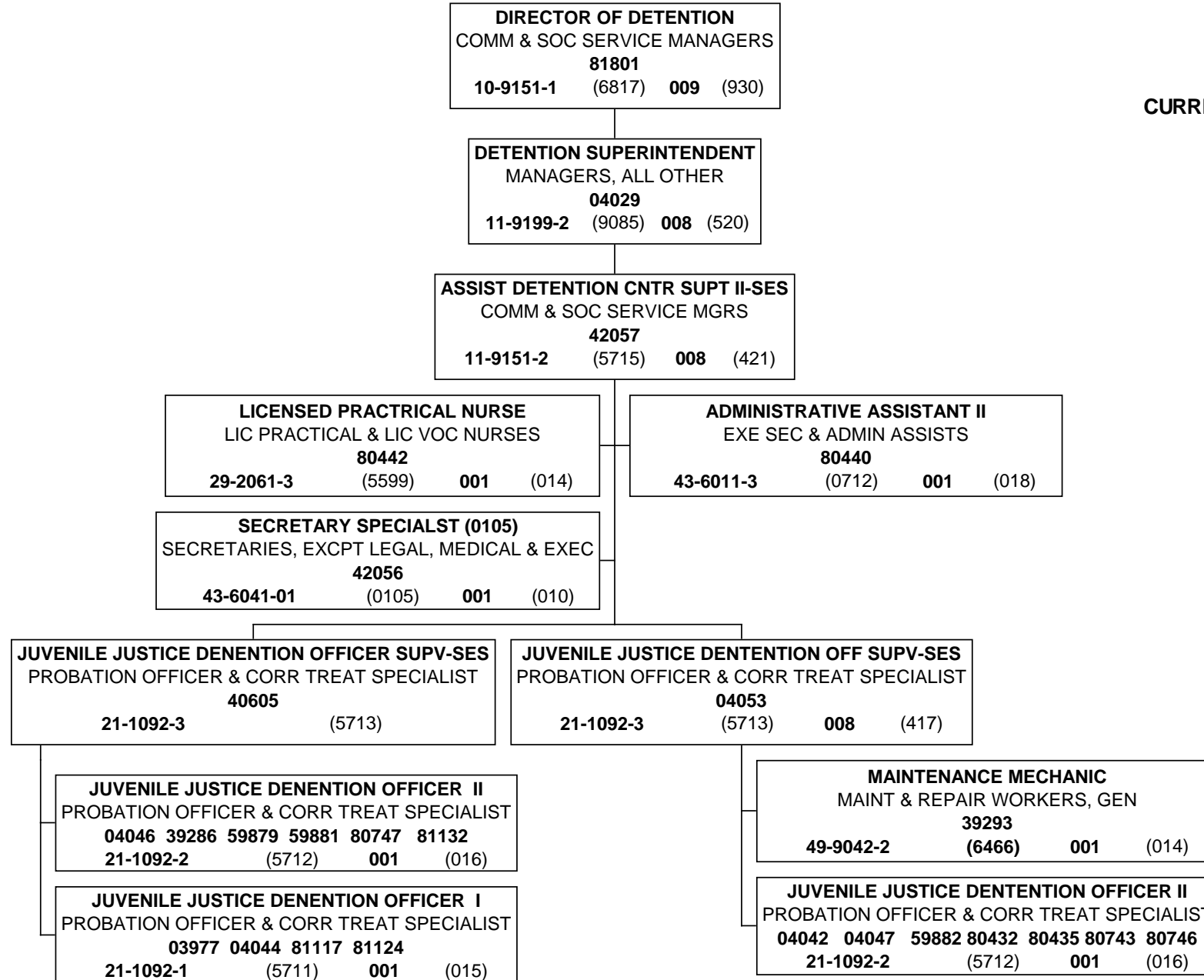


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CURRENT



CURRENT



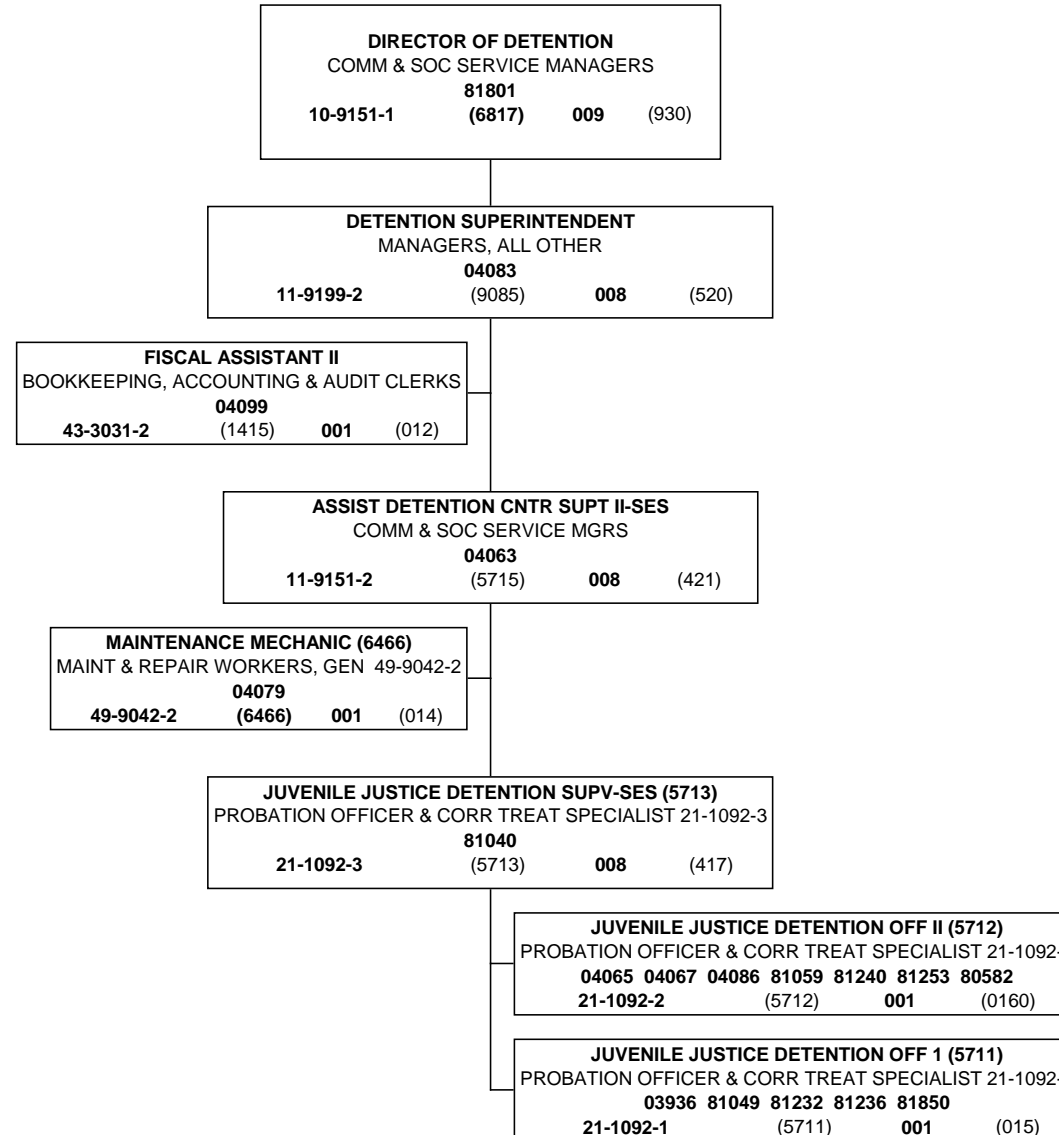
80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DIVISION OF DETENTION SERVICES
 20 - REGION (CENTRAL)
 12 - CIRCUIT
 2500 - MANATEE REGIONAL DETENTION

CTR

00 - ADMIN SHIFT
 01 - EVENING SHIFT
 02 - NIGHT SHIFT
 03 - ROTATING 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 8-7-08

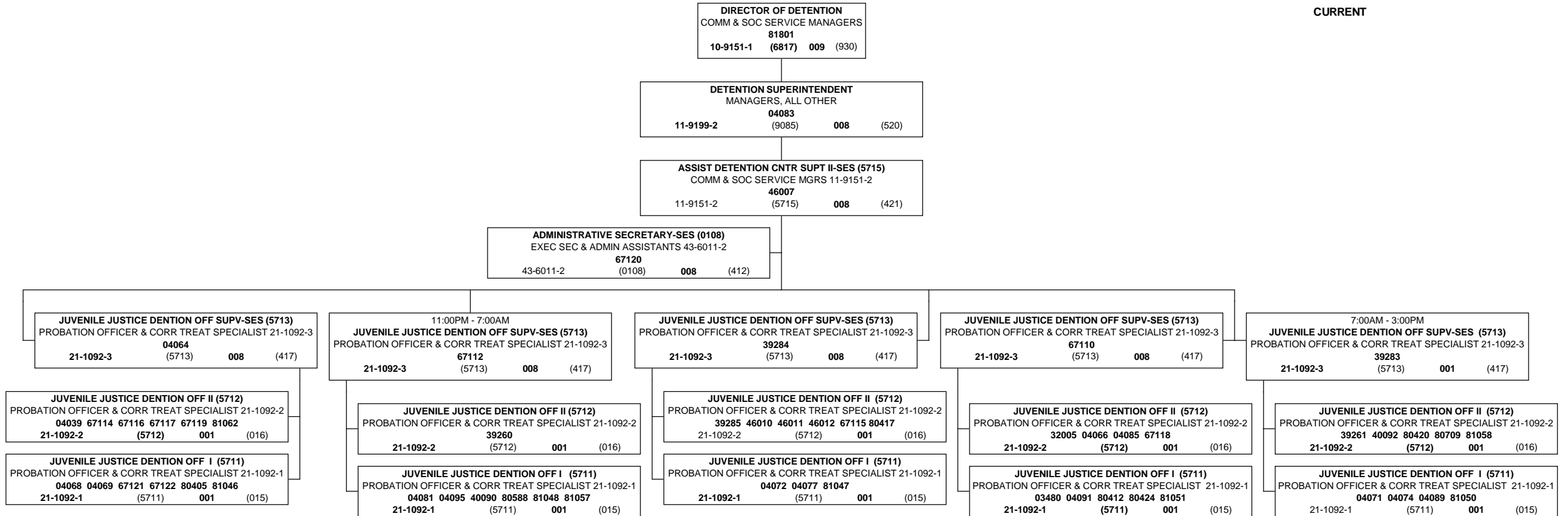
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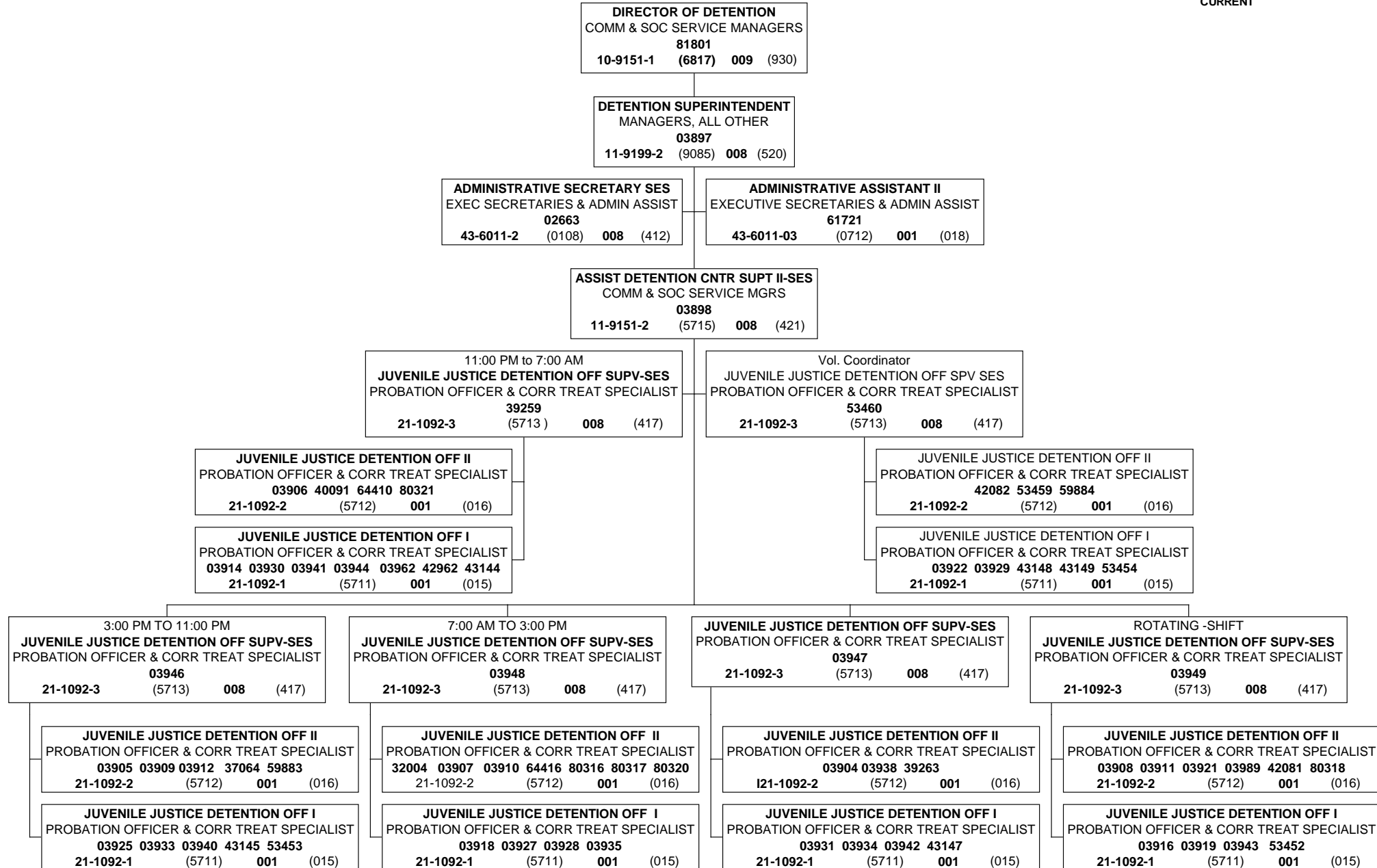
80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DIVISION OF DETENTION SERVICES
 20 - REGION (CENTRAL)
 12 - CIRCUIT
 2500 - MANATEE REGIONAL DETENTION
 CTR
 00 - ADMIN SHIFT
 01 - EVENING SHIFT
 02 - NIGHT SHIFT
 03 - ROTATING 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 8-7-08

CURRENT



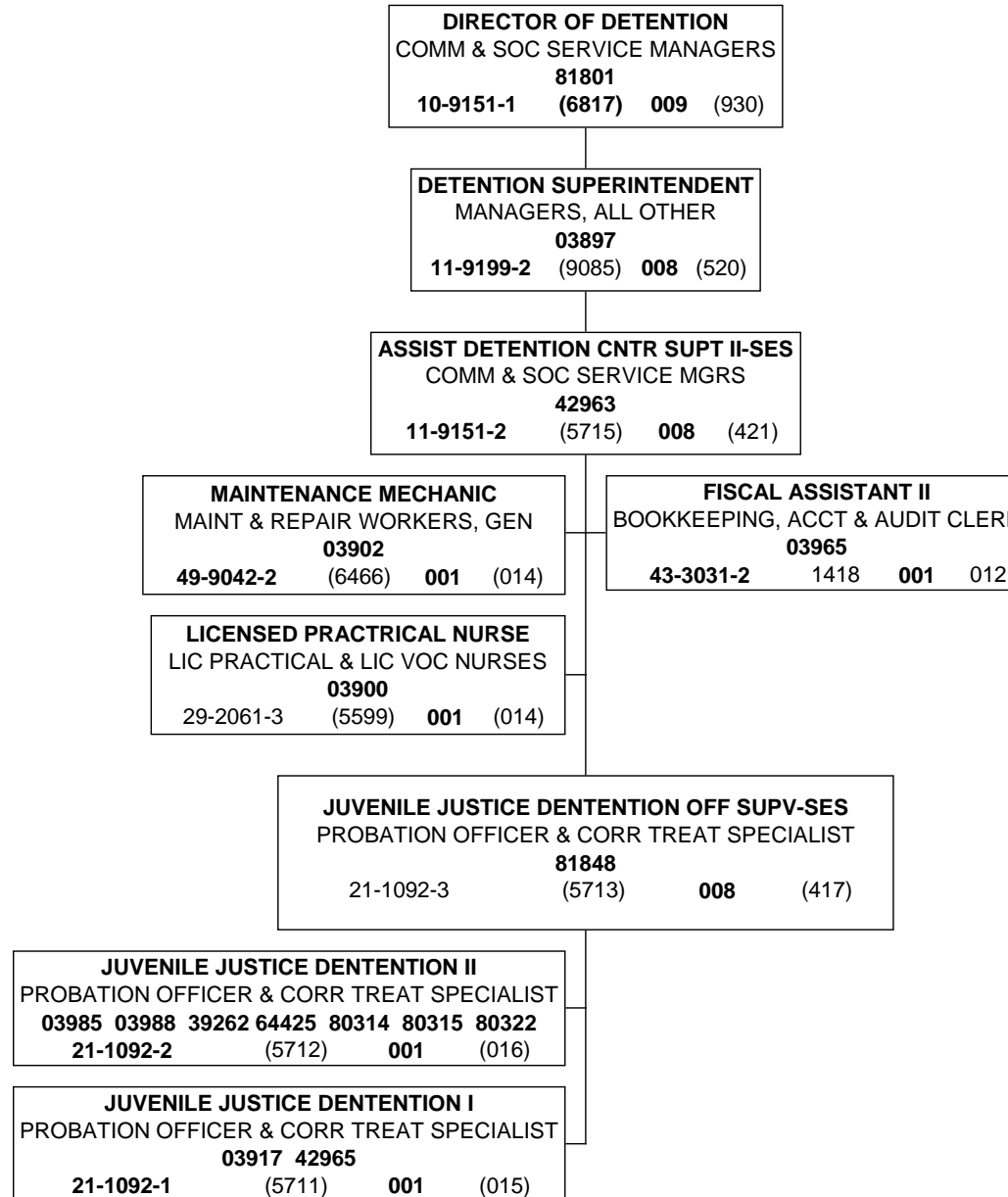
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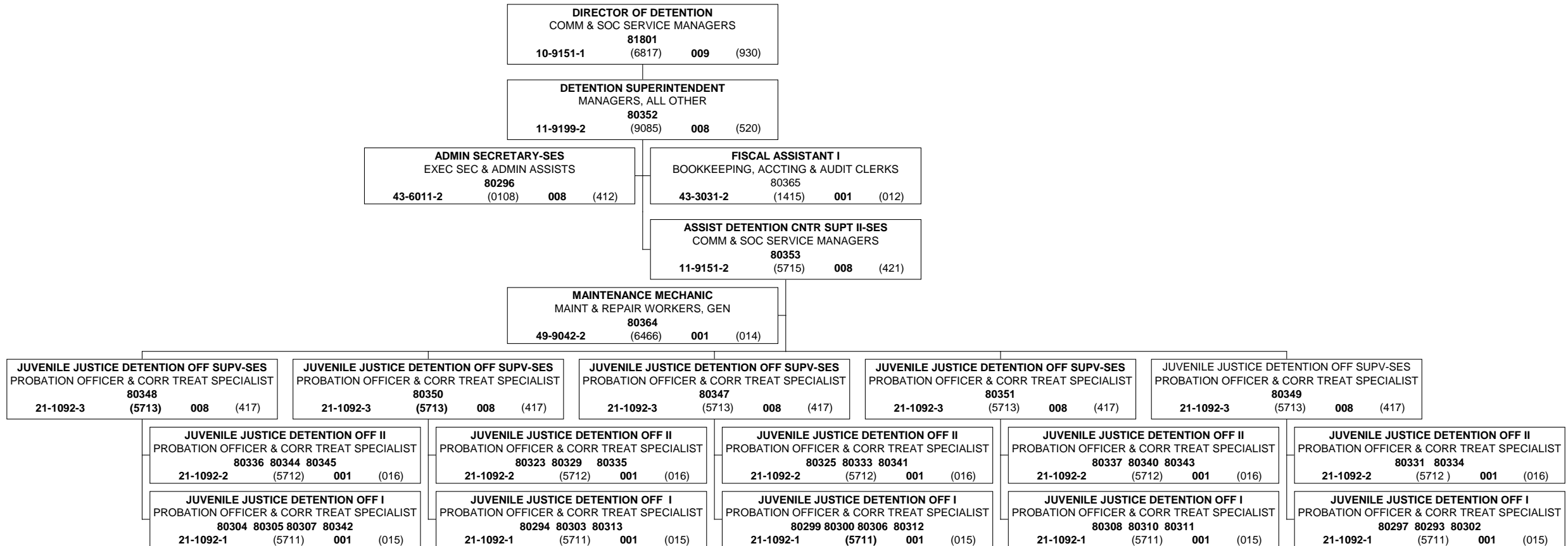
80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 20 - REGION (CENTRAL)
 13 - CIRCUIT
 2500 - WEST HILLSBOROUGH REGIONAL DETENTION CTR.
 00 - ADMIN SHIFT
 01 - EVENING SHIFT
 02 - NIGHT SHIFT
 03 - ROTATING 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7-1-08

CURRENT



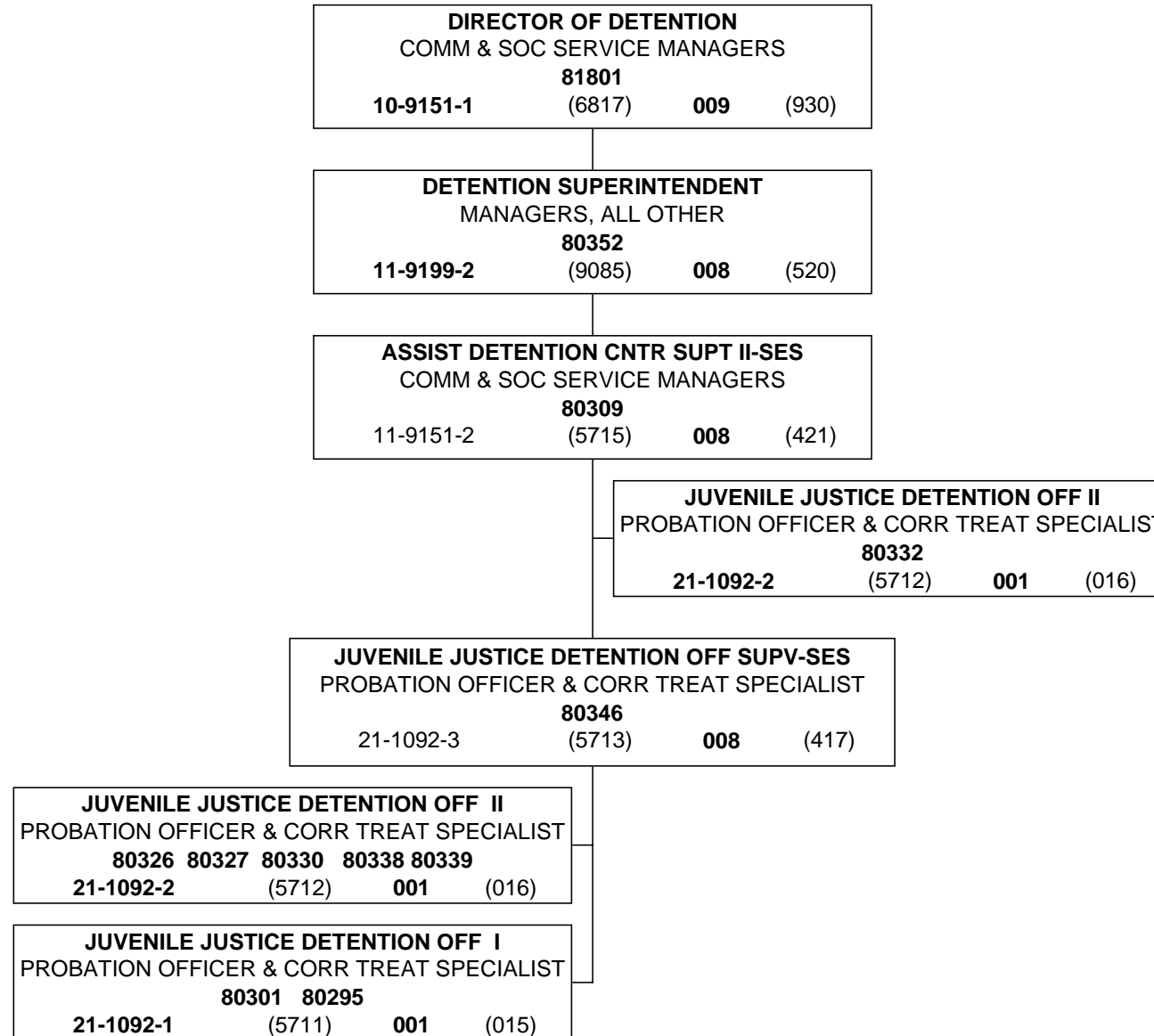
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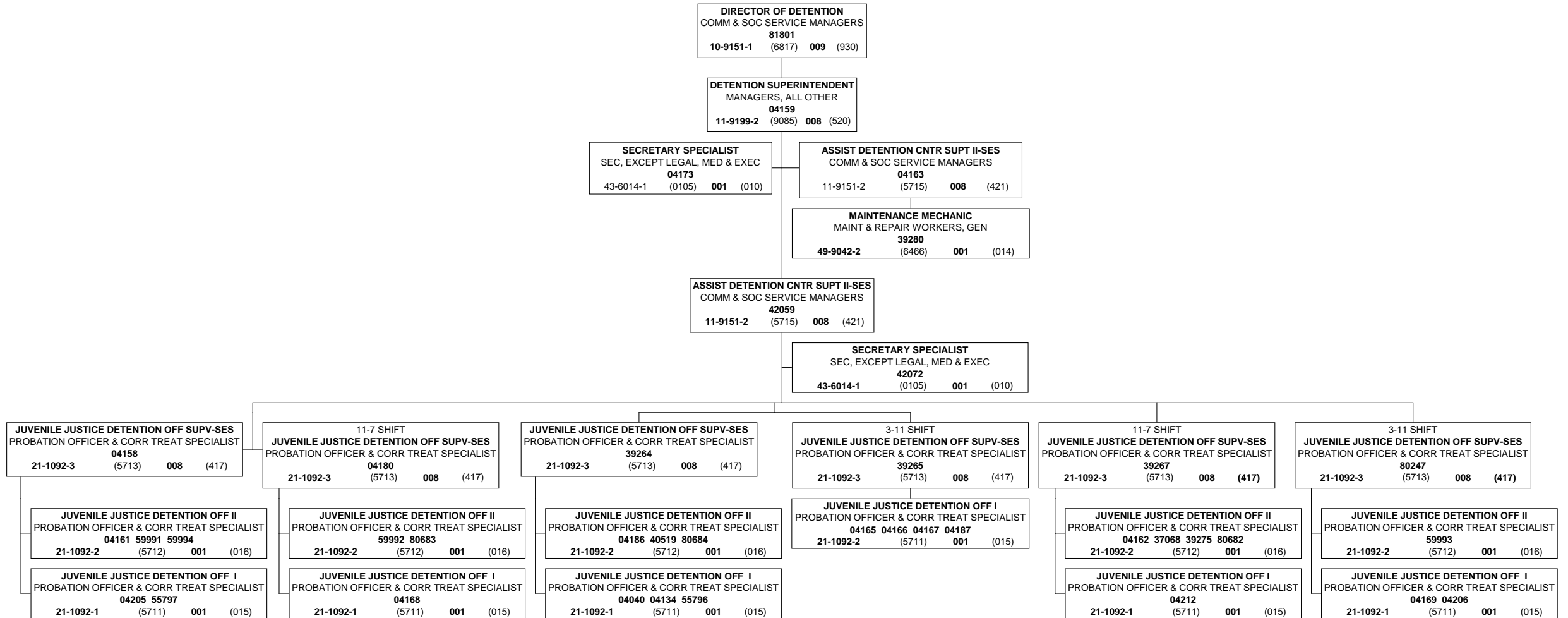
80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 20 - REGION (CENTRAL)
 13 - CIRCUIT
 2510 EAST HILLSBOROUGH REGIONAL DETENTION CTR.
 00 - ADMIN SHIFT
 01 - EVENING SHIFT
 02 - NIGHT SHIFT
 03 - ROTATING 01- TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 10-8-08

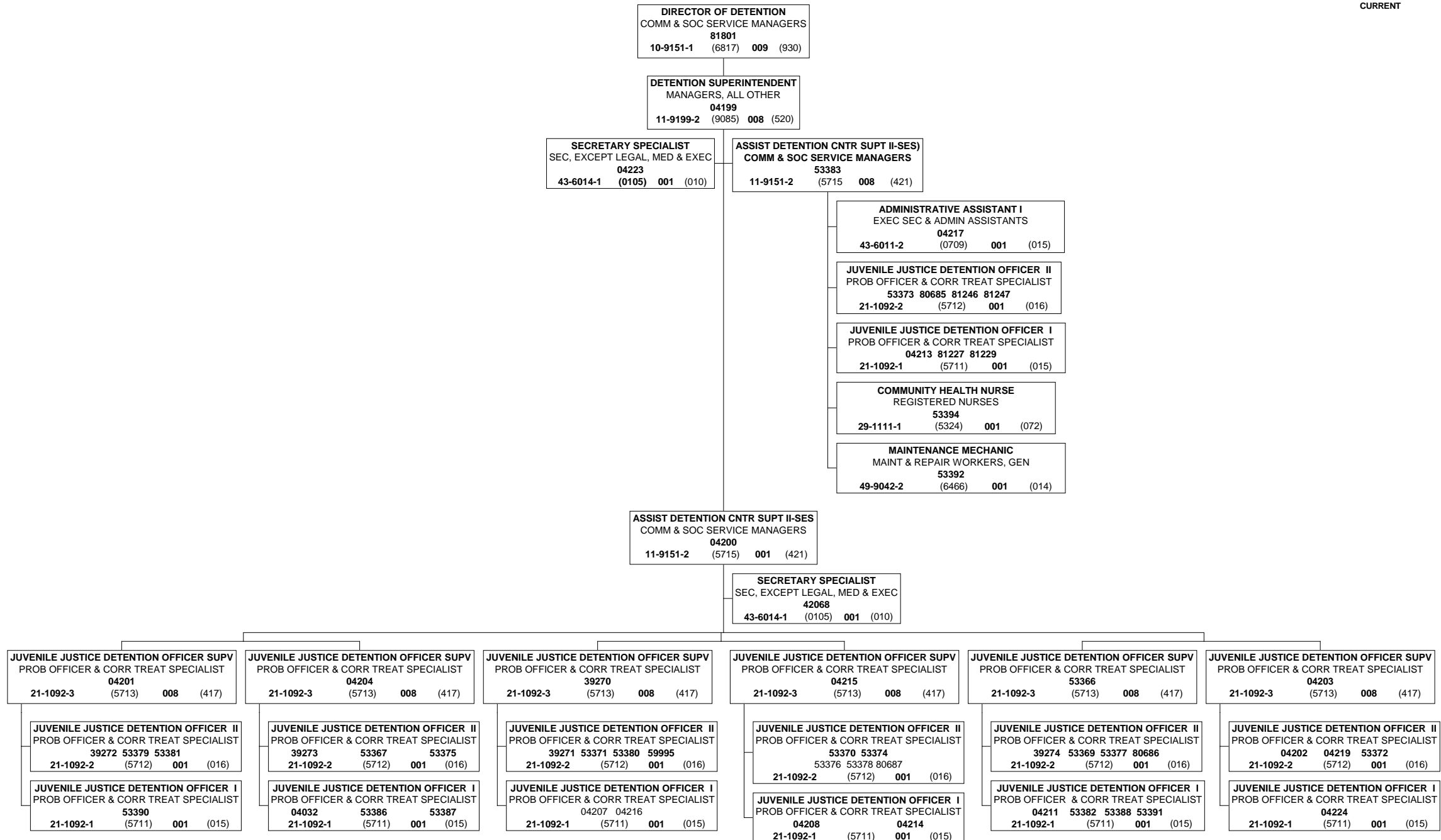
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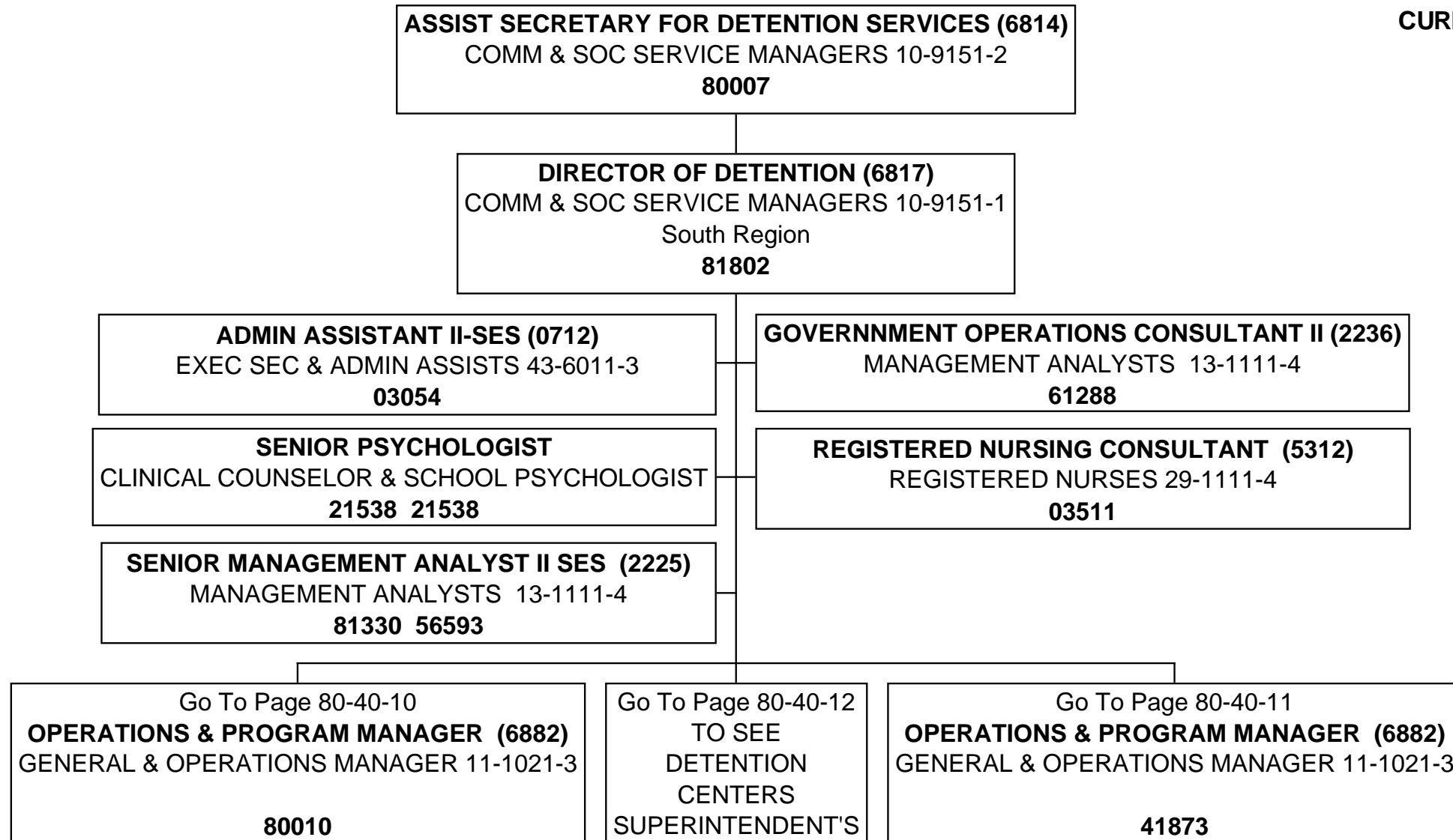
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CURRENT



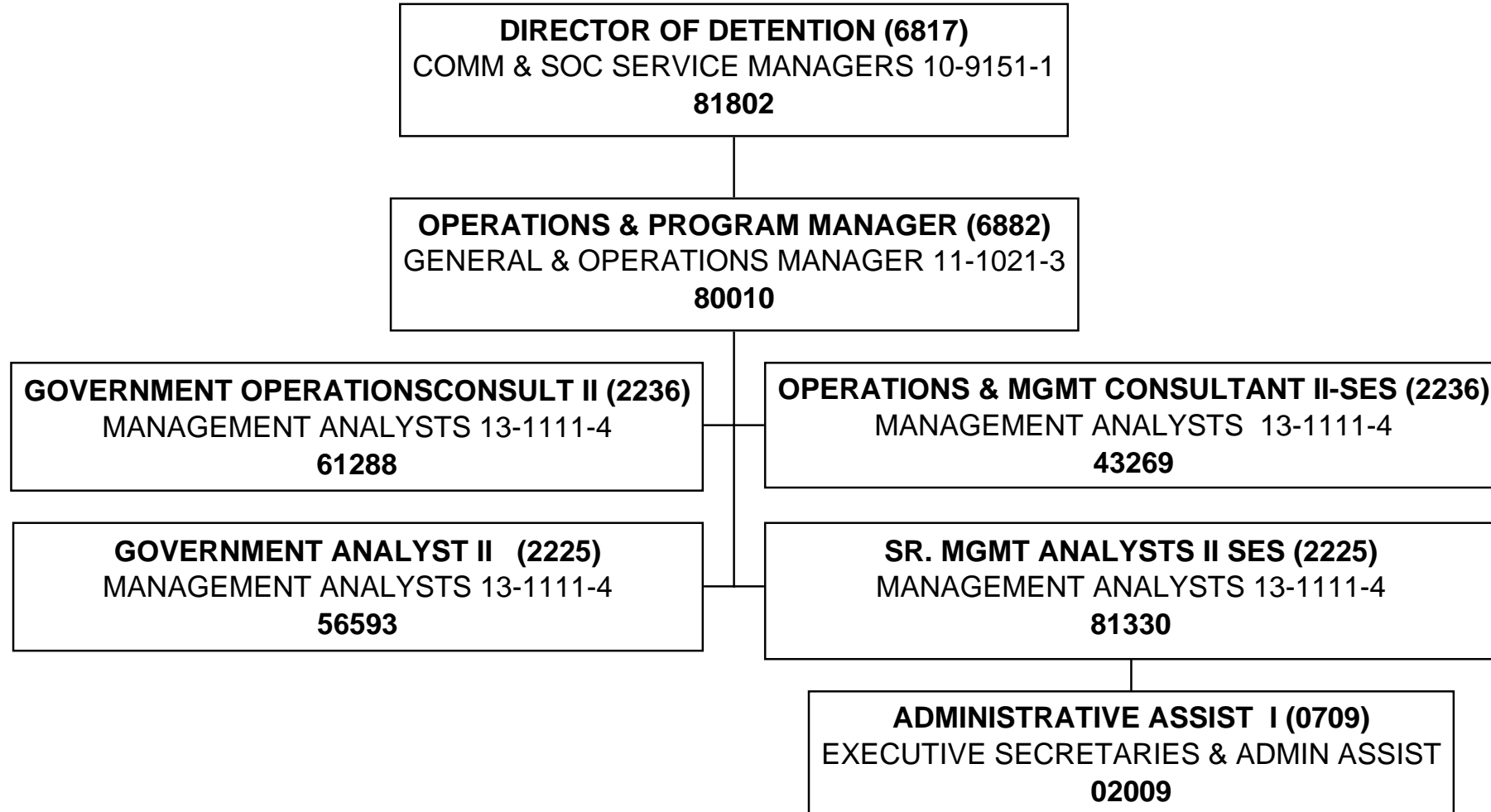
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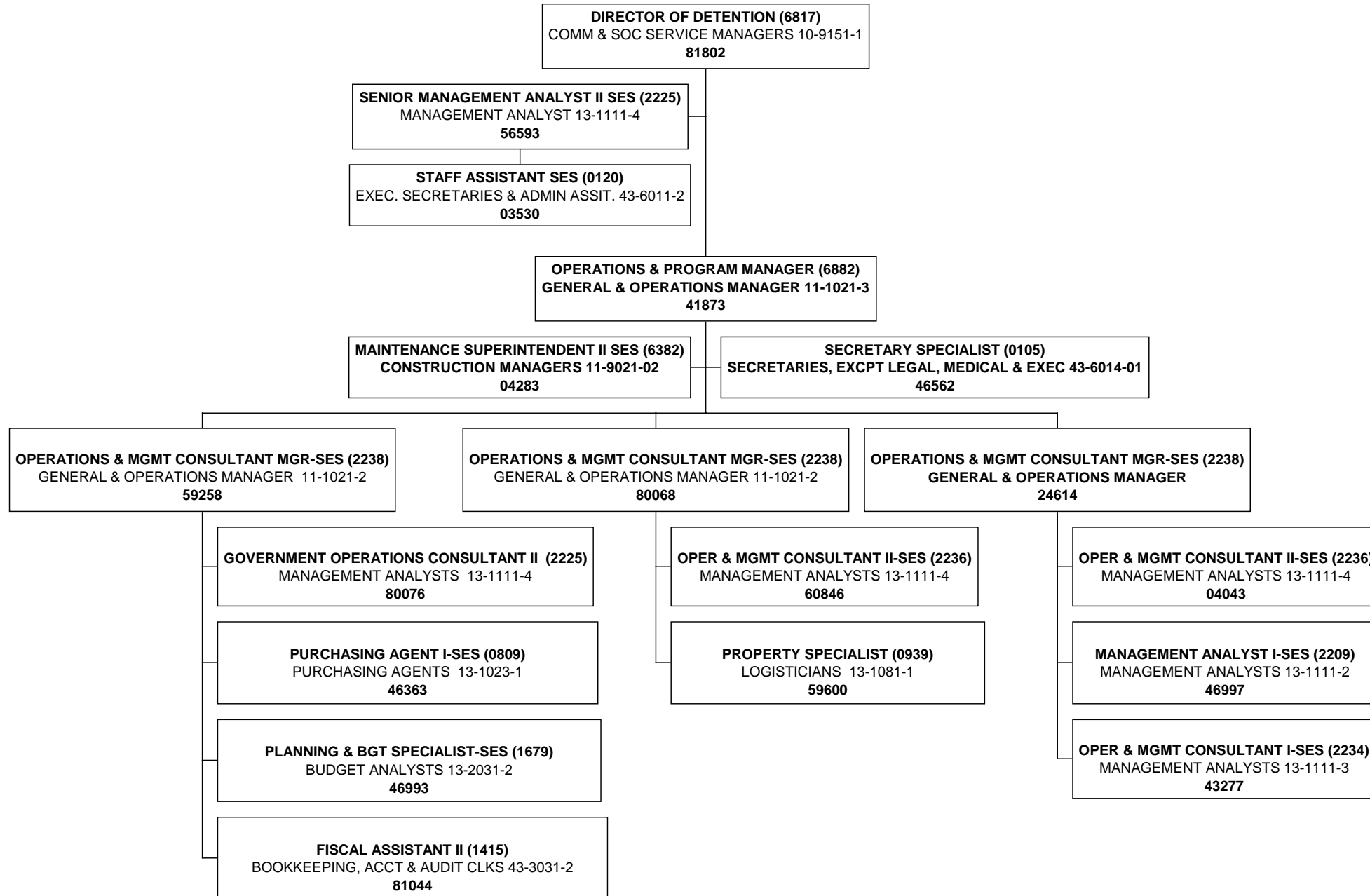
80-40-9

| | |
|--|-----------------|
| DIRECTOR OF DETENTION SOUTH | 80-40-9 |
| SOUTH REGION | 80-40-10, 40-11 |
| DETENTION SERVICES SOUTHWEST AND SOUTHEAST | 80-40-12 |
| CIRCUIT 11 DADE REGIONAL DETENTION CENTER S11-1 & S11-1A, S11-1B | |
| WEST DADE REGIONAL DETENTION CENTER | S11-2 |
| CIRCUIT 15 PALM BEACH REGIONAL DETENTION CENTER S15-1 & S15-1A | |
| CIRCUIT 16 MONROE REGIONAL DETENTION CENTER | S16 |
| CIRCUIT 17 BROWARD REGIONAL DETENTION CENTER S17-1 & S 17-1A | |
| CIRUCIT 19 ST. LUCIE REGIONAL DETENTION CENTER | S19-1 |
| CIRCUIT 20 SOUTHWEST REGIONAL DETENTION CENTER | S20-1 |
| CIRCUIT 20 COLLIER REGIONAL DETENTION CENTER | S20-2 |

CURRENT

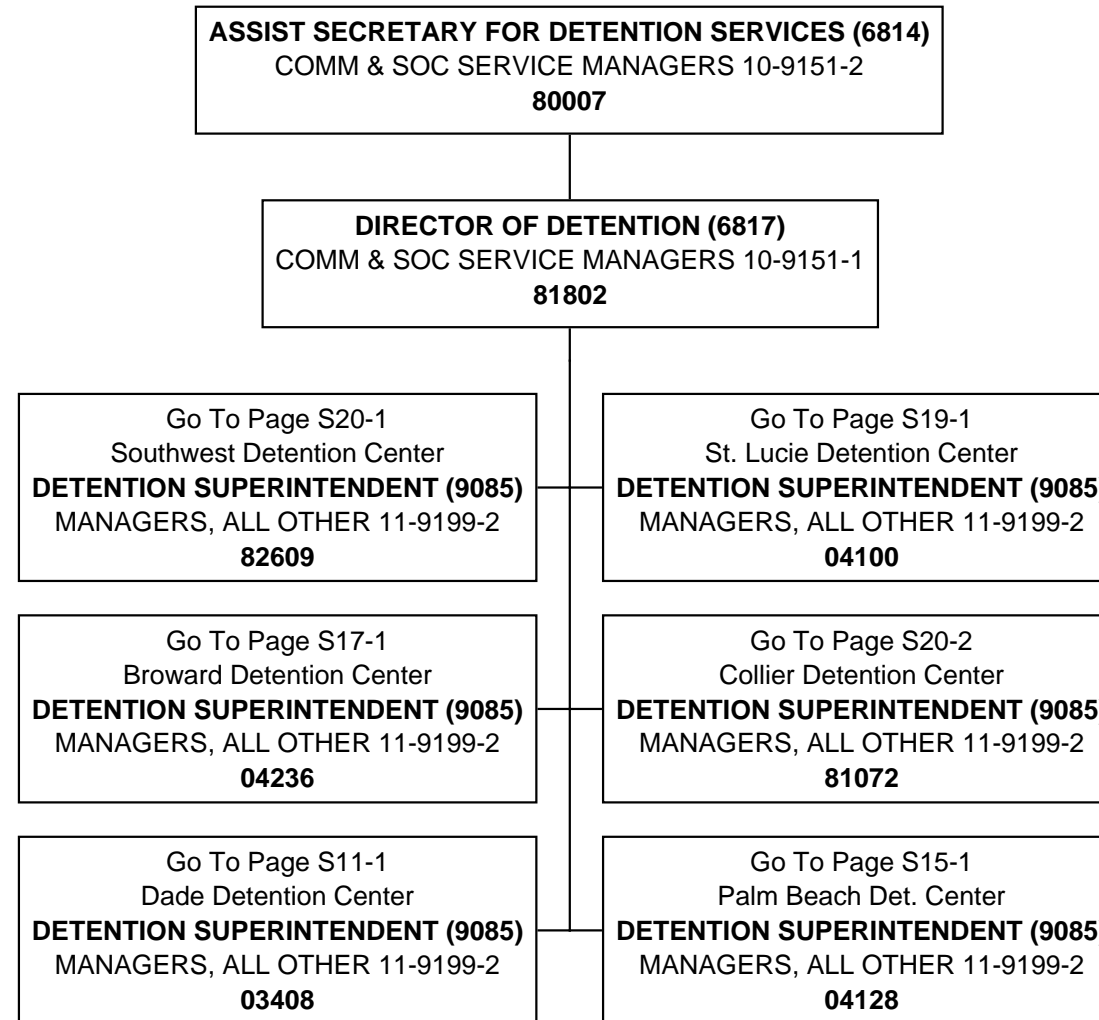


CURRENT



80 - DEPARTMENT OF JUVENILE JUSTICE
40 - DETENTION SERVICES
30 - REGION (SOUTH)
0021 - EAST
0022 - WEST

VERIFIED BY: Sara Gamble
EFFECTIVE: 2/27/09



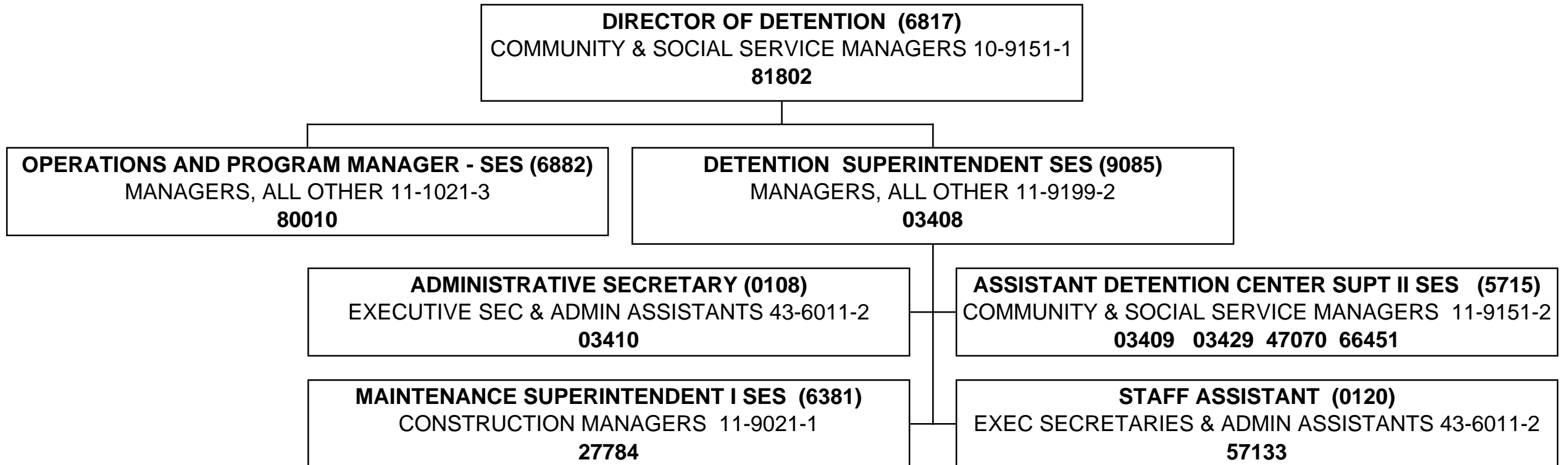
CURRENT

80-40-12

80 - DEPARTMENT OF JUVENILE JUSTICE
41 - DETENTION SERVICES
30 - REGION (SOUTH)
11 - CIRCUIT
25 - DADE REGIONAL DETENTION CENTER
30 - FAC., REPAIR & MAINTENANCE

VERIFIED BY: Sara Gamble
EFFECTIVE: 2-27-07

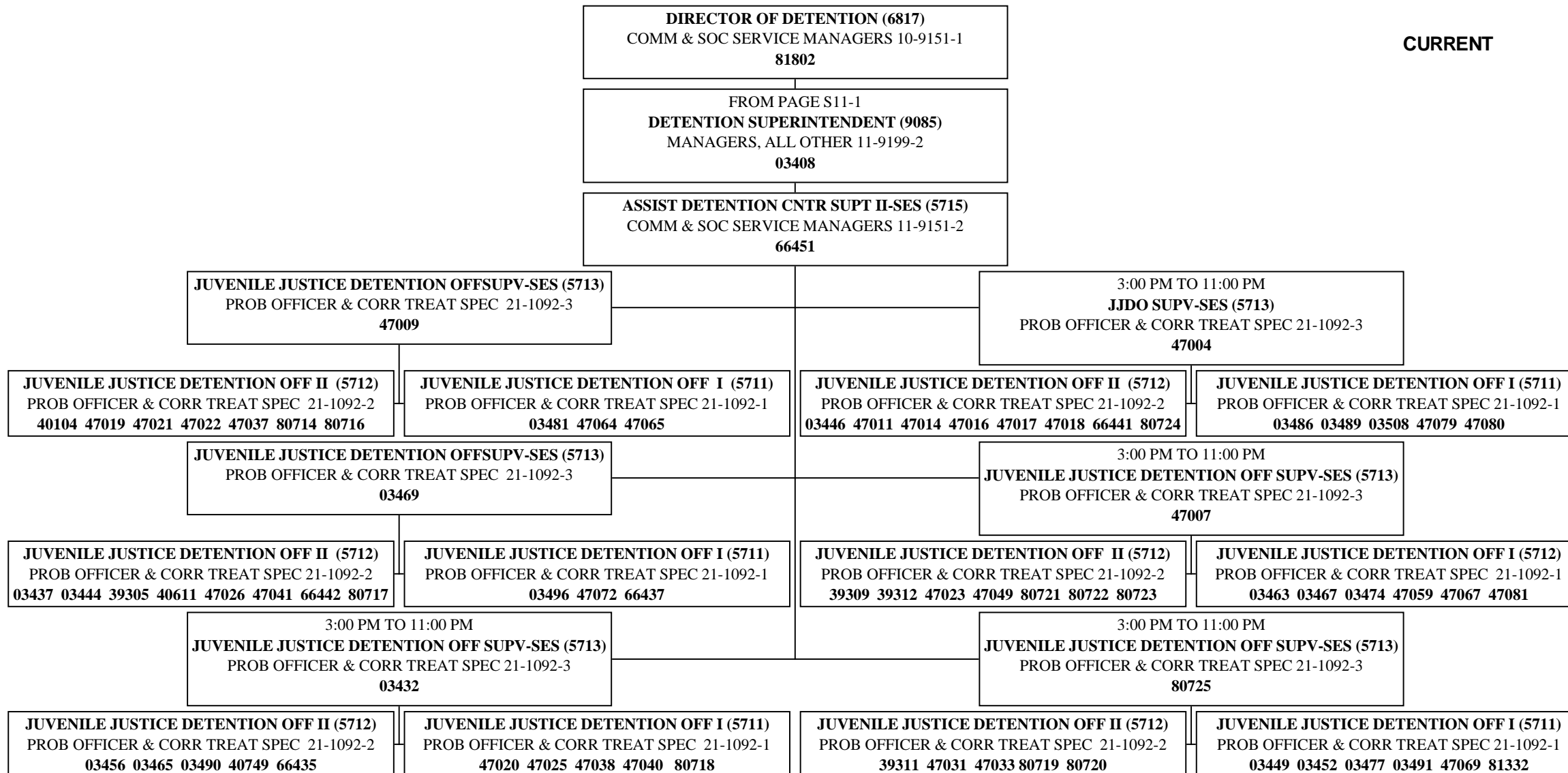
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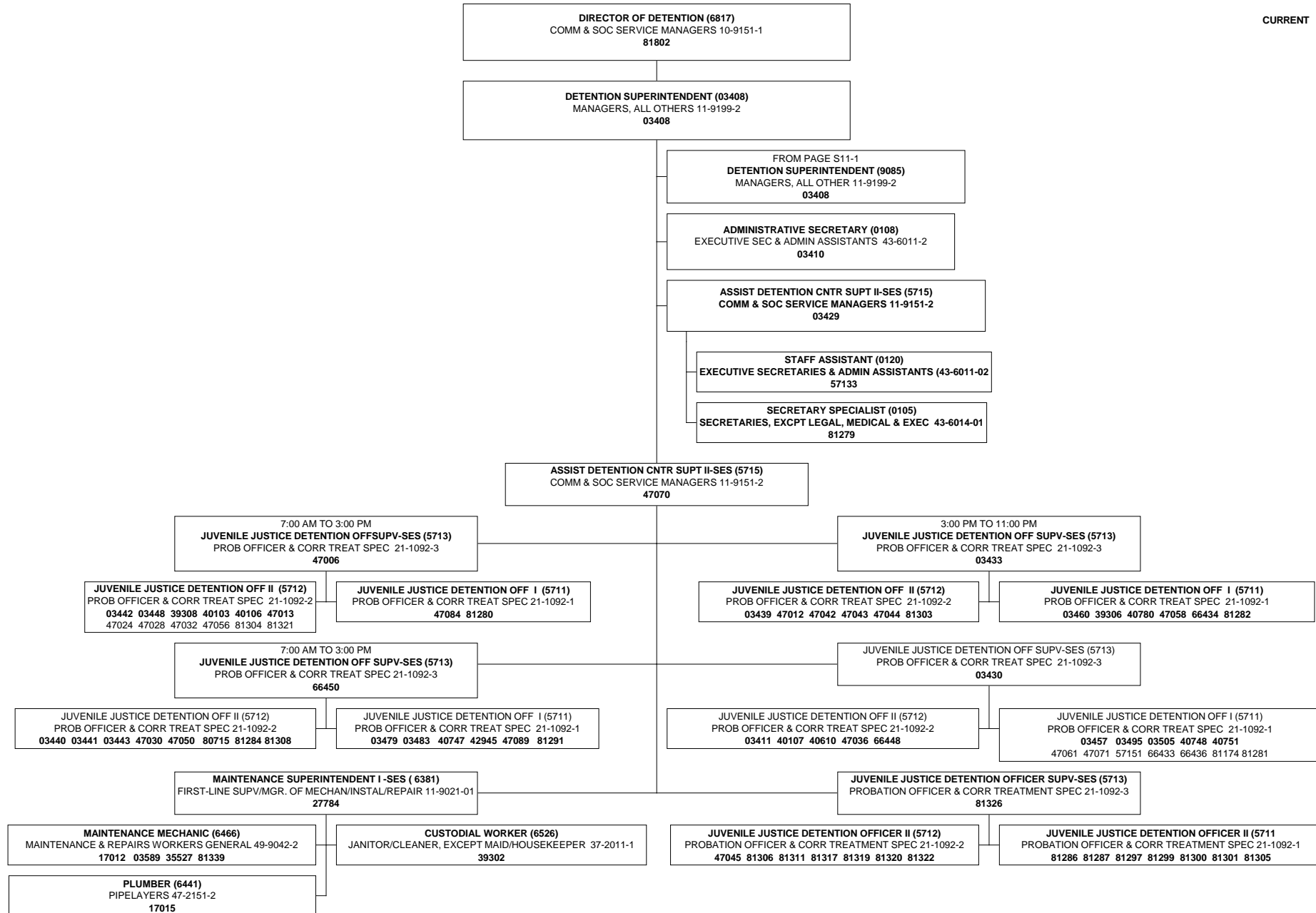
80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 30 - REGION (SOUTH)
 11 - CIRCUIT
 2500 - DADE REGIONAL DETENTION CTR
 00 - ADMIN SHIFT - 7:00 AM - 3:00 PM
 01 - EVENING SHIFT - 3:00 PM - 11:00 PM
 02 - NIGHT SHIFT - 11:00 PM - 7:00 AM
 03 - ROTATING 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 6-30-09

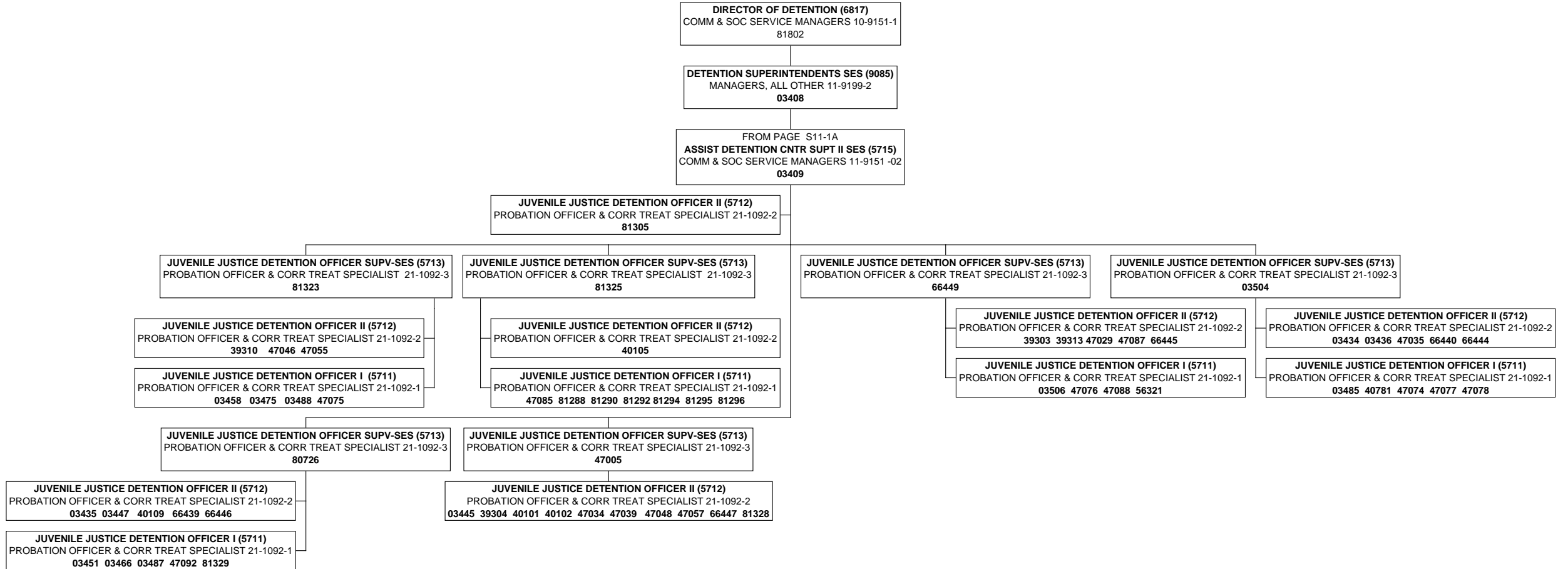
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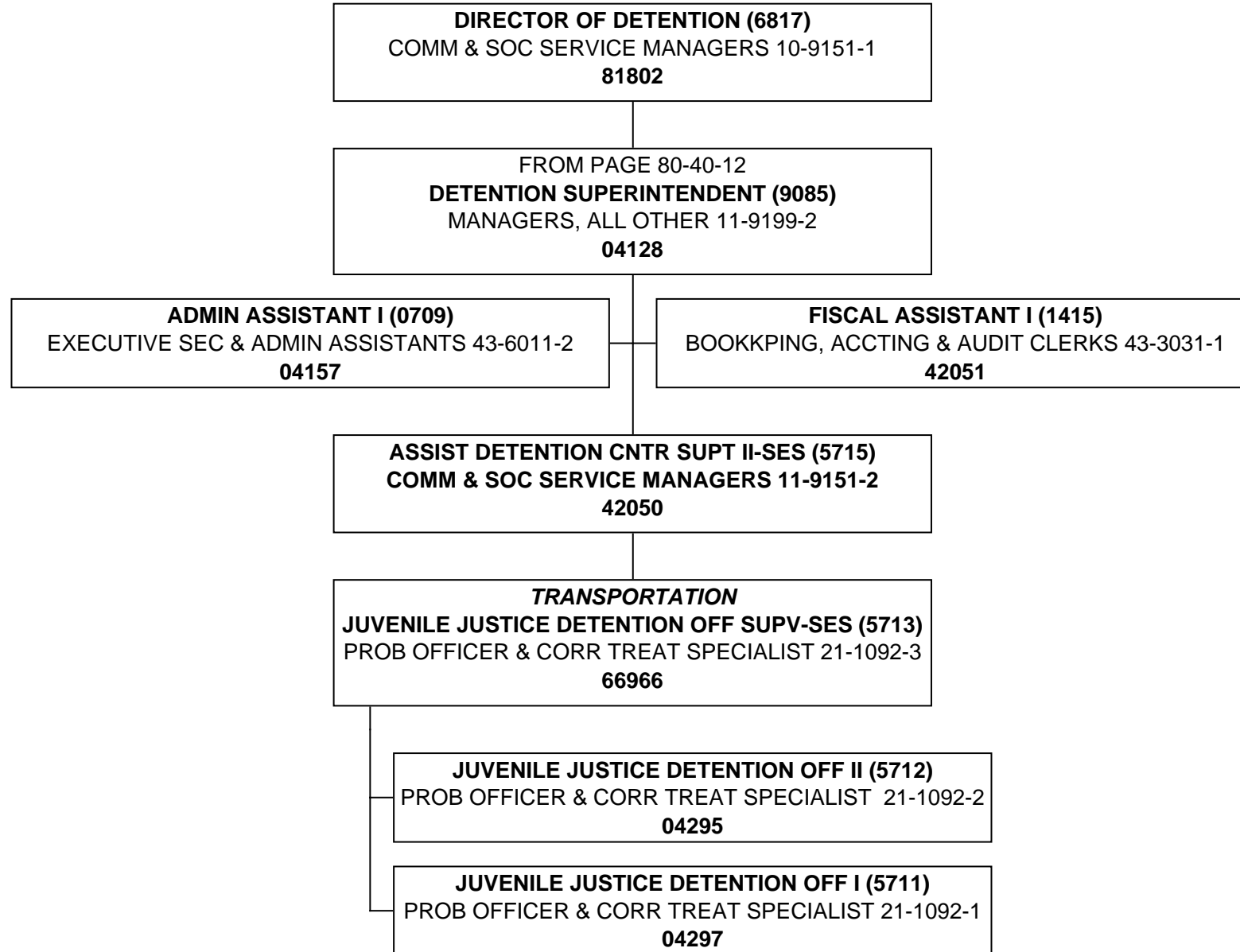
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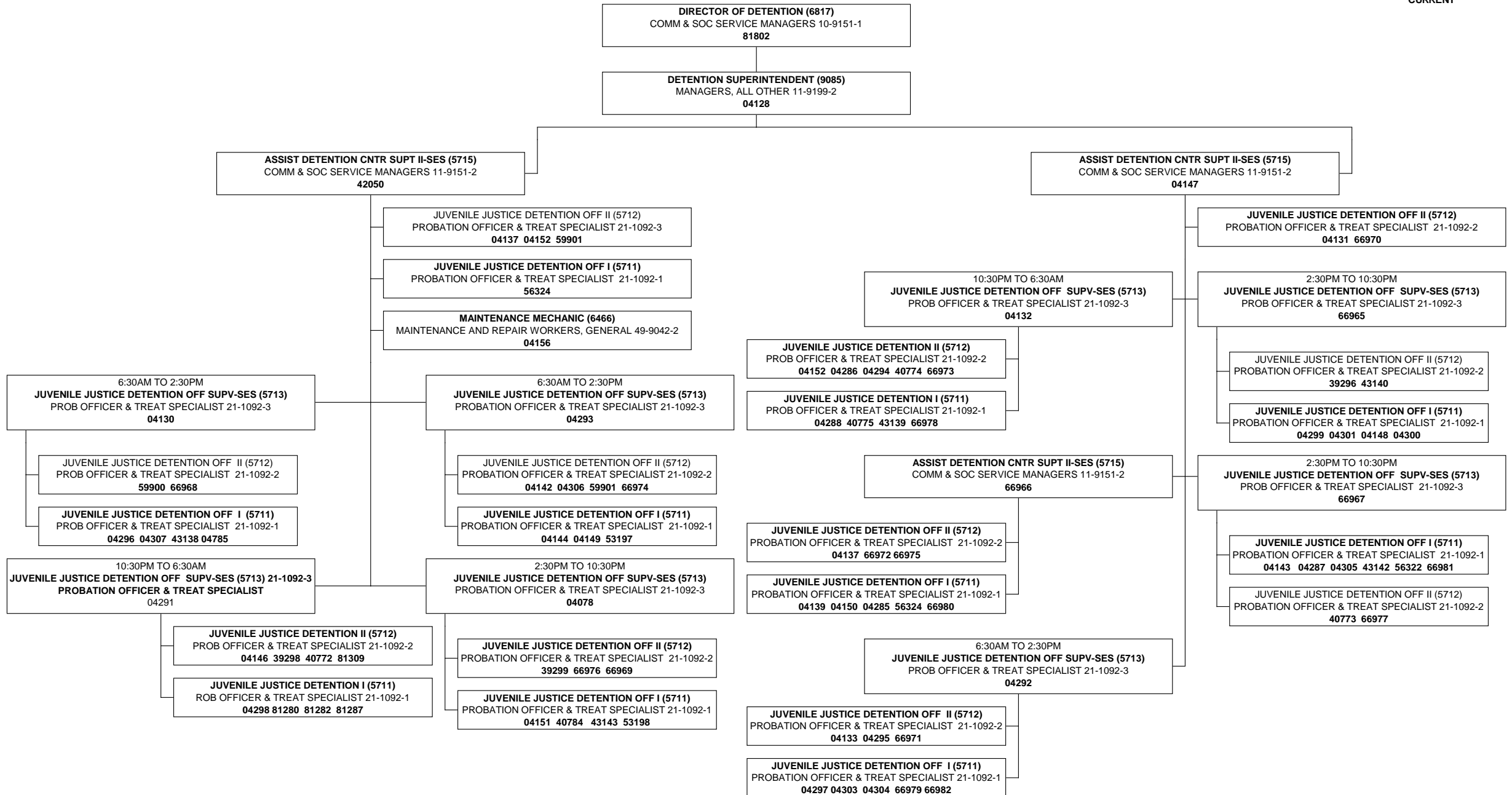
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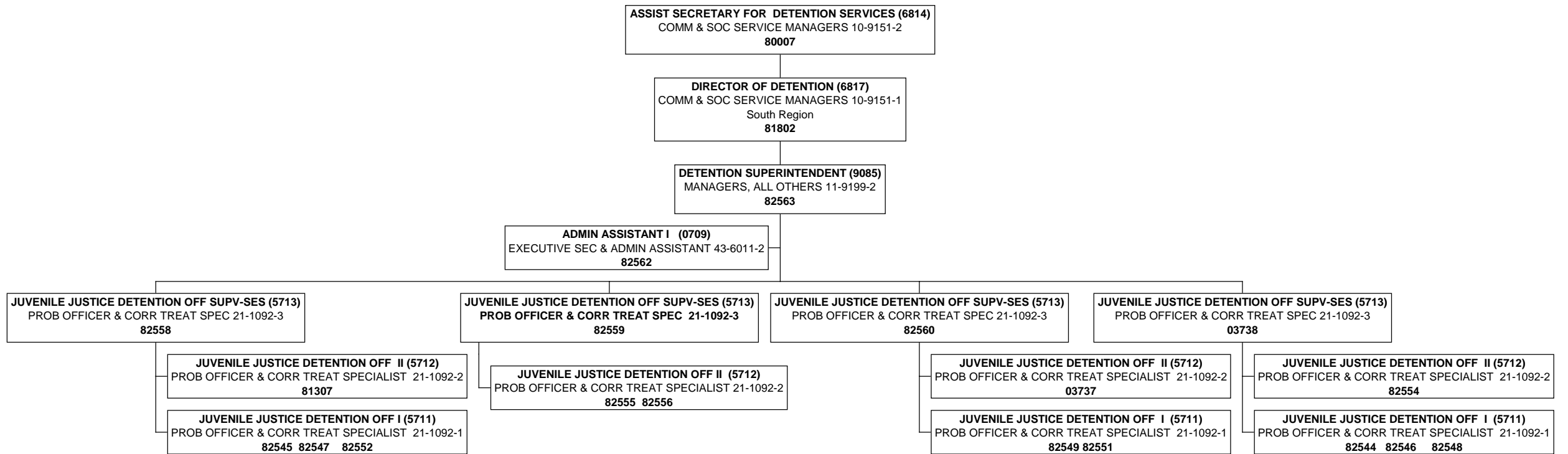
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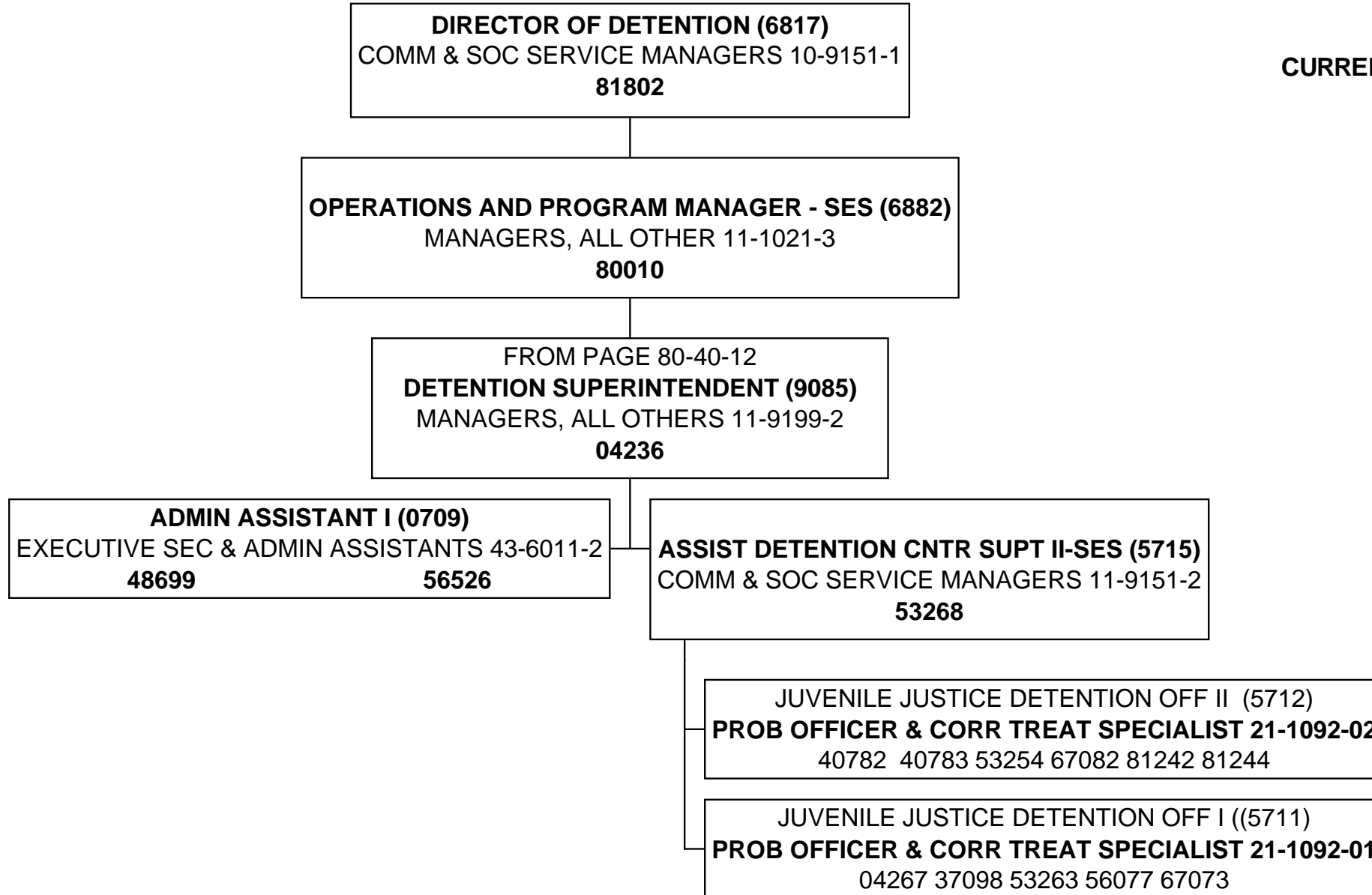


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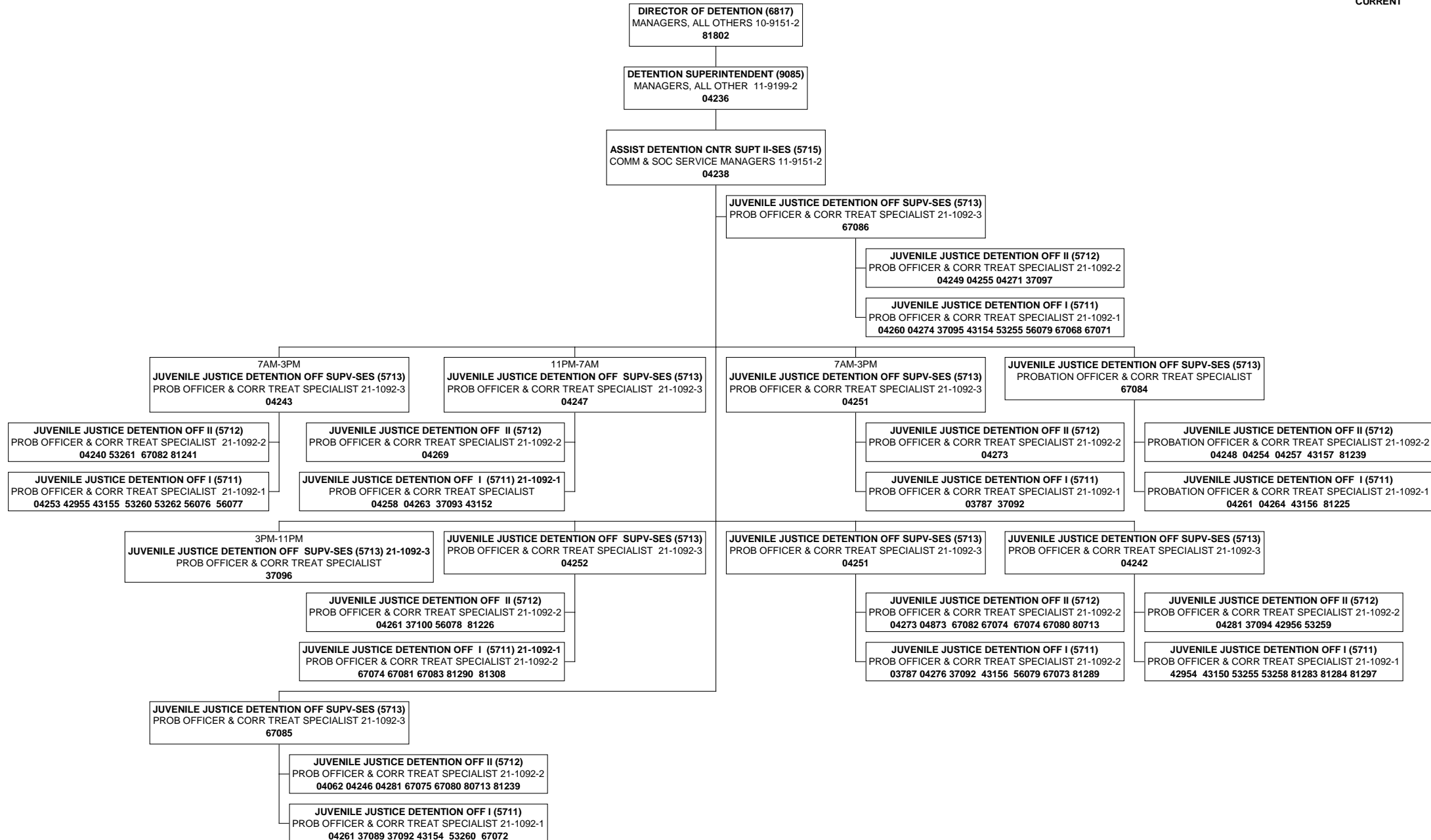
80 - DEPARTMENT OF JUVENILE JUSTICE
41 - DETENTION SERVICES
30 - REGION (SOUTH)
17 - CIRCUIT
2500 - BROWARD REGIONAL DETENTION CTR.

VERIFIED BY: Sara Gamble
EFFECTIVE: 1-20-09

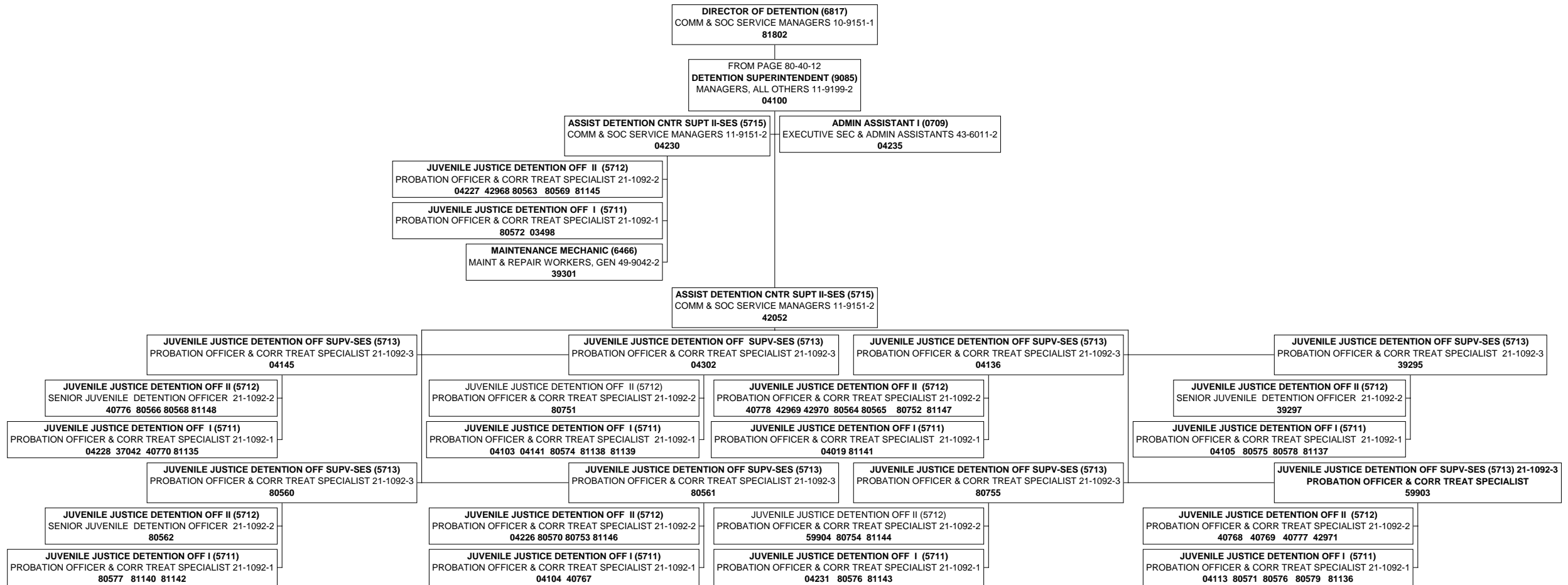


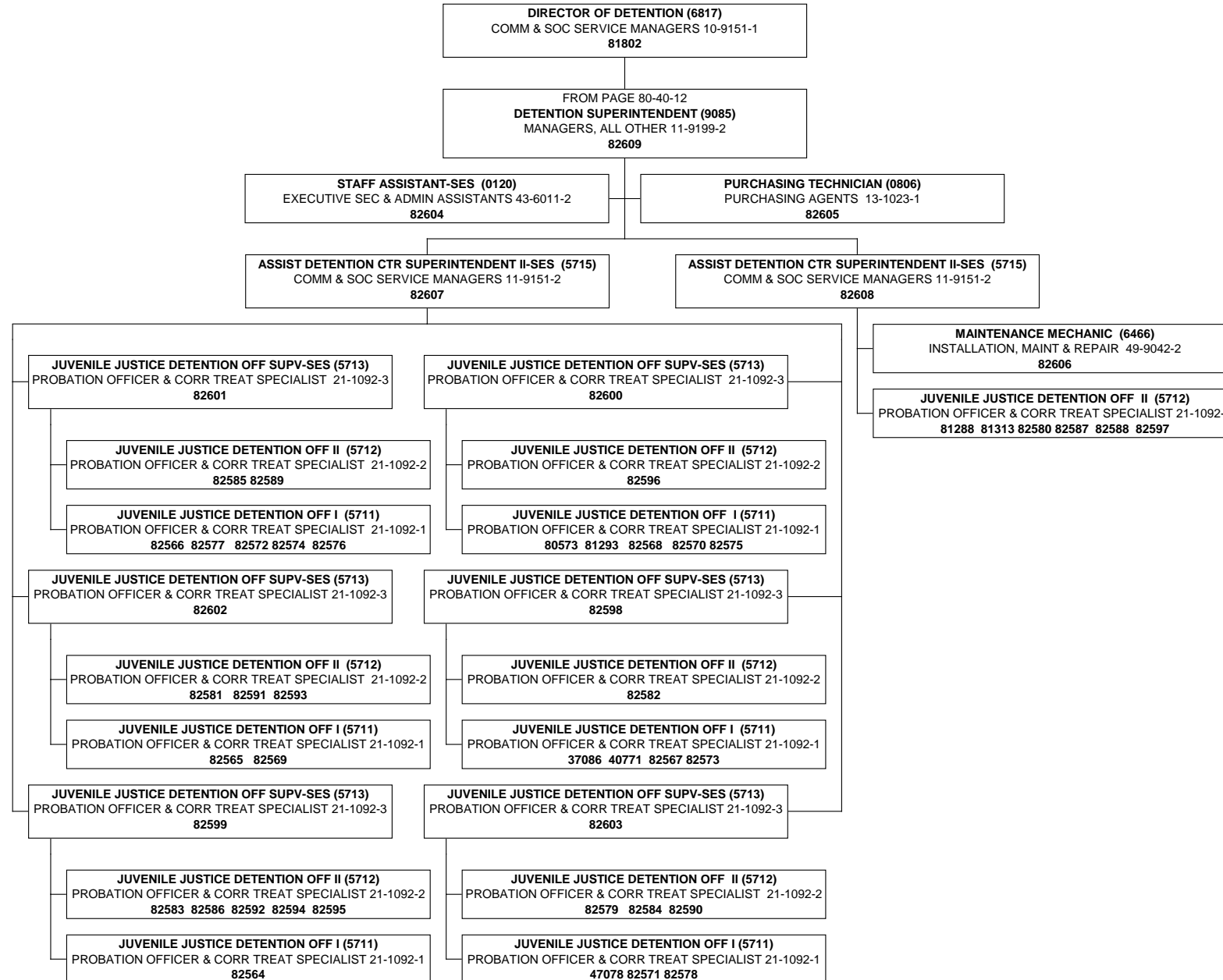
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CURRENT



CURRENT



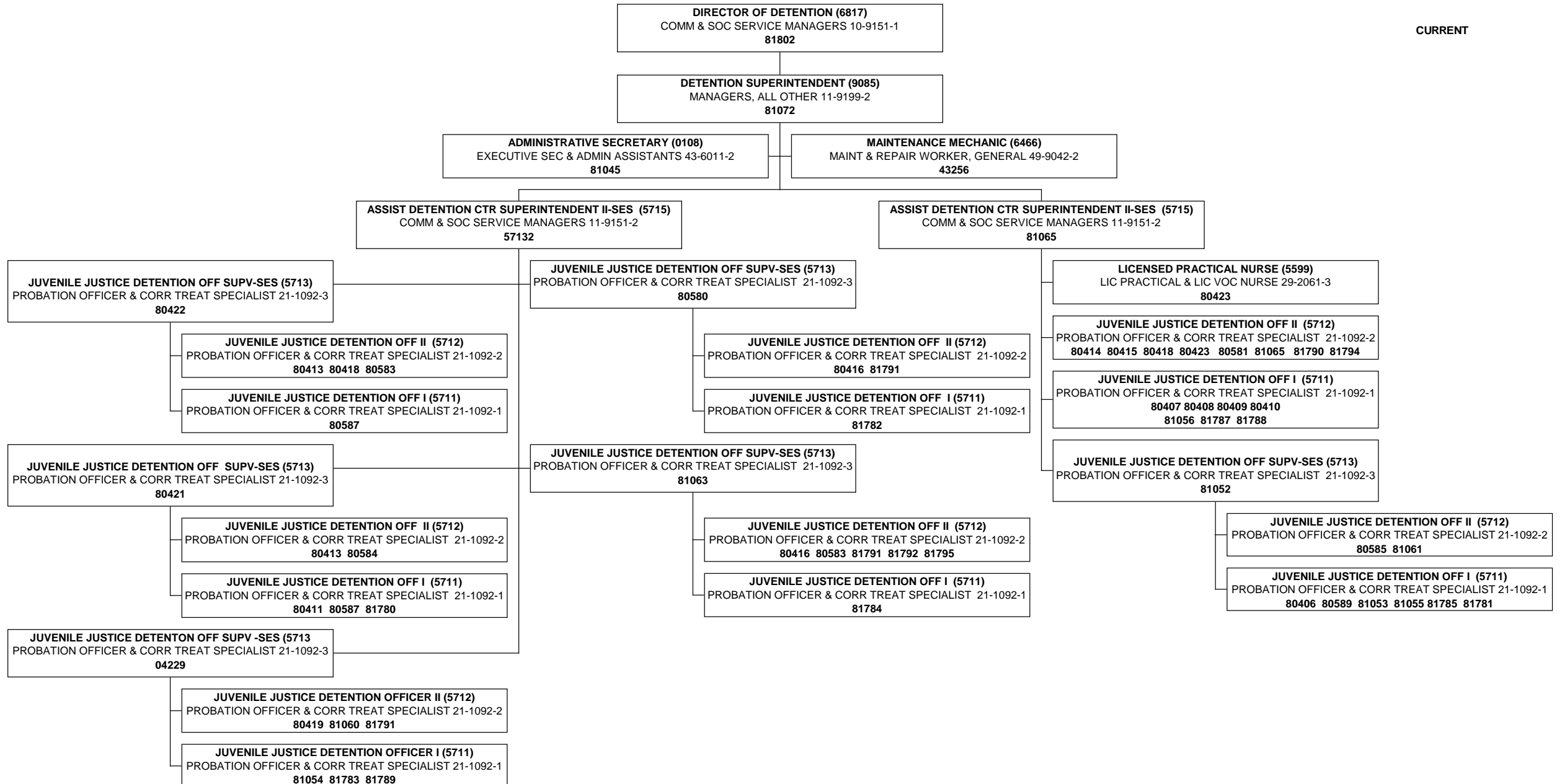


CURRENT

80 - DEPARTMENT OF JUVENILE JUSTICE
 41 - DETENTION SERVICES
 30 - REGION (SOUTH)
 20 - CIRCUIT
 2510 - COLLIER REGIONAL DETENTION CTR
 00 - ADMIN SHIFT - 7:00 AM - 3:00 PM
 01 - EVENING SHIFT - 3:00 PM - 11:00 PM
 02 - NIGHT SHIFT - 11:00 PM - 7:00 AM
 03 - ROTATING

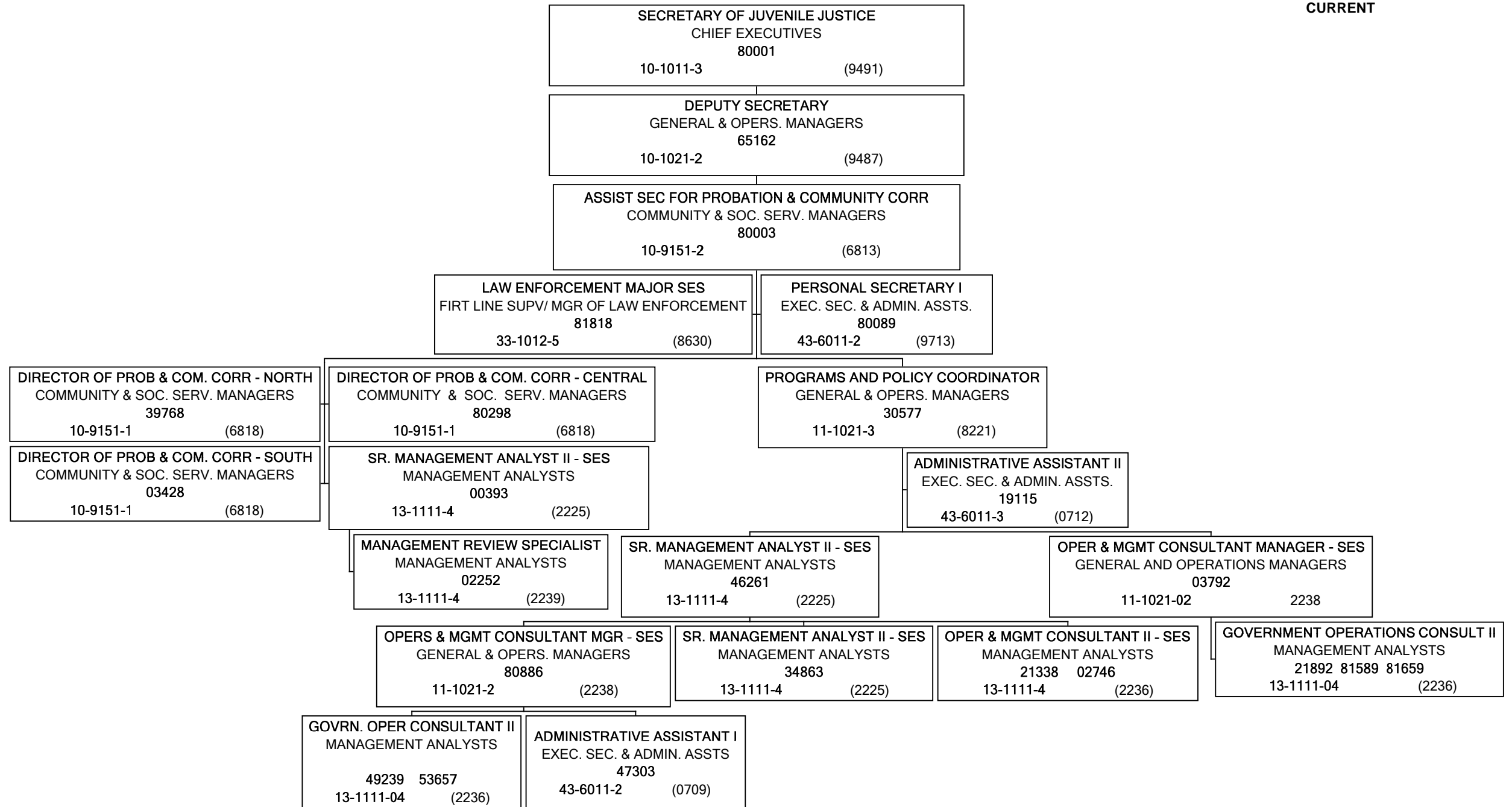
VERIFIED BY: Sara Gamble
 EFFECTIVE: 4/14/09

CURRENT

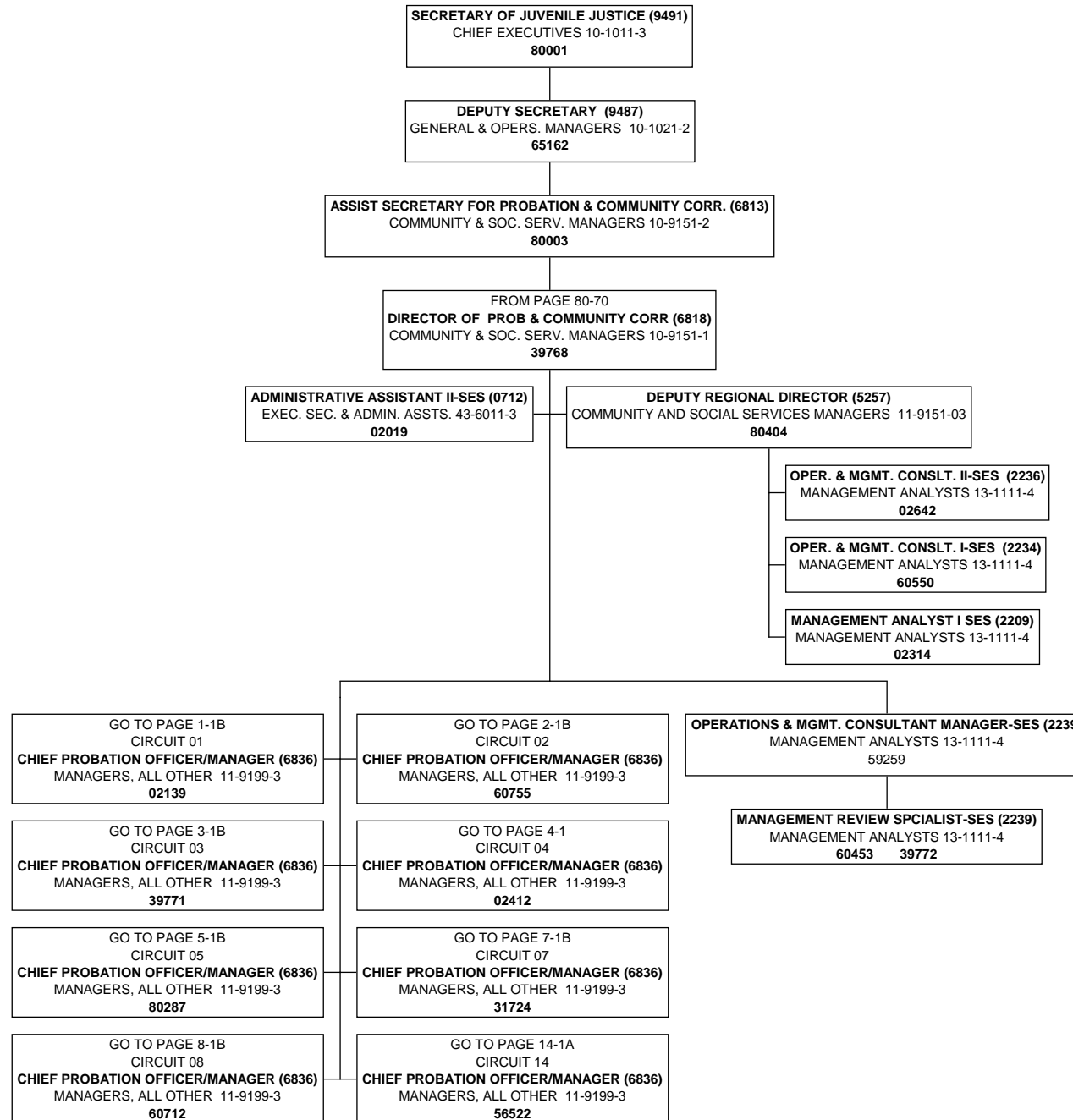


| | |
|---|----------------------------|
| ASSISTANT SECRETARY PROGRAMS & POLICIES AND OPER SUPPORT | 80-70 |
| DIRECTOR'S OFFICE - NORTH REGION AND YOUTH CUSTODY OFFICERS | 80-70-1, 80-70-1A, 80-70-3 |
| CIRCUIT 1 CASE MGMT. UNIT 101 & 102 ESCAMBIA CO. | 1-1B |
| JUVENILE ASSESSMENT CENTER | 1-2B |
| CIRCUIT 1 CASE MGMT. OKALOOSA/FT. WALTON/CRESTVIEW/SANTA ROSA/MILTON CO. | 1-3B |
| CIRCUIT 2 CASE MGMT. LEON CO. INTAKE UNITS | 2-1B |
| CIRCUIT 3 CASE MGMT. SUWANNEE/COLUMBIA/HAMILTON UNITS & TAYLOR COMBINED UNITS | 3-1B |
| CIRCUIT 4 CASE MGMT. DUVAL CO. INTAKE UNIT 101, 102 & 103 | 4-1, 4-1A |
| CIRCUIT 4 CASE MGMT. DUVAL CO. INTAKE UNIT 104 | 4-2A |
| DUVAL CO. COMMUNITY CONTROL UNITS | 4-2B |
| DUVAL CO. UNIT 204 | |
| CIRCUIT 4 CASE MGMT. DUVAL CO. INTAKE UNIT 103, NASSAU CO. UNIT, CLAY CO. UNITS | 4-3A |
| DETENTION SCREENING JACKSONVILLE, DUVAL DETENTION SCREENING | |
| CIRCUIT 5 CASE MGMT. EAST LAKE/WEST LAKE/HERNADO/SUMTER/CITRUS/MARION CO UNITS | 5-1B |
| CIRCUIT 7 CASE MGMT. VOLUSIA/ST. JOHNS/PUTNAM CO. UNITS | 7-1B |
| CIRCUIT 8 CASE MGMT. ALACHUA/GILCRIST CO UNITS | 8-1B |
| CIRCUIT 14 CASE MGMT. BAY CO. INTAKE UNITS | 14-1A |

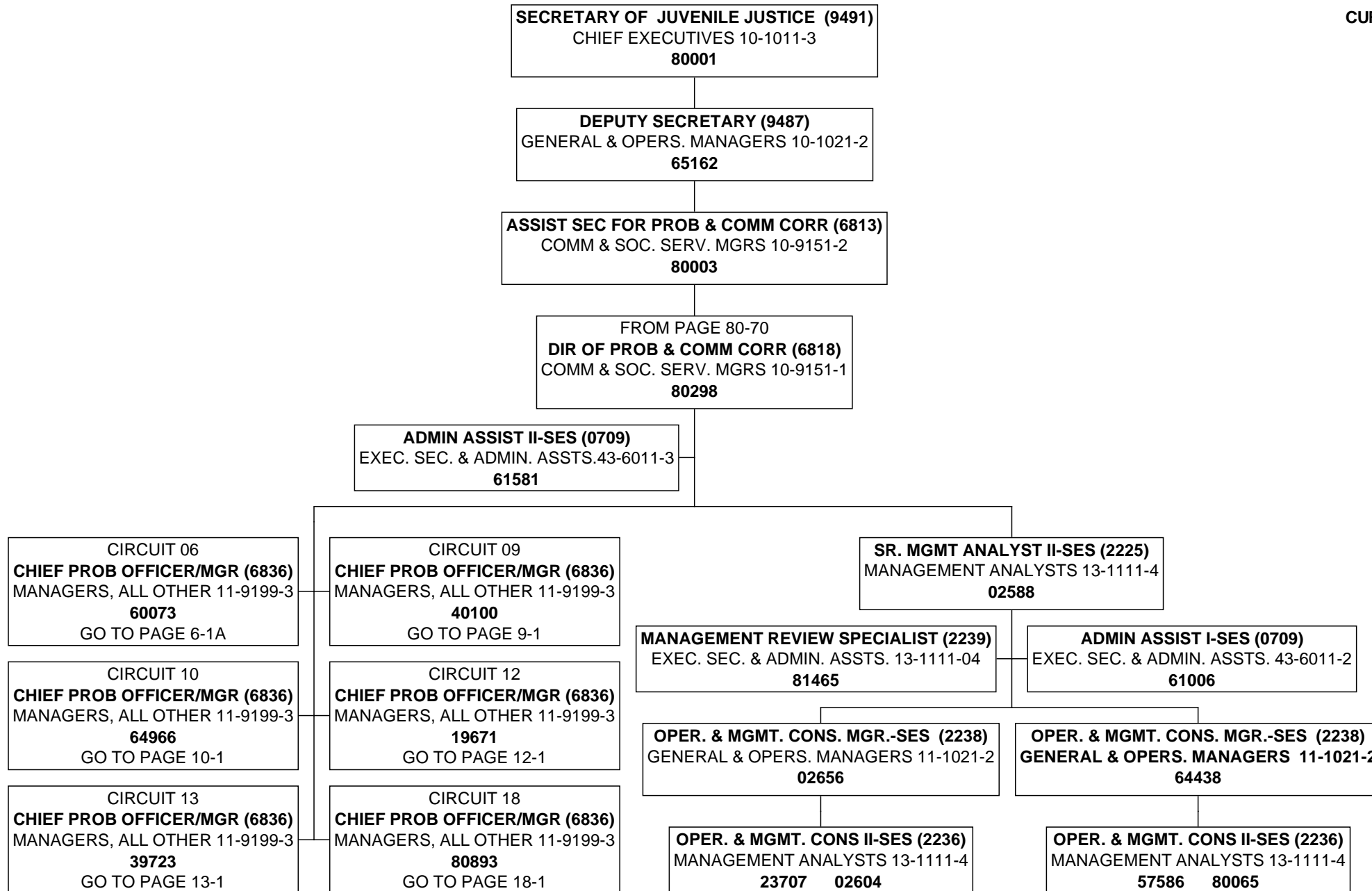
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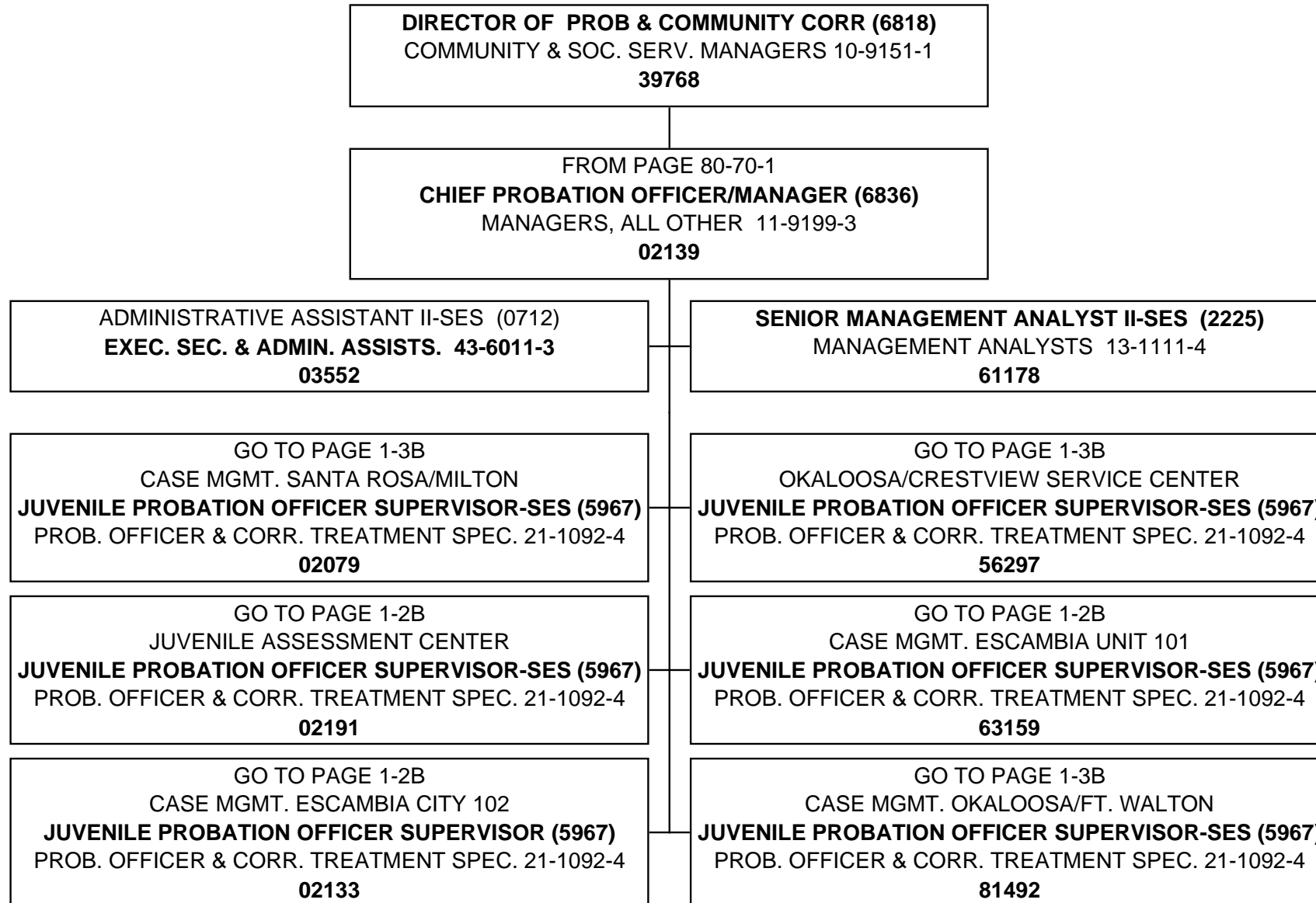
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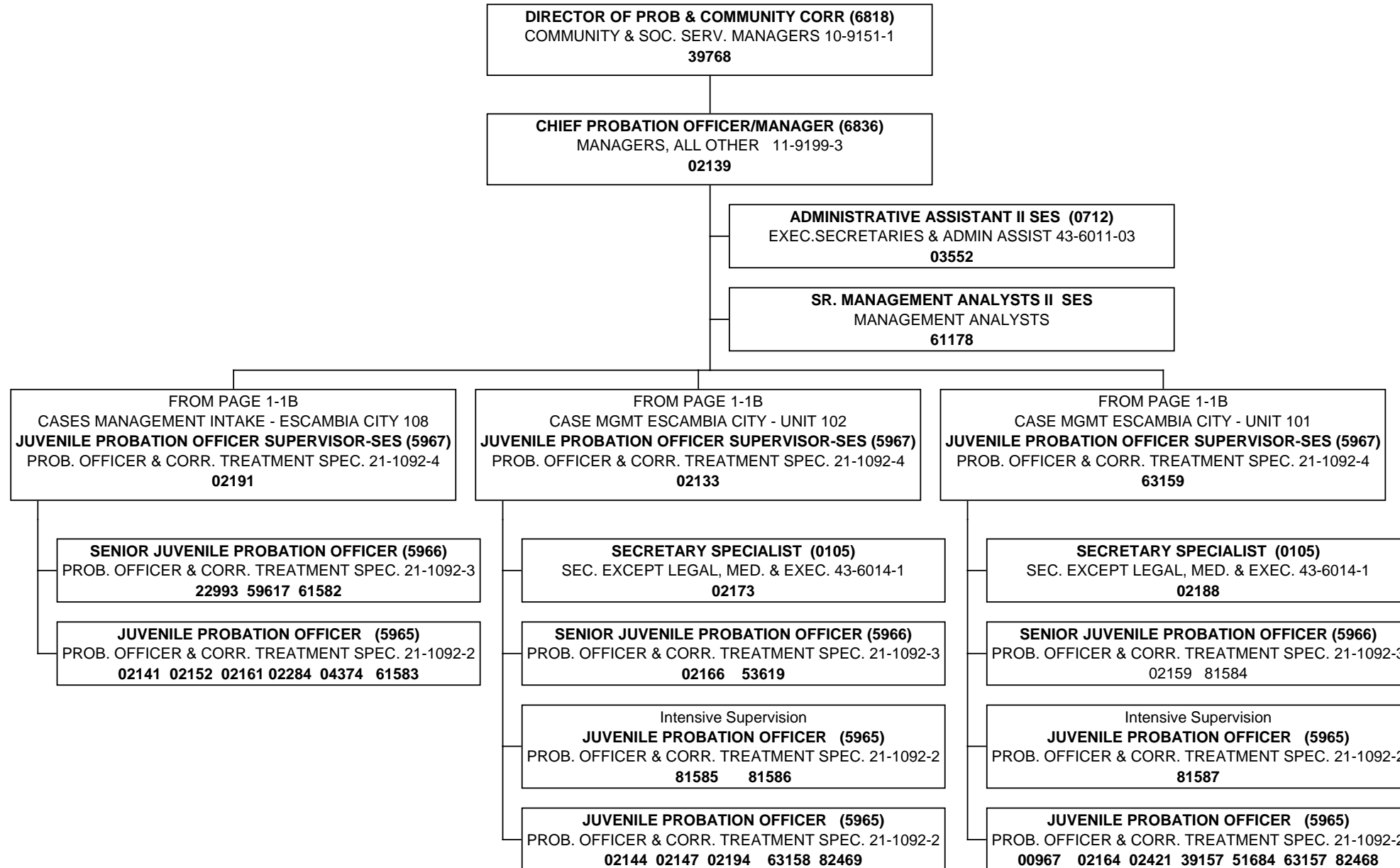


PAGE 1-1B

80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 01 - CIRCUIT
 1010, 1020 & 108 CASE MGMT. ESCAMBIA CITY
 00 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7/24/09

CURRENT



PAGE 1-2B

80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 01 - CIRCUIT
 CASE MANAGEMENT UNITS
 1040 - OKALOOSA/FT WALTON
 1050 - OKALOOSA/CRESTVIEW
 1060 - SANTA ROSA/MILTON
 00 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7/24/09

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)
 COMMUNITY & SOC. SERV. MANAGERS 10-9151-1
39768

CHIEF PROBATION OFFICER/MANAGER (6836)
 MANAGERS, ALL OTHER 11-9199-3
02139

FROM PAGE 1-1B
 CASE MGMT. SANTA ROSA/MILTON
JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
02079

FROM PAGE 1-1B
 CASE MGMT. OKALOOSA/CRESTVIEW
JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
56297

FROM PAGE 1-1B
 CASE MGMT. OKALOOSA/FT. WALTON
JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
81492

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
02157 02866

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
39156

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
00968 02160

JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
04367 61697 51683
56298 59619 04600 82471

JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
02084 59977

Intensive Supervision
JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
81592

SECRETARY SPECIALIST (0105)
 SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1
52000

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
02153

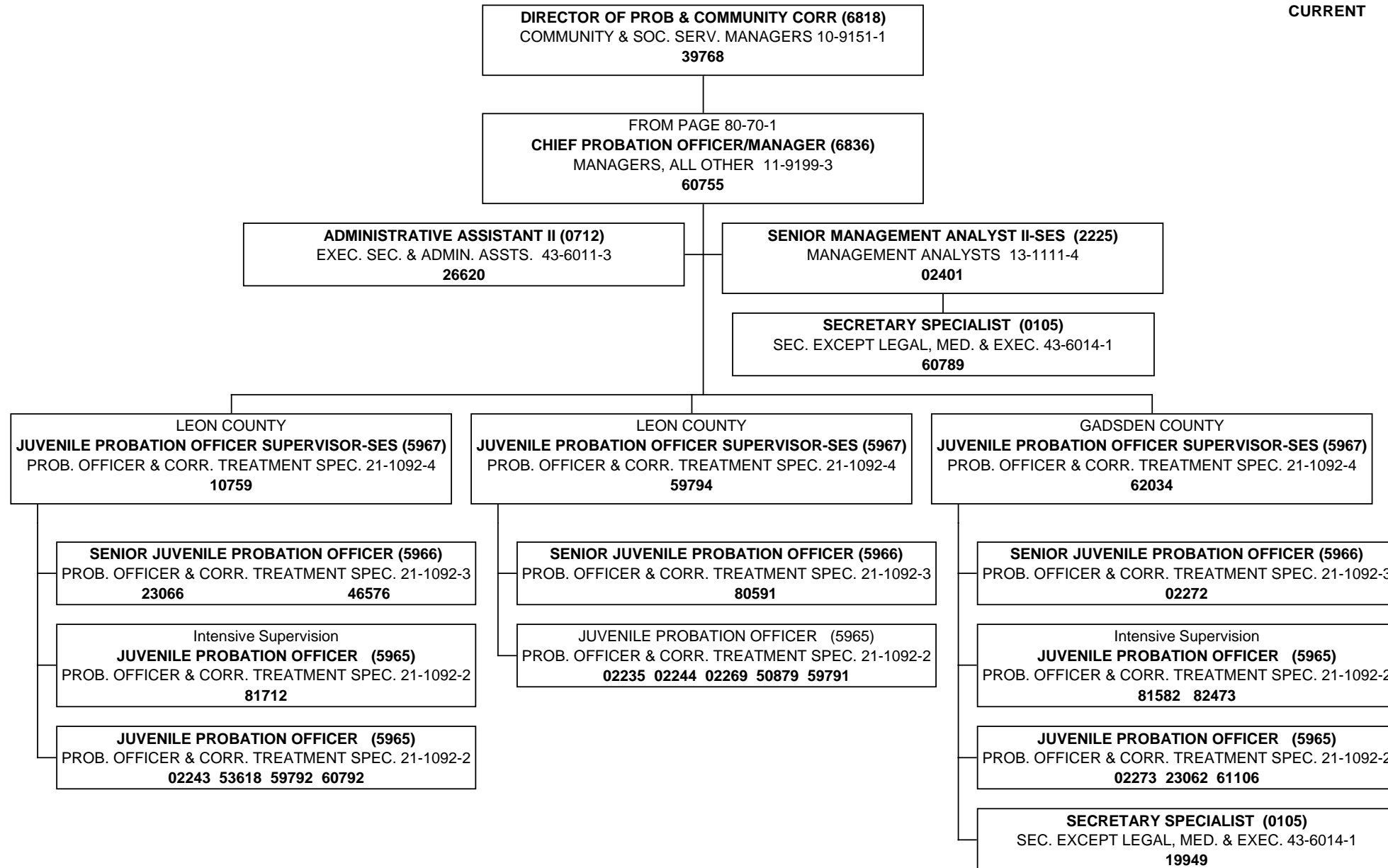
JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
02085 02089 02091 02092 82470 82476

JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
04368 82465

SECRETARY SPECIALIST (0105)
 SEC. EXCEPT LEGAL, MED. & EXEC. 43-6014-1
25522

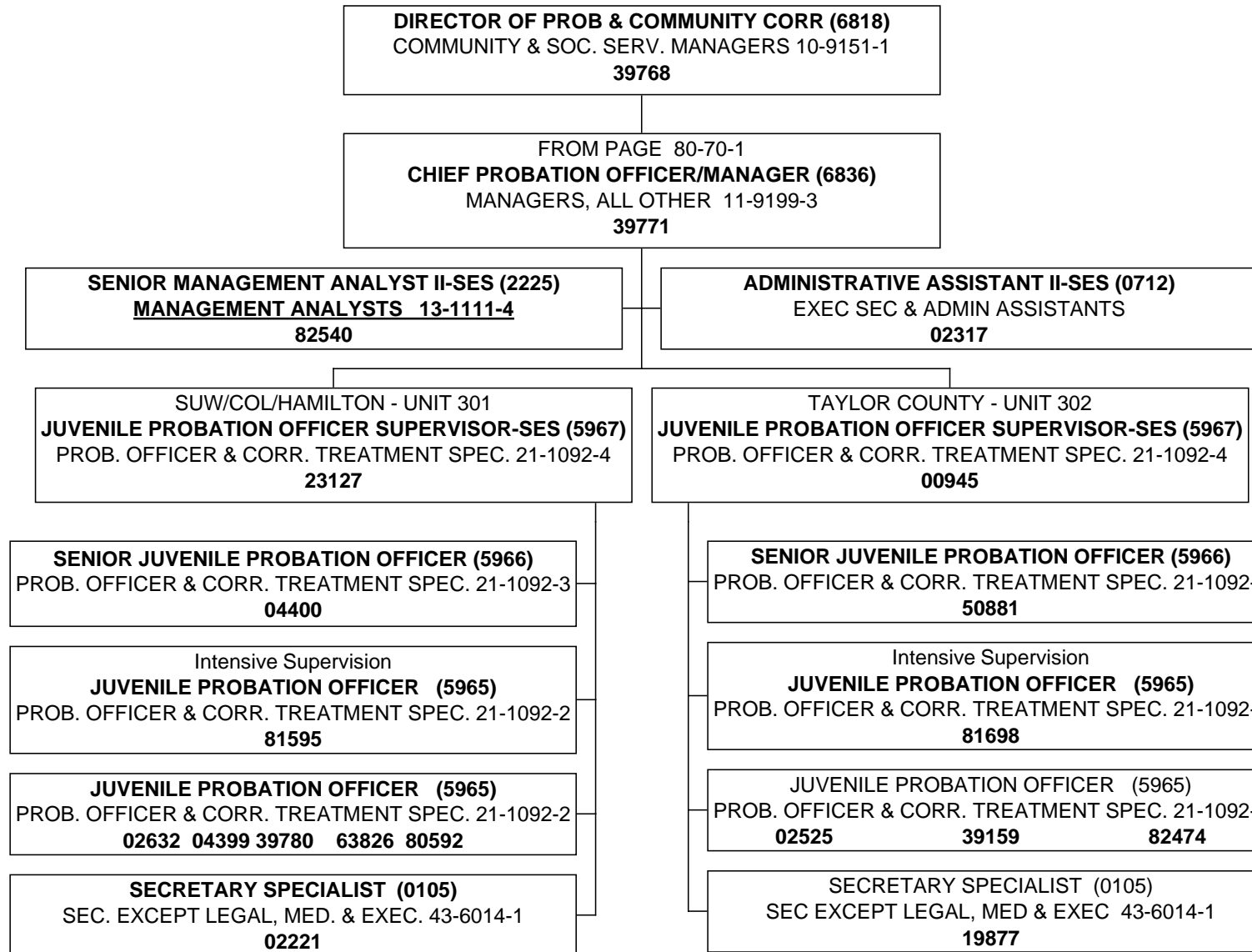
PAGE 1-3B

CURRENT



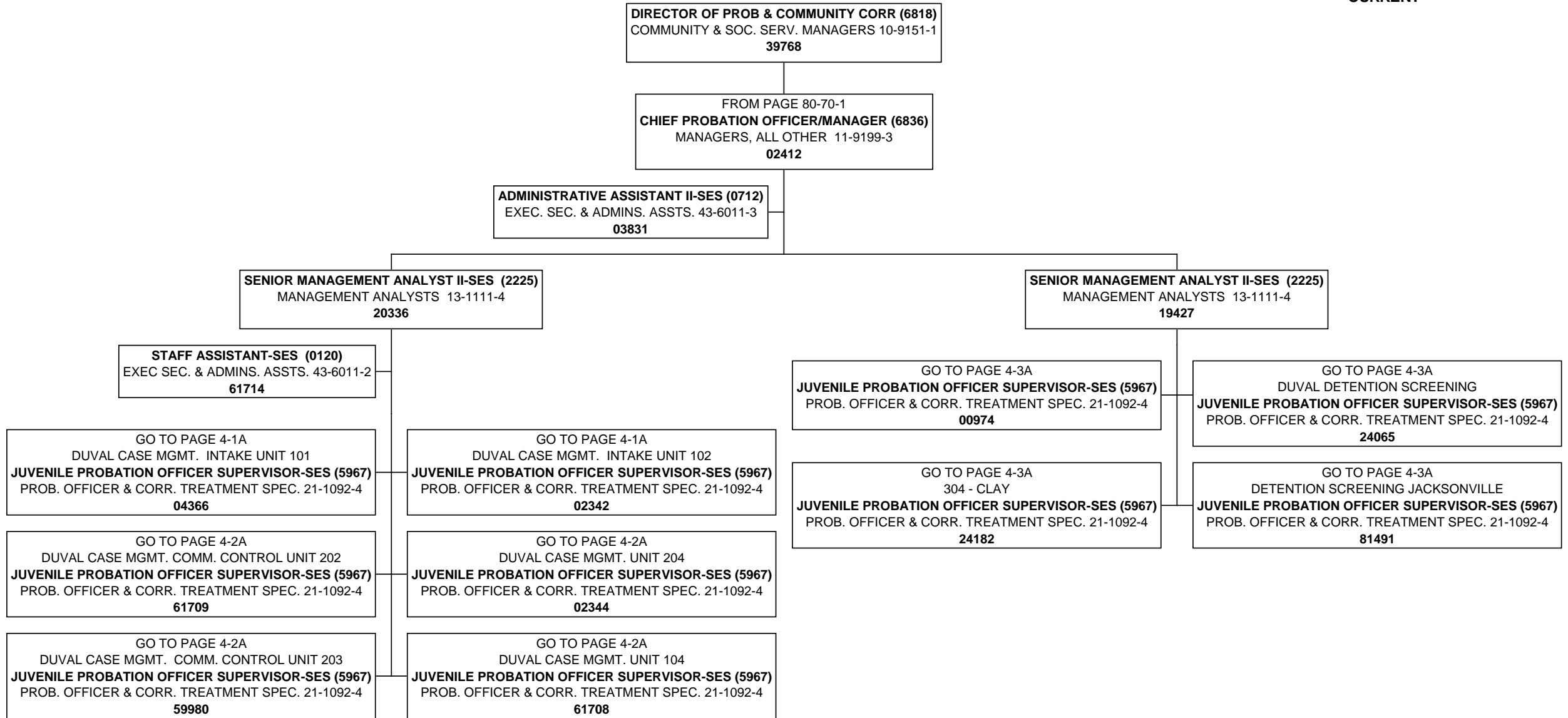
80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 03 - CIRCUIT
 CASE MANAGEMENT
 3010 - SUWANNEE/COLUMBIA/HAMILTON UNIT
 3020 - TAYLOR COMBINED UNIT
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7/24/09



CURRENT

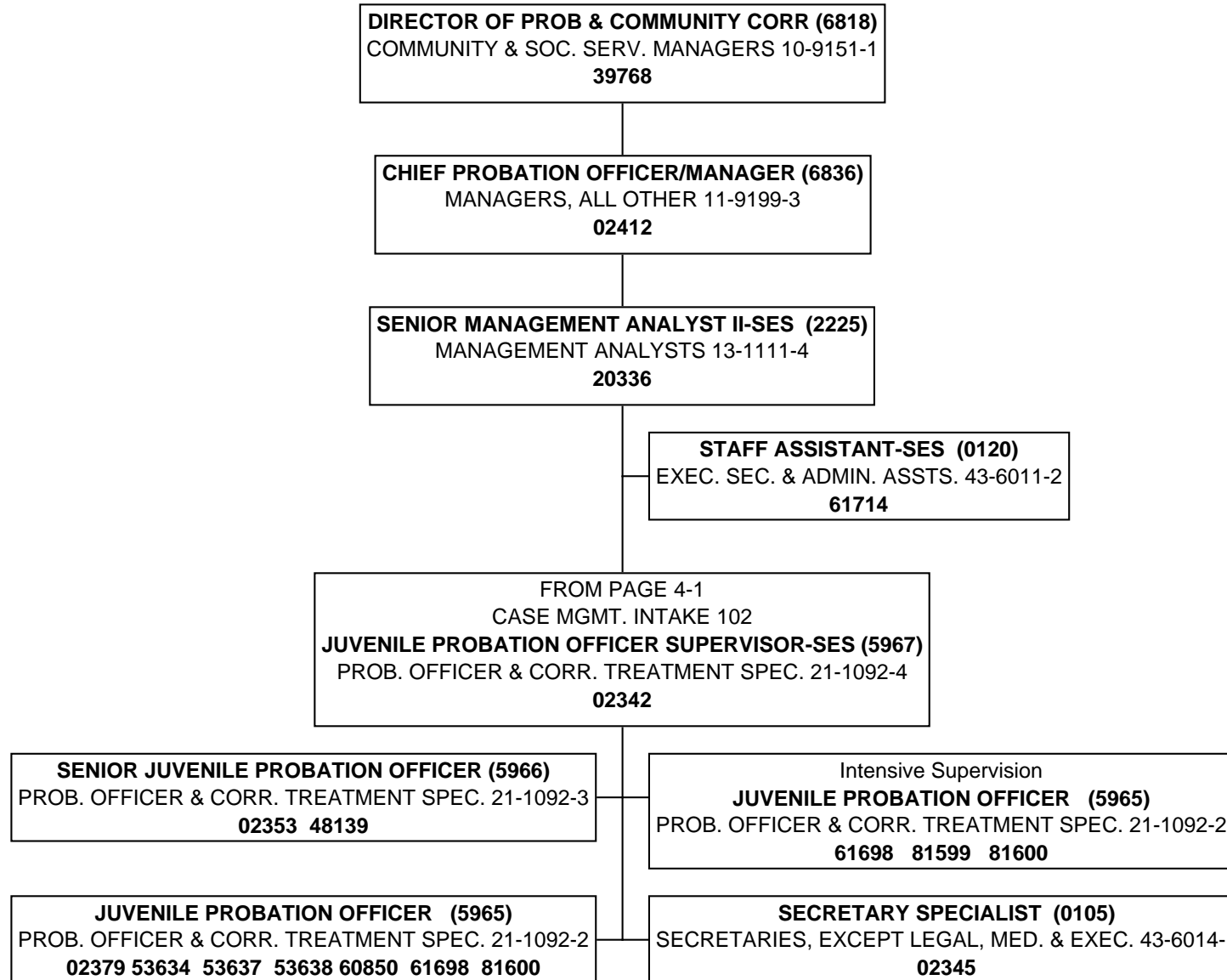
CURRENT



80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 04 - CIRCUIT
 DUVAL CASE MANAGEMENT
 1010, 1020 & 1030 INTAKE
 00 - AMIN. SHIFT 01- TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7/24/09

CURRENT



PAGE 4-1A

80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 04 - CIRCUIT
 1030 - DUVAL CASE MGMT. INTAKE
 1040 - DUVAL CASE MGMT. INTAKE
 2020 - DUVAL CASE MGMT. COMM. CONTROL
 2030 - DUVAL CASE MGMT. COMM. CONTROL
 2040 - DUVAL CASE MANAGEMENT
 00 - AMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7-24-09

CURRENT

DIRECTOR OF PROB & COMMUNITY CORR (6818)
 COMMUNITY & SOC. SERV. MANAGERS 10-9151-1
39768

CHIEF PROBATION OFFICER/MANAGER (6836)
MANAGERS, ALL OTHER 11-9199-3
02412

SENIOR MANAGEMENT ANALYST II-SES (2225)
 MANAGEMENT ANALYSTS 13-1111-4
20336

FROM PAGE 4-1
 DUVAL CASE MGMT. COMM. CONTROL 202
JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
61709

FROM PAGE 4-1
 DUVAL CASE MGMT. COMM. CONTROL 203
JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
59980

FROM PAGE 4-1
 DUVAL CASE MGMT. INTAKE 104
JUVENILE PROBATION OFFICER SUPERVISOR-SES (5967)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-4
61708

SECRETARY SPECIALIST (0105)
 SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1
02268

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
02352 23186 61704 63829

JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
00935 04406 04422 39161 53636 61696 61704

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
02384 56292 261706

JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
02267 02391 02392 04417 59976 64588

SECRETARY SPECIALIST (0105)
 SEC, EXCEPT LEGAL, MED. & EXEC. 43-6014-1
02409

SENIOR JUVENILE PROBATION OFFICER (5966)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-3
02721 59982 61705

JUVENILE PROBATION OFFICER (5965)
 PROB. OFFICER & CORR. TREATMENT SPEC. 21-1092-2
81601

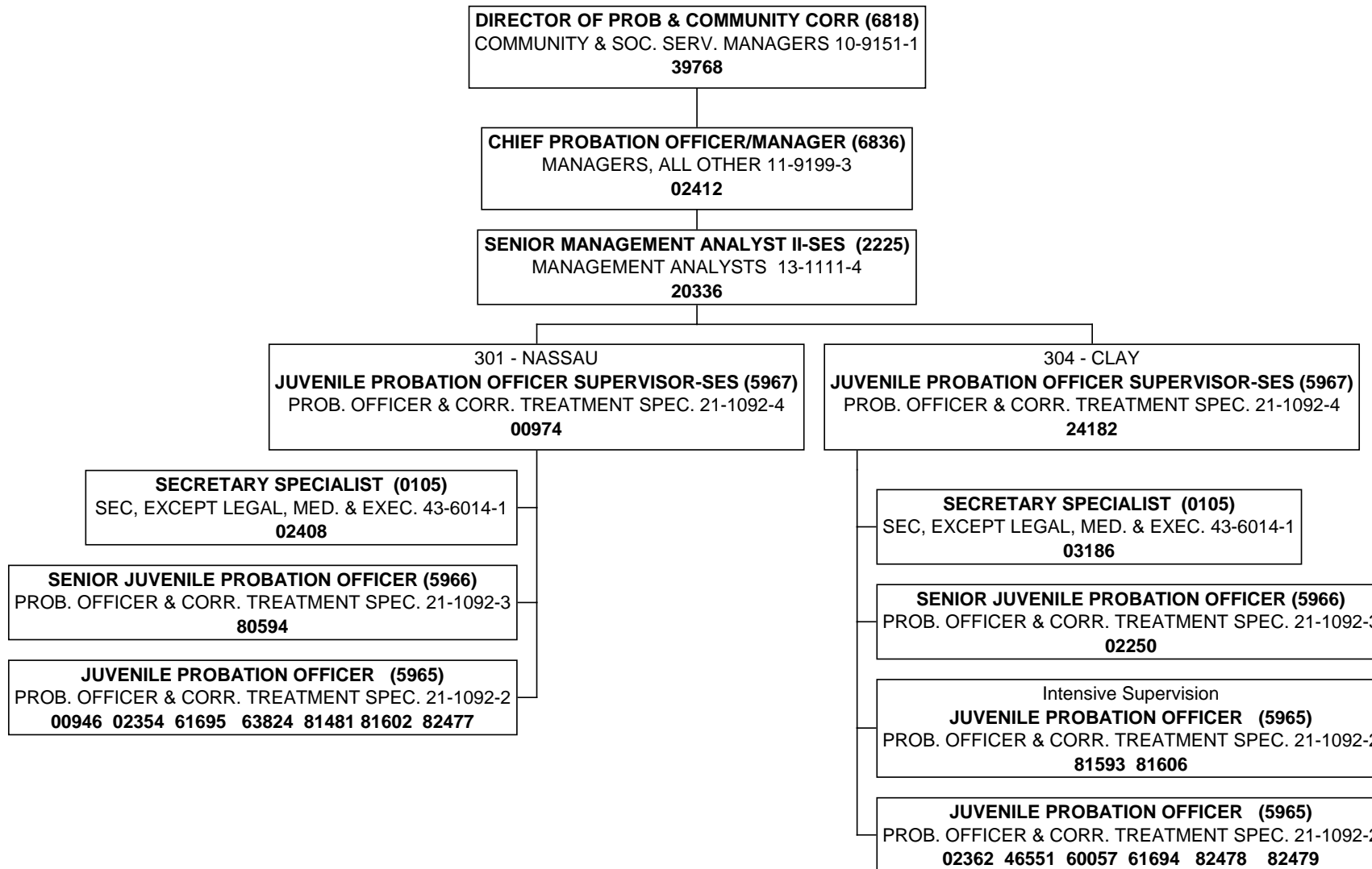
JUVENILE PROBATION OFFICER (5965)
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 04 - CIRCUIT
 CASE MANAGEMENT UNITS
 3010 - NASSAU
 3030 & 3040 - CLAY
 2600 - DUVAL DETENTION SCREENING
 2610 - DET. SCREENING - JACKSONVILLE
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 2-24-09

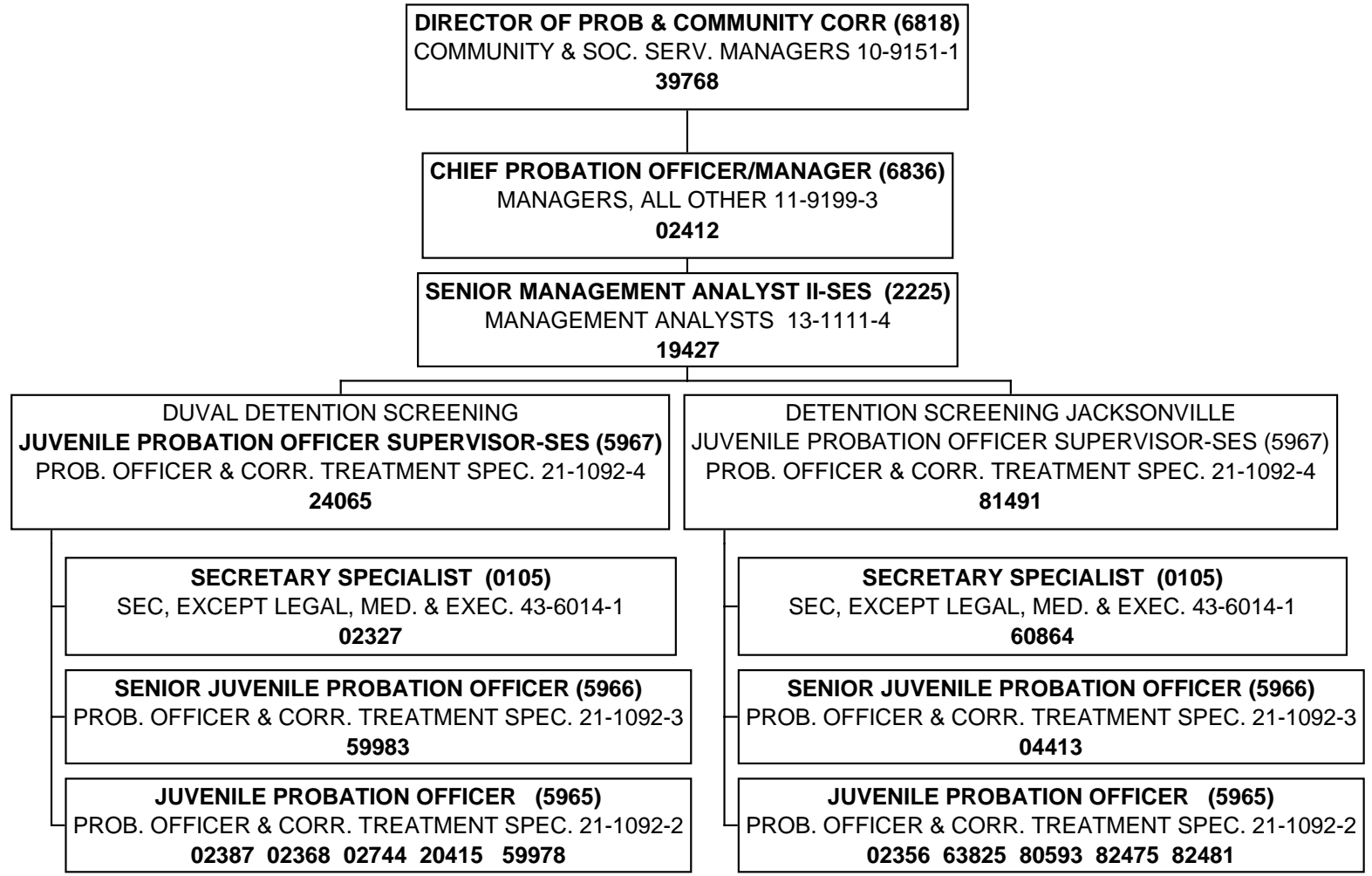
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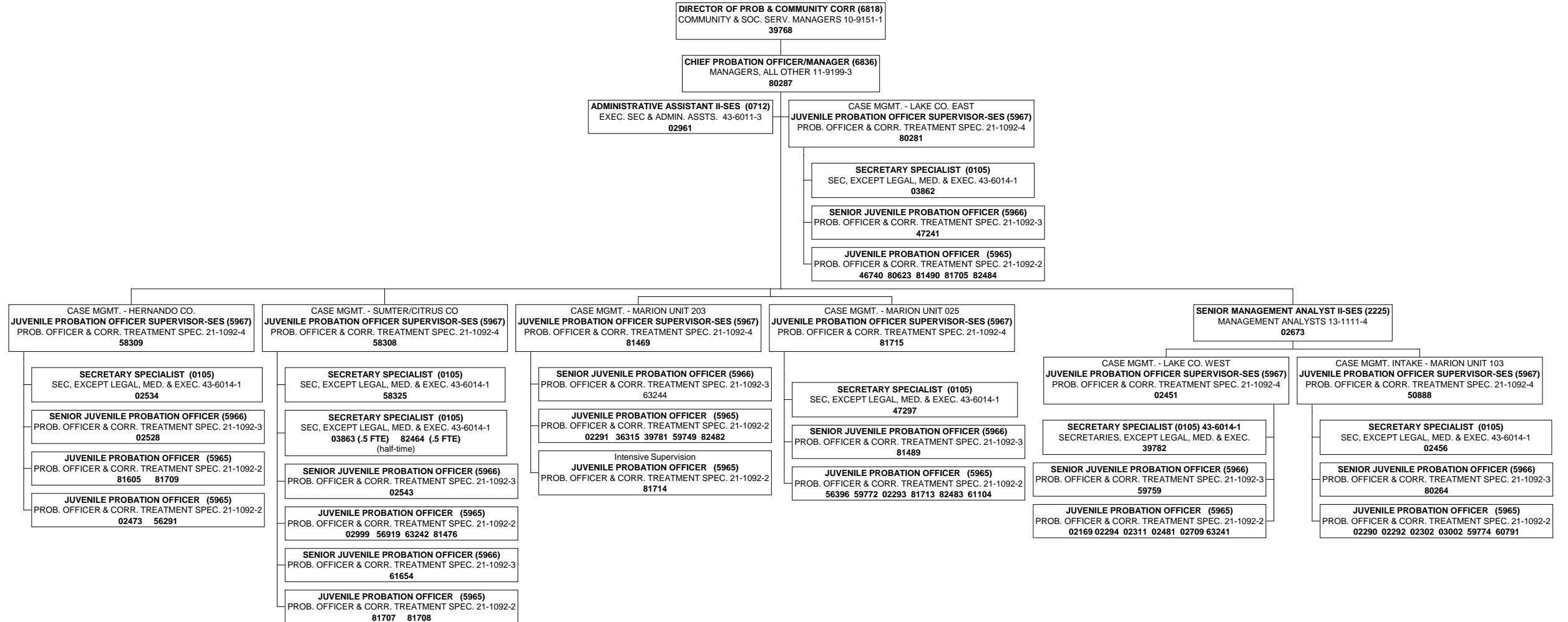
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 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 04 - CIRCUIT
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 3030 & 3040 - CLAY
 2600 - DUVAL DETENTION SCREENING
 2610 - DET. SCREENING - JACKSONVILLE
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 2-24-09

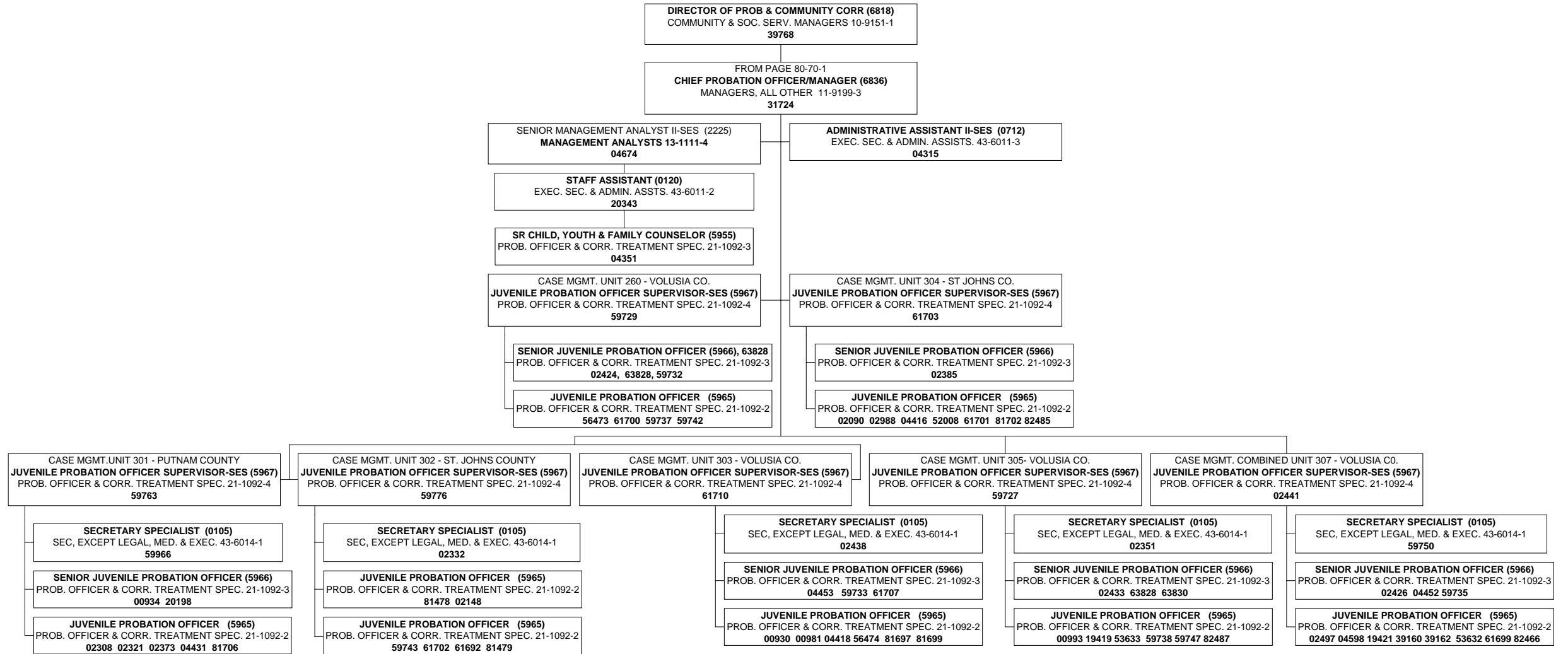
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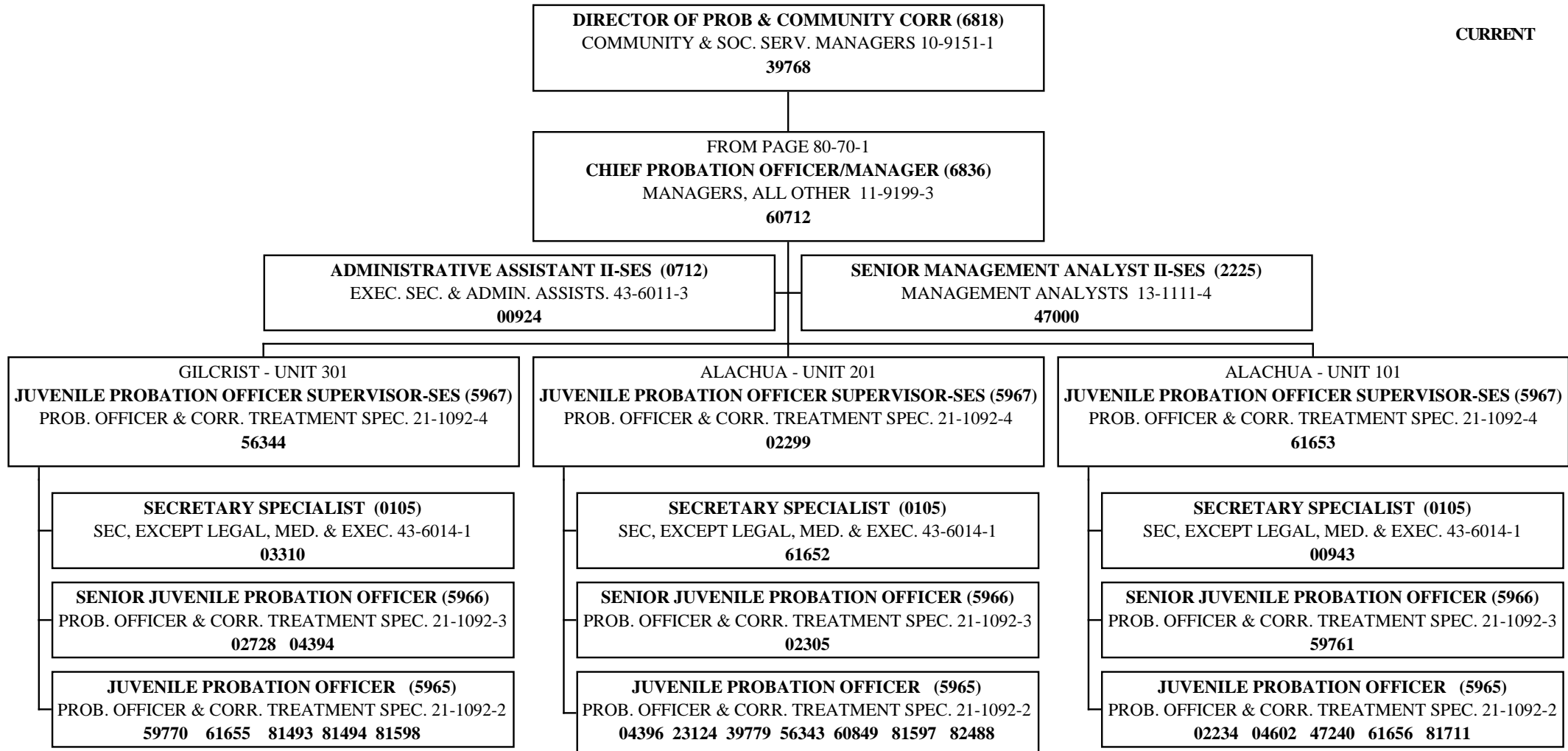
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 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 08 - CIRCUIT
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 3010 - GILCRIST UNIT
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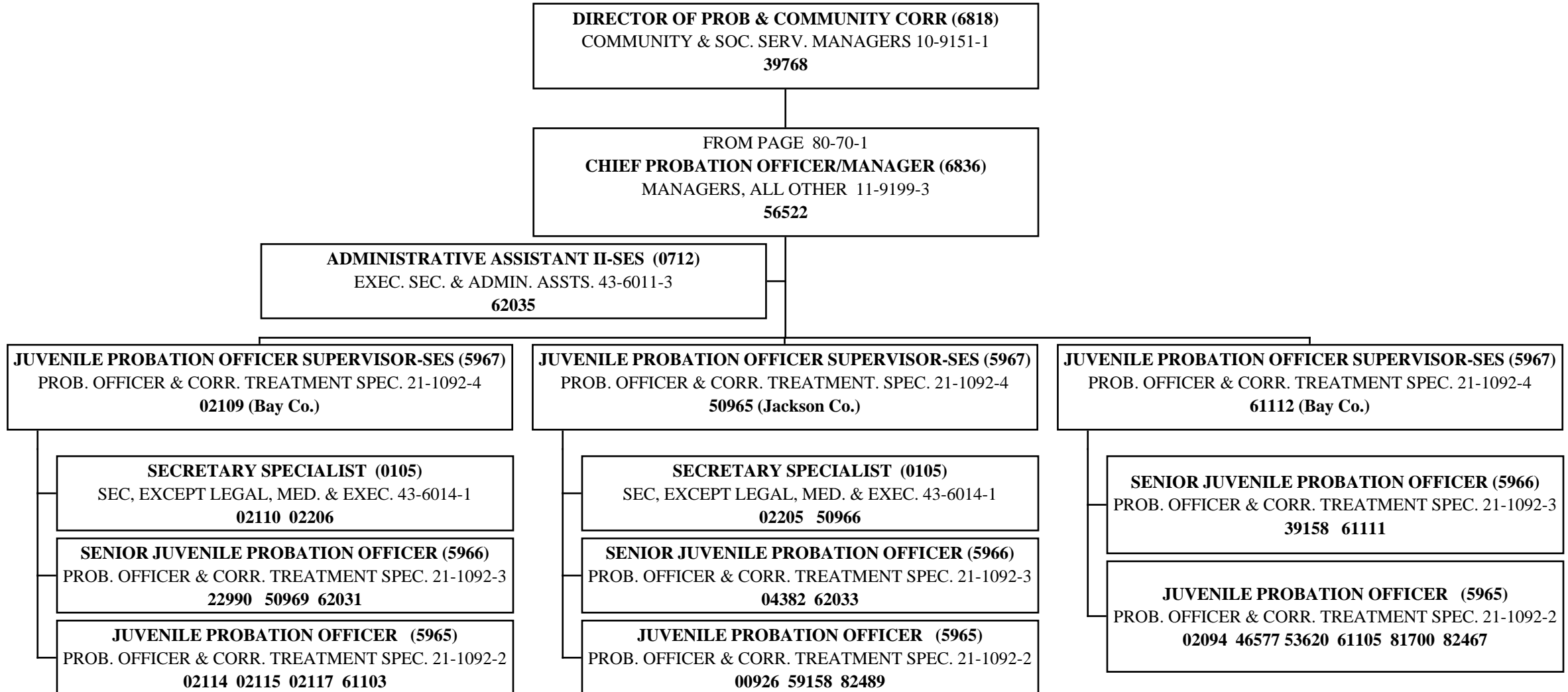
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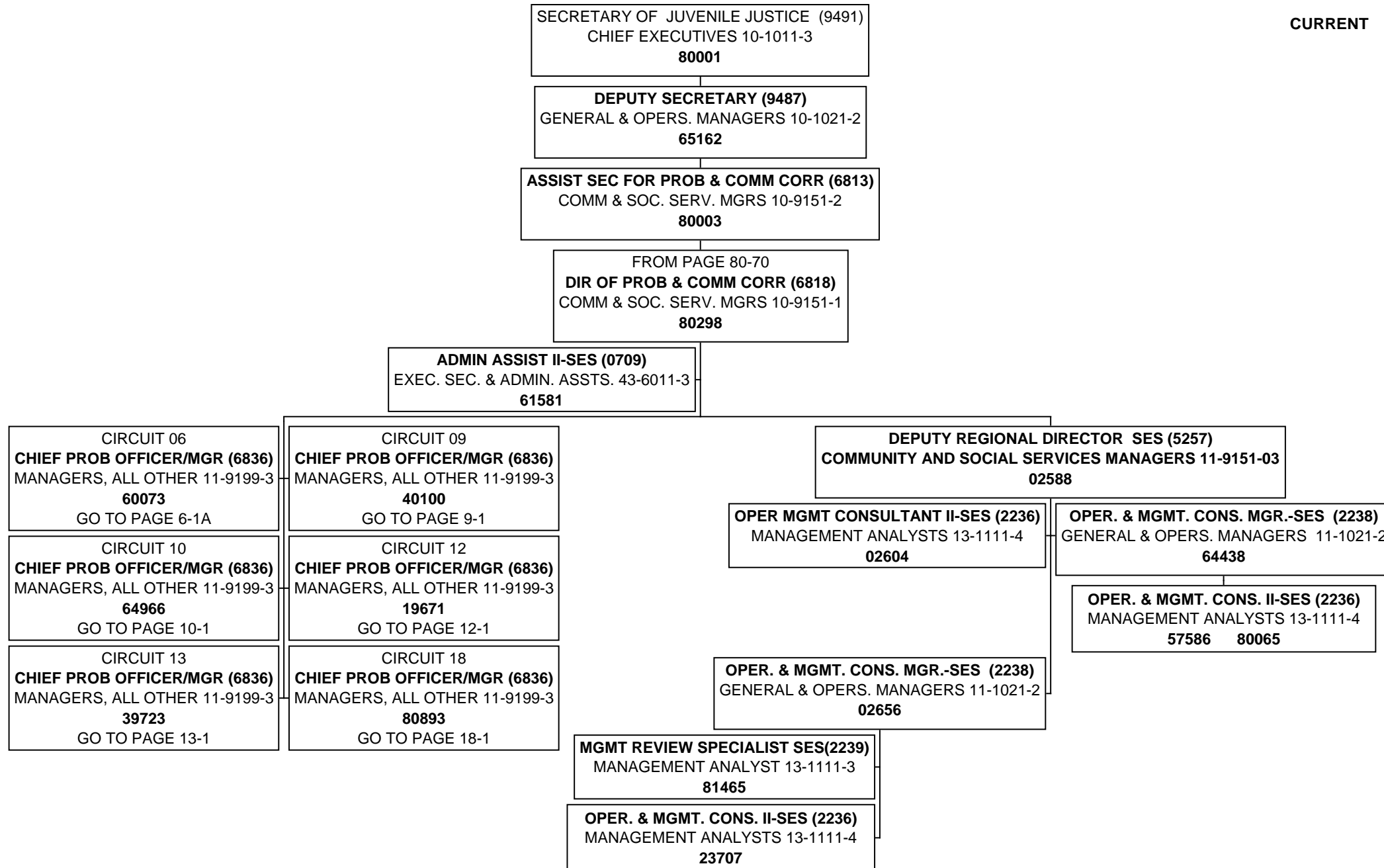
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 72 - PROBATION & COMM. CORR.
 10 - REGION (NORTH)
 14 - CIRCUIT
 1010 - CASE MGMT. INTAKE - BAY CO.
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 00 - ADMIN. SHIFT 01 - TRUST FUND

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 EFFECTIVE: 2-20-09

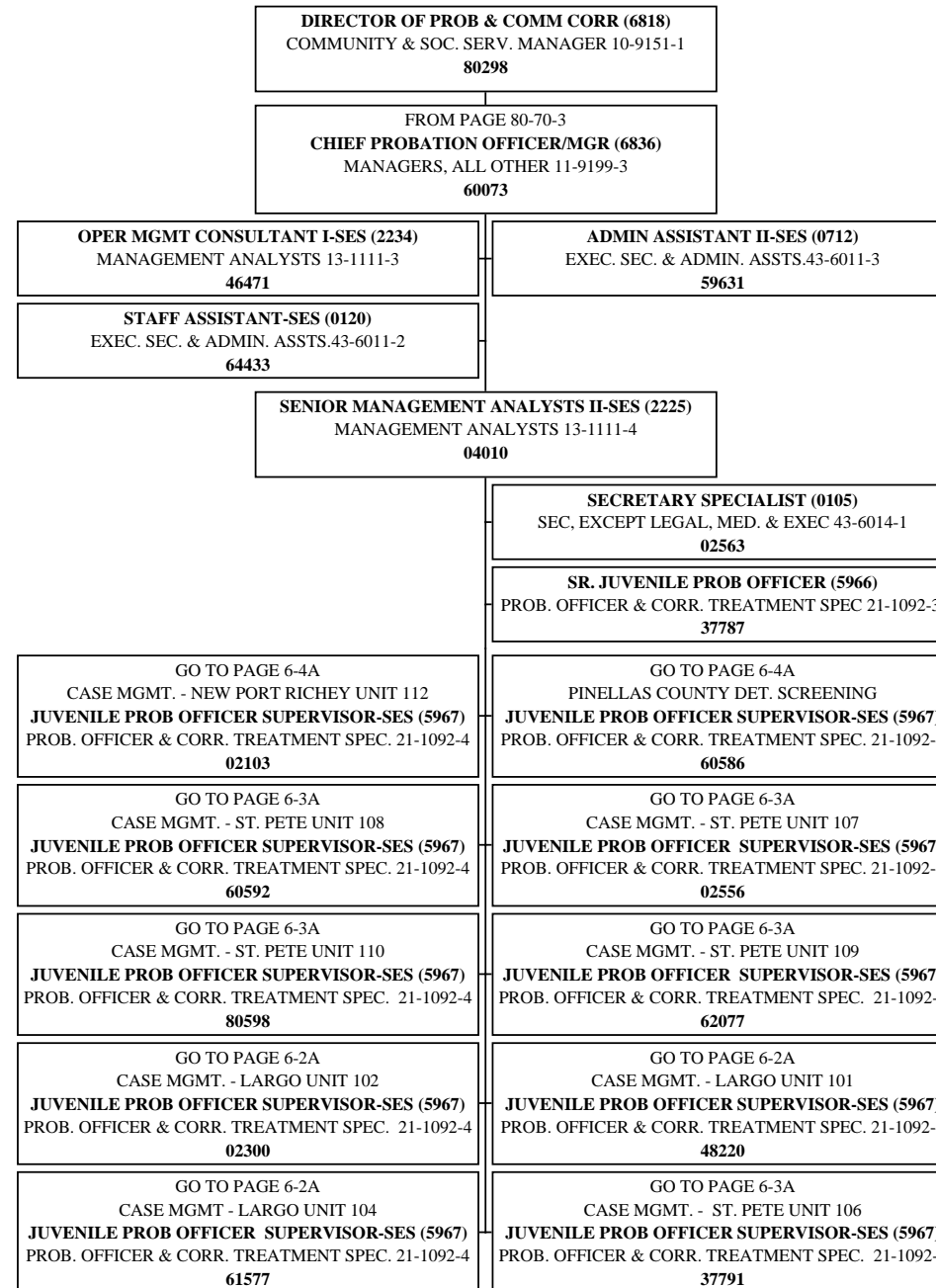


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| ST. PETE UNITS | 6-3A |
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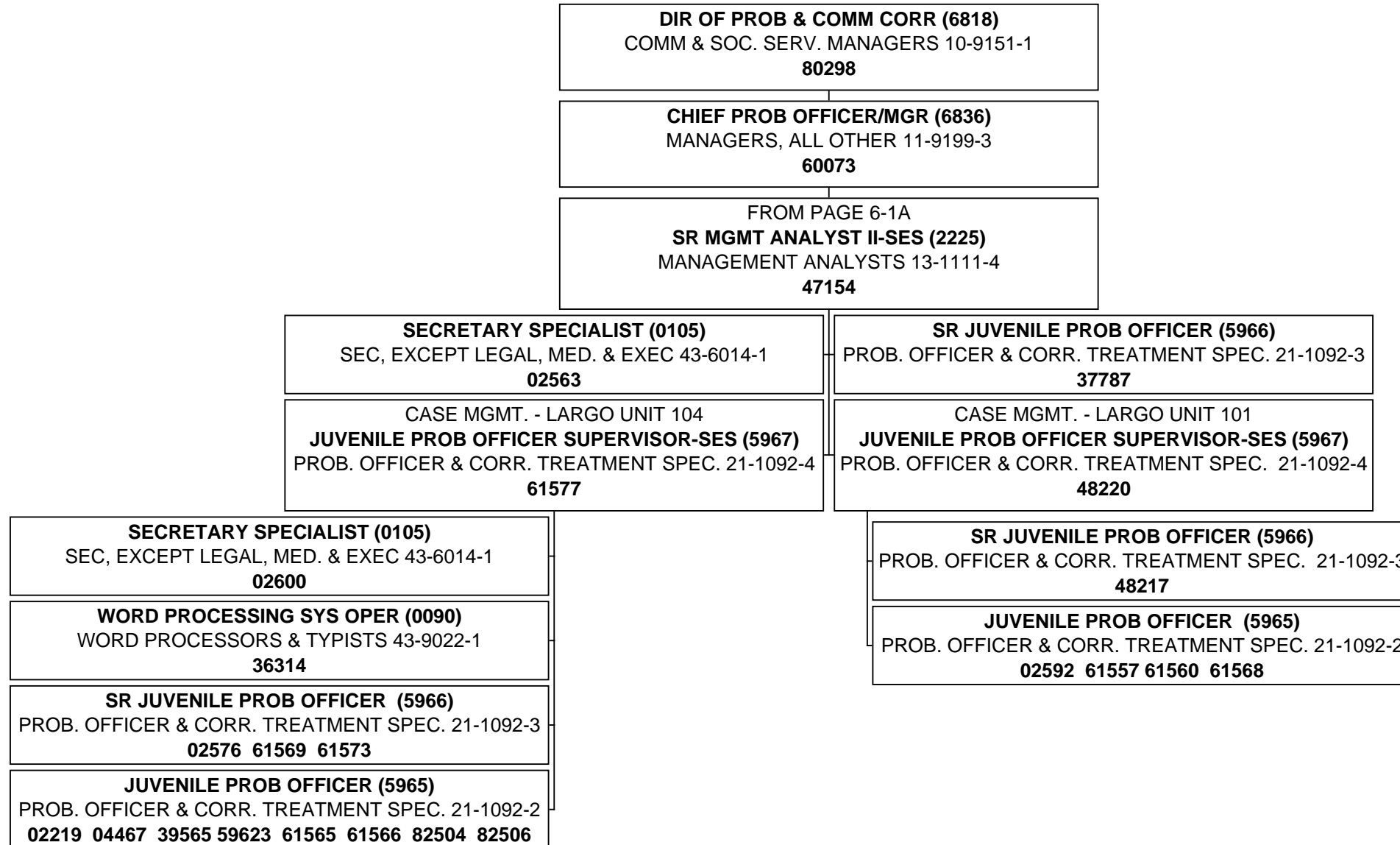
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 72 - PROBATION & COMM. CORR.
 20 - REGION (CENTRAL)
 06 - CIRCUIT
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 1020 - LARGO UNIT
 1040 - LARGO UNIT
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SH IFT 01 - TRUST FUND

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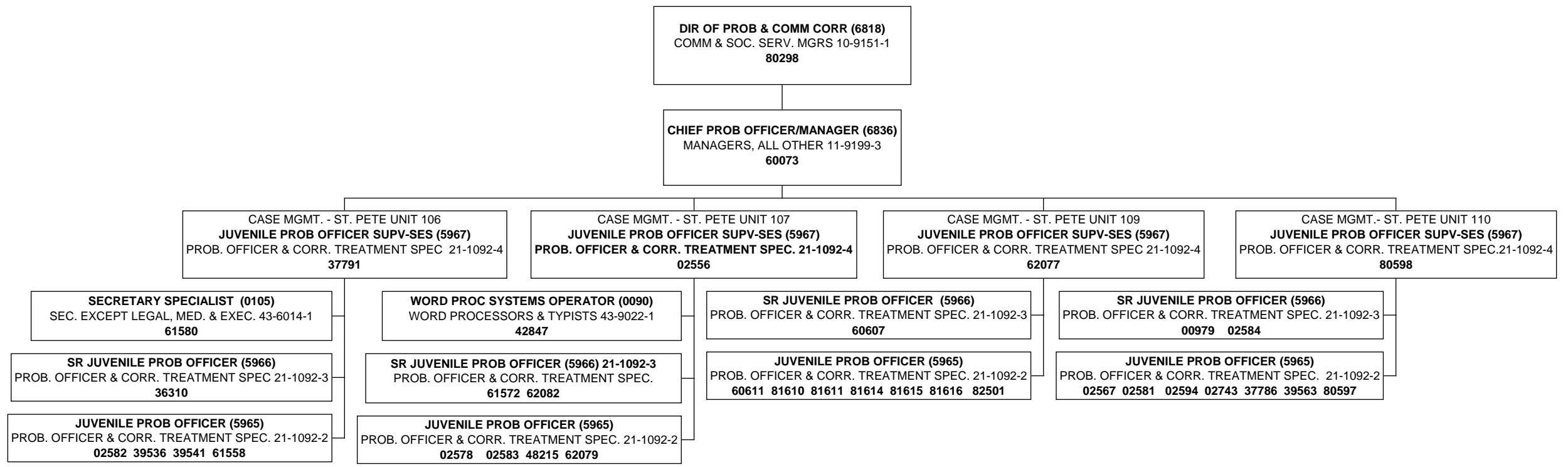
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 72 - PROBATION & COMM. CORR.
 20 - REGION (CENTRAL)
 06 - CIRCUIT
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 1060 - ST PETE UNIT
 1070 - ST. PETE UNIT
 1080 - ST. PETE UNIT
 1090 - ST. PETE UNIT
 1100 - ST. PETE UNIT
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 00 - ADMIN. SHIFT 01 - TRUST FUND

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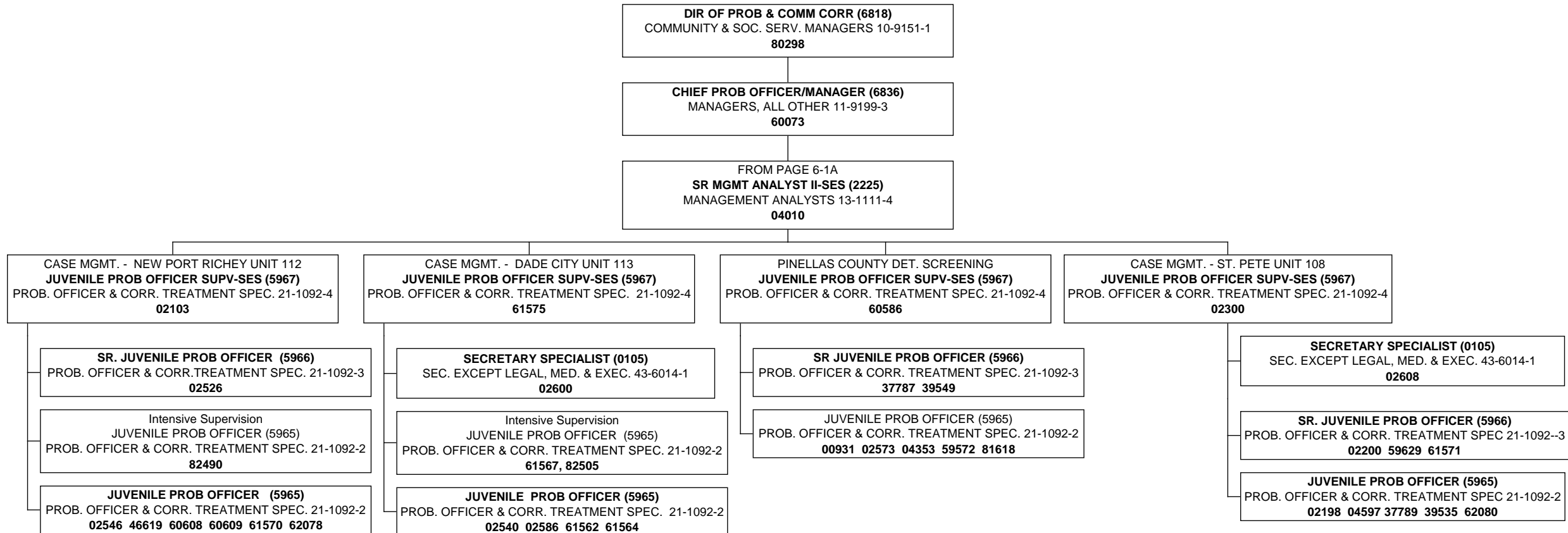
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 20 - REGION (CENTRAL)
 06 - CIRCUIT
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 1120 - NW PT RICHEY UNIT
 1130 - DADE CITY UNIT
 1140 - NW PT RICHEY UNIT
 2600 - PASCO DET. SCREENING
 2610 - PINELLAS DET. SCREENING
 00 - ADMIN. SHIFT 01 - TRUST FUND

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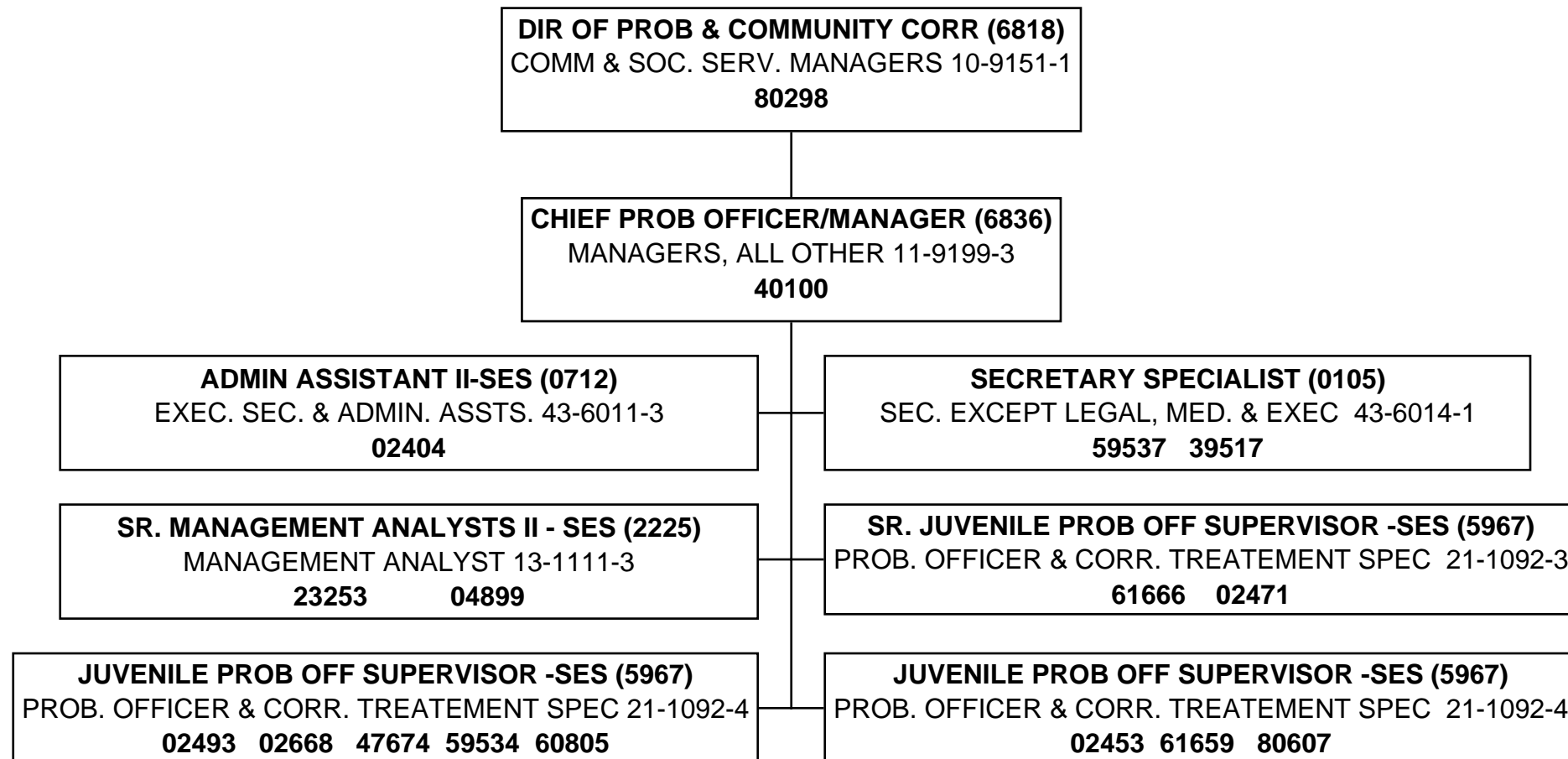
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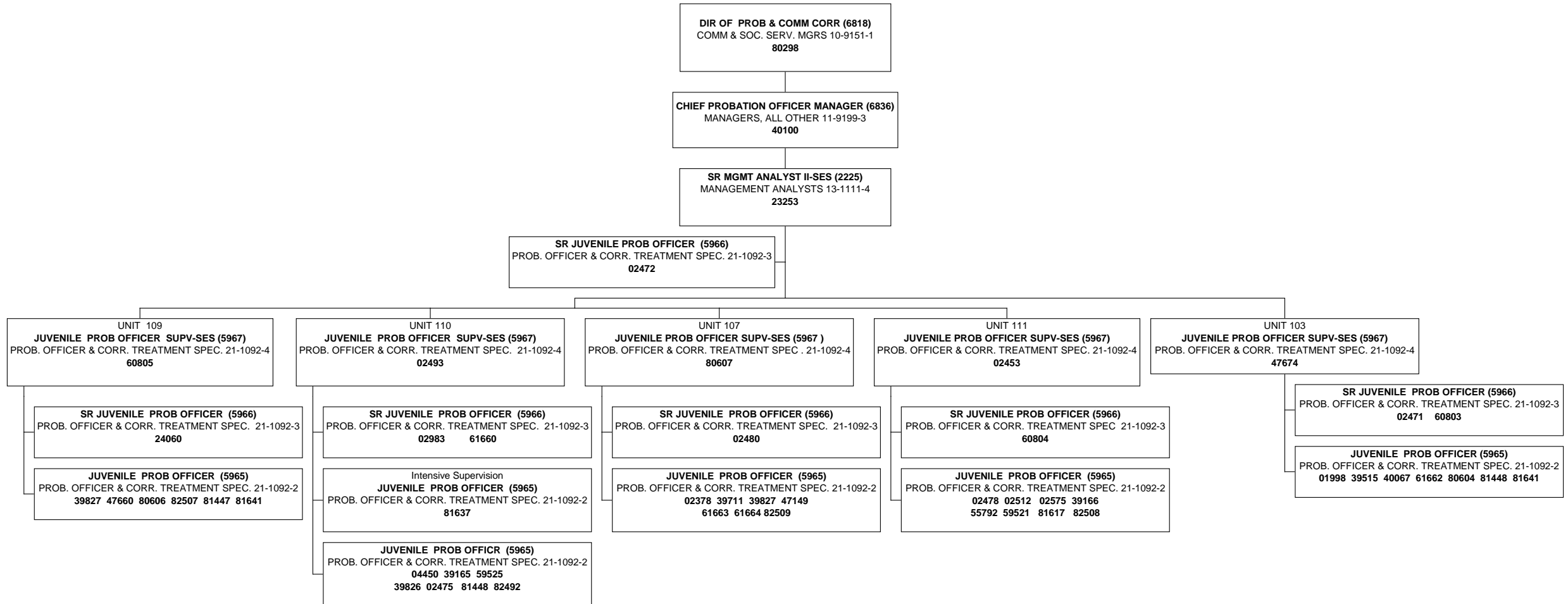
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20 - REGION (CENTRAL)
09 - CIRCUIT

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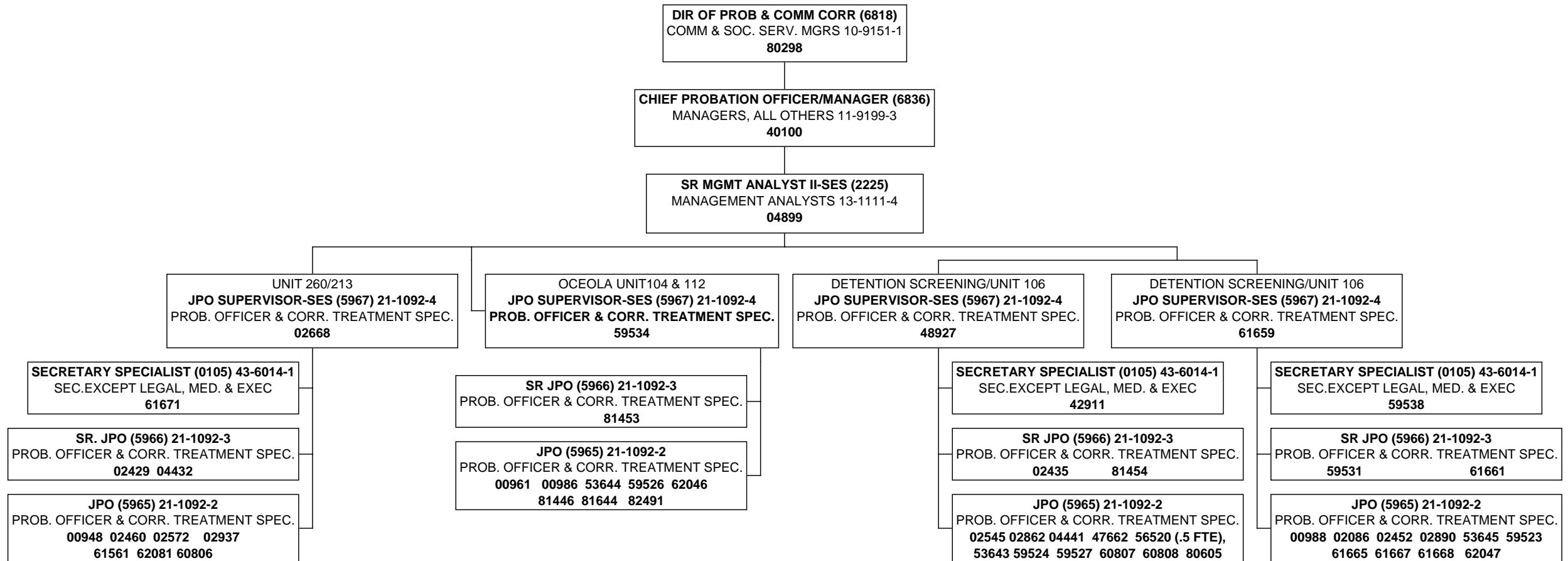
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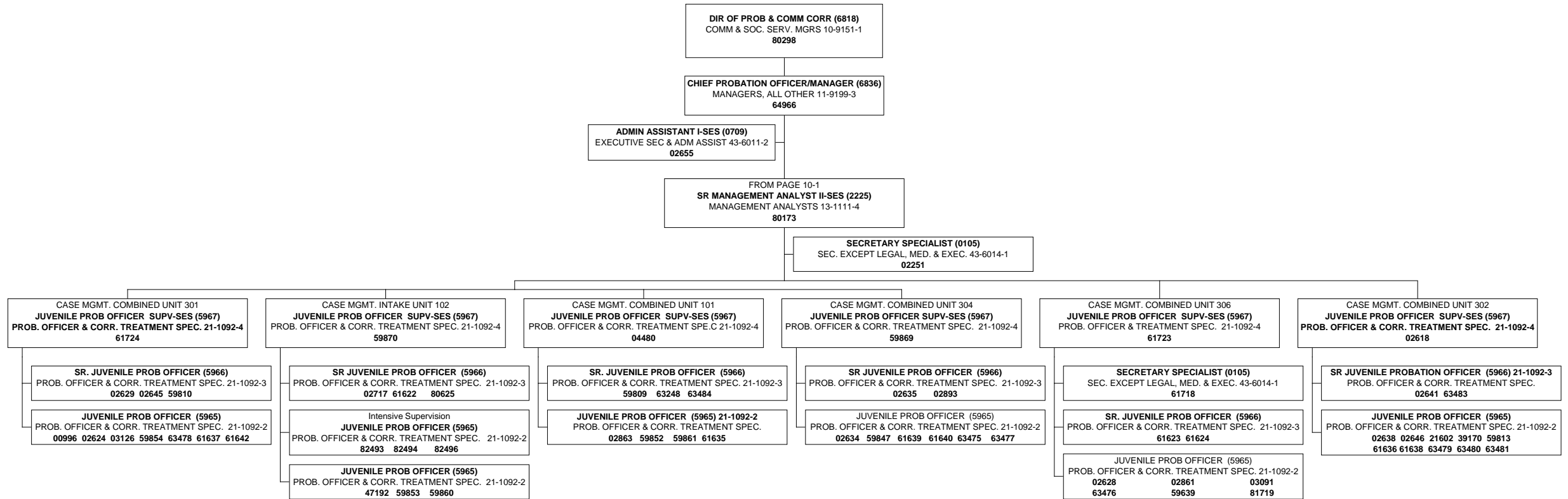
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 72 - PROB. & COMM. CORR.
 20 - REGION (CENTRAL)
 09 - CIRCUIT
 CASE MANAGEMENT UNITS
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 1120 - OCEOLA UNIT
 00 - ADMIN. SHIFT 01 - TRUST FUND
 260- ORANGE C. DET. SCREENING

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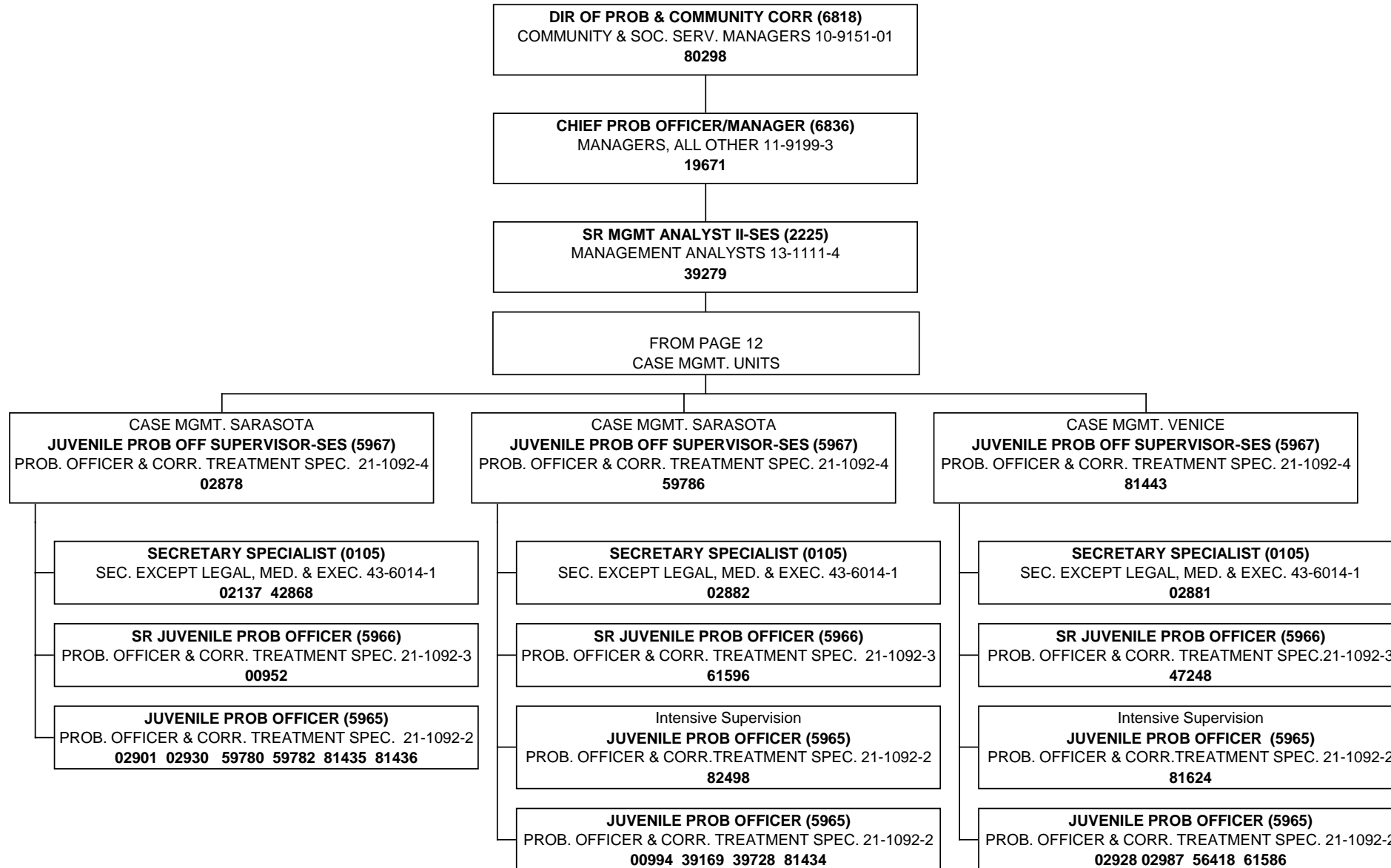
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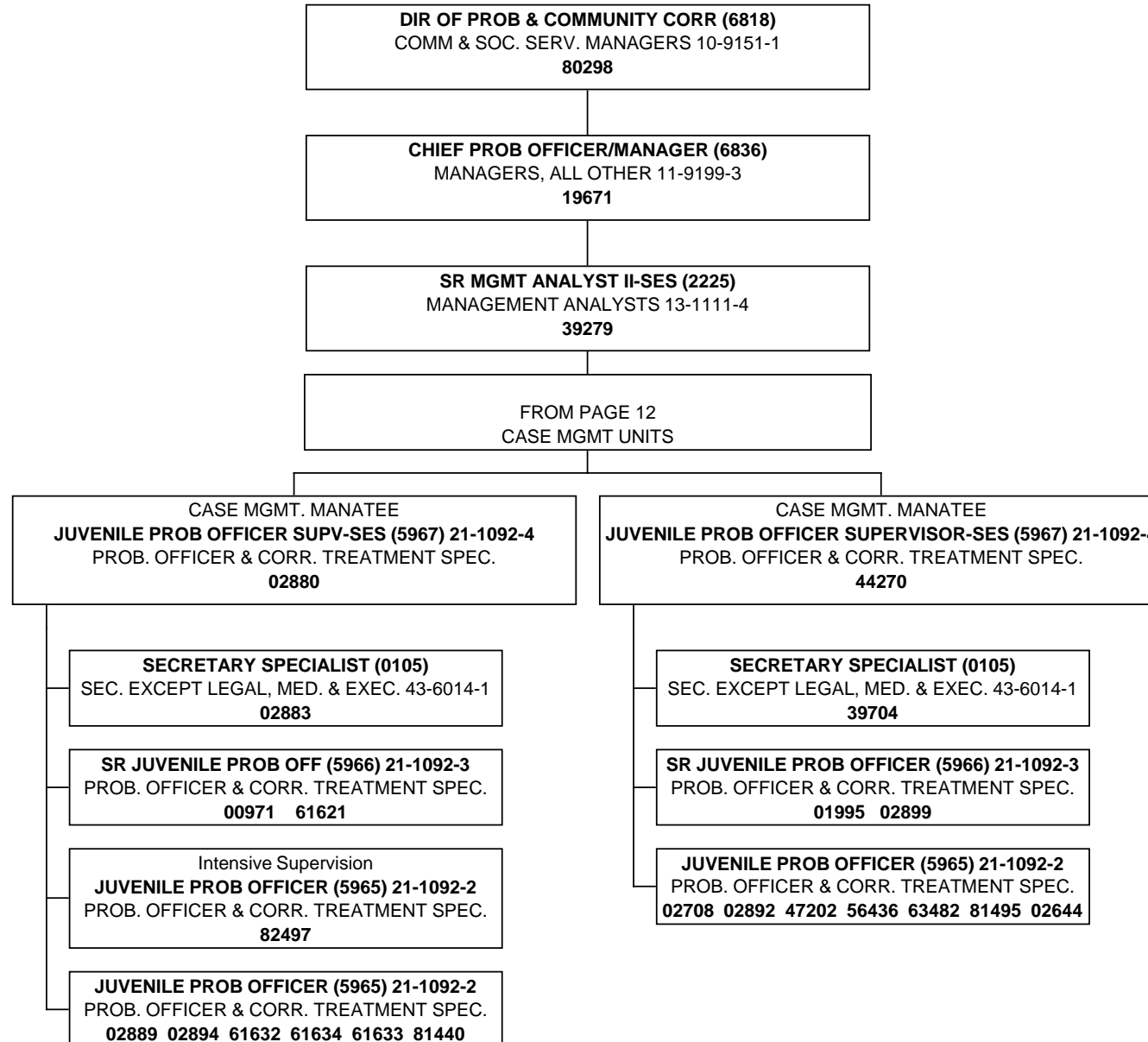
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 72 - PROBATION & COMM. CORR.
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 12 - CIRCUIT
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 3050 - VENICE
 3070 - ARCADIA UNIT
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SHIFT 01 - TRUST FUND

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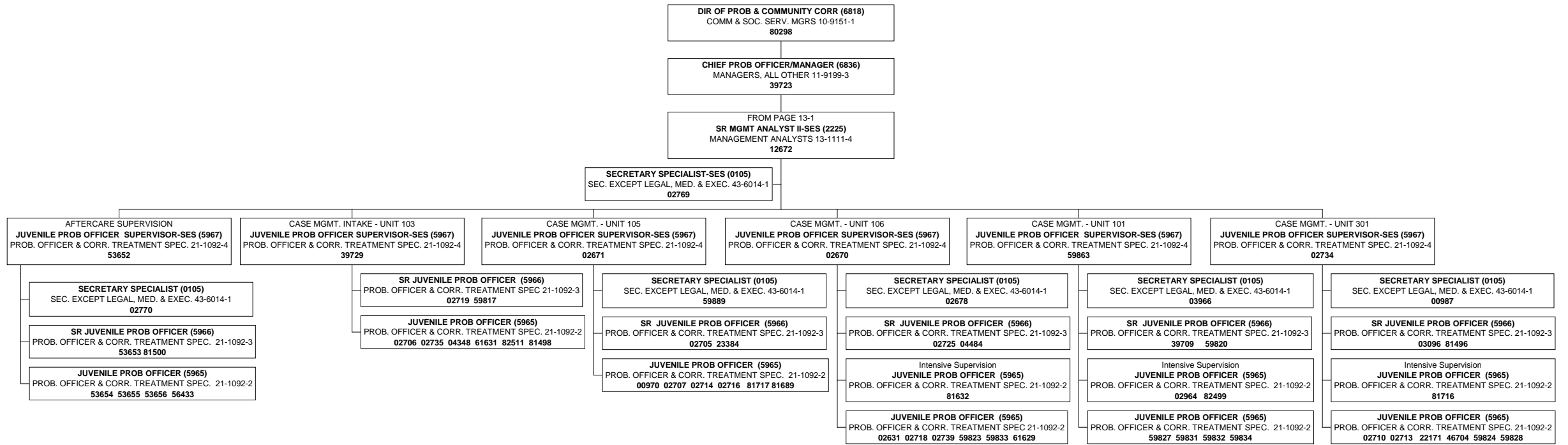
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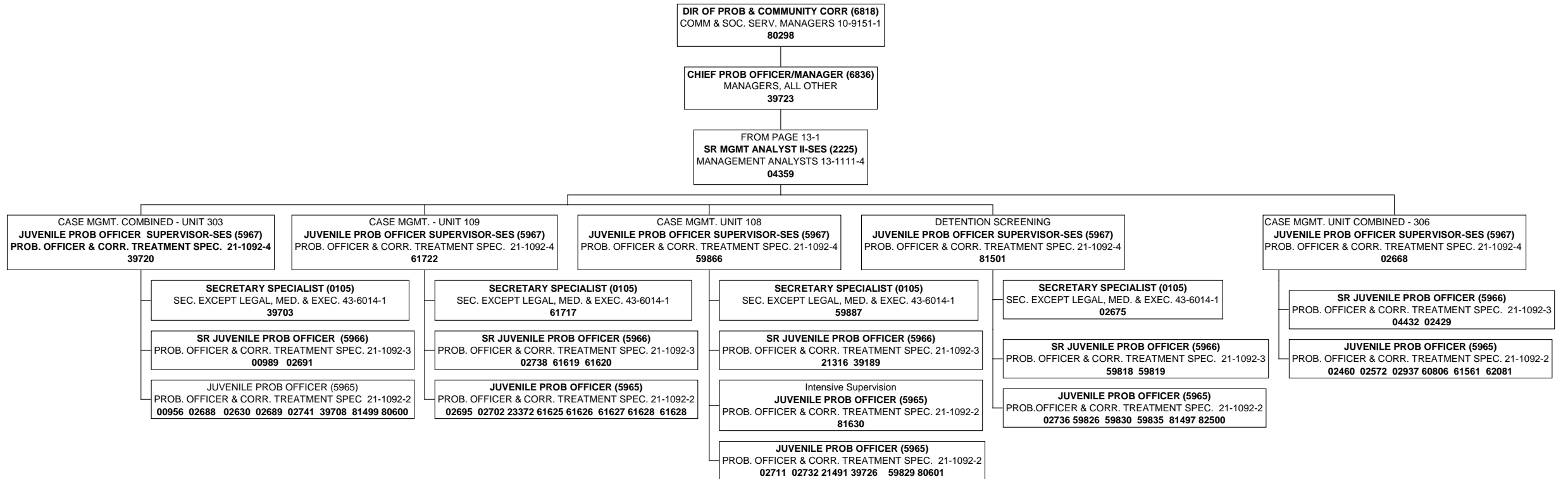
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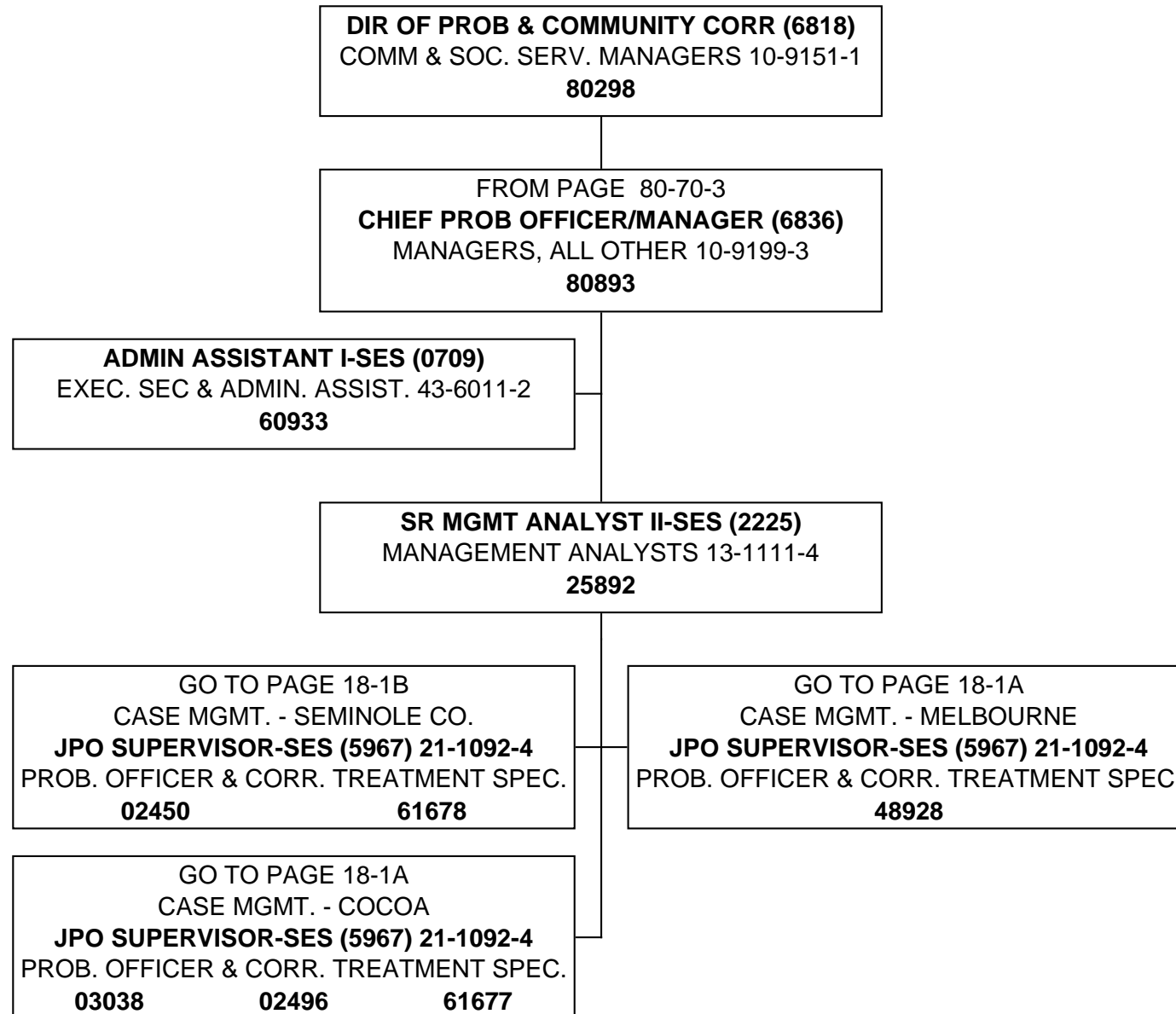
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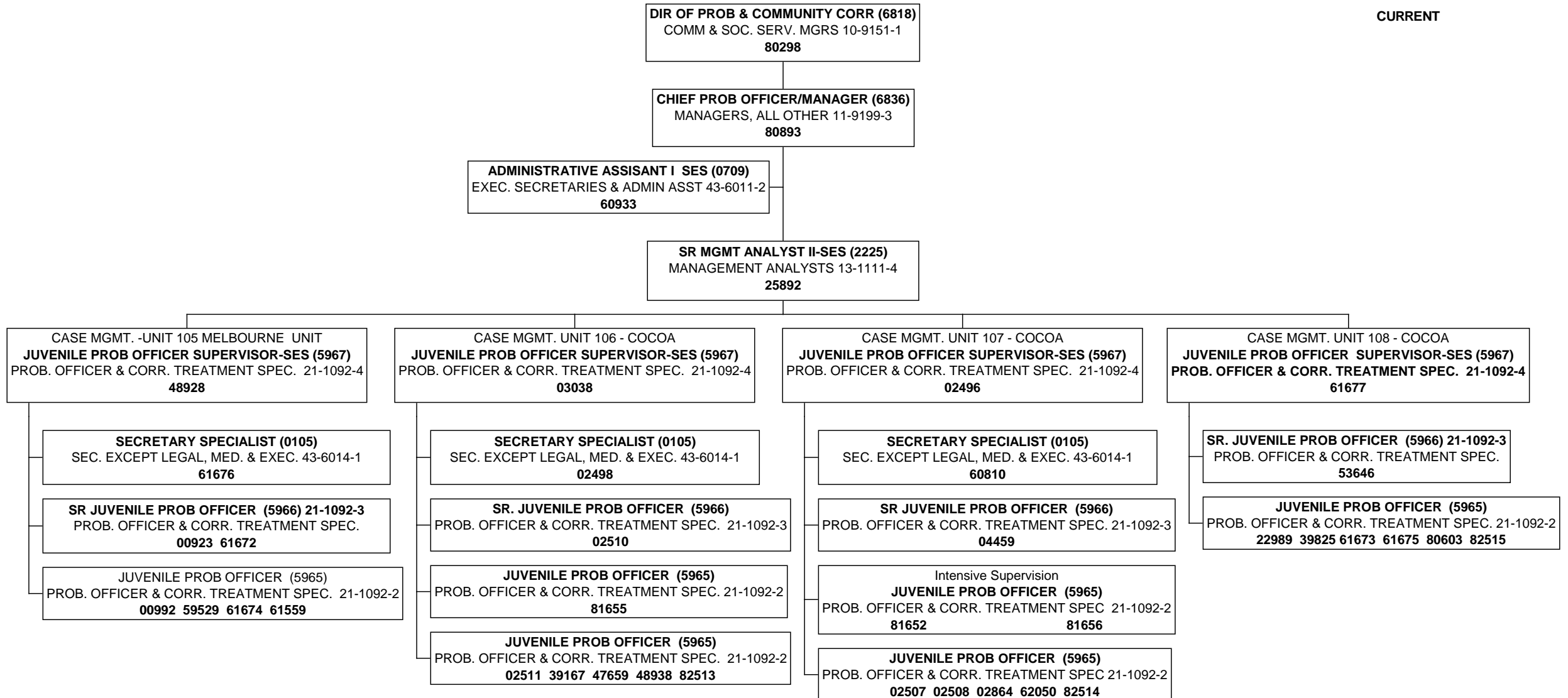
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 72 - PROBATION & COMM. CORR.
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 18 - CIRCUIT
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 1060 - CASE MGMT. UNIT COCOA
 1070 - CASE MGMT. UNIT COCOA
 1080 - CASE MGMT. UNIT COCOA
 2610 - COCOA DETENTION SCREENING
 00 - ADMIN SHIFT 01 - TRUST

VERIFIED BY: Sara Gamble
 EFFECTIVE: 7/24/09

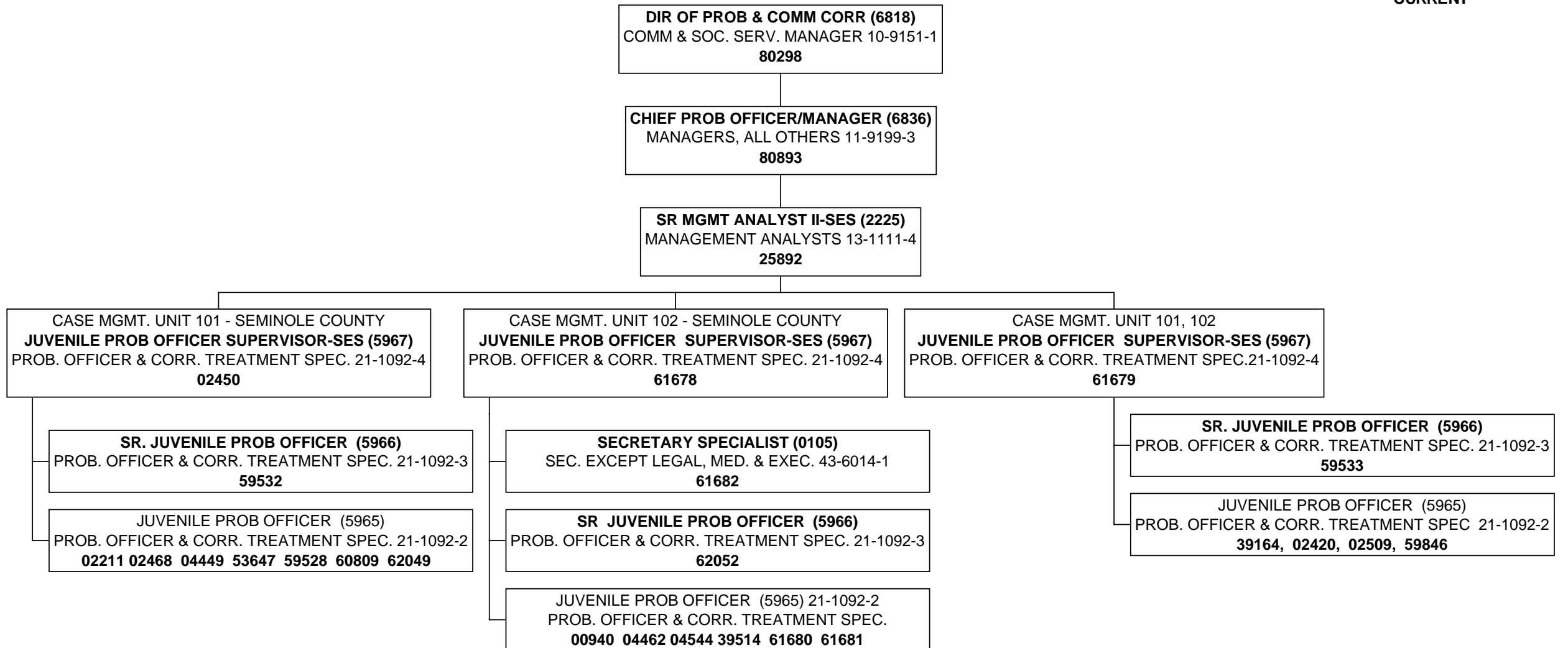
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
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 18 - CIRCUIT
 1010 CASE MGMT. SEMINOLE UNIT
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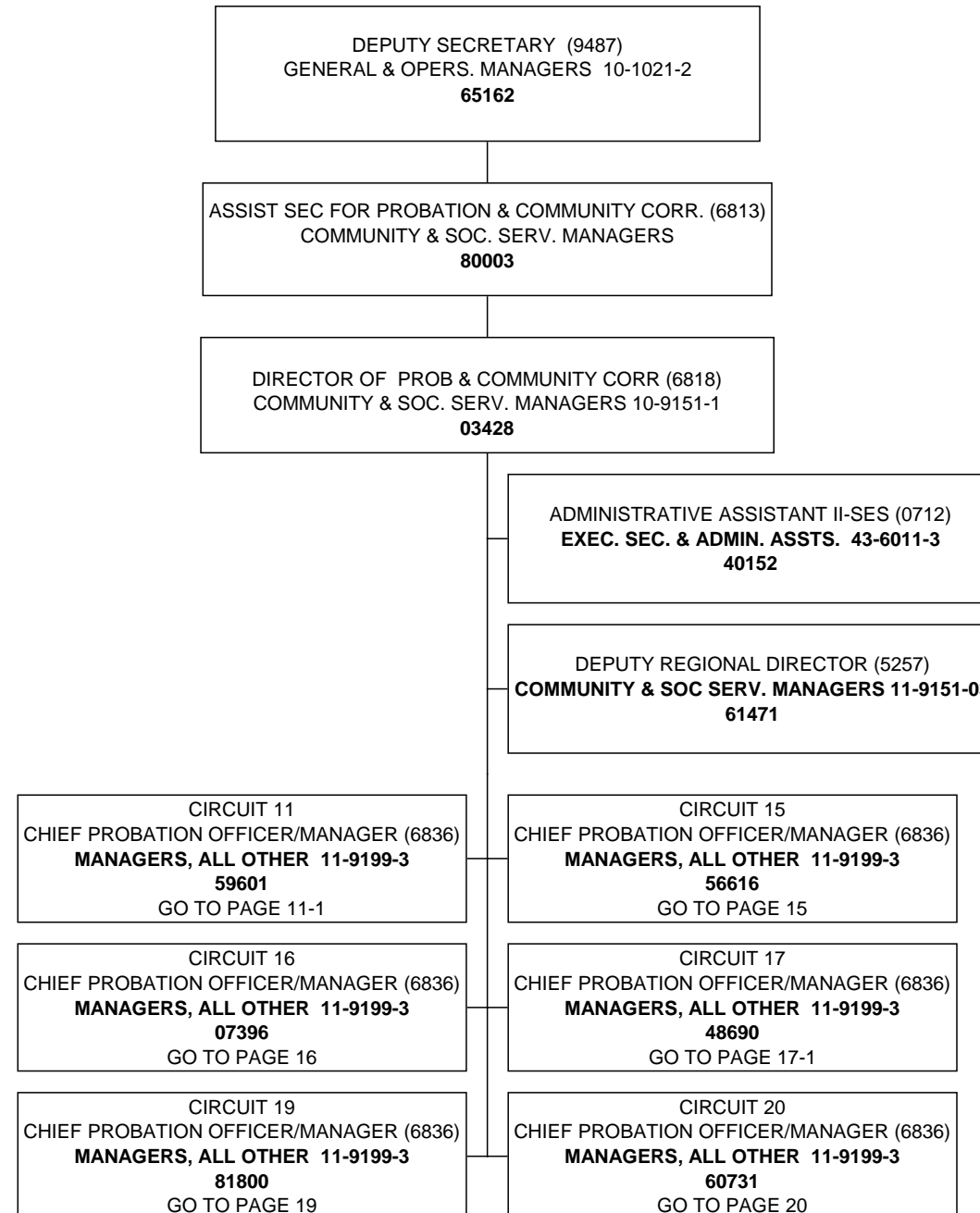
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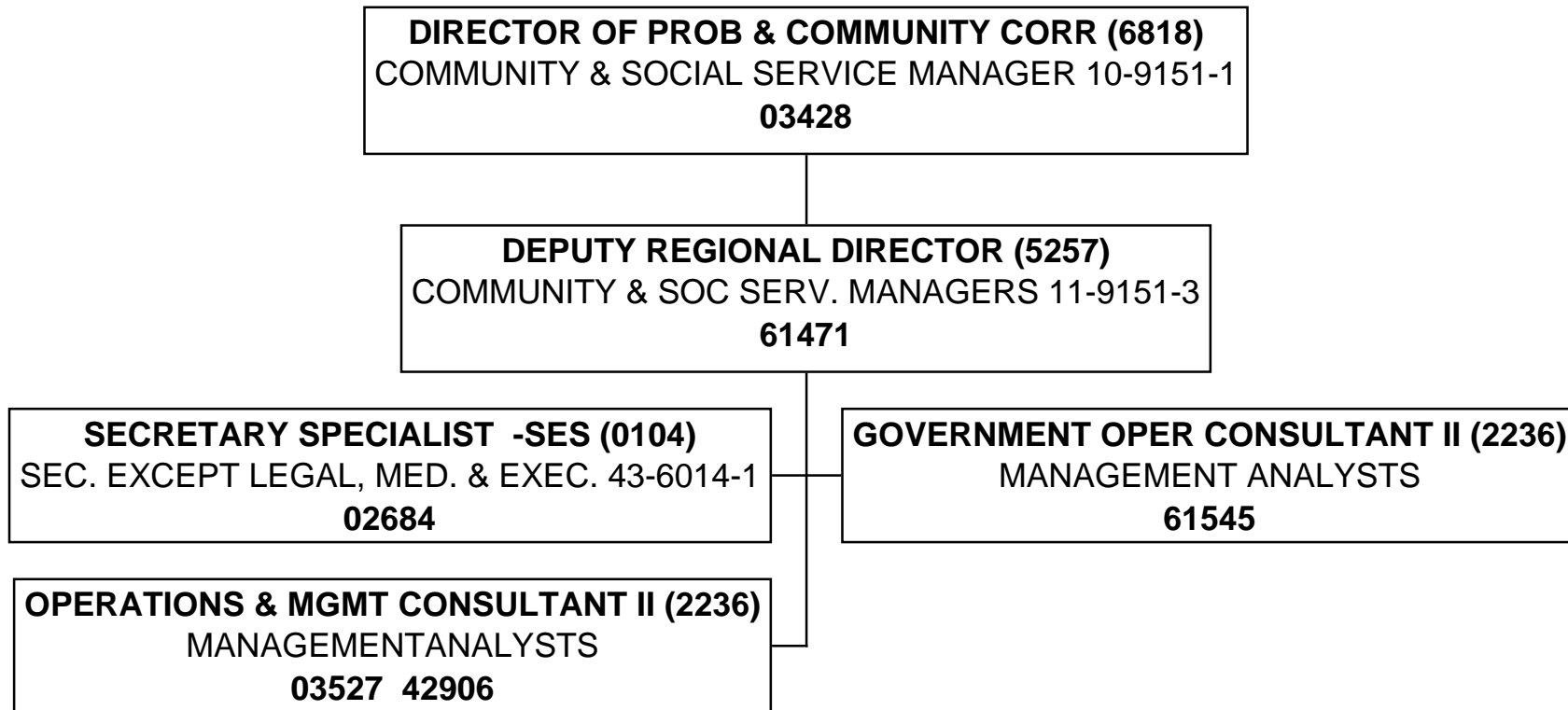


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| DIRECTOR OFFICE - SOUTH REGION | 80-70 |
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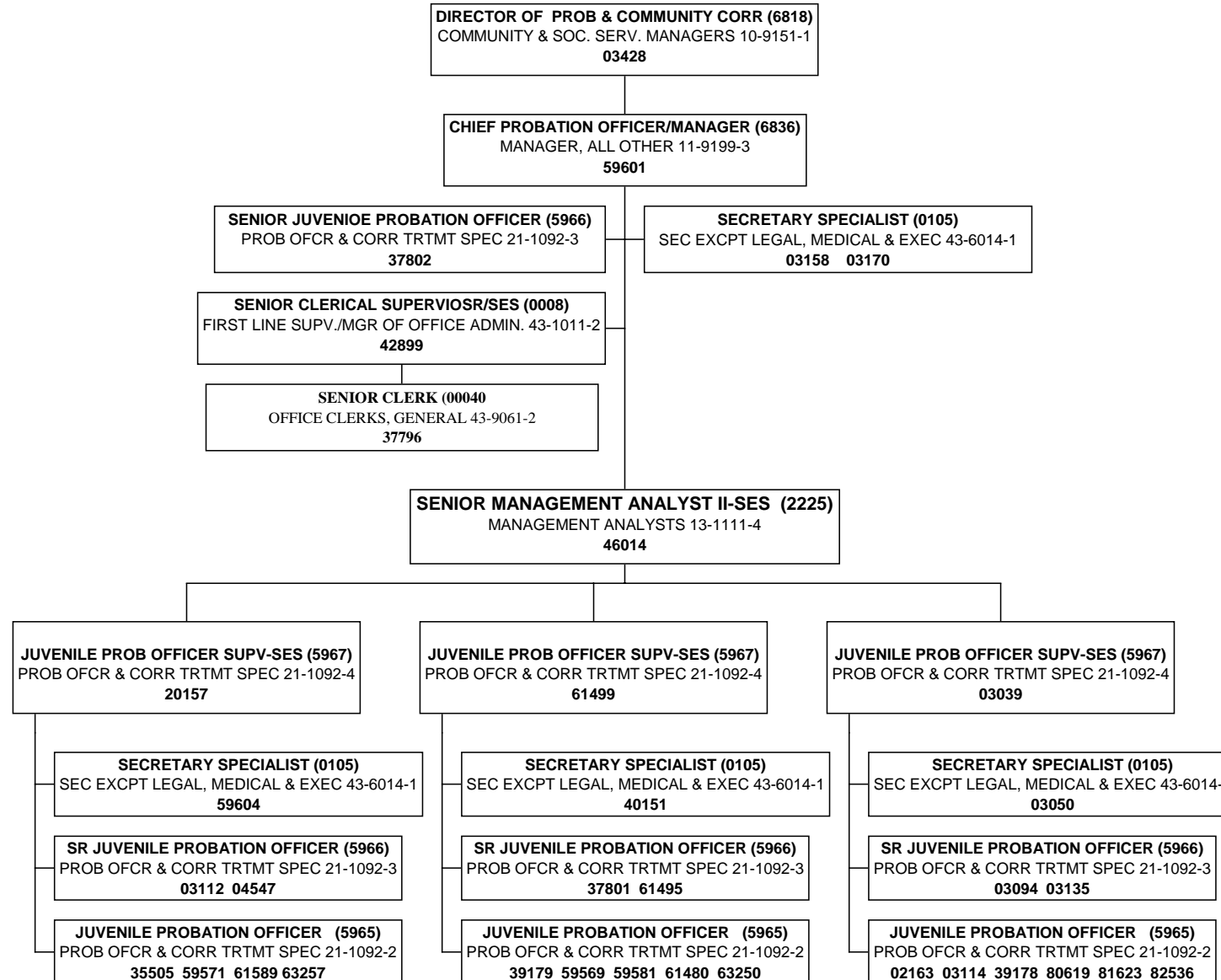
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 30 - REGION (SOUTH)
 11 - CIRCUIT
 CASE MGMT. DADE COUNTY
 3110, 3120, 3130, 3140 & 3190 - UNITS 311, 312,
 313, 314 AND 319
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SHIFT 01 - TRUST FUND

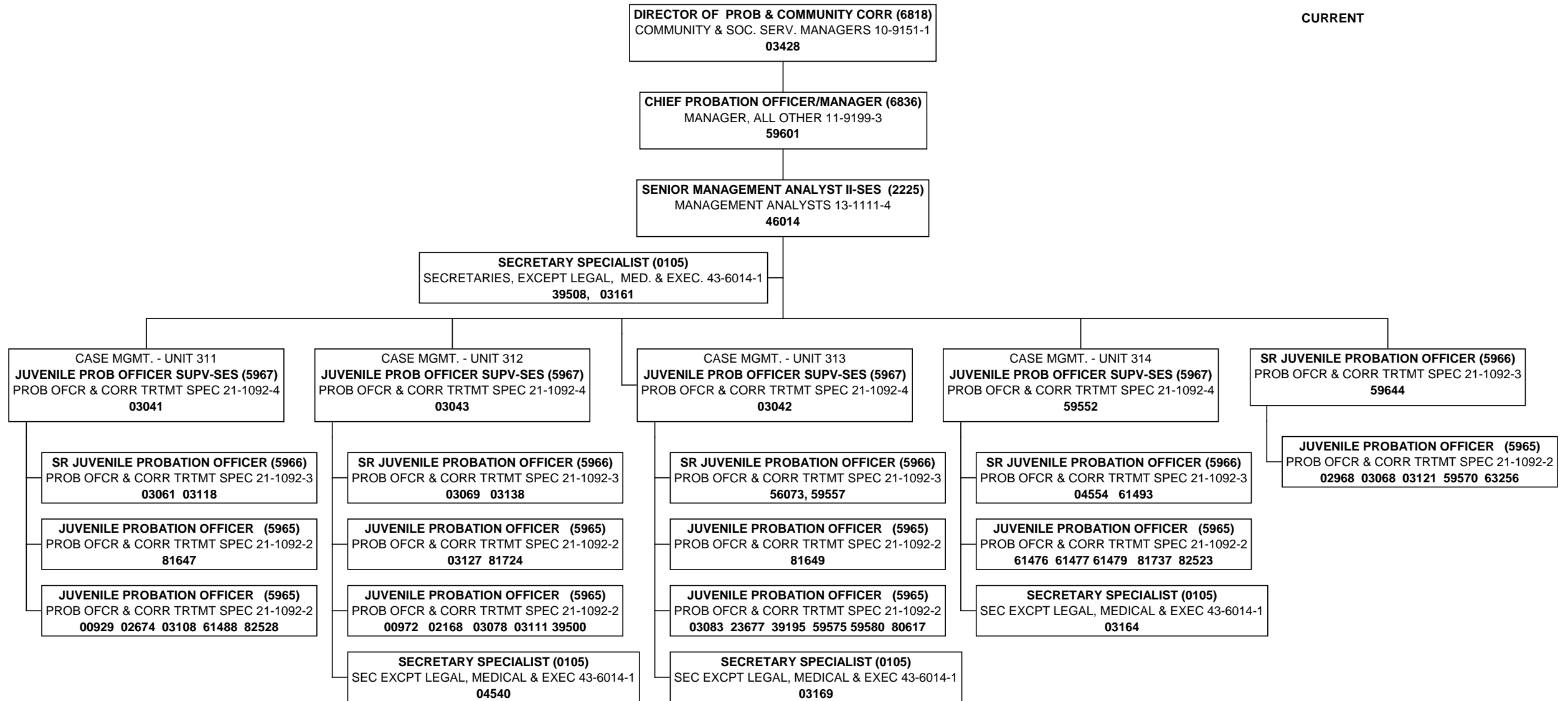
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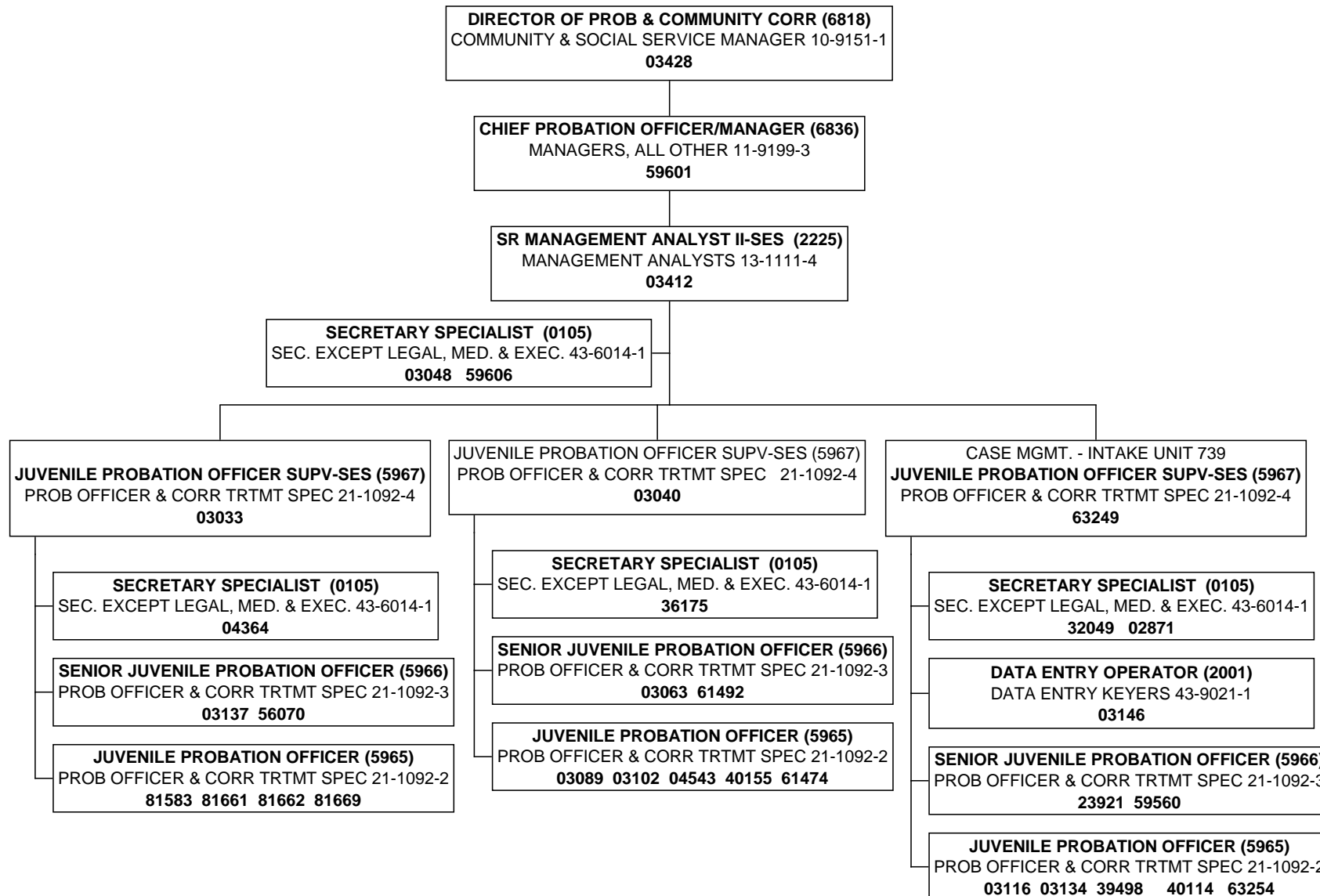
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 72 - PROBATION & COMM. CORR.
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 11 - CIRCUIT
 CASE MGMT. DADE COUNTY
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 313, 314 AND 319
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 07-24-09



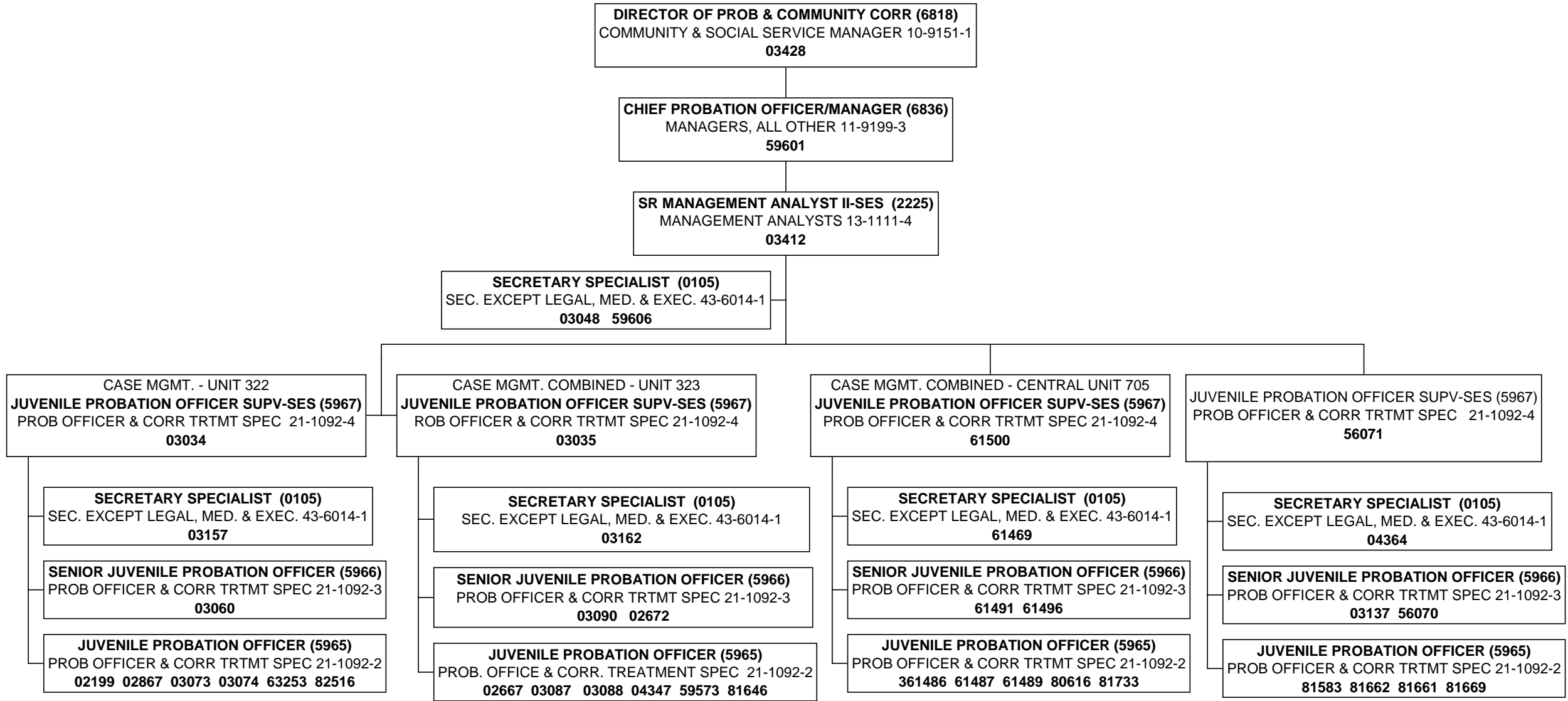
- DADE CO. UNITS
- 1010 - CASE MGMT. INTAKE UNIT 739
- 3210, 3220, 3240, 3250 - CASE MGMT. UNITS 321, 322, 324 & 325
- 3230 - CASE MGMT. COMBINED UNIT 323
- 3260 - CASE MGMT. COMBINED SUPERVISION UNIT 733
- 3270 - CASE MGMT. COMBINED CENTRAL UNIT 705
- 2600 - DADE CO. DETENTION SC REENING
- 5010 - INTENSIVE SUPERVISION
- 00 - ADMIN. SHIFT

CURRENT



- DADE CO. UNITS
- 1010 - CASE MGMT. INTAKE UNIT 739
- 3210, 3220, 3240, 3250 - CASE MGMT. UNITS 321, 322, 324 & 325
- 3230 - CASE MGMT. COMBINED UNIT 323
- 3260 - CASE MGMT COMBINED SUPERVISION UNIT 733
- 3270 - CASE MGMT. COMBINED CENTRAL UNIT 705
- 2600 - DADE CO. DETENTION SCREENING
- 5010 - INTENSIVE SUPERVISION
- 00 - ADMIN. SHIFT

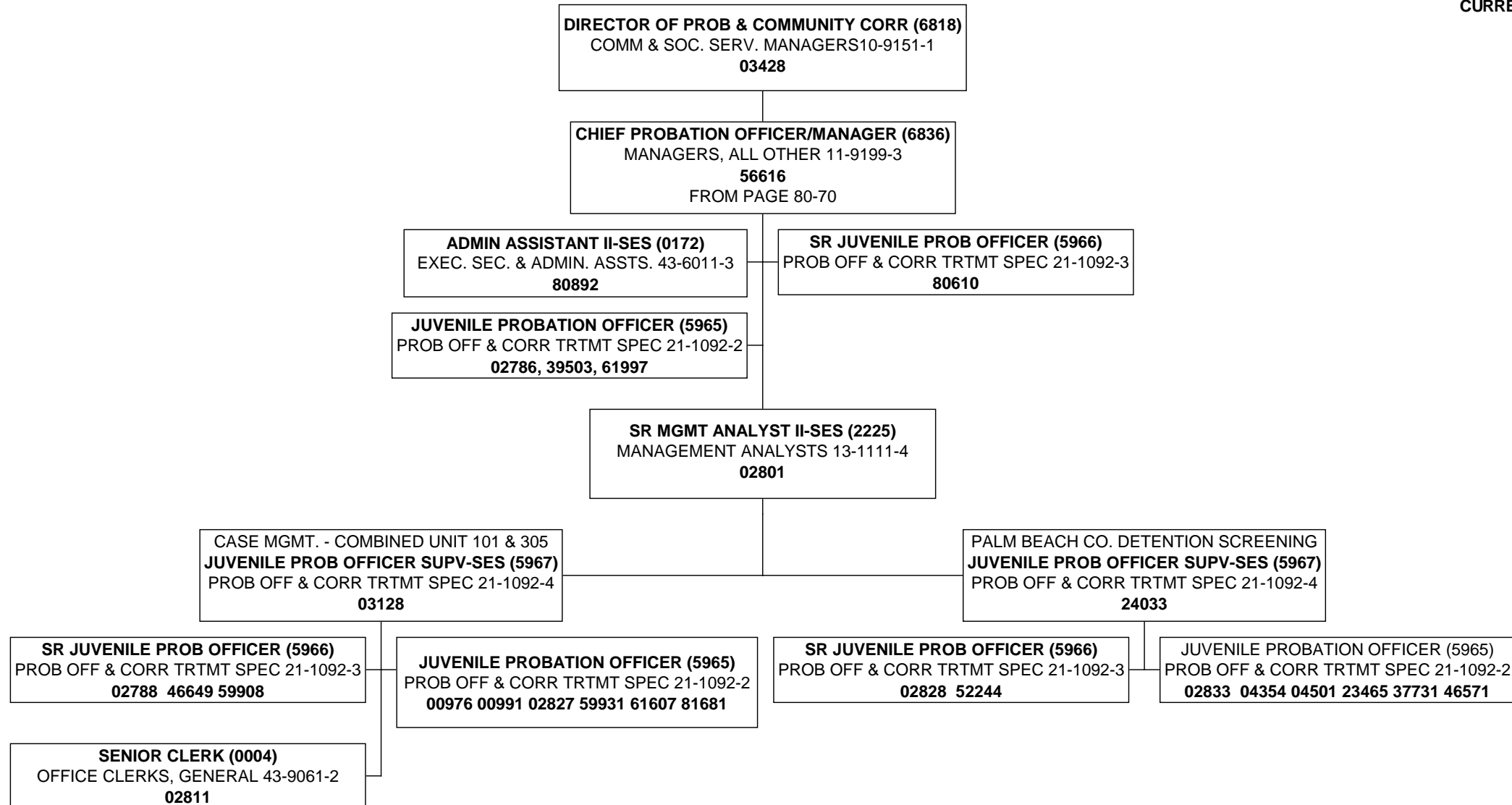
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 72 - PROB. & COMM. CORRECTIONS
 30 - REGION (SOUTH)
 15 - CIRCUIT
 PALM BEACH UNITS
 1010 - CASE MGMT. INTAKE
 CASE MGMT. COMBINED UNITS
 3010, 3020, 3030, 3040, 3050, 306 & 3080 - UNITS
 301, 302, 303, 304, 305, 306 & 308
 2600 - PALM BEACH CO. DETENTION SCREENING
 5010 - INTENSIVE SUPERVISION
 00 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 6-17-09

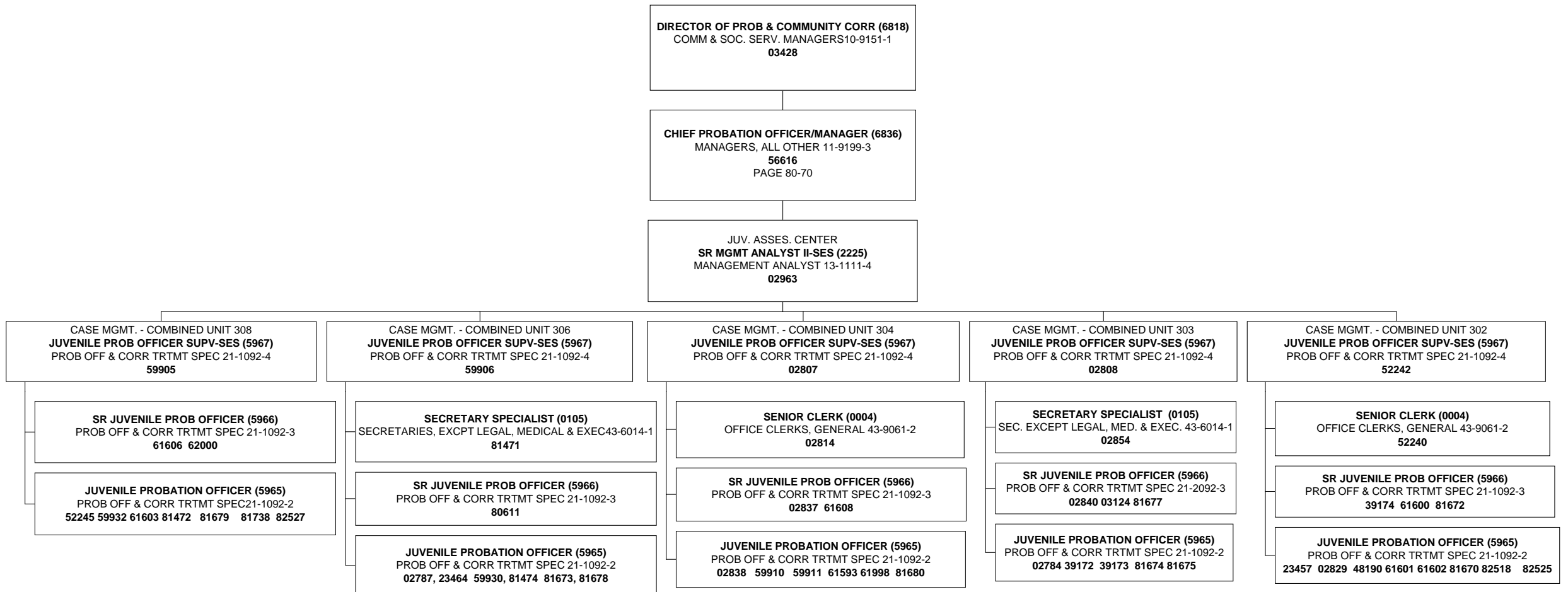
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 72 - PROB. & COMM. CORRECTIONS
 30 - REGION (SOUTH)
 15 - CIRCUIT
 PALM BEACH UNITS
 1010 - CASE MGMT. INTAKE
 CASE MGMT. COMBINED UNITS
 3010, 3020, 3030, 3040, 3050, 306 & 3080 - UNITS
 301, 302, 303, 304, 305, 306 & 308
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 00 - ADMIN. SHIFT 01 - TRUST FUND

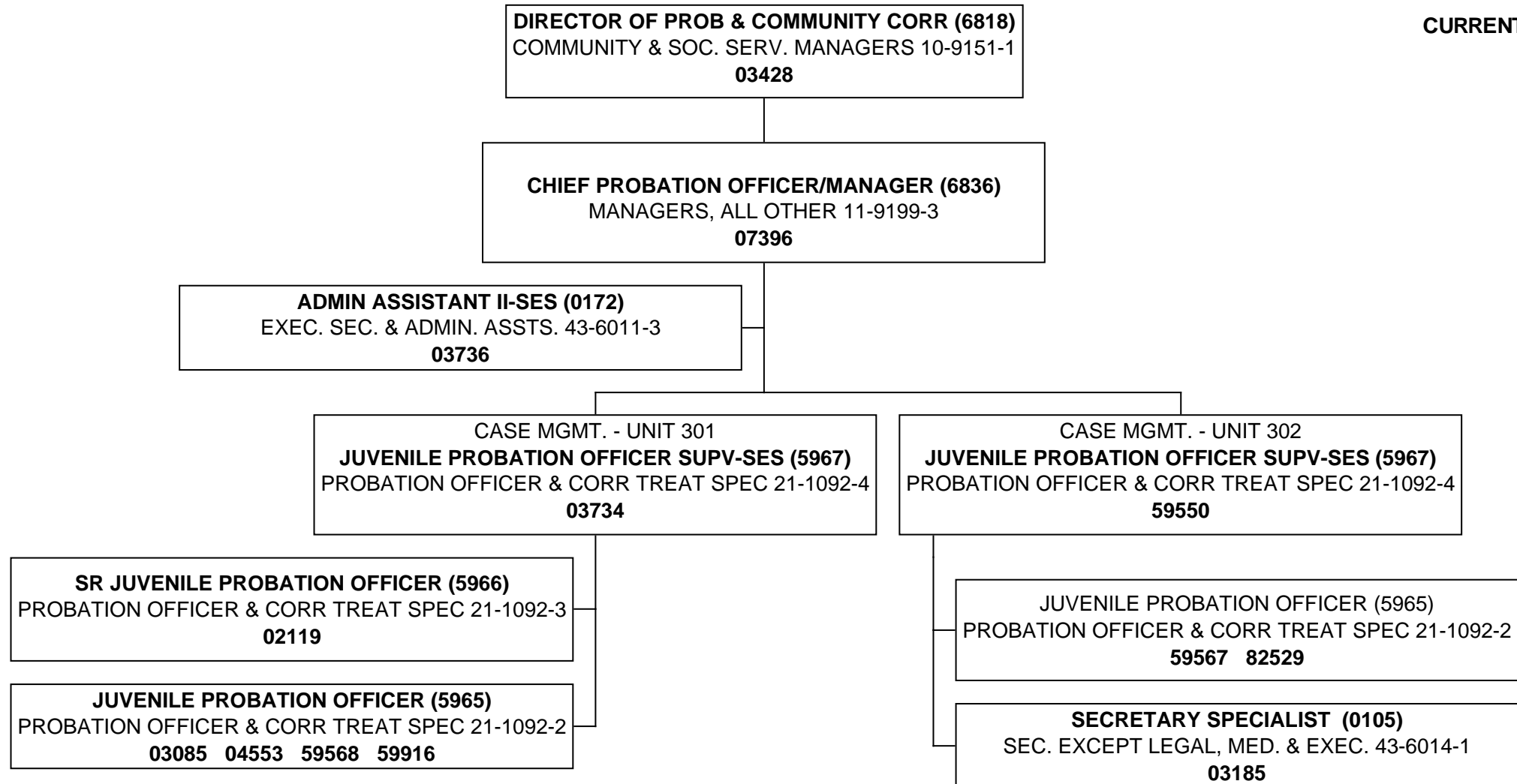
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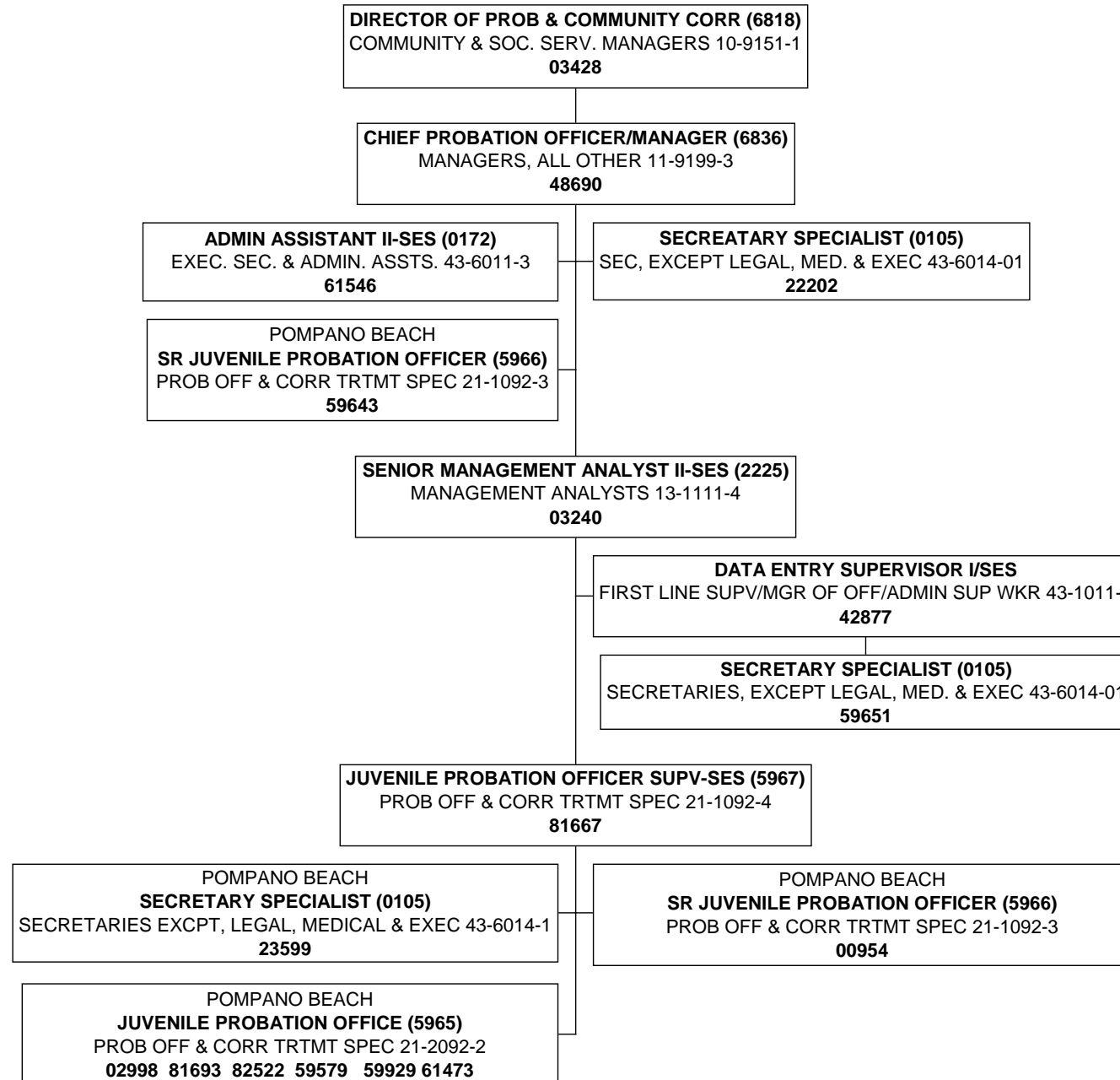
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 72 - PROBATION & COMM. CORR.
 30 - REGION (SOUTH)
 16 - CIRCUIT
 3010 - CASE MANAGEMENT
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 5010 - INTENSIVE SUPERVISION
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VERIFIED BY: Sara Gamble
 EFFECTIVE:: 02-09-09



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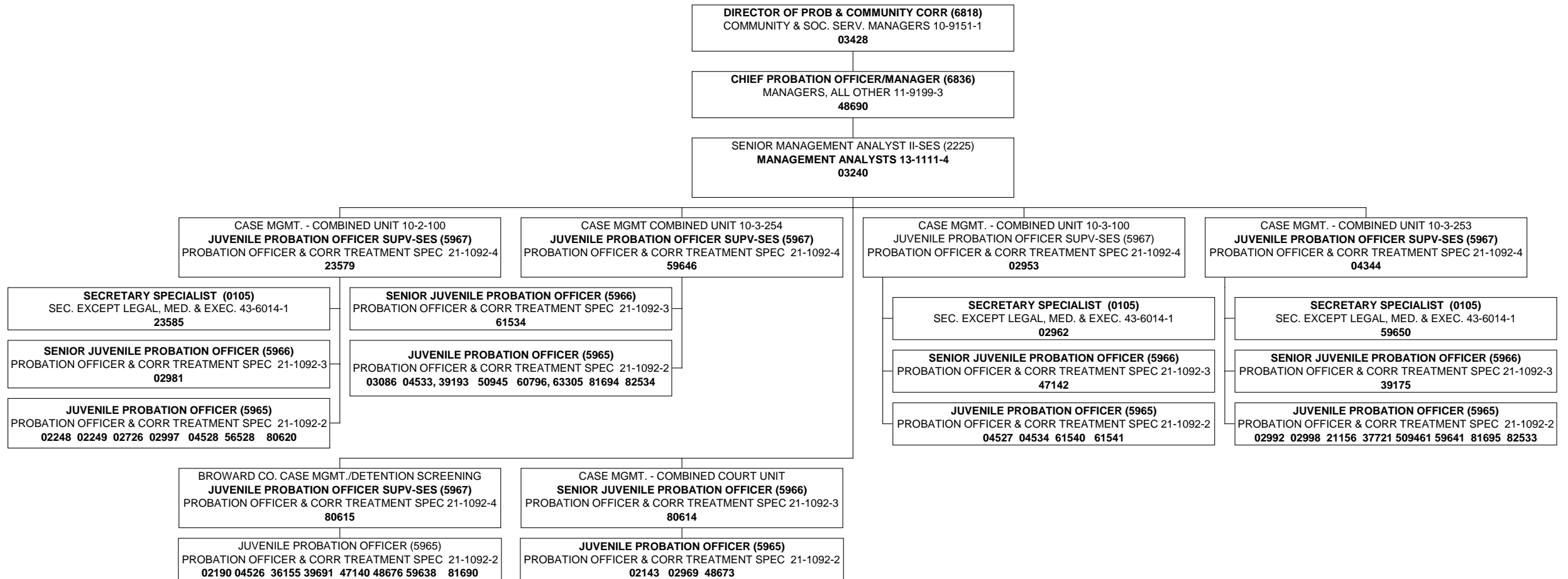
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 CASE MGMT. COMBINED 3210 - UNIT 10-2-100
 3230 - UNIT 10-2-175
 3240 - UNIT 10-2-200
 3310 - UNIT 10-3-100
 3320 - UNIT 10-3-253
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VERIFIED BY: Sara Gamble
 EFFECTIVE: 2-9-09

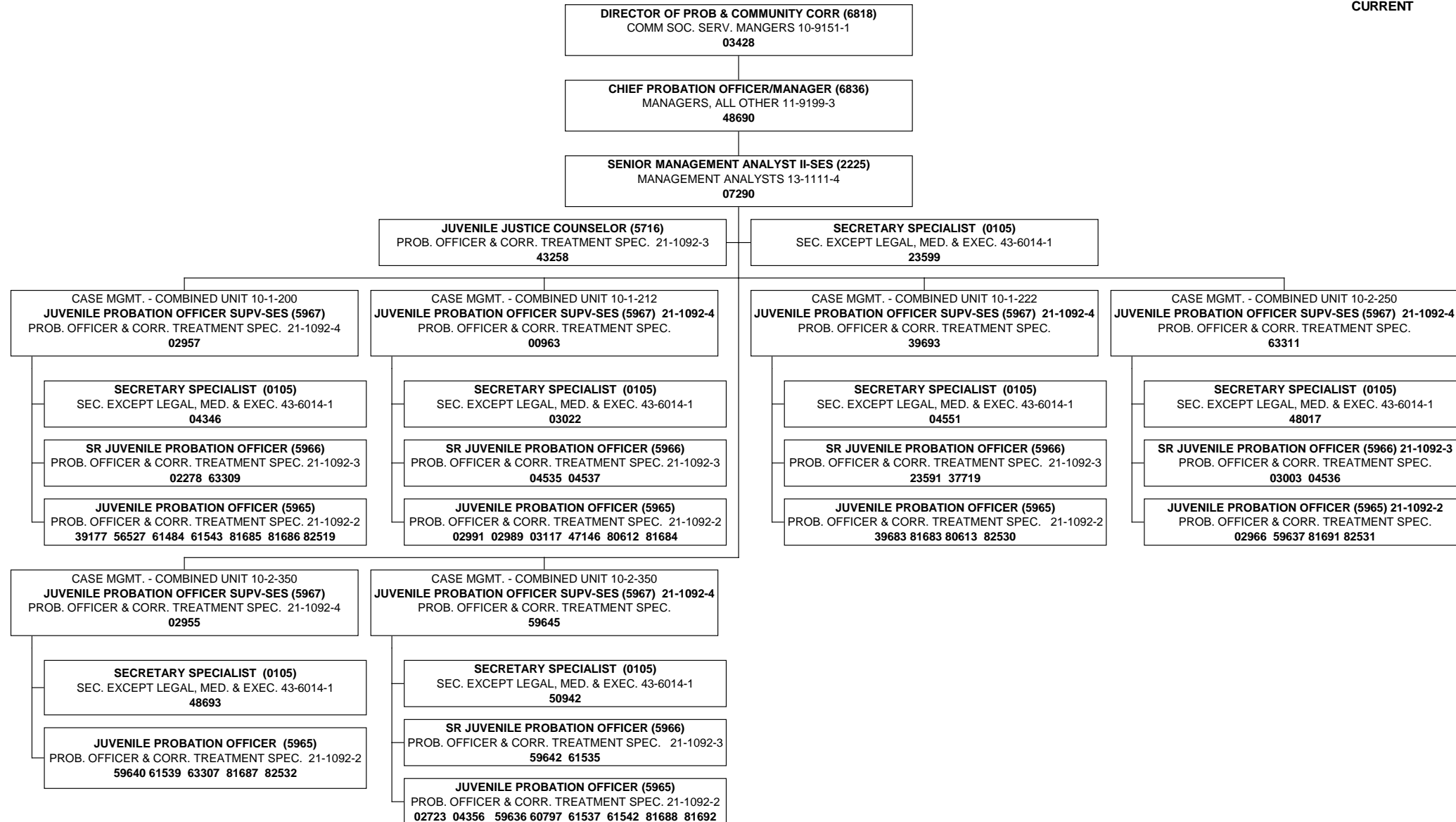
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROB. & COMM. CORR.
 30 - REGION (SOUTH)
 17 - CIRCUIT - CASE MGMT. COMBINED UNITS
 3110 - UNIT 10-1-200
 3120 - UNIT 10-1-212
 3130 - UNIT 10-1-222
 3220 - UNIT 10-2-150
 3250 - UNIT 10-2-250
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 3270 - UNIT 10-2-350
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 EFFECTIVE: 2-12-09

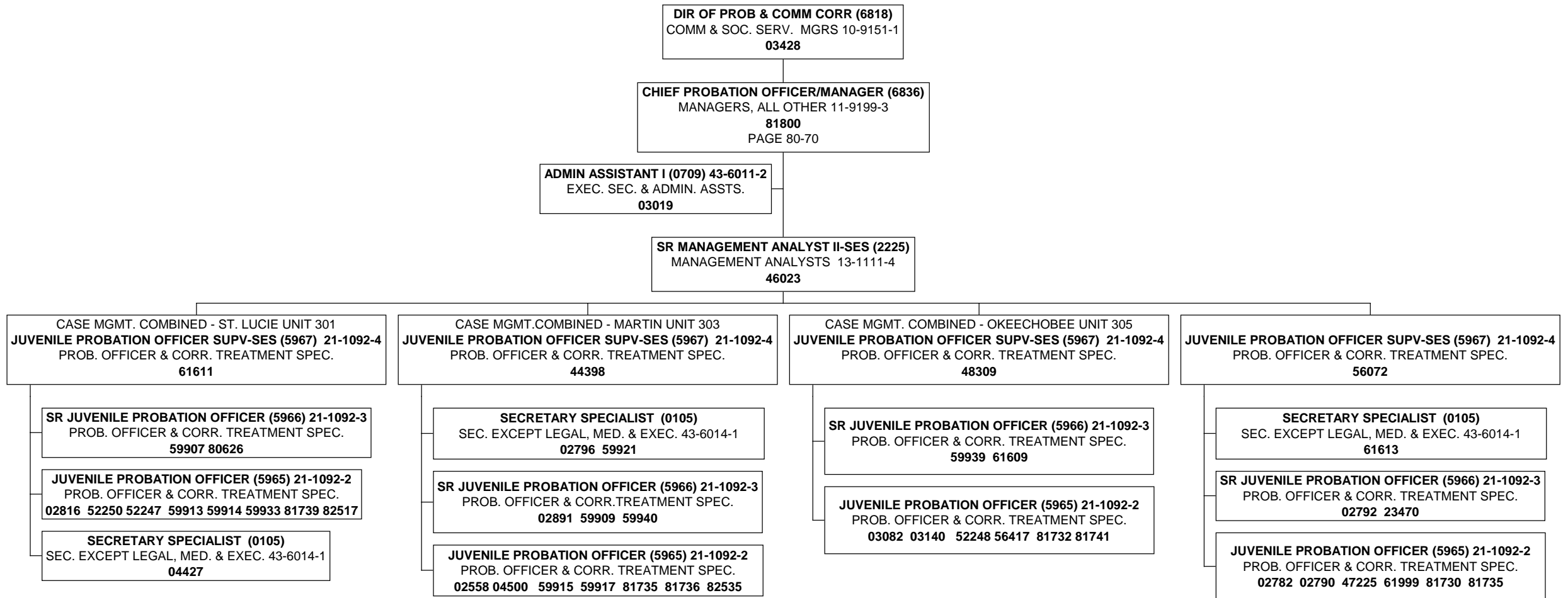
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORR.
 30 - REGION (SOUTH)
 19 - CIRCUIT
 CASE MGMT COMBINED UNITS
 3010 - ST. LUCIE
 3020 - ST. LUCIE
 3030 - MARTIN
 3040 - INDIAN RIVER
 3050 - OKEECHOBEE
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 00 - ADMIN. SHIFT 01 TRUST FUND

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 EFFECTIVE: 6-26-09

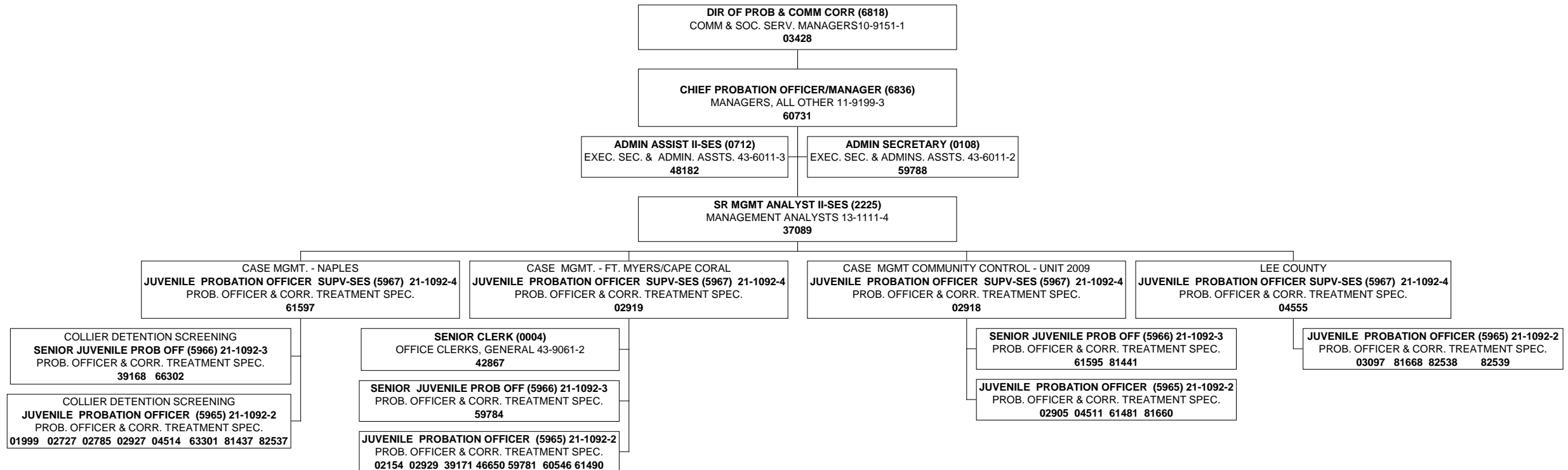
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80 - DEPARTMENT OF JUVENILE JUSTICE
 72 - PROBATION & COMM. CORRECTIONS
 30 - REGION (SOUTH)
 20 - CIRCUIT
 CASE MANAGEMENT UNITS
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 1040 - CASE MGMT. INTAKE LEE CO. JAC UNIT
 2010 - E. FT. MYERS 2020 - S. FT. MYERS
 2030 - CAPE CORAL 2040 - IMMOKALEE
 2050 - CASE MGMT. COMMUNITY CONTROL -
 UNIT 2009
 2610 - COLLIER DETENTION SCREENING
 3010 - HENDRY CO.
 5010 - INTENSIVE SUPERVISION
 01 - ADMIN. SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 6-29-09

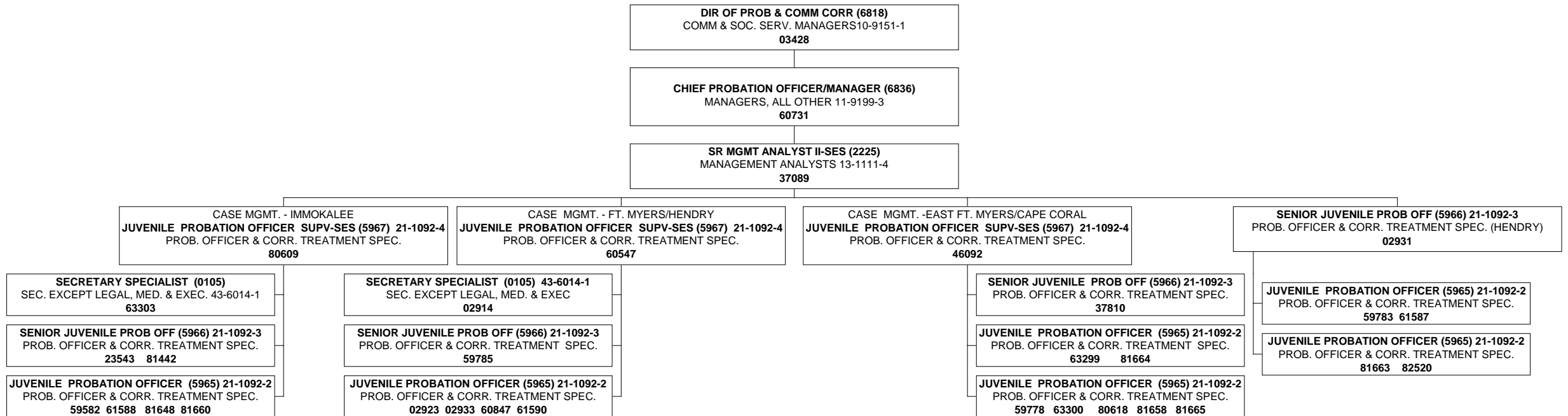
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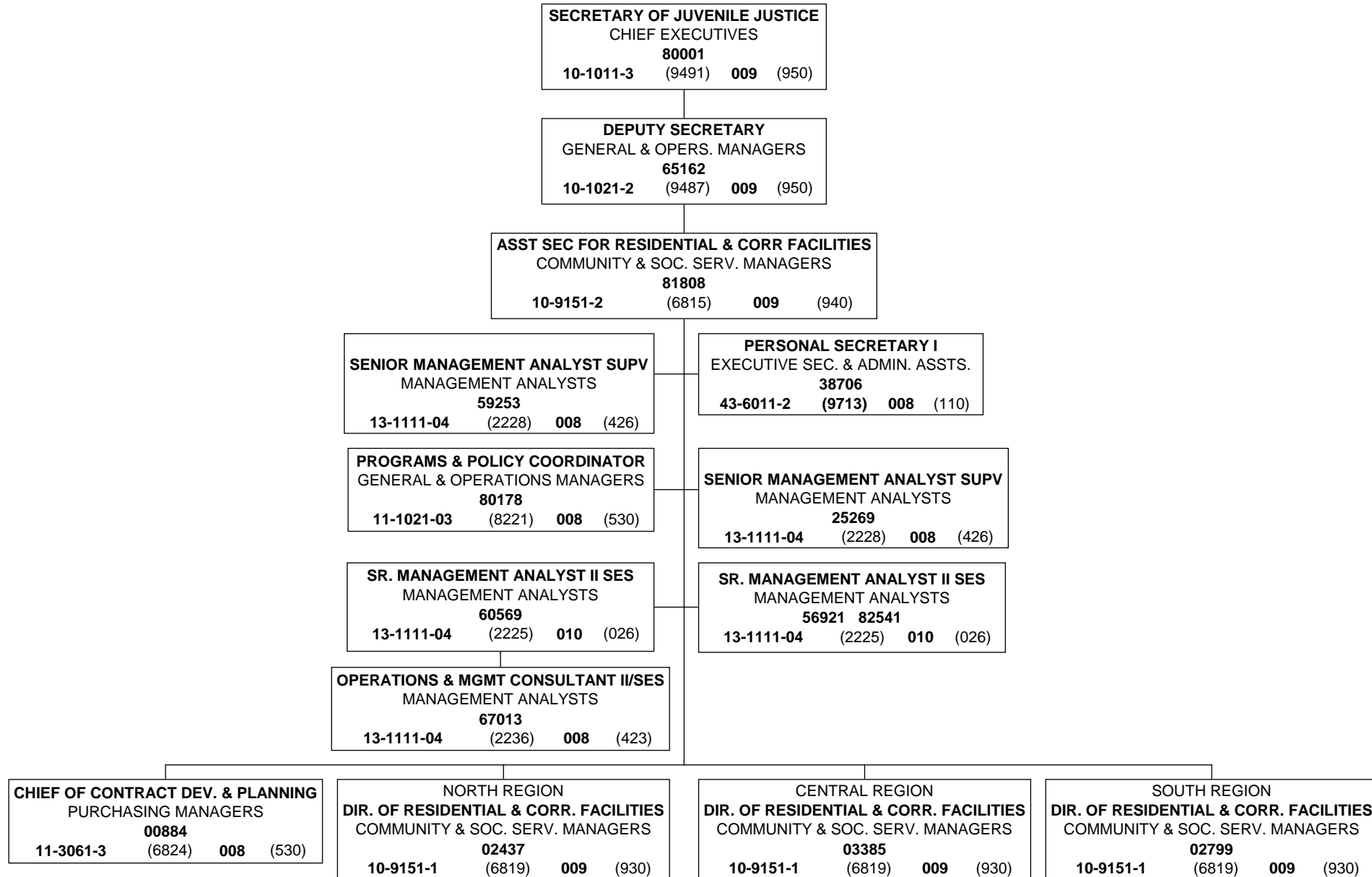
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 30 - REGION (SOUTH)
 20 - CIRCUIT
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 1040 - CASE MGMT. INTAKE LEE CO. JAC UNIT
 2010 - E. FT. MYERS 2020 - S. FT. MYERS
 2030 - CAPE CORAL 2040 - IMMOKALEE
 2050 - CASE MGMT. COMMUNITY CONTROL - UNIT 2009
 2610 - COLLIER DETENTION SCREENING
 3010 - HENDRY CO.
 5010 - INTENSIVE SUPERVISION
 01 - ADMIN. SHIFT 01 - TRUST FUND

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 EFFECTIVE: 6-29-09

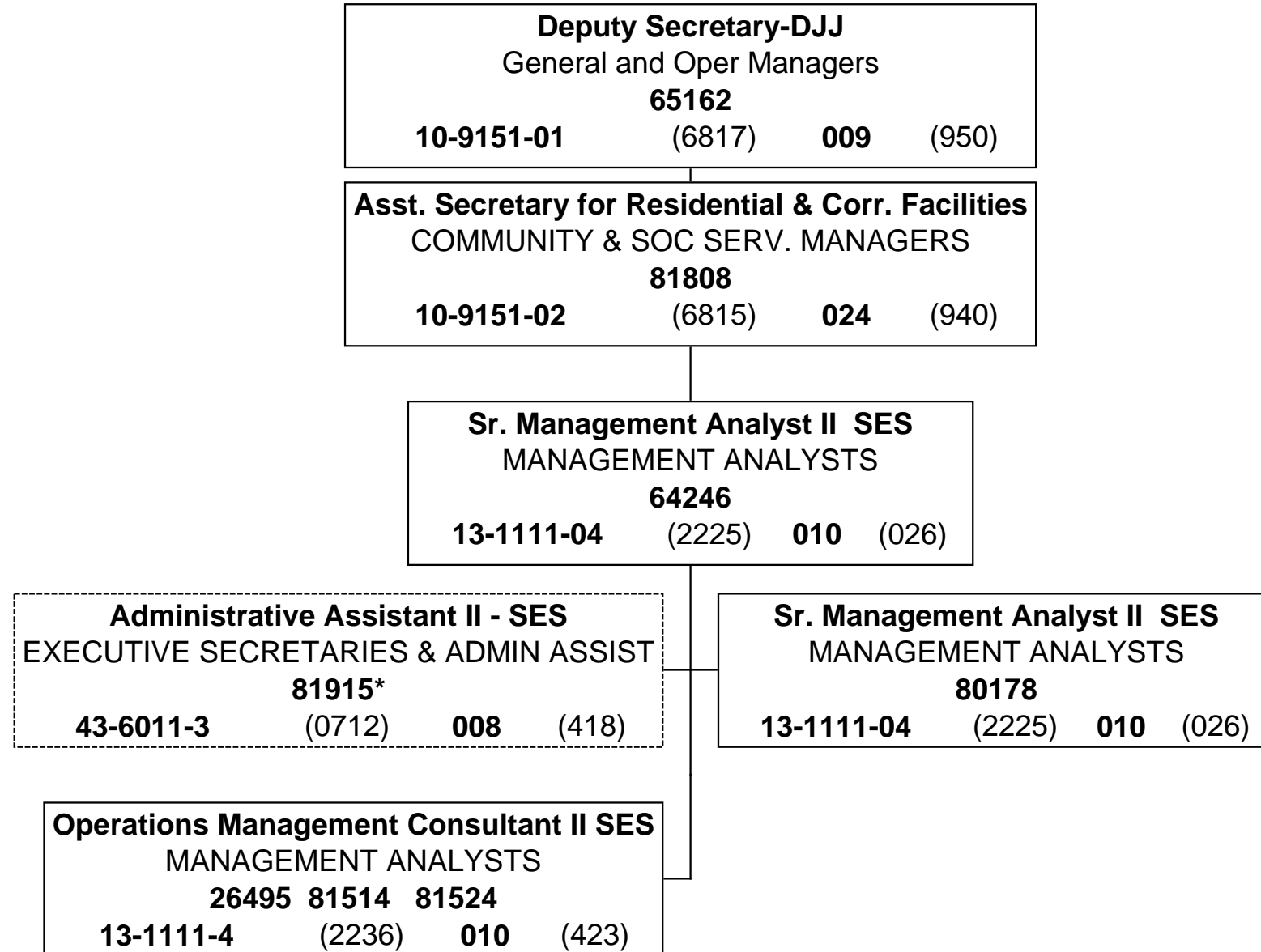
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| ASSISTANT SECRETARY FOR RESIDENTIAL & CORR FACILITIES | 80-80 |
| BUREAU OF POLICY DEVELOPMENT & PLANNING | 80-1 |
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| JACKSON JUVENILE OFFENDER CORR | 80-7 |



CURRENT



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ASST SEC FOR RESIDENTIAL & CORR FACILITIES (6815)
COMMUNITY & SOC. SERV. MANAGERS 10-9151-2
81808

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CHIEF OF CONTRACT DEV & PLANNING (6824)
PURCHASING MANAGERS 11-3061-3
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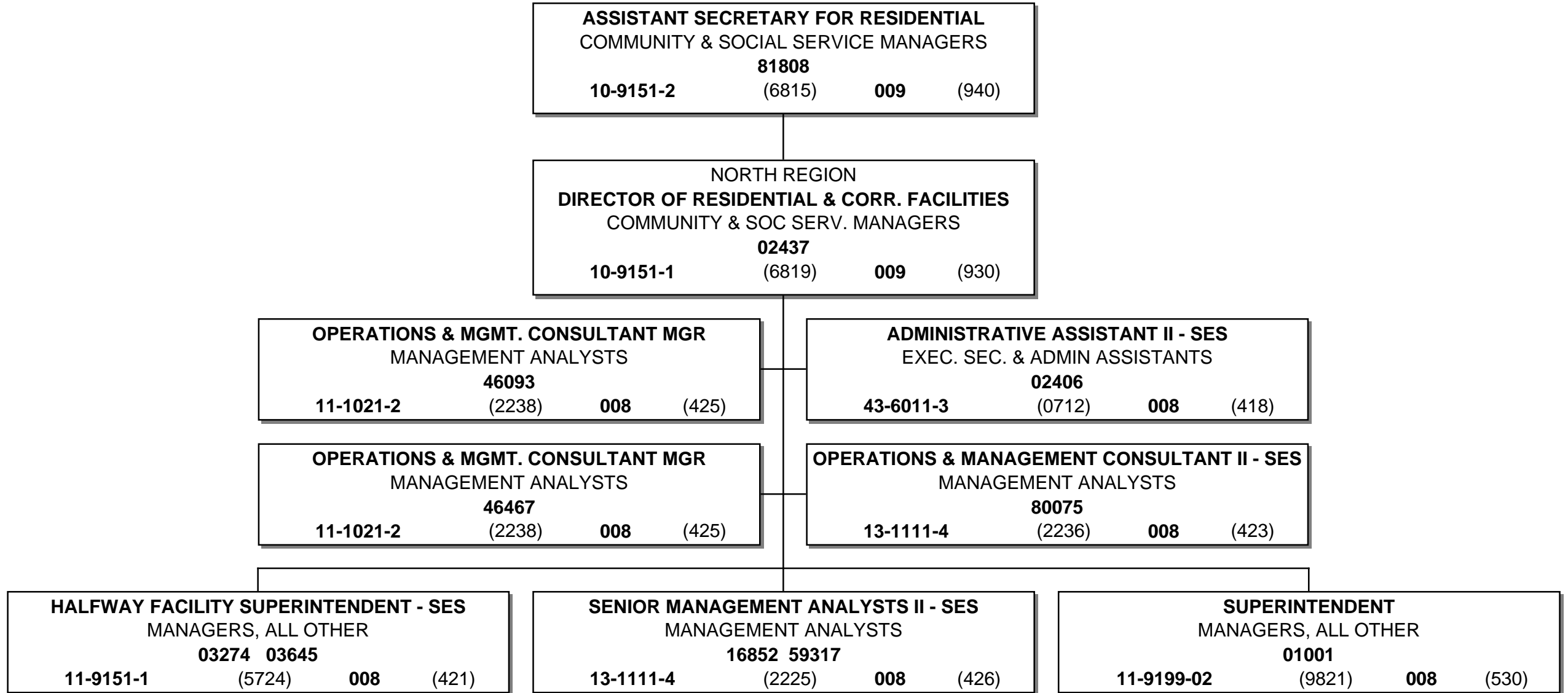
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EXEC. SEC. & ADMIN. ASSTS. 43-6011-4
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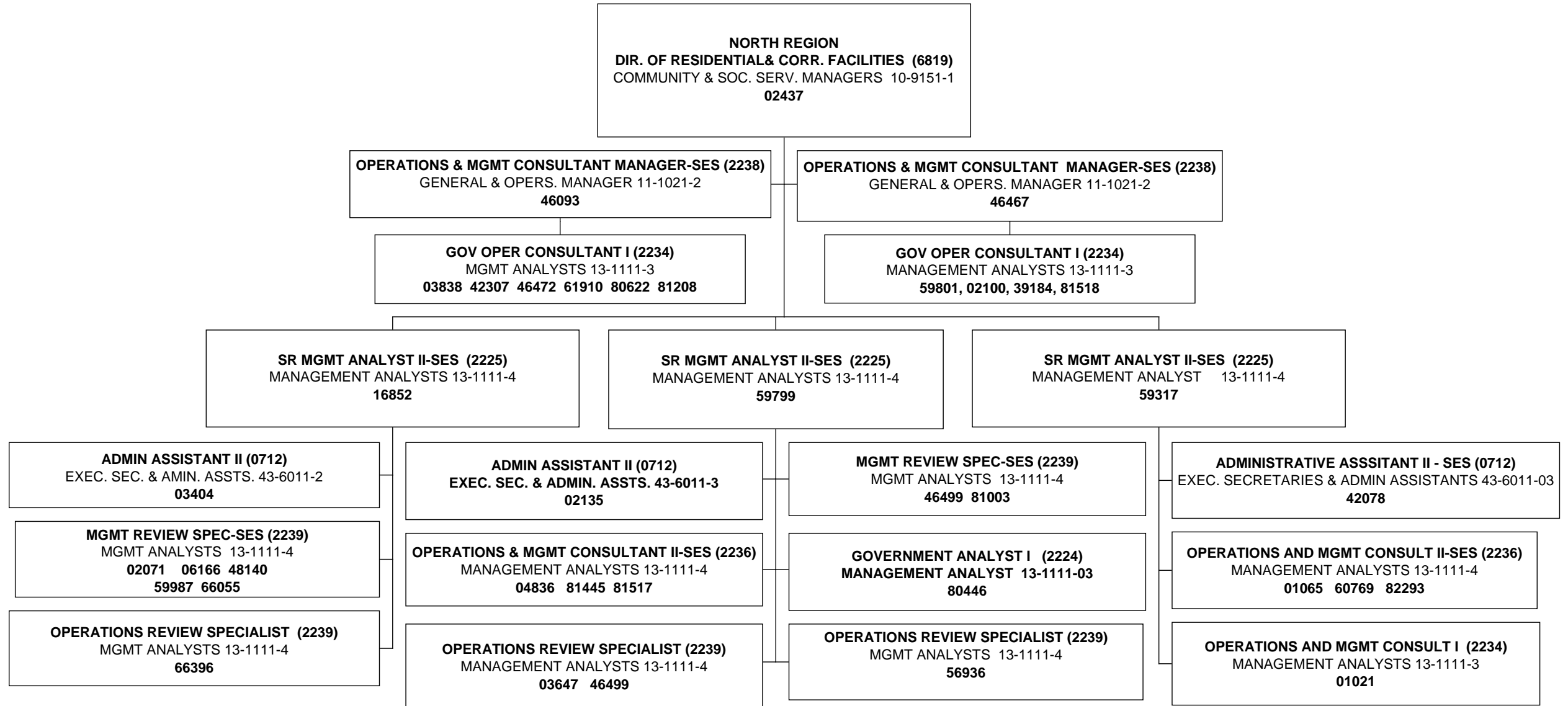
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OPERATION MGMT. CONSULTANT II-SES (2236)
MANAGEMENT ANALYSTS 13-1111-4
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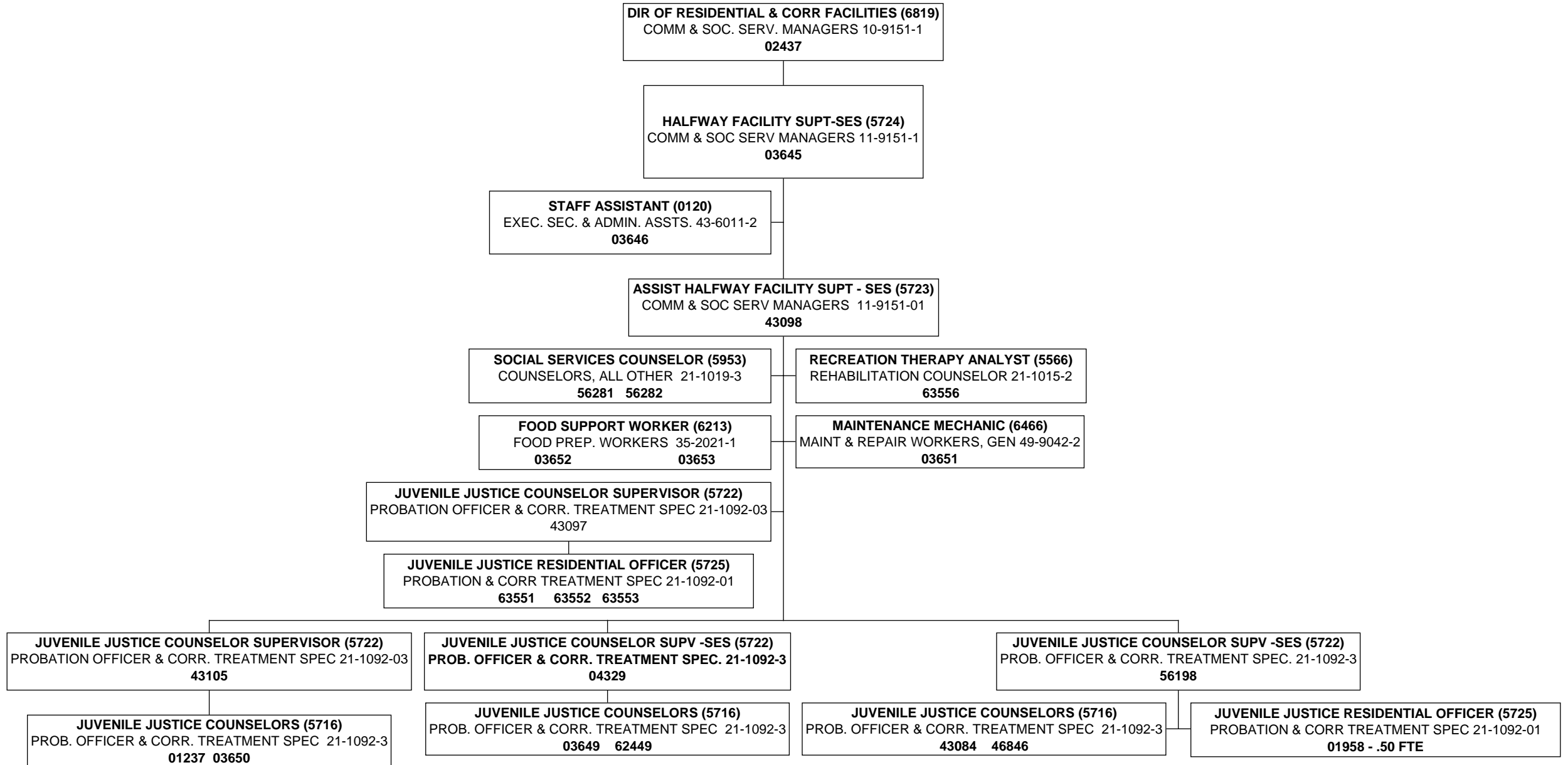
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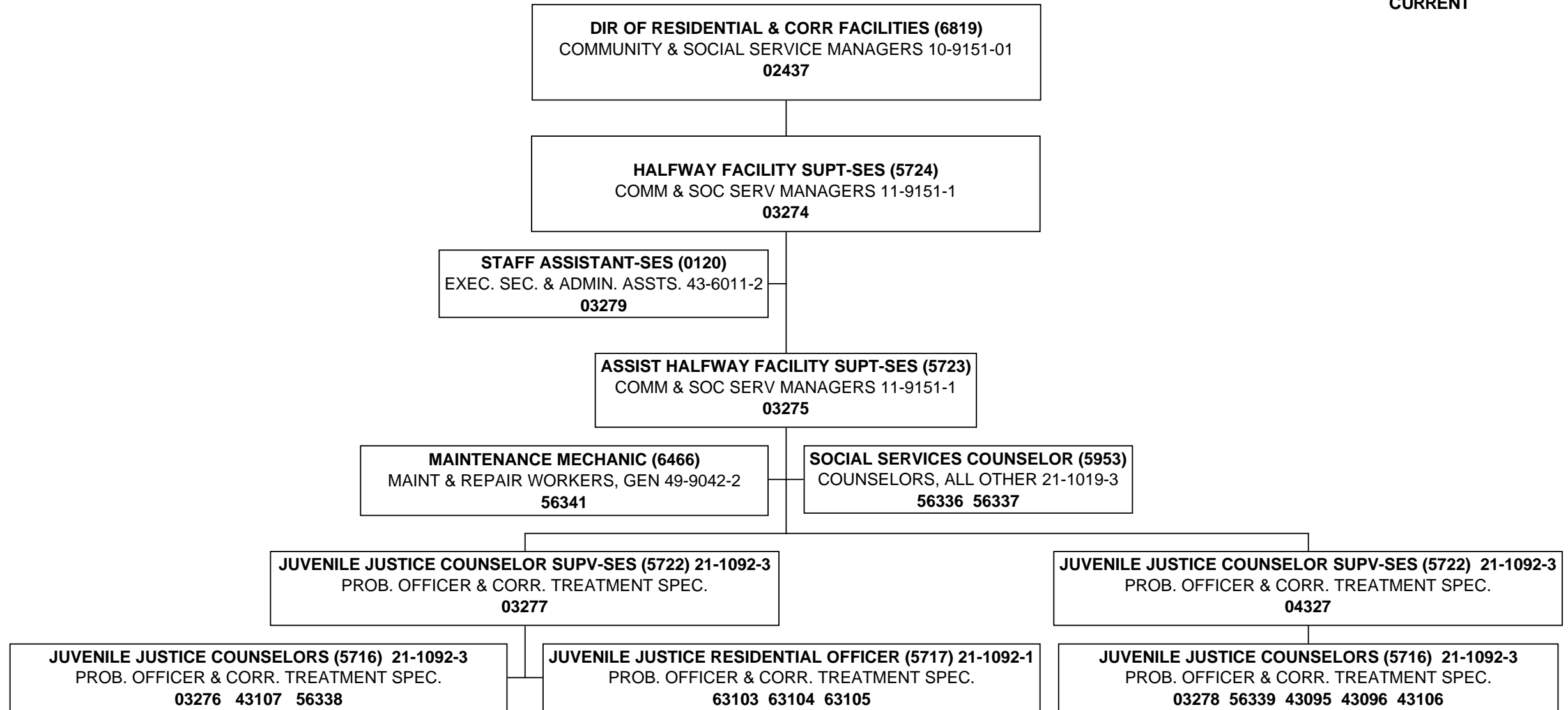
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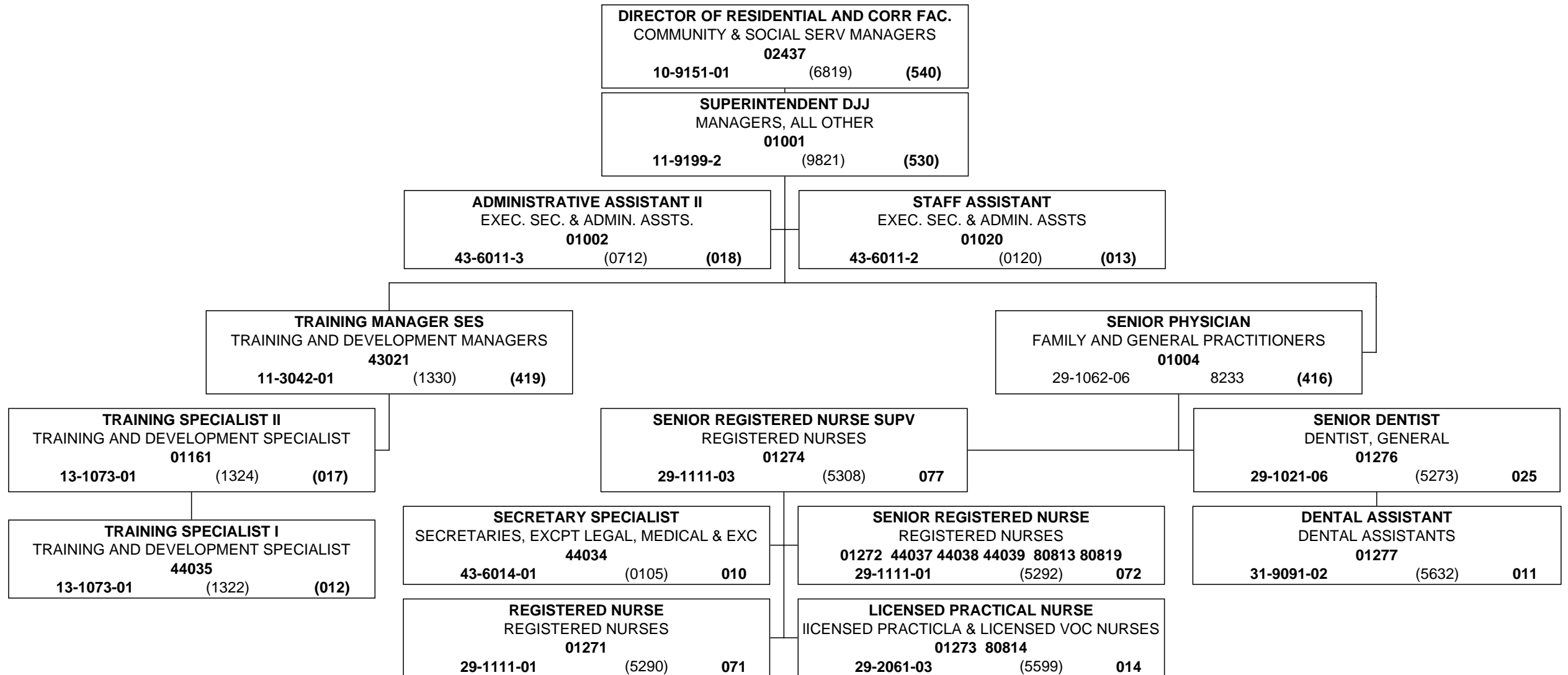
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 81 - NON SECURE RESIDENTIAL COMMITMENT PROGRAMS
 11 - REGION (NORTH)
 01 - CIRCUIT
 6000 - HALFWAY HOUSE - PENSACOLA BOYS BASE
 00 - SHIFT 01 - TRUST FUND

VERIFIED BY: Sara Gamble
 EFFECTIVE: 4/16/08

CURRENT

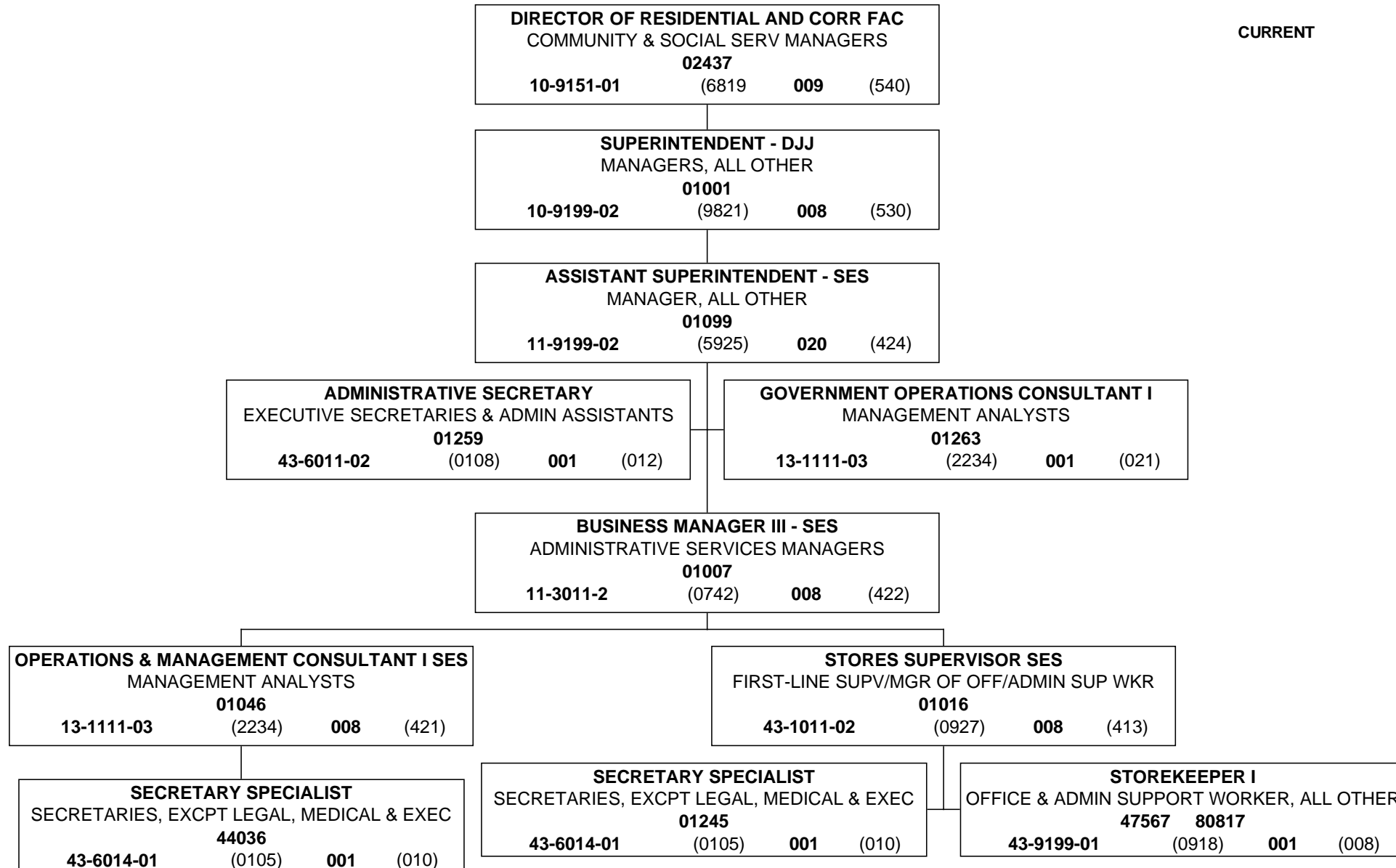


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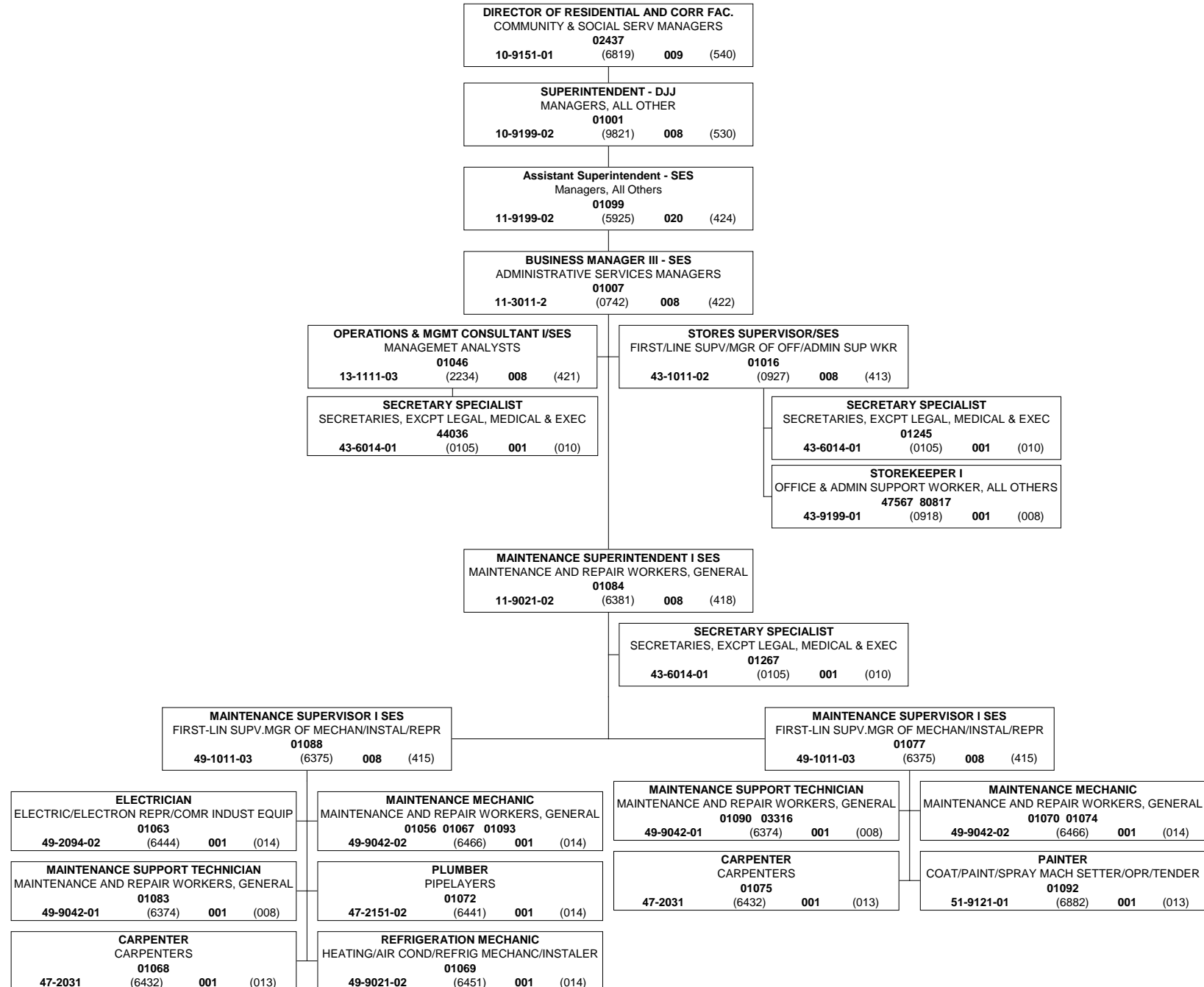


80 - DEPARTMENT OF JUVENILE JUSTICE
 82 - SECURE RESIDENTIAL COMMITMENT
 ROGRAMS
 11 - REGION (NORTHWEST)
 14 - CIRCUIT
 82 - DOZIER SCHOOL
 25 - SCHOOL ACTIVITIES
 40 - HOME LIFE

VERIFIED BY Sara Gamble
 EFFECTIVE: 1/7/09



CURRENT



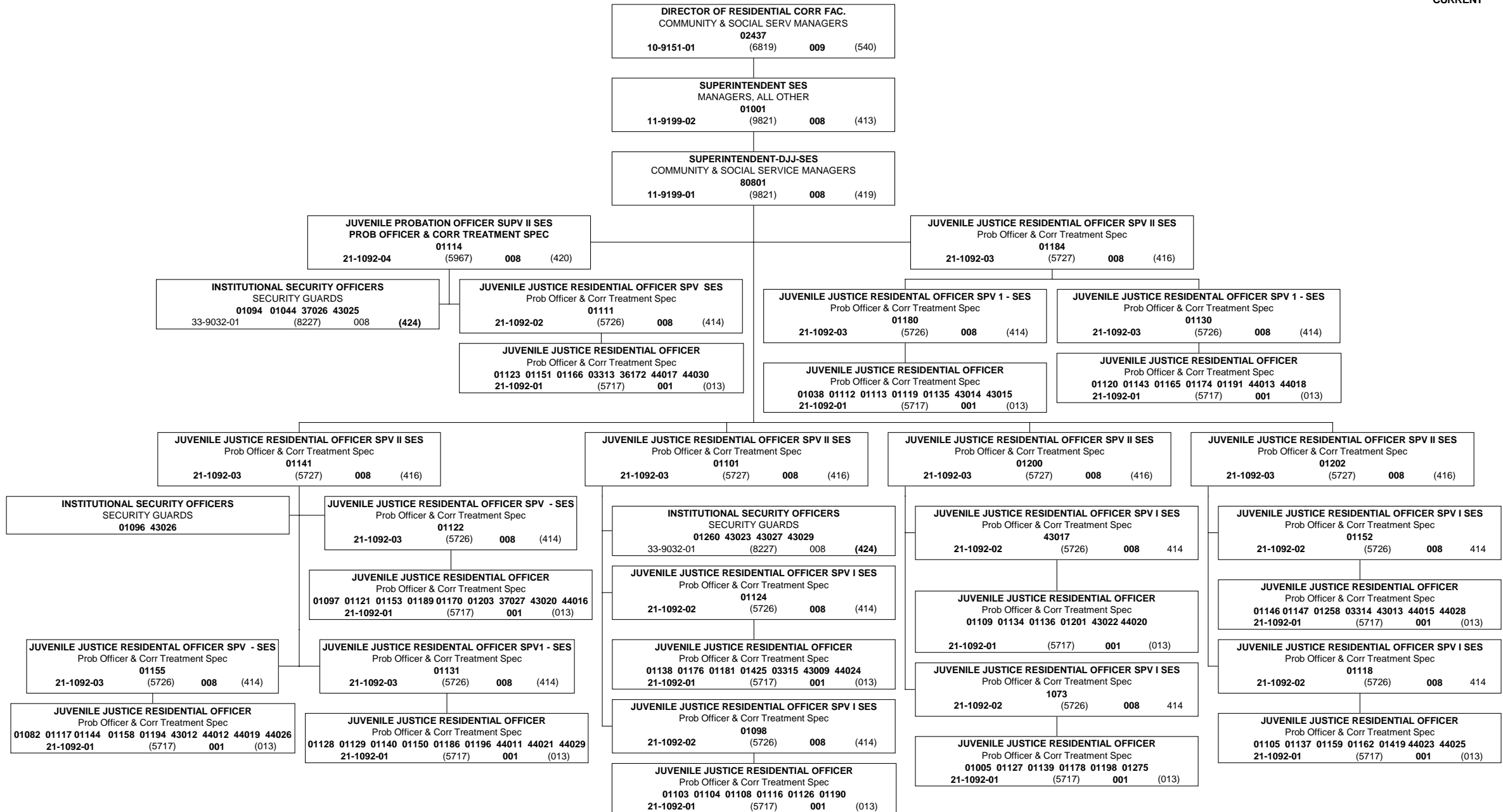
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 82 - SECURE RESIDENTIAL COMMITMENT PROGRAMS
 11 - REGION (NORTH)
 14 - CIRCUIT
 82 - DOZIER SCHOOL
 25 - SCHOOL ACTIVITIES
 40 - HOME LIFE
 60 - SOCIAL SERVICES
 00 - SHIFT 01 - TRUST FUND

VERIFIED BY: Sare Gamble
 EFFECTIVE: 5/21/09

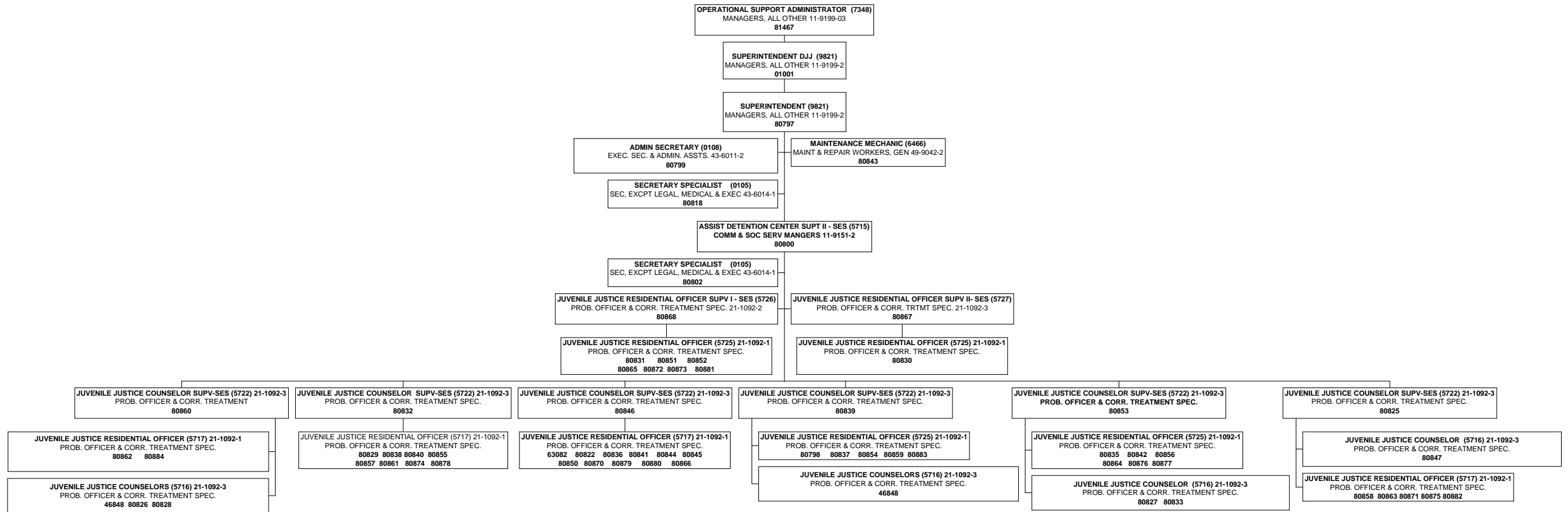
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| DIRECTOR OF RESIDENTIAL AND CORR FAC COMMUNITY & SOCIAL SERV MANAGERS 02437 10-9151-01 (6819) 009 (540) | | | |
| SUPERINTENDENT SES MANAGERS, ALL OTHER 01001 11-9199-02 (9821) 008 (413) | | | |
| PROGRAM ADMINISTRATOR/DOZIER COMM.& SOC. SERV. MGRS 01100 11-9151-02 (5927) 008 (422) | | | |
| ADMINISTRATIVE SECRETARY EXECUTIVE SECRETARIES & ADMIN ASSISTANTS 53212 43-6011-02 (0108) 001 (012) | | CHAPLAIN CLERGY 01270 21-201-02 (5820) 005 (017) | |
| BEHAVIORAL SPECIALIST CLINICAL COUNSELOR & SCHOOL PSYCHOLOGIST 01062 19-3031-03 (5230) 001 (089) | | VOCATIONAL INSTRUCTOR III VOCATIONAL EDUCAT TEACHER, POSTSECONDARY 53210 25-1194-02 (1312) 001 (0150) | |
| SENIOR HUMAN SERVICE COUNSELOR ADMIN. SES COMMUNITY AND SOCIAL SERVICE MANAGER 01269 11-9151-02 (5951) 008 (420) | | RECREATION THERAPY MANAGER - SES MEDICAL AND HEALTH SERVICES MANAGERS 01208 11-9111-01 (5566) 008 (418) | |
| CLERK TYPIST SPECIALIST WORD PROCESSORS AND TYPISTS 01064 43-9022-01 (0078) 001 (008) | | THERAPY AIDE II HEALTH CARE SUPP WKRS, ALL OTHER 01204 01209 31-9099-01 (5557) 001 (009) | |
| SECRETARY SPECIALIST SECRETARIES, EXCPT LEGAL, MEDICAL & EXEC 53214 436014-01 (0105) 001 (010) | | THERAPY AIDE I HEALTH CARE SUPP WKRS, ALL OTHER 01207 31-9099-01 (5556) 001 (007) | |
| HUMAN SERVICES COUNSELOR ADMIN - SES COUNSELORS, ALL OTHER 80820 21-1019-03 (5950) (008) (419) | | HUMAN SERVICES COUNSELOR ADMIN - SES COUNSELORS, ALL OTHER 53211 21-1019-03 (5950) (008) (419) | |
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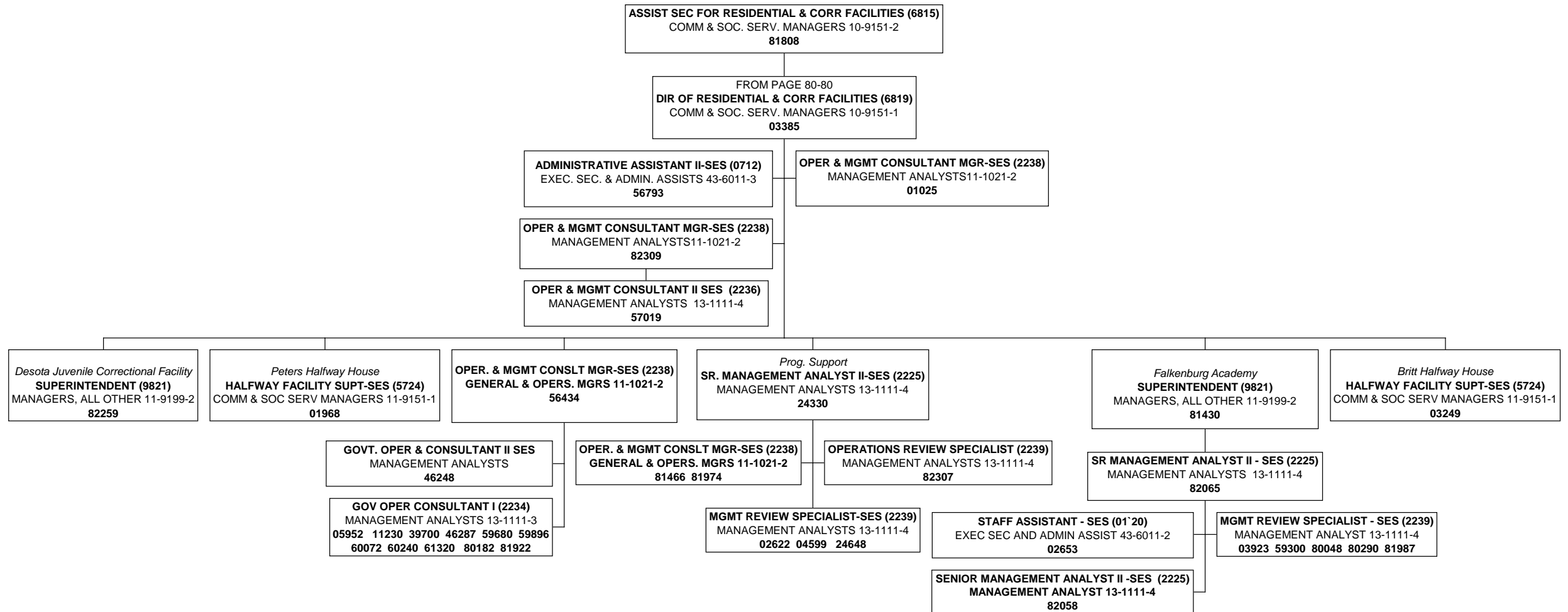


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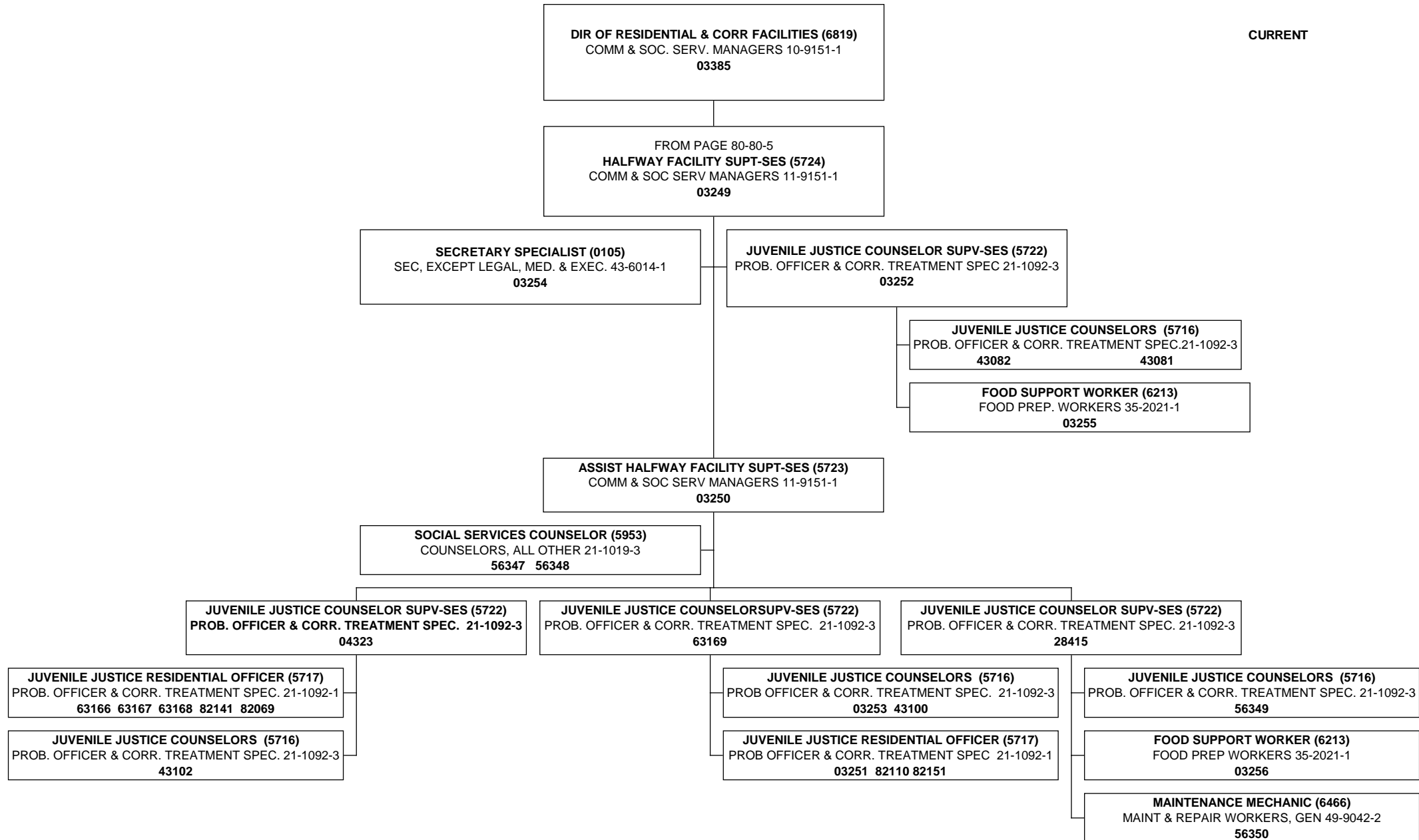


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|--|---------------------------------------|
| CENTRAL REGION - DIRECTOR OF RESIDENTAIL & CORR. FACILITIES | 80-80-5 |
| BRITT HALFWAY HOUSE | 6-1 |
| DESOTO JUVENILE CORR FACILITIES | 12, 12A, 12-1, 12-1A, 12-1B, 12-1C, |
| DESOTA JUVENILE CORR FACILITIES | 12-2, 12-2A, 12-2B, 12-2C, 12-2D,12-3 |
| LESLIE PETERS HALFWAY HOUSE | 13-1 |
| FALKENBURG ACADEMY | 13-2 |

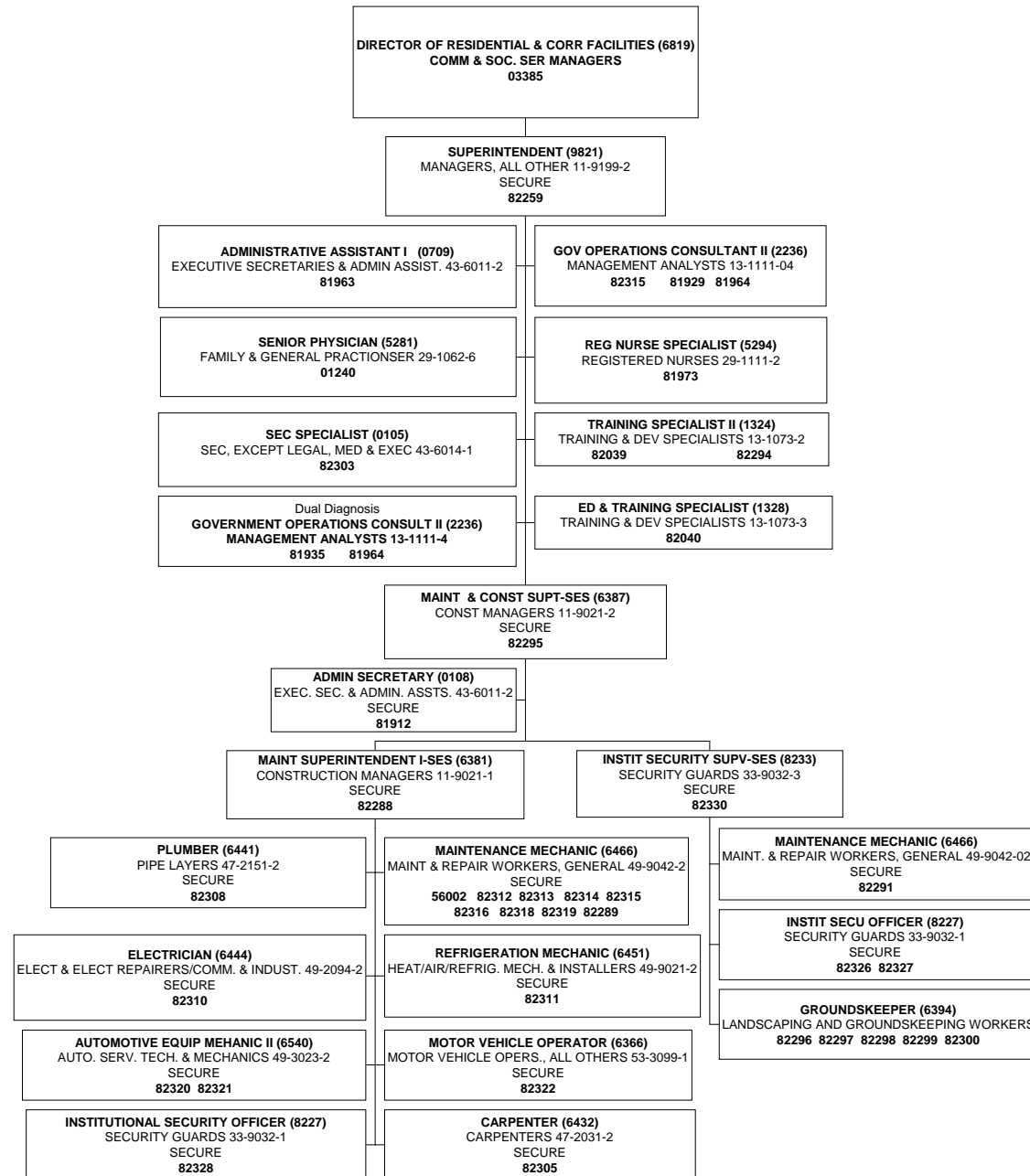
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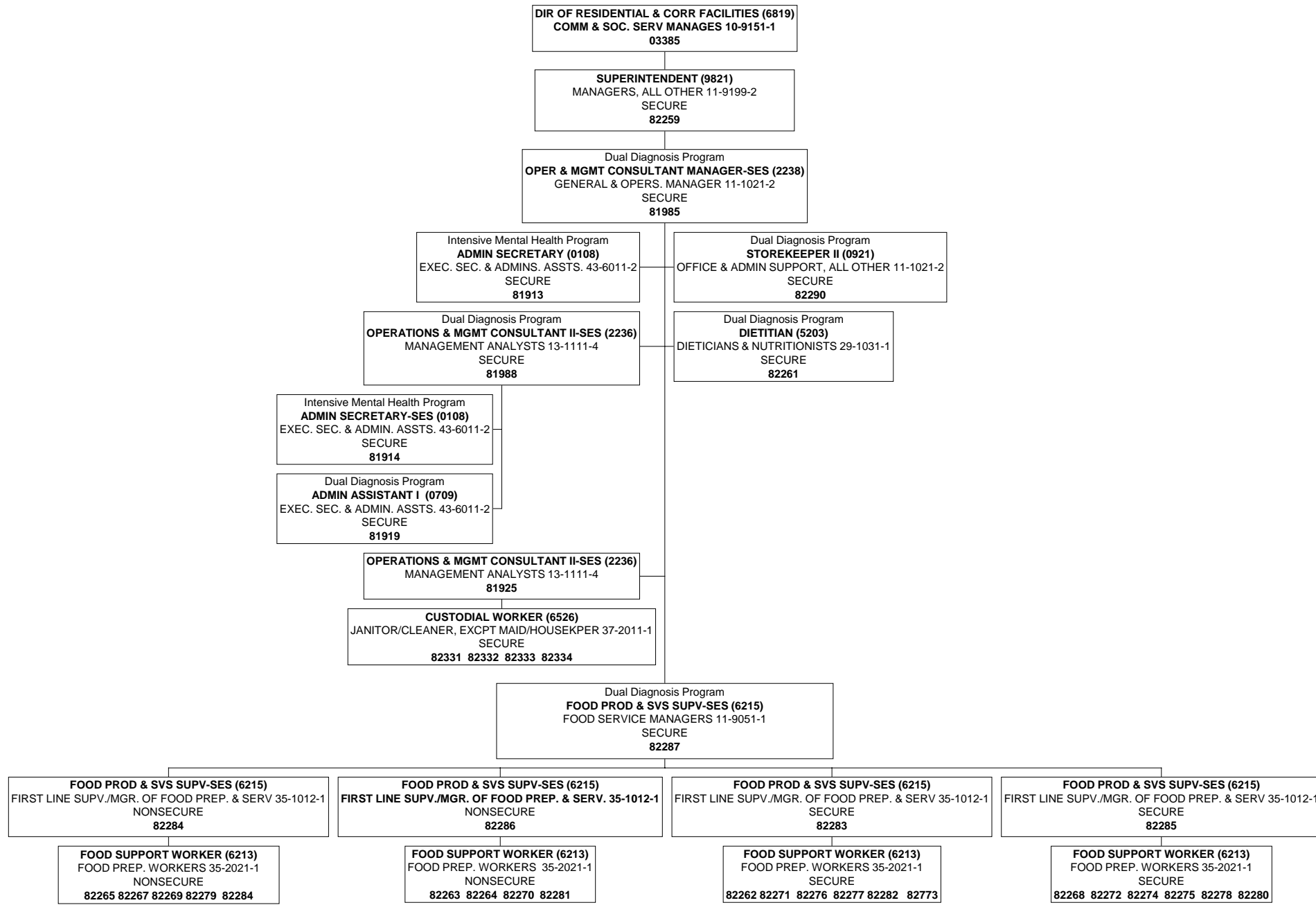
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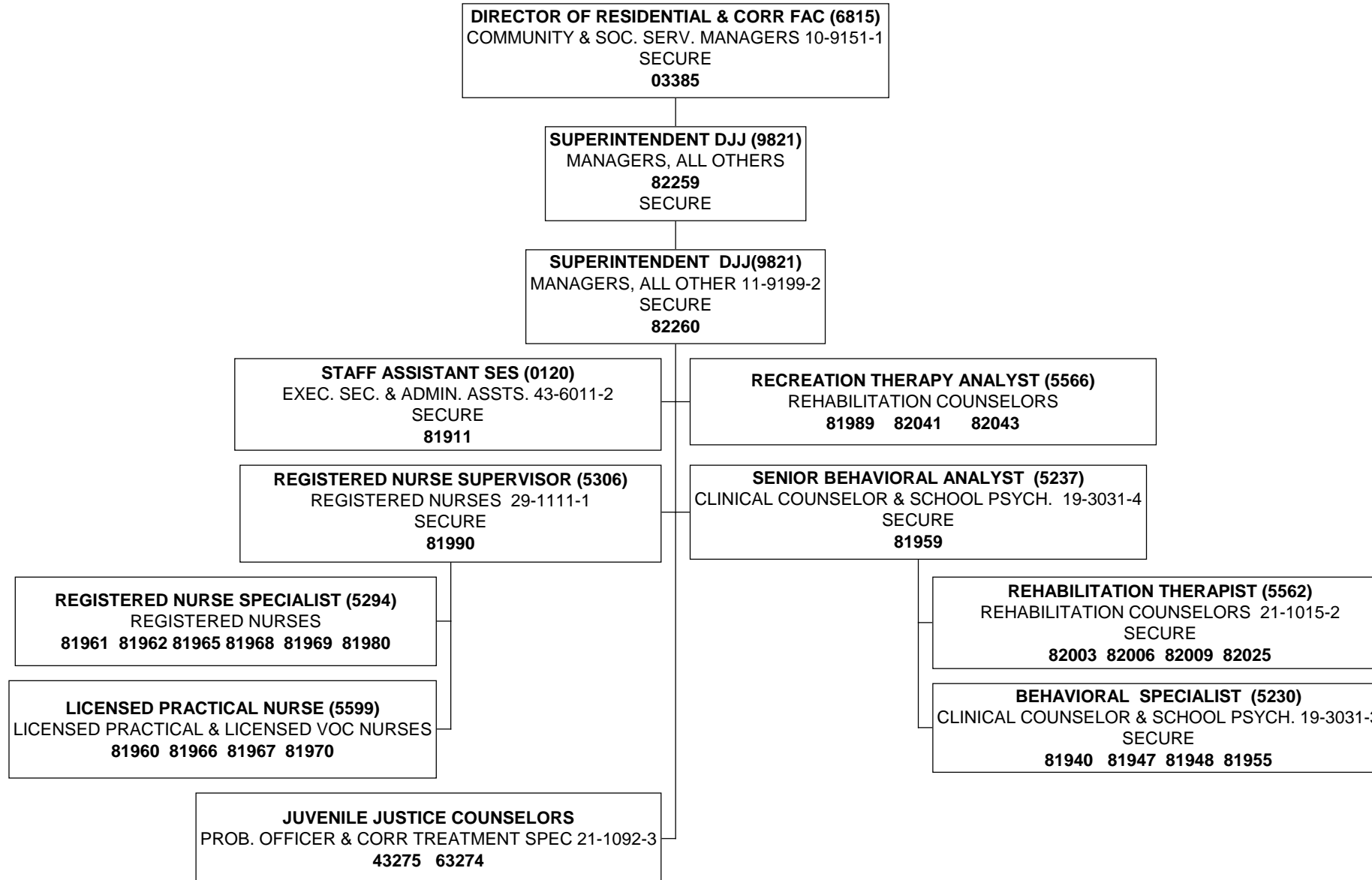
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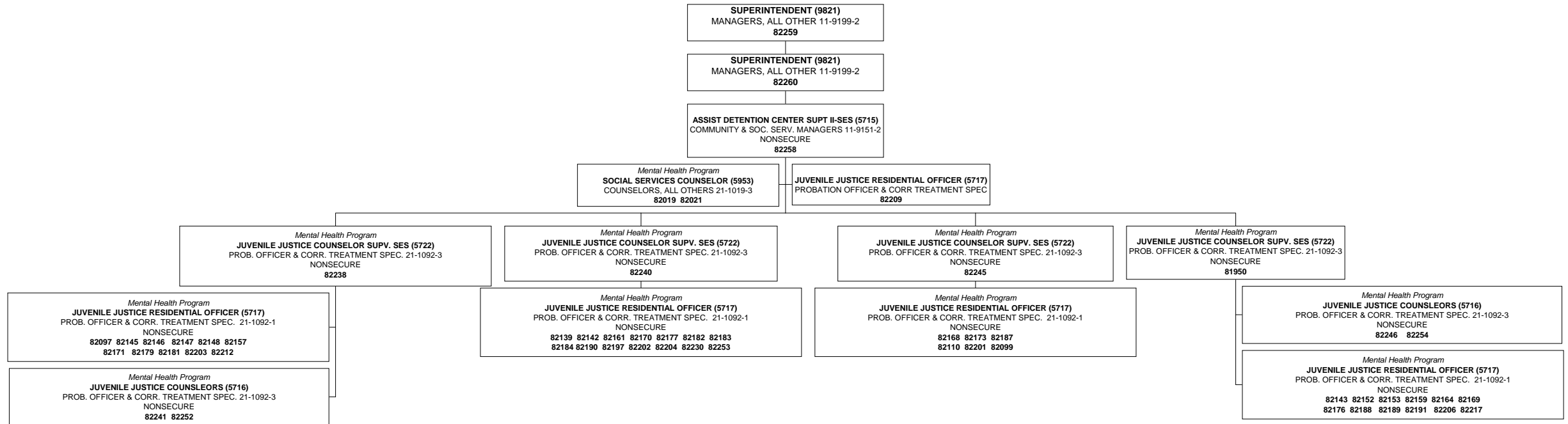
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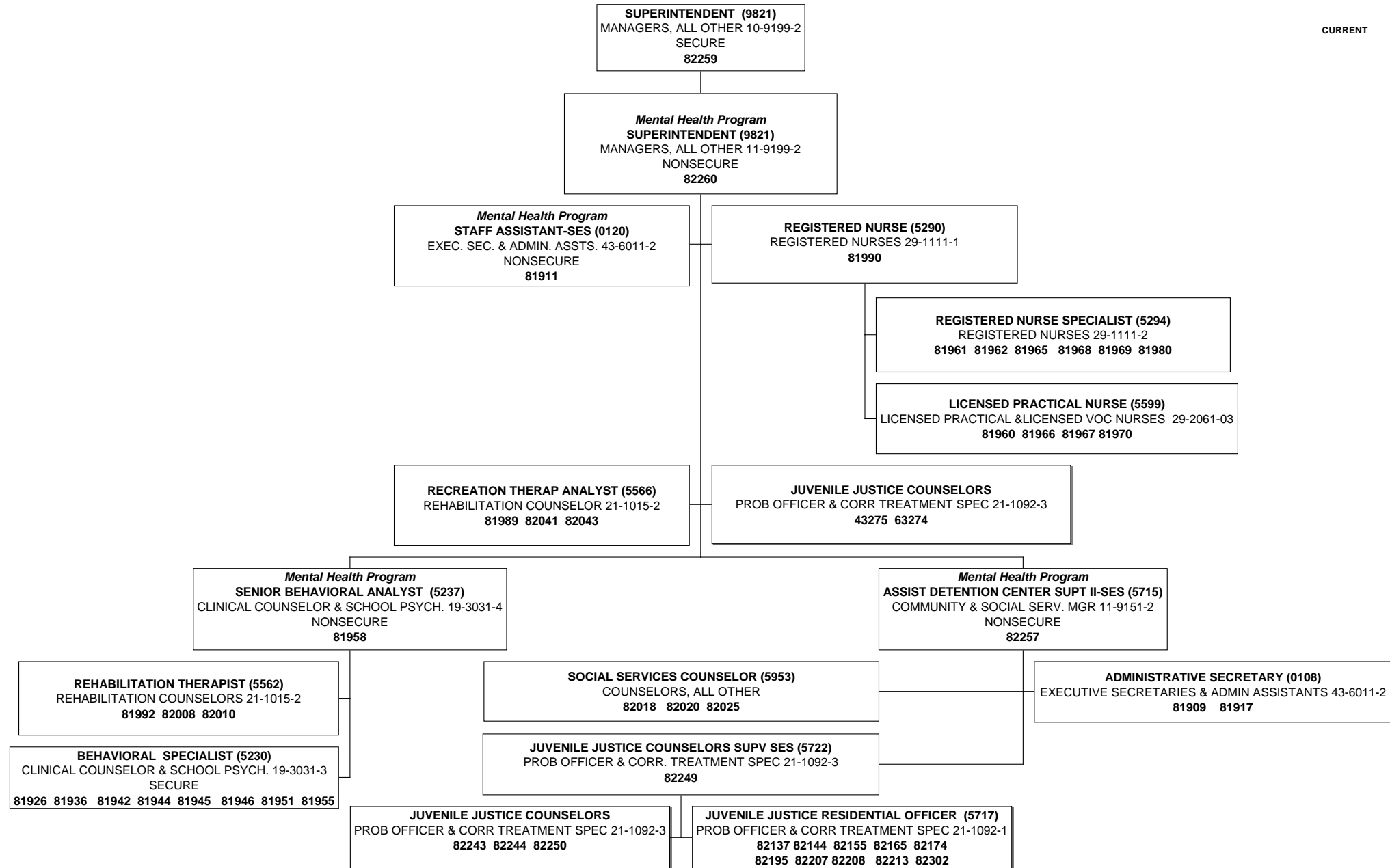


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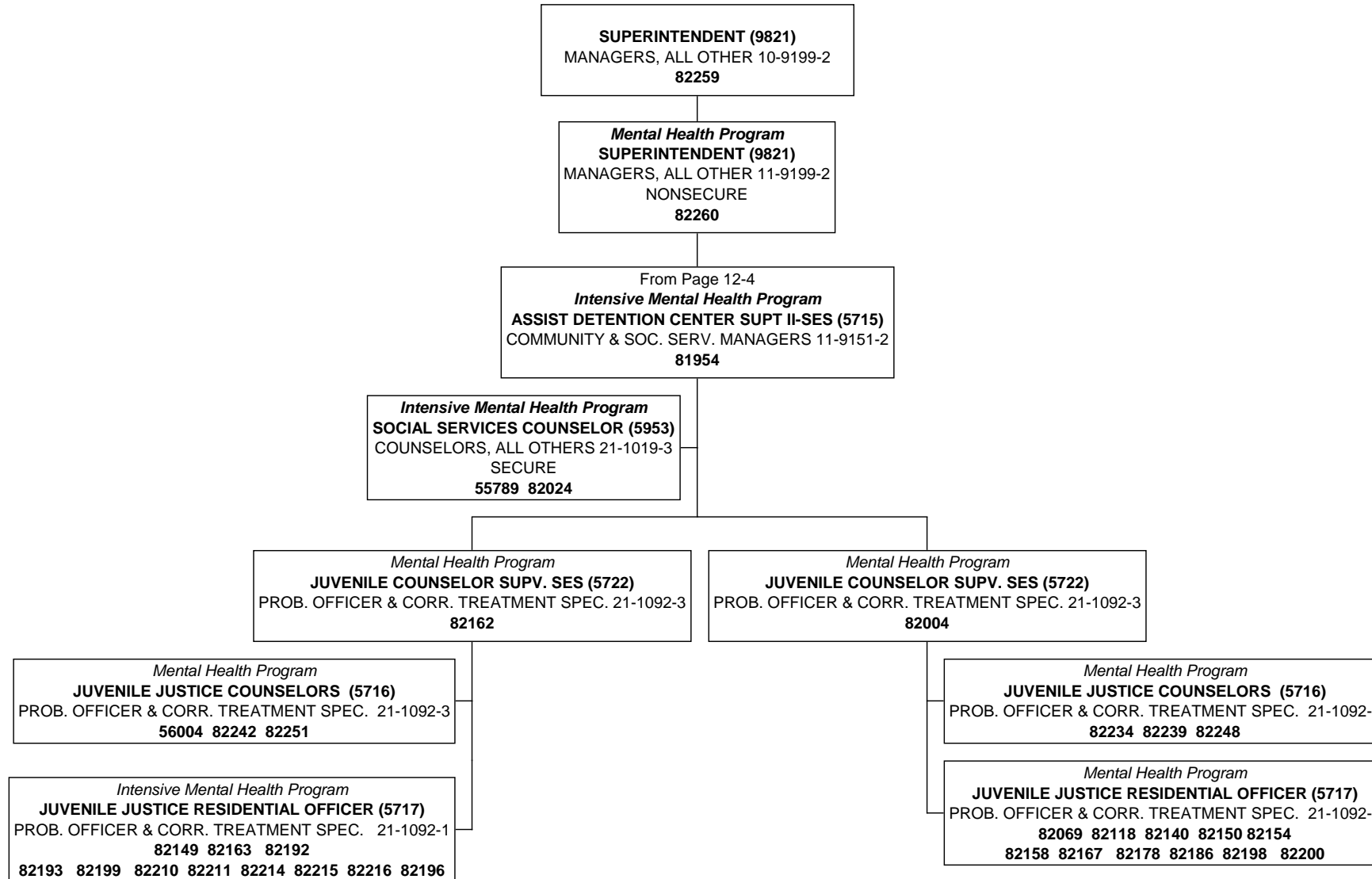


CURRENT

80 - DEPARTMENT OF JUVENILE JUSTICE
 82 - **SECURE** - RESIDENTIAL COMMITMENT PROGRAM
 21 - REGION (CENTRAL)
 12 - CIRCUIT
 8200 - DESOTO JUV CORR FAC. INTENSIVE MENTAL HEALTH PROGRAM
 8100 - DESTOT JUV CORR FAC. DUAL DIAGNOSIS PROGRAM
 808121126010 - **NONSECURE** - DESOTO JUV CORR FAC. MENTAL HEALTH PROGRAM

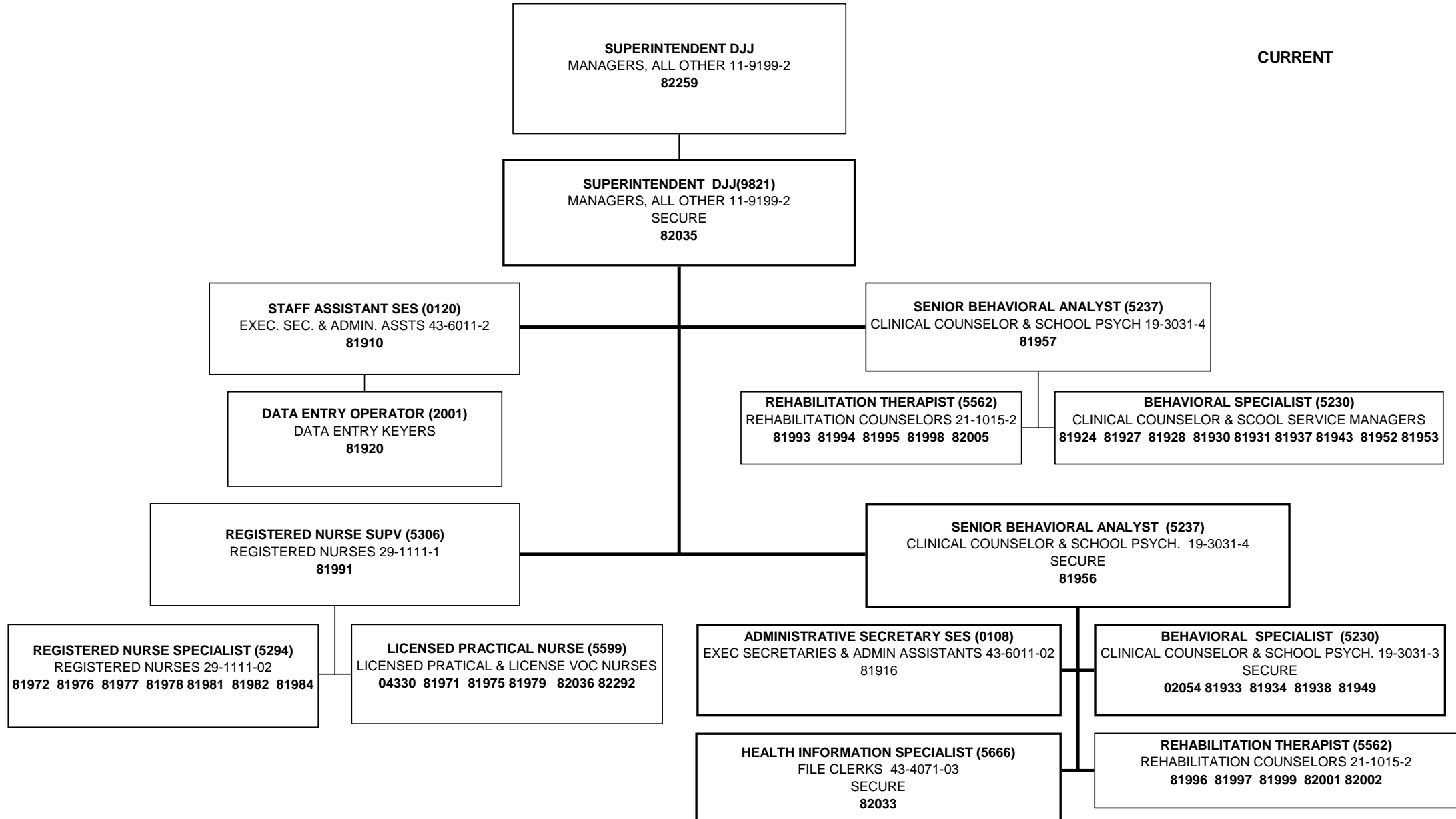
VERIFIED BY: Sara Gamble
 EFFECTIVE: 4/7/09

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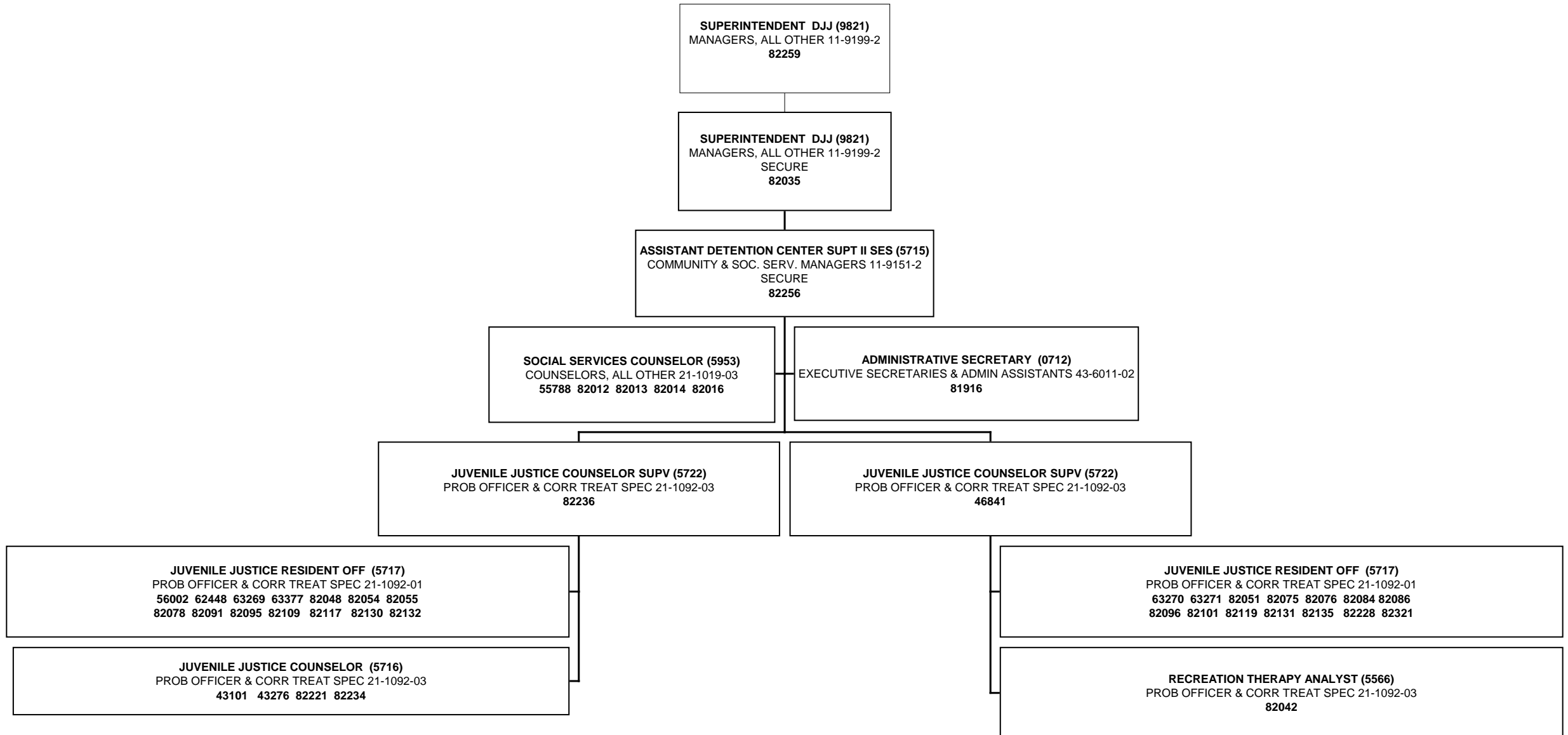


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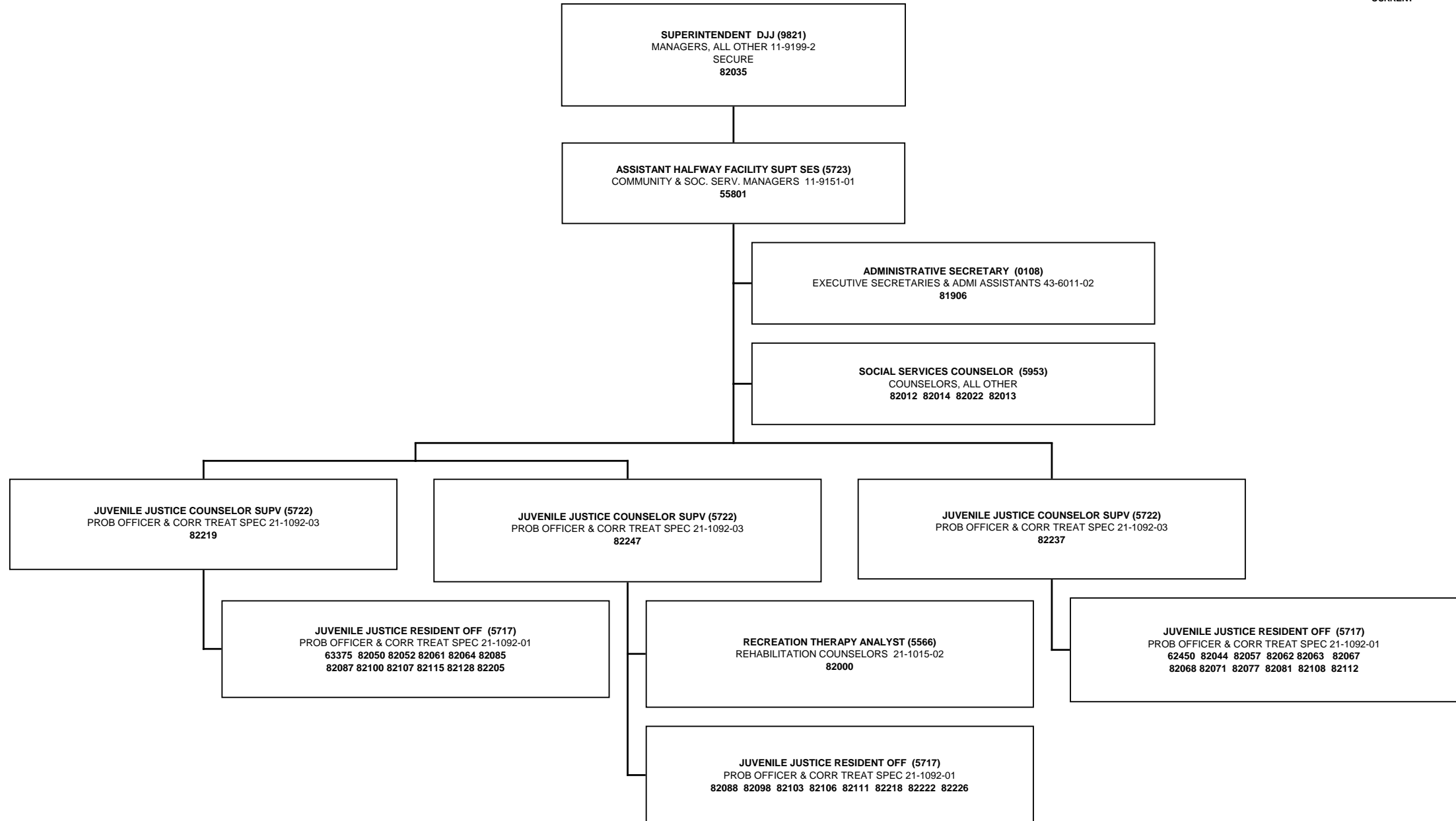
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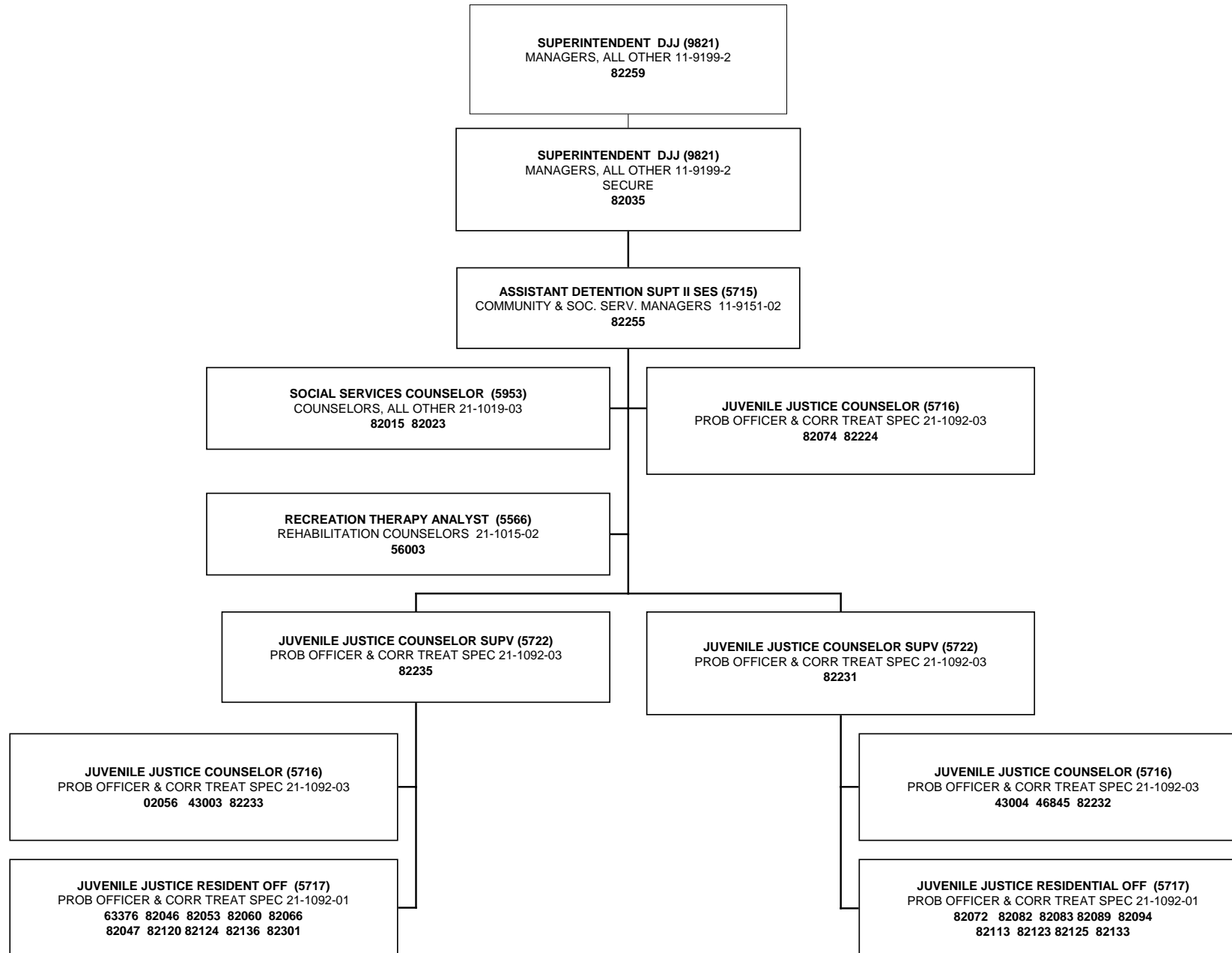
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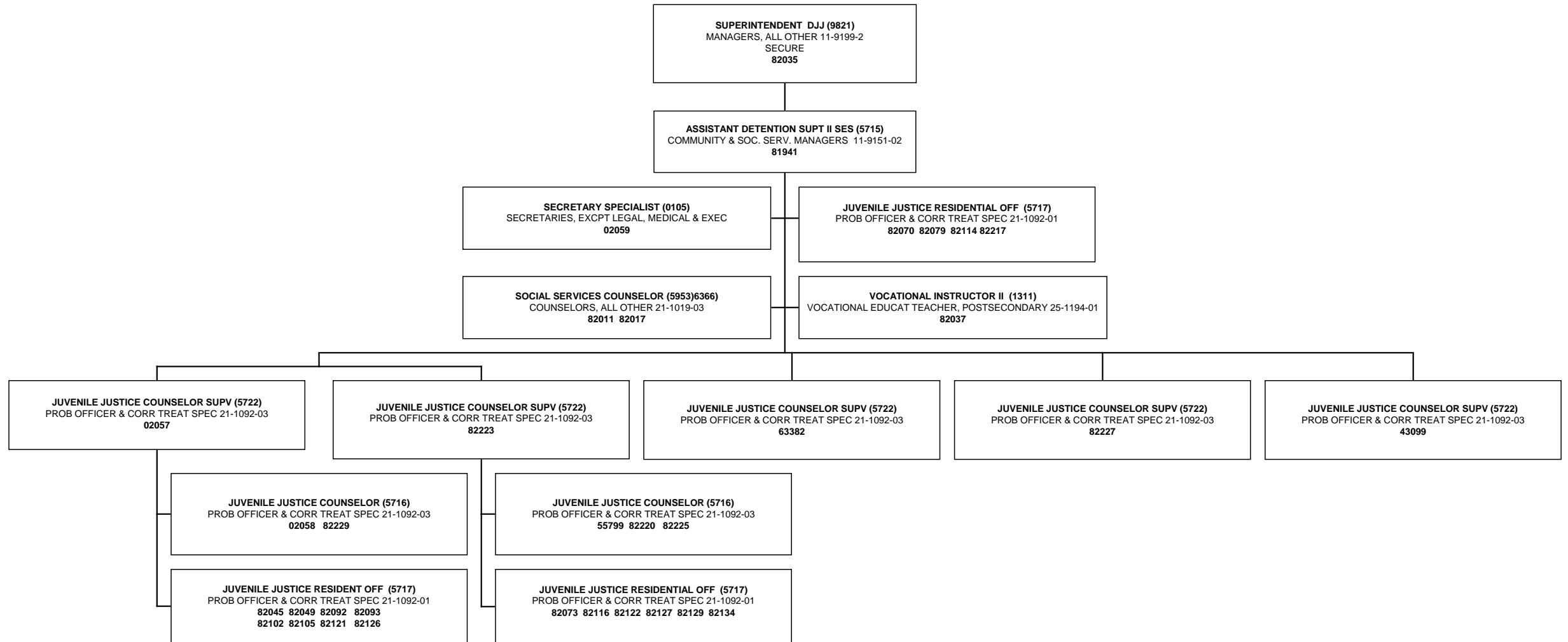
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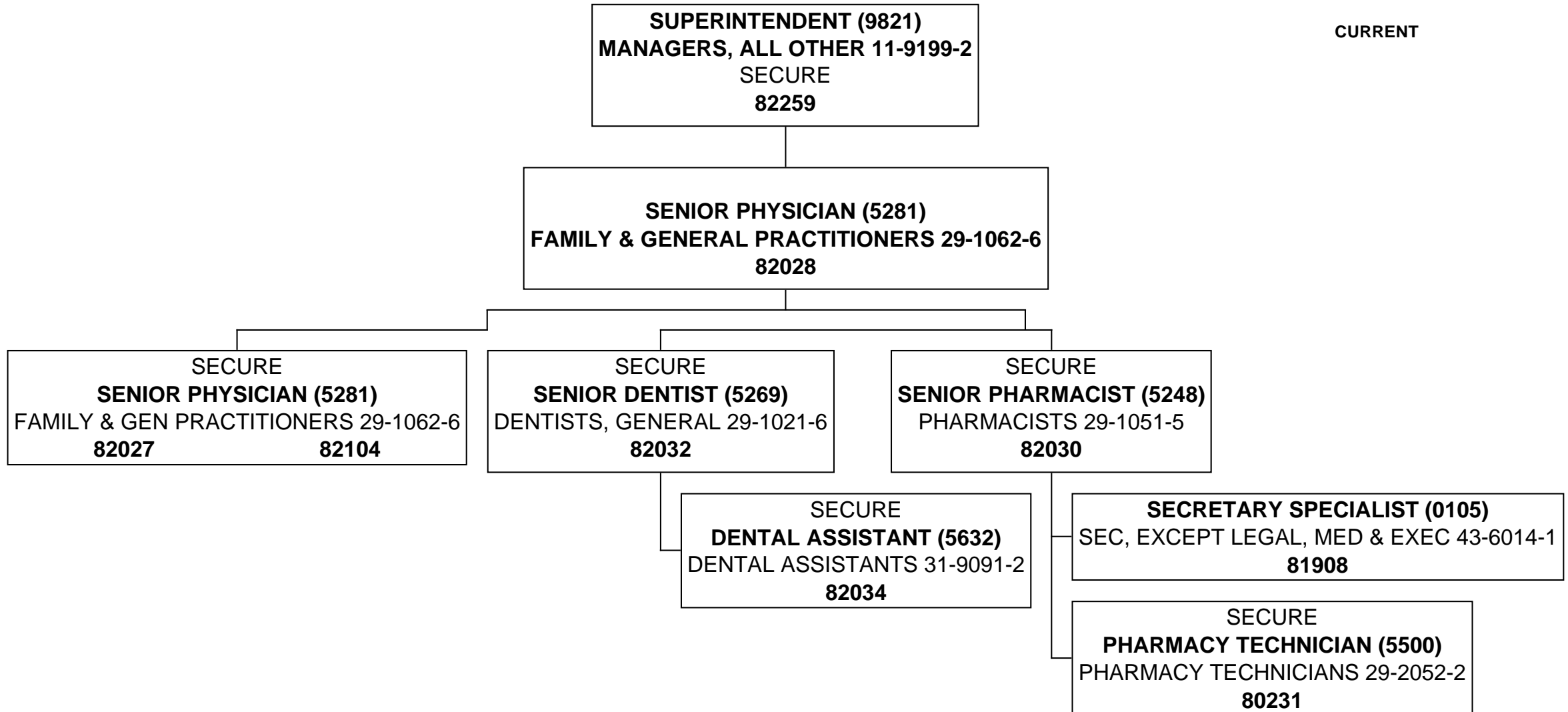


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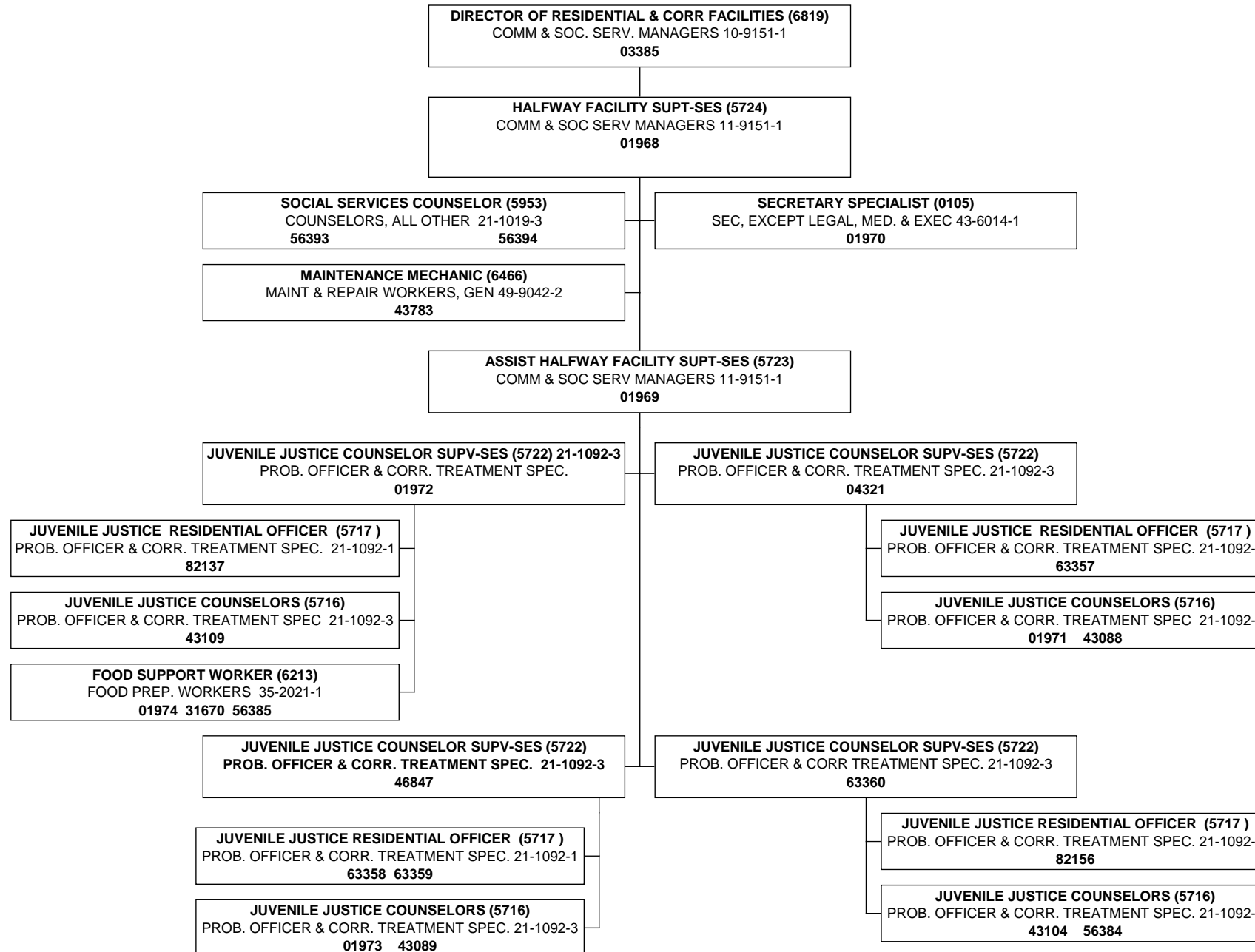
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82 - **SECURE** - RESIDENTIAL COMMITMENT PROGRAM
21 - REGION (CENTRAL)
12 - CIRCUIT
8100 - DESOTO JUV CORR FAC. DUAL DIAGNOSIS PROGRAM

VERIFIED BY: Sara Gamble
EFFECTIVE: 4-5-07

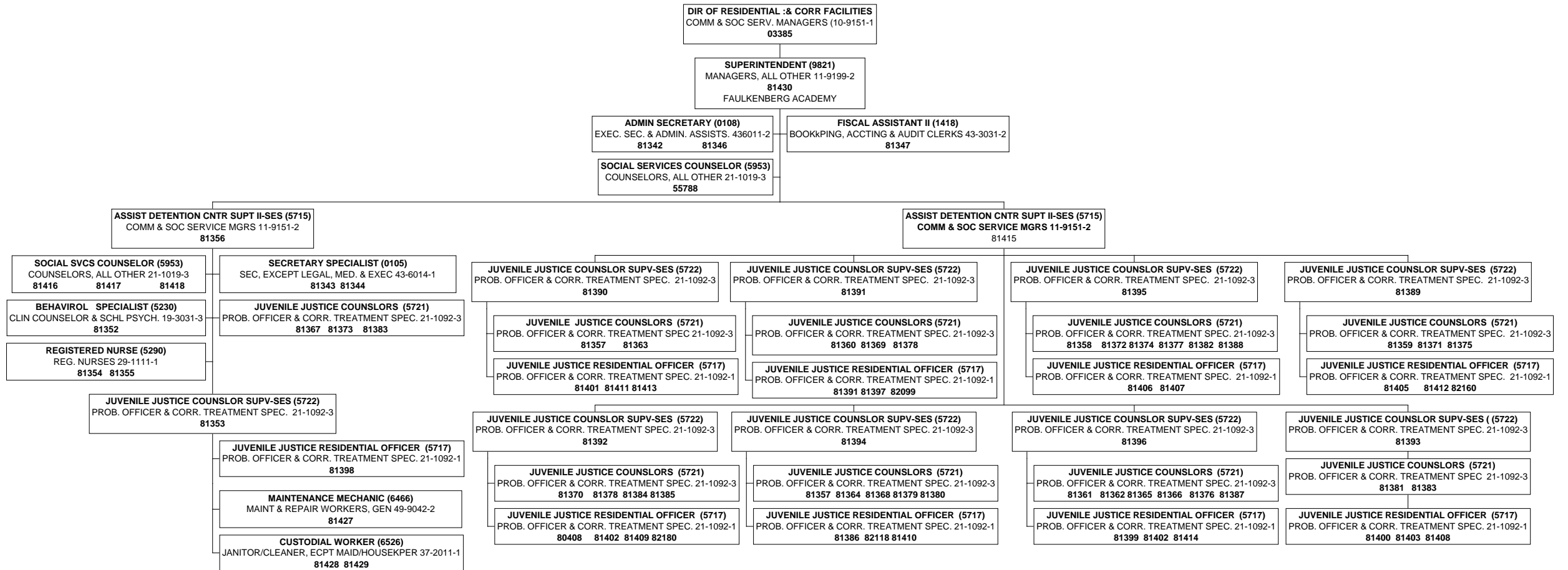


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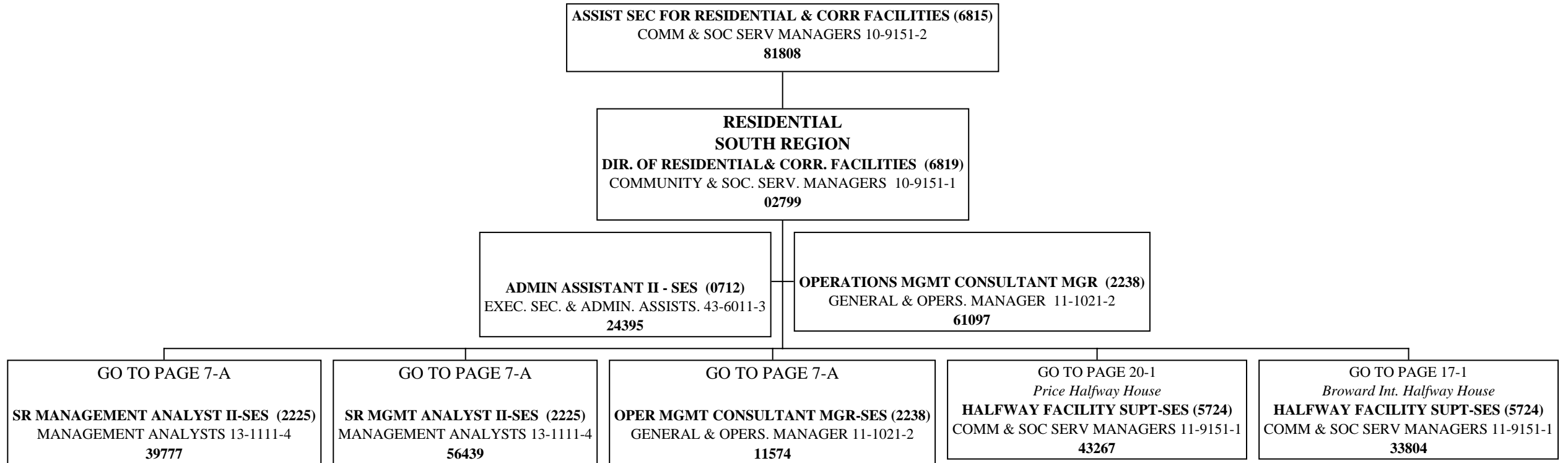


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| | |
|---|---------|
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| SOUTH REGION | 80-7A |

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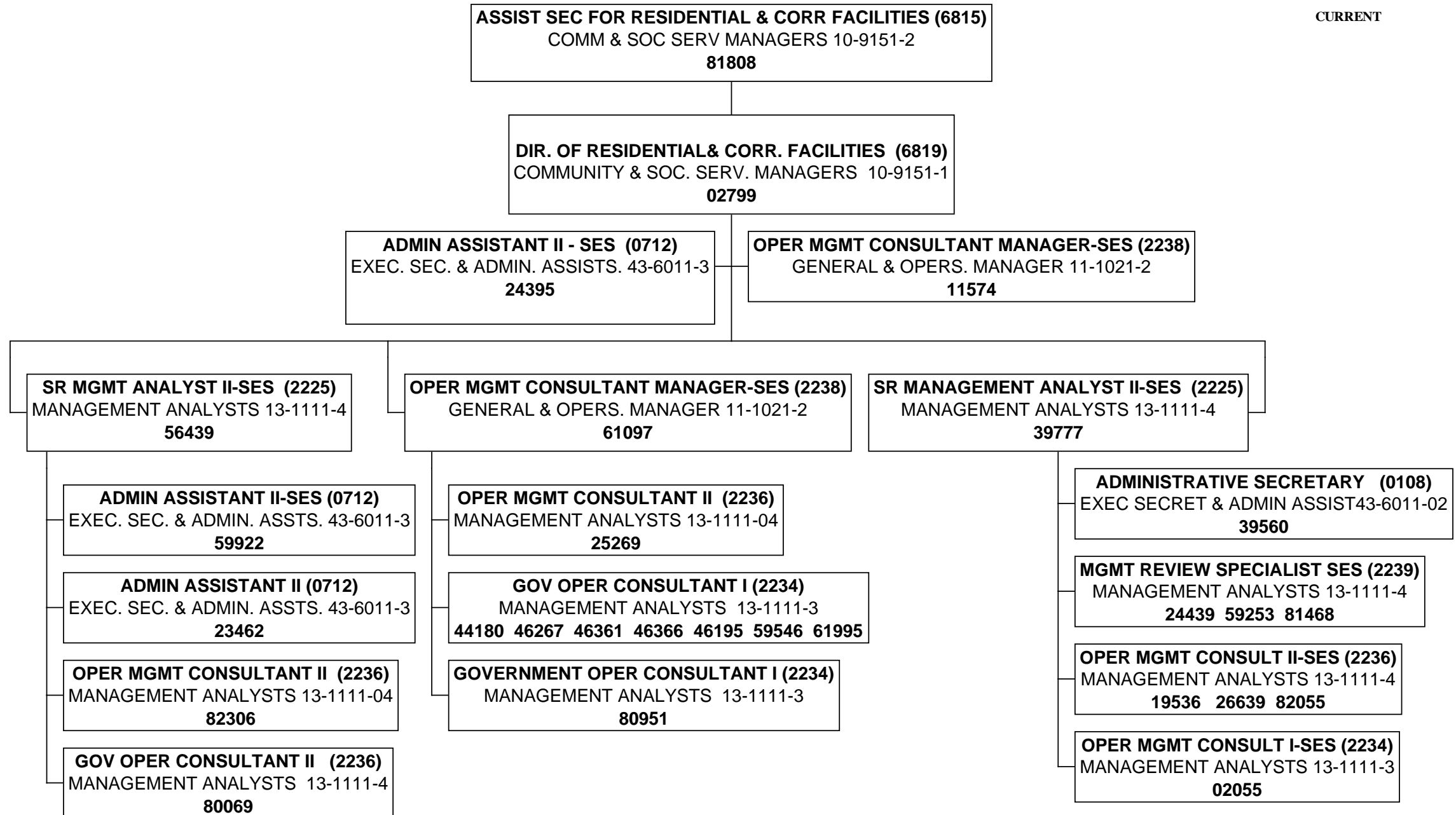


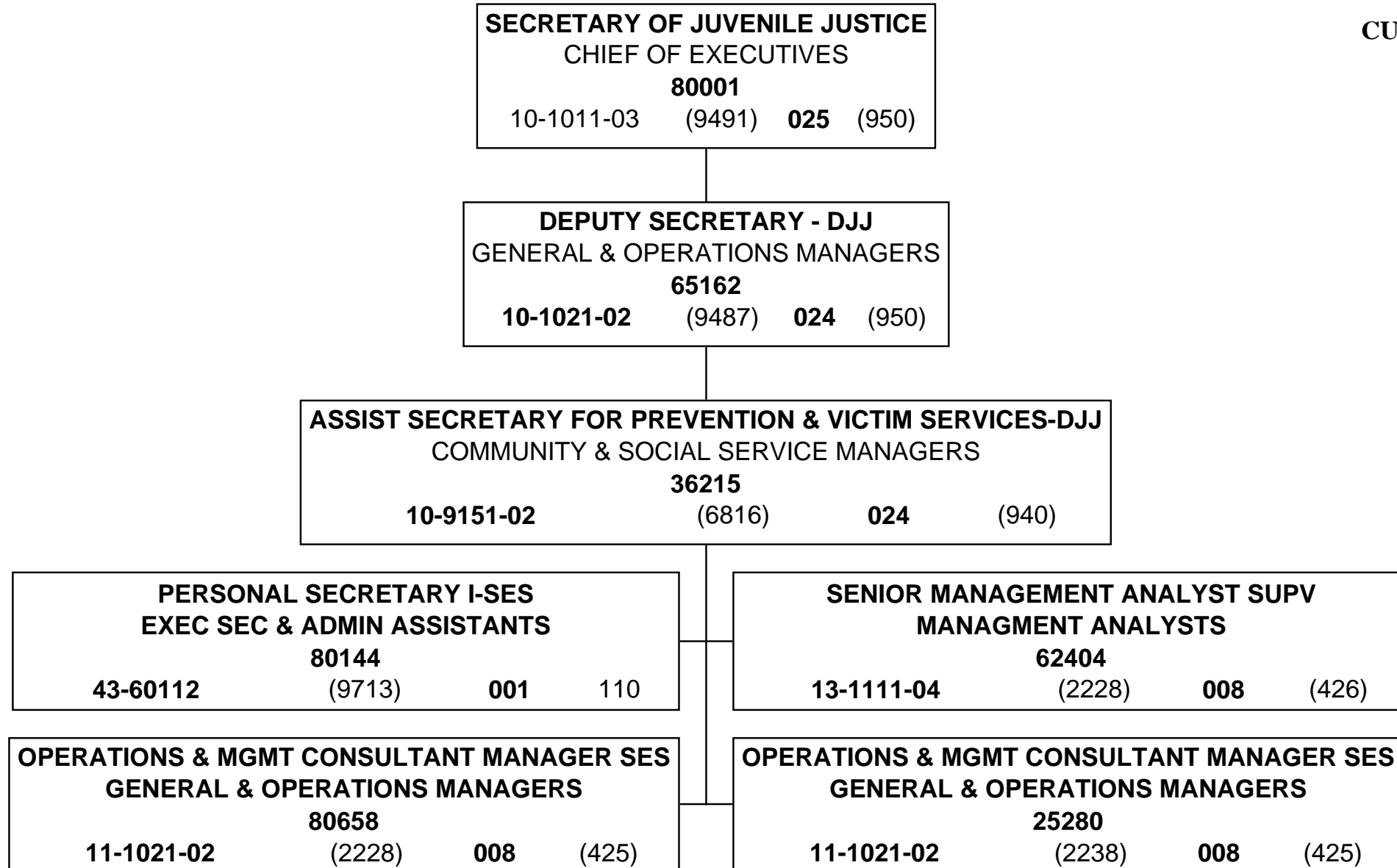
TABLE OF CONTENTS

VERIFIED BY: Sara Gamble
EFFECTIVE: 1-5-07

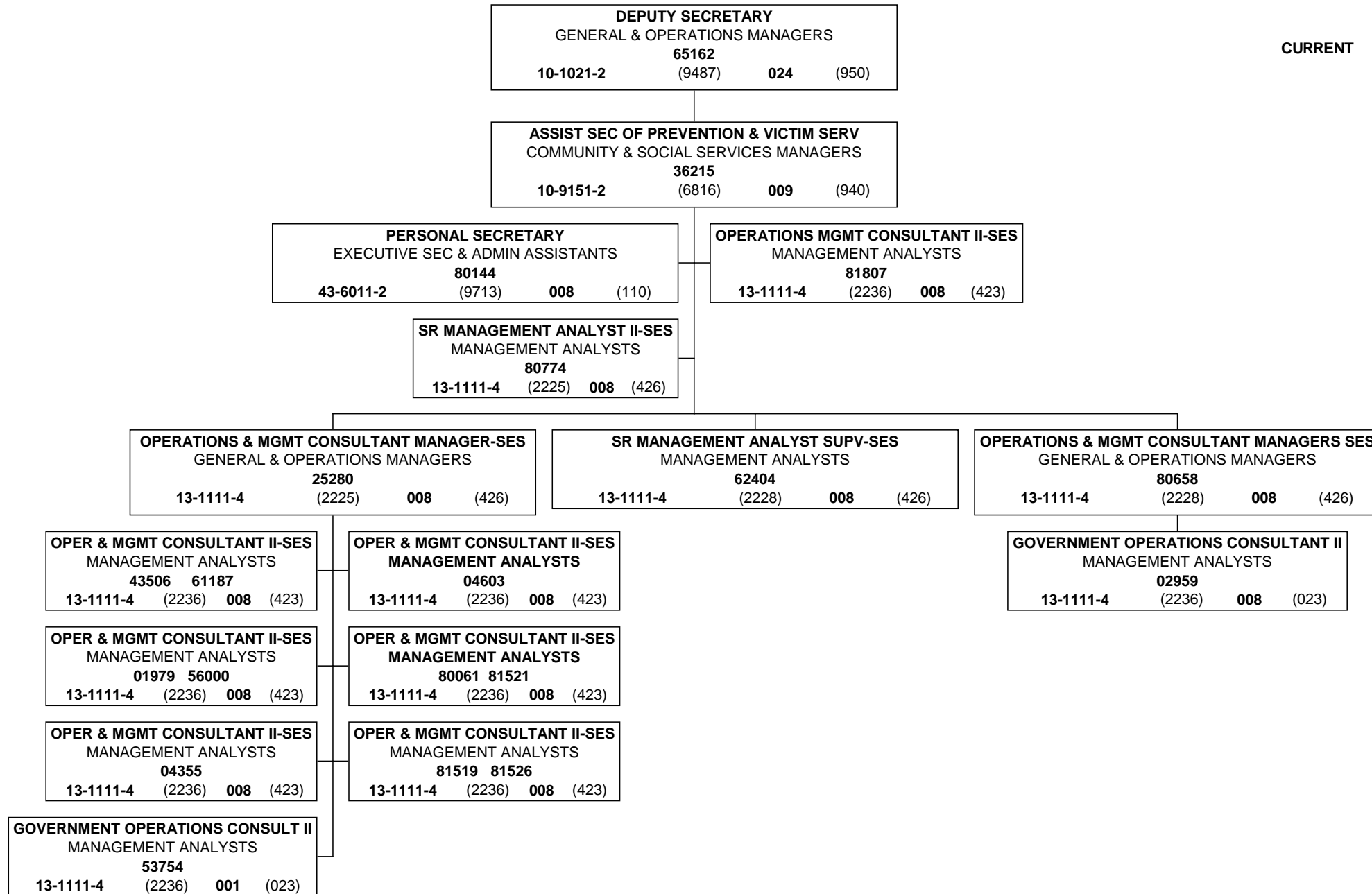
**ASSISTANT SECRETARY OF PREVENTION & VICTIM SERVICES
PREVENTION & DIVERSION SERVICE**

**80-90 HQ
80-90 - 1**

CURRENT



80-90 HQ



| JUVENILE JUSTICE, DEPARTMENT OF | FISCAL YEAR 2008-09 | | | |
|---|---------------------|---------------|------------------------------|-----------|
| SECTION I: BUDGET | OPERATING | | FIXED CAPITAL OUTLAY | |
| TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT | 640,784,398 | | 2,056,244 | |
| ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.) | -14,385,908 | | 0 | |
| FINAL BUDGET FOR AGENCY | 626,398,490 | | 2,056,244 | |
| SECTION II: ACTIVITIES * MEASURES | Number of Units | (1) Unit Cost | (2) Expenditures (Allocated) | (3) FCO |
| <i>Executive Direction, Administrative Support and Information Technology (2)</i> | | | | 2,029,656 |
| Secure Supervision * Number of cases served. | 47,614 | 2,440.68 | 116,210,392 | |
| Health Services * Number of cases served | 57,970 | 149.30 | 8,654,798 | |
| Mental Health Services * Number of cases served | 47,614 | 58.49 | 2,784,740 | |
| Food Services * Number of resident days food services are provided | 522,345 | 16.98 | 8,871,507 | |
| Transportation * Number of Miles Youths Transported | 557,105 | 3.14 | 1,747,514 | |
| Facilities, Repair Maintenance * Square feet maintained | 1,019,953 | 3.05 | 3,114,275 | |
| Counseling And Supervision - Contracted * Number of youths served | 9,842 | 5,535.49 | 54,480,283 | |
| Counseling And Supervision - State Provided * Number of youths served | 39,806 | 1,413.31 | 56,258,097 | |
| Apprehension * Number of youths served | 1,645 | 503.60 | 828,428 | |
| Juvenile Assessment Center Administration * Number of youths served | 78,908 | 51.35 | 4,051,733 | |
| Intake And Screening * Number of cases served | 137,717 | 245.75 | 33,843,678 | |
| Diversion * Number of youths served | 33,943 | 161.07 | 5,467,272 | |
| Sex Offender Treatment * Number of youths served | 616 | 19,588.18 | 12,066,319 | |
| Independent Living * Number of youths served | 155 | 2,822.34 | 437,462 | |
| Mental Health Treatment * Number of youths served | 1,924 | 1,973.47 | 3,796,949 | |
| Substance Abuse Treatment * Number of youths served | 4,370 | 1,109.39 | 4,848,049 | |
| Care And Custody * Number of youths served | 10,356 | 18,087.44 | 187,313,577 | |
| Behavioral Training And Life Skills * Number of youth served | 10,356 | 2,056.92 | 21,301,420 | |
| Vocational Training * Number of youths served | 9,881 | 488.38 | 4,825,678 | |
| Secure Mental Health Treatment Facility * Number of youth served | 755 | 29,301.89 | 22,122,928 | |
| Secure Children-in-need-of-services /Families-in-need-of-services * Number of youths served | 11 | 3,181.82 | 35,000 | |
| Non-secure Children-in-need-of-services / Families-in-need-of-services * Number of youths served | 13,703 | 2,522.86 | 34,570,721 | |
| Female Diversion Programs * Number of youths served | 1,770 | 6,167.14 | 10,915,831 | |
| School Attendance * Number of youths served | 3,752 | 490.55 | 1,840,549 | |
| Employment Services * Number of youth served | 250 | 707.40 | 176,851 | |
| Violence Reduction * Number of youth served | 8,749 | 187.93 | 1,644,232 | |
| Afterschool Programming * Number of youths served | 1,548 | 1,145.58 | 1,773,365 | |
| Central Communications Center * Number of incidents reported | 2,329 | 175.46 | 408,646 | |
| TOTAL | | | 604,390,294 | 2,029,656 |
| SECTION III: RECONCILIATION TO BUDGET | | | | |
| PASS THROUGHS | | | | |
| TRANSFER - STATE AGENCIES | | | | |
| AID TO LOCAL GOVERNMENTS | | | | |
| PAYMENT OF PENSIONS, BENEFITS AND CLAIMS | | | | |
| OTHER | | | | |
| REVERSIONS | | | 22,008,196 | 26,588 |
| TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4) | | | 626,398,490 | 2,056,244 |

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

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

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Department of Juvenile Justice

Contact: Vickie J. Harris

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2009 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2010-2011 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

| | Issue (Revenue or Budget Driver) | R/B* | FY 2010-2011 Estimate/Request Amount | |
|---|---|------|--------------------------------------|----------------------------|
| | | | Long Range Financial Outlook | Legislative Budget Request |
| a | Shared Detention Cost - Fiscally Constrained Counties | B | 5.8 M | 5,581,322 |
| b | Department of Juvenile Justice - Prevention & Intervention Programs | B | 6.3 M | 2,142,069 |
| c | | | | |
| d | | | | |
| e | | | | |
| f | | | | |

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

Item a - The department's issue reflects the estimated FY 2009-10 Fiscally Constrained Counties' share of predispositional detention costs. The department's estimate is based on the FY 2009-10 appropriations in the Shared County/State Juvenile Detention Trust Fund and the actual utilization data for FY 2007-08. The Long Range Financial Outlook's estimate for this budget driver is based on the average appropriations over the past five years. Item b - The department's issue is an annualization issue that resulted from a fund shift for FY 2009-10. This fund shift resulted in the need to produce additional revenues to support the budget. SB1778 increased the license tax surcharge from \$.42 to \$1 effective September 1, 2009. The Long Range Financial Outlook's estimate for this budget driver is based on the average increase in appropriations over the past five years.

* R/B = Revenue or Budget Driver

DEPARTMENT OF JUVENILE JUSTICE

JUVENILE DETENTION PROGRAM DETENTION CENTERS

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Detention Centers

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|---|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| A-09-0809-013 | 2008-2009 | Audit of Detention Security Supervision | <p>Finding 1: Security Controls in Detention Centers Need Improvement. Recommendations: We recommend the Department:</p> <ul style="list-style-type: none"> • provide affected detention centers with upgraded fencing and gates to transport sallyports; • ensure youth are provided with better orientation and the grievance process is posted in living areas; • ensure volunteers and interns are trained as required. | <p>Detention will upgrade sallyport fencing and gates as funding becomes available. All detention centers have documented a renewed focus on conducting thorough orientations, with orientation brochures distributed during the admission process. The grievance process is now posted in all living areas in each detention center. The revised Detention Rule will re-address the training of volunteers and interns.</p> | |
| | | | <p>Finding 2: Promotion of youth health, wellbeing, and youth family ties need to be improved. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • have water available continually in the mods for youth to wash their hands and flush toilets and provide working sinks in each mod room; • seek additional funding to provide basic dental care for cavities and other non-emergency dental problems to all youth in a timely manner; • ensure pest control providers maintain a pest free facility; • seek additional funding from the Legislature for a staff member to be responsible for coordinating outdoor recreation activities at each detention center as required by F.A.C. 63G-2.006(4)(a). Also, consider seeking additional staff resources to ensure daily outdoor activities are provided according to Detention's standards; | <p>Detention will continue to seek the funding for the installation of sinks in those rooms where there are no sinks. As funding is available, Detention will seek to expand the extent of dental care that youth receive while detained. All detention centers have Direct Orders in place for routine monthly pest control. Shift reports and logbooks will be routinely monitored by regional management to ensure outdoor recreational activities occur. All centers will have a brochure/handout for parents/guardians in place by July 1, 2010. Telephone and mail processes will be emphasized as part of the orientation process .</p> | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Detention Centers

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| | | | <p>Finding 3: Detention Centers need to provide program staff professionalism training. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • improve professionalism training to all direct care staff; • require all regional juvenile detention centers to develop a process to improve detention officers' professionalism. | <p>All staff will complete the CORE course "Promoting Professional and Appropriate Staff Conduct" annually. Staff professionalism will be emphasized as part of daily shift briefings.</p> | |
| | | | <p>Finding 4: Food service needs to be improved. Recommendation: At the end of this audit, we were made aware that the Department would begin in-sourcing food services on January 1, 2010. We recommend the Department immediately evaluate the food service provided by the contractor for better quality and taste of food between now and January 1, 2010.</p> | <p>The quality and taste of food will continue to be monitored daily by facility management.</p> | |

DEPARTMENT OF JUVENILE JUSTICE

PROBATION AND COMMUNITY CORRECTIONS PROGRAM AFTERCARE SERVICES/CONDITIONAL RELEASE

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Aftercare Services/Conditional Release

Phone Number: (850) 921-5698

| (1) REPORT NUMBER | (2) PERIOD ENDING | (3) UNIT/AREA | (4) SUMMARY OF FINDINGS AND RECOMMENDATIONS | (5) SUMMARY OF CORRECTIVE ACTION TAKEN | (6) ISSUE CODE |
|----------------------|----------------------|---|---|--|-------------------|
| A-09-0809-013 | 2008-2009 | Audit of Detention Security Supervision | <p>Finding 1: Security Controls in Detention Centers Need Improvement. Recommendations: We recommend the Department:</p> <ul style="list-style-type: none"> • provide affected detention centers with upgraded fencing and gates to transport sallyports; • ensure youth are provided with better orientation and the grievance process is posted in living areas; • ensure volunteers and interns are trained as required. | <p>Detention will upgrade sallyport fencing and gates as funding becomes available. All detention centers have documented a renewed focus on conducting thorough orientations, with orientation brochures distributed during the admission process. The grievance process is now posted in all living areas in each detention center. The revised Detention Rule will re-address the training of volunteers and interns.</p> | |
| | | | <p>Finding 2: Promotion of youth health, wellbeing, and youth family ties need to be improved. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • have water available continually in the mods for youth to wash their hands and flush toilets and provide working sinks in each mod room; • seek additional funding to provide basic dental care for cavities and other non-emergency dental problems to all youth in a timely manner; • ensure pest control providers maintain a pest free facility; • seek additional funding from the Legislature for a staff member to be responsible for coordinating outdoor recreation activities at each detention center as required by F.A.C. 63G-2.006(4)(a). Also, consider seeking additional staff resources to ensure daily outdoor activities are provided according to Detention's standards; | <p>Detention will continue to seek the funding for the installation of sinks in those rooms where there are no sinks. As funding is available, Detention will seek to expand the extent of dental care that youth receive while detained. All detention centers have Direct Orders in place for routine monthly pest control. Shift reports and logbooks will be routinely monitored by regional management to ensure outdoor recreational activities occur. All centers will have a brochure/handout for parents/guardians in place by July 1, 2010. Telephone and mail processes will be emphasized as part of the orientation process .</p> | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Aftercare Services/Conditional Release

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| | | | <p>Finding 3: Detention Centers need to provide program staff professionalism training. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • improve professionalism training to all direct care staff; • require all regional juvenile detention centers to develop a process to improve detention officers' professionalism. | <p>All staff will complete the CORE course "Promoting Professional and Appropriate Staff Conduct" annually. Staff professionalism will be emphasized as part of daily shift briefings.</p> | |
| | | | <p>Finding 4: Food service needs to be improved. Recommendation: At the end of this audit, we were made aware that the Department would begin in-sourcing food services on January 1, 2010. We recommend the Department immediately evaluate the food service provided by the contractor for better quality and taste of food between now and January 1, 2010.</p> | <p>The quality and taste of food will continue to be monitored daily by facility management.</p> | |

DEPARTMENT OF JUVENILE JUSTICE

PROBATION AND COMMUNITY CORRECTIONS PROGRAM JUVENILE PROBATION

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Juvenile Probation

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|---|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| A-09-0809-013 | 2008-2009 | Audit of Detention Security Supervision | <p>Finding 1: Security Controls in Detention Centers Need Improvement. Recommendations: We recommend the Department:</p> <ul style="list-style-type: none"> • provide affected detention centers with upgraded fencing and gates to transport sallyports; • ensure youth are provided with better orientation and the grievance process is posted in living areas; • ensure volunteers and interns are trained as required. | <p>Detention will upgrade sallyport fencing and gates as funding becomes available. All detention centers have documented a renewed focus on conducting thorough orientations, with orientation brochures distributed during the admission process. The grievance process is now posted in all living areas in each detention center. The revised Detention Rule will re-address the training of volunteers and interns.</p> | |
| | | | <p>Finding 2: Promotion of youth health, wellbeing, and youth family ties need to be improved. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • have water available continually in the mods for youth to wash their hands and flush toilets and provide working sinks in each mod room; • seek additional funding to provide basic dental care for cavities and other non-emergency dental problems to all youth in a timely manner; • ensure pest control providers maintain a pest free facility; • seek additional funding from the Legislature for a staff member to be responsible for coordinating outdoor recreation activities at each detention center as required by F.A.C. 63G-2.006(4)(a). Also, consider seeking additional staff resources to ensure daily outdoor activities are provided according to Detention's standards; | <p>Detention will continue to seek the funding for the installation of sinks in those rooms where there are no sinks. As funding is available, Detention will seek to expand the extent of dental care that youth receive while detained. All detention centers have Direct Orders in place for routine monthly pest control. Shift reports and logbooks will be routinely monitored by regional management to ensure outdoor recreational activities occur. All centers will have a brochure/handout for parents/guardians in place by July 1, 2010. Telephone and mail processes will be emphasized as part of the orientation process .</p> | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Juvenile Probation

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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| | | | <p>Finding 4: Food service needs to be improved.</p> <p>Recommendation: At the end of this audit, we were made aware that the Department would begin in-sourcing food services on January 1, 2010. We recommend the Department immediately evaluate the food service provided by the contractor for better quality and taste of food between now and January 1, 2010.</p> | <p>The quality and taste of food will continue to be monitored daily by facility management.</p> | |

DEPARTMENT OF JUVENILE JUSTICE

PROBATION AND COMMUNITY CORRECTIONS PROGRAM NON-RESIDENTIAL DELINQUENCY REHABILITATION

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Residential Delinquency Rehabilitation

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | IS: C/ |
|------------------|------------------|---|---|--|-----------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | |
| A-09-0809-013 | 2008-2009 | Audit of Detention Security Supervision | <p>Finding 1: Security Controls in Detention Centers Need Improvement. Recommendations: We recommend the Department:</p> <ul style="list-style-type: none"> • provide affected detention centers with upgraded fencing and gates to transport sallyports; • ensure youth are provided with better orientation and the grievance process is posted in living areas; • ensure volunteers and interns are trained as required. | <p>Detention will upgrade sallyport fencing and gates as funding becomes available. All detention centers have documented a renewed focus on conducting thorough orientations, with orientation brochures distributed during the admission process. The grievance process is now posted in all living areas in each detention center. The revised Detention Rule will re-address the training of volunteers and interns.</p> | |
| | | | <p>Finding 2: Promotion of youth health, wellbeing, and youth family ties need to be improved. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • have water available continually in the mods for youth to wash their hands and flush toilets and provide working sinks in each mod room; • seek additional funding to provide basic dental care for cavities and other non-emergency dental problems to all youth in a timely manner; • ensure pest control providers maintain a pest free facility; • seek additional funding from the Legislature for a staff member to be responsible for coordinating outdoor recreation activities at each detention center as required by F.A.C. 63G-2.006(4)(a). Also, consider seeking additional staff resources to ensure daily outdoor activities are provided according to Detention's standards; | <p>Detention will continue to seek the funding for the installation of sinks in those rooms where there are no sinks. As funding is available, Detention will seek to expand the extent of dental care that youth receive while detained. All detention centers have Direct Orders in place for routine monthly pest control. Shift reports and logbooks will be routinely monitored by regional management to ensure outdoor recreational activities occur. All centers will have a brochure/handout for parents/guardians in place by July 1, 2010. Telephone and mail processes will be emphasized as part of the orientation process .</p> | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Residential Delinquency Rehabilitation

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | IS: C/ |
|------------------|------------------|-----------|---|--|-----------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | |
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DEPARTMENT OF JUVENILE JUSTICE

***OFFICE OF THE SECRETARY/
ASSISTANT SECRETARY FOR ADMINISTRATIVE SERVICES
EXECUTIVE DIRECTION/SUPPORT SERVICES***

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Executive Direction/Support Services

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|---|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| A-09-0809-013 | 2008-2009 | Audit of Detention Security Supervision | <p>Finding 1: Security Controls in Detention Centers Need Improvement. Recommendations: We recommend the Department:</p> <ul style="list-style-type: none"> • provide affected detention centers with upgraded fencing and gates to transport sallyports; • ensure youth are provided with better orientation and the grievance process is posted in living areas; • ensure volunteers and interns are trained as required. | <p>Detention will upgrade sallyport fencing and gates as funding becomes available. All detention centers have documented a renewed focus on conducting thorough orientations, with orientation brochures distributed during the admission process. The grievance process is now posted in all living areas in each detention center. The revised Detention Rule will re-address the training of volunteers and interns.</p> | |
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SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Executive Direction/Support Services

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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DEPARTMENT OF JUVENILE JUSTICE

OFFICE OF THE SECRETARY/ ASSISTANT SECRETARY FOR ADMINISTRATIVE SERVICES INFORMATION TECHNOLOGY

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Information Technology

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|---|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Information Technology

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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DEPARTMENT OF JUVENILE JUSTICE

RESIDENTIAL CORRECTIONS PROGRAM NON-SECURE RESIDENTIAL COMMITMENT

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Secure Residential Commitment

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|---|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Non-Secure Residential Commitment

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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DEPARTMENT OF JUVENILE JUSTICE

RESIDENTIAL CORRECTIONS PROGRAM SECURE RESIDENTIAL COMMITMENT

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department: 80 Juvenile Justice
Budget Entity: 80800200 Secure Residential Commitment

Budget Period 2010-11

| (1) | (2) | (3) | (4) |
|--------------------------------|--------------------------------|-----------------------------------|---------------------------------|
| SECTION I | ACTUAL FY 2008 - 09 | ESTIMATED FY 2009 - 10 | REQUEST FY 2010 - 11 |
| Interest on Debt (A) | 755,898 | 701,823 | 644,898 |
| Principal (B) | 1,023,772 | 1,080,650 | 1,137,575 |
| Repayment of Loans (C) | | | |
| Fiscal Agent or Other Fees (D) | | | |
| Other Debt Service (E) | | | |
| Total Debt Service (F) | 1,779,671 | 1,782,473 | 1,782,473 |

Explanation: The Department of Juvenile Justice is contractually obligated to pay lease payments for Hastings Youth Academy (184 Bed Juvenile Residential Treatment Facility) located in St. Johns County which is operated by G4S Youth Services, LLC.

SECTION II

ISSUE:

| (1) | (2) | (3) | (4) | (5) |
|--------------------------------|--------------------------------|-----------------------------------|---------------------------------|-----------------------|
| INTEREST RATE | MATURITY DATE | ISSUE AMOUNT | JUNE 30, 2010 | JUNE 30, 20011 |
| | | | | |
| (6) | (7) | (8) | (9) | |
| | ACTUAL FY 2008 - 09 | ESTIMATED FY 2009 - 10 | REQUEST FY 2010 - 11 | |
| Interest on Debt (G) | | | | |
| Principal (H) | | | | |
| Fiscal Agent or Other Fees (I) | | | | |
| Other (J) | | | | |
| Total Debt Service (K) | | | | |

ISSUE:

| INTEREST RATE | MATURITY DATE | ISSUE AMOUNT | JUNE 30, 2010 | JUNE 30, 20011 |
|--------------------------------|--------------------------------|-----------------------------------|---------------------------------|-----------------------|
| | | | | |
| | ACTUAL FY 2008 - 09 | ESTIMATED FY 2009 - 10 | REQUEST FY 2010 - 11 | |
| Interest on Debt (G) | | | | |
| Principal (H) | | | | |
| Fiscal Agent or Other Fees (I) | | | | |
| Other (J) | | | | |
| Total Debt Service (K) | | | | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Secure Residential Commitment

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
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| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Secure Residential Commitment

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|-----------|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
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DEPARTMENT OF JUVENILE JUSTICE
PREVENTION AND VICTIM SERVICES PROGRAM
DELINQUENCY PREVENTION AND DIVERSION

Exhibits or Schedules



Frank Peterman, Jr., SECRETARY

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Delinquency Prevention and Diversion

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|---------------|---------------|---|---|--|------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| A-09-0809-013 | 2008-2009 | Audit of Detention Security Supervision | <p>Finding 1: Security Controls in Detention Centers Need Improvement. Recommendations: We recommend the Department:</p> <ul style="list-style-type: none"> • provide affected detention centers with upgraded fencing and gates to transport sallyports; • ensure youth are provided with better orientation and the grievance process is posted in living areas; • ensure volunteers and interns are trained as required. | <p>Detention will upgrade sallyport fencing and gates as funding becomes available. All detention centers have documented a renewed focus on conducting thorough orientations, with orientation brochures distributed during the admission process. The grievance process is now posted in all living areas in each detention center. The revised Detention Rule will re-address the training of volunteers and interns.</p> | |
| | | | <p>Finding 2: Promotion of youth health, wellbeing, and youth family ties need to be improved. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • have water available continually in the mods for youth to wash their hands and flush toilets and provide working sinks in each mod room; • seek additional funding to provide basic dental care for cavities and other non-emergency dental problems to all youth in a timely manner; • ensure pest control providers maintain a pest free facility; • seek additional funding from the Legislature for a staff member to be responsible for coordinating outdoor recreation activities at each detention center as required by F.A.C. 63G-2.006(4)(a). Also, consider seeking additional staff resources to ensure daily outdoor activities are provided according to Detention's standards; | <p>Detention will continue to seek the funding for the installation of sinks in those rooms where there are no sinks. As funding is available, Detention will seek to expand the extent of dental care that youth receive while detained. All detention centers have Direct Orders in place for routine monthly pest control. Shift reports and logbooks will be routinely monitored by regional management to ensure outdoor recreational activities occur. All centers will have a brochure/handout for parents/guardians in place by July 1, 2010. Telephone and mail processes will be emphasized as part of the orientation process .</p> | |

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2010 - 2011

Department: Juvenile Justice

Chief Internal Auditor: Michael Yu, CIA

Budget Entity: Delinquency Prevention and Diversion

Phone Number: (850) 921-5698

| (1) | (2) | (3) | (4) | (5) | (6) |
|------------------|------------------|-----------|---|--|---------------|
| REPORT NUMBER | PERIOD ENDING | UNIT/AREA | SUMMARY OF FINDINGS AND RECOMMENDATIONS | SUMMARY OF CORRECTIVE ACTION TAKEN | ISSUE CODE |
| | | | <p>Finding 3: Detention Centers need to provide program staff professionalism training. Recommendations: We recommend Detention Services:</p> <ul style="list-style-type: none"> • improve professionalism training to all direct care staff; • require all regional juvenile detention centers to develop a process to improve detention officers' professionalism. | <p>All staff will complete the CORE course "Promoting Professional and Appropriate Staff Conduct" annually. Staff professionalism will be emphasized as part of daily shift briefings.</p> | |
| | | | <p>Finding 4: Food service needs to be improved. Recommendation: At the end of this audit, we were made aware that the Department would begin in-sourcing food services on January 1, 2010. We recommend the Department immediately evaluate the food service provided by the contractor for better quality and taste of food between now and January 1, 2010.</p> | <p>The quality and taste of food will continue to be monitored daily by facility management.</p> | |

Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): **Department of Juvenile Justice/Detention Centers**

Agency Budget Officer/OPB Analyst Name: **Vickie J. Harris / Theda Roberts**

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

| Action | Program or Service (Budget Entity Codes) | | | |
|--|--|------------|--|--|
| | 80400100 | Department | | |
| 1. GENERAL | | | | |
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | |
| AUDITS: | | | | |
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | |
| 2. EXHIBIT A (EADR, EXA) | | | | |
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | |
| 3. EXHIBIT B (EXBR, EXB) | | | | |
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | Y | | | |
| AUDITS: | | | | |
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | |
| 3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero") | Y | | | |
| TIP Generally look for and be able to fully explain significant differences between A02 and A03. | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------------|--|--|--|
| | | 80400100 | Department | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|------------|--|--|--|
| | | 80400100 | Department | | | |
| TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | N/A | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------------|--|--|--|
| | | 80400100 | Department | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |

| Action | Program or Service (Budget Entity Codes) | | | |
|---|--|------------|--|--|
| | 80400100 | Department | | |
| 8.3 Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | |
| 8.4 Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | |
| 8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | |
| 8.6 Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | |
| 8.7 If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | |
| 8.8 If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | |
| 8.9 Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | |
| 8.10 Are the statutory authority references correct? | | Y | | |
| 8.11 Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | |
| 8.12 Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | |
| 8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | |
| 8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | |
| 8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | |
| 8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | |
| 8.17 If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | |
| 8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|-------------------------------------|---|--|------------|---|--|
| | | 80400100 | Department | | |
| 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.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form for each affected trust fund. | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | |
| AUDITS: | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | |
| 8.31 | 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 | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | |
| AUDIT: | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | | N/A | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | | N/A | | |

| Action | Program or Service (Budget Entity Codes) | | | |
|---|--|------------|--|--|
| | 80400100 | Department | | |
| 10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | |
| 11.1 Are the correct Information Technology (IT) issue codes used? | N/A | | | |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | |
| 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? | | Y | | |
| 13. SCHEDULE VIIIB-1 | | | | |
| 13.1 This schedule is not required in the October 15, 2009 LBR submittal. | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | |
| 14.1 Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | |
| 15.1 Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | |
| 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | |
| 15.3 Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | |
| 15.4 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 | | |
| 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | |
| 15.6 Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | |
| 15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | |
| TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|---|---|--|------------|--|--|
| | | 80400100 | Department | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | |
| AUDITS - GENERAL INFORMATION | | | | | |
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | |
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | |
| 17.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | |
| 17.5 | Are the appropriate counties identified in the narrative? | 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. | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | |
| 18.1 | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | | | |

Fiscal Year 2010-11 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Department of Juvenile Justice/Aftercare Services / Conditional Release |
| Agency Budget Officer/OPB Analyst Name: Abram Dale |

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 | 80700100 | Dept | | |

1. GENERAL

| | | | | | |
|--|---|--|--|--|--|
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | | |

AUDITS:

| | | | | | |
|---|---|--|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | | |

2. EXHIBIT A (EADR, EXA)

| | | | | | |
|---|---|--|--|--|--|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | | |

3. EXHIBIT B (EXBR, EXB)

| | | | | | |
|--|-----|--|--|--|--|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | | |
|--|-----|--|--|--|--|

AUDITS:

| | | | | | |
|--|---|--|--|--|--|
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | | |
| 3.3 Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero") | Y | | | | |
| TIP Generally look for and be able to fully explain significant differences between A02 and A03. | | | | | |

| | | | | | | |
|---|--|-----|--|--|--|--|
| TIP | Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero. | | | | | |
| TIP | Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |

TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.

7. EXHIBIT D-3A (EADR, ED3A)

| | | | | | | |
|------|--|-----|--|--|--|--|
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | N/A | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |

| | | | | | | |
|---|--|-----|-----|--|--|--|
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | N/A | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | | |

| | | | | | | |
|------|---|--|-----|--|--|--|
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | | |
| 8.10 | Are the statutory authority references correct? | | Y | | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | | N/J | | | Explanation is provided on the Inter-Agency Transfer |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | | |
| AUDITS: | | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | | |
| 8.31 | 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 | | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | | |
| AUDIT: | | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | N/A | | | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | N/A | | | | |
| 10.2 | Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |
| 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? | | Y | | | |
| 13. SCHEDULE VIIIB-1 | | | | | | |
| 13.1 | This schedule is not required in the October 15, 2009 LBR submittal. | | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | | |

| | | | | | | |
|---|--|-----|---|--|--|--|
| 14.1 | Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | | |
| 15.1 | Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | | |
| 15.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 15.3 | Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | | |
| 15.4 | 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 | | | |
| 15.5 | Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | | |
| 15.6 | Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | | |
| 15.7 | Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP | If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |
| AUDITS - GENERAL INFORMATION | | | | | | |
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | | |
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | | |

| | | | | | |
|--|-----|---|--|--|--|
| 17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | | |
| 17.5 Are the appropriate counties identified in the narrative? | 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. | | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | |
| 18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |

Fiscal Year 2010-11 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Department of Juvenile Justice/Juvenile Probation |
| Agency Budget Officer/OPB Analyst Name: Abram Dale |

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 | 80700200 | Dept | | |

1. GENERAL

| | | | | |
|--|---|--|--|--|
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | |

AUDITS:

| | | | | |
|---|---|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | |

2. EXHIBIT A (EADR, EXA)

| | | | | |
|---|---|--|--|--|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | |

3. EXHIBIT B (EXBR, EXB)

| | | | | |
|--|-----|--|--|--|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | |
|--|-----|--|--|--|

AUDITS:

| | | | | |
|--|---|--|--|--|
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | |
| 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. | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80700200 | Dept | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |

| | | | | |
|--------|--|------|--|--|
| Action | Program or Service (Budget Entity Codes) | | | |
| | 80700200 | Dept | | |

| | |
|---|--|
| TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | |
|---|--|

| 7. EXHIBIT D-3A (EADR, ED3A) | | | | |
|-------------------------------------|--|-----|--|--|
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | Y | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80700200 | Dept | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | NA | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--------|---|--|------|--|--|---|
| | | 80700200 | Dept | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | | |
| 8.10 | Are the statutory authority references correct? | | Y | | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | | N/J | | | Explanation is provided on the Inter-Agency Transfer Form |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|-------------------------------------|---|--|------|--|--|--|
| | | 80700200 | Dept | | | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | | |
| AUDITS: | | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | | |
| 8.31 | 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 | | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | | |
| AUDIT: | | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | N/A | | | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | N/A | | | | |
| 10.2 | Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | | | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|--|--|------|---|--|--|
| | 80700200 | Dept | | | |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | |
| 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? | | Y | | |
| 13. SCHEDULE VIIIB-1 | | | | | |
| 13.1 | This schedule is not required in the October 15, 2009 LBR submittal. | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | |
| 14.1 | Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | |
| 15.1 | Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | |
| 15.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | |
| 15.3 | Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | |
| 15.4 | 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 | | |
| 15.5 | Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | |
| 15.6 | Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | |
| 15.7 | Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | |
| TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | | Y | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | | Y | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | |

| | | | | | |
|--------|--|------|--|--|--|
| Action | Program or Service (Budget Entity Codes) | | | | |
| | 80700200 | Dept | | | |

AUDITS - GENERAL INFORMATION

| | | | | | |
|-----|--|--|--|--|--|
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | |

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

| | | | | | | |
|------|---|-----|--|--|--|--|
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | | |
| 17.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | | |
| 17.5 | Are the appropriate counties identified in the narrative? | 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. | | | | | |

18. FLORIDA FISCAL PORTAL

| | | | | | | |
|------|---|---|---|--|--|--|
| 18.1 | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |
|------|---|---|---|--|--|--|

Fiscal Year 2010-11 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Department of Juvenile Justice/Non-Residential Delinquency Rehabilitation |
| Agency Budget Officer/OPB Analyst Name: Abram Dale |

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

| Action | Program or Service (Budget Entity Codes) | | | |
|----------|--|--|--|--|
| 80700300 | Dept | | | |

| | | | | |
|--|---|--|--|--|
| 1. GENERAL | | | | |
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | |

| | | | | |
|---|---|--|--|--|
| AUDITS: | | | | |
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | |

| | | | | |
|---|---|--|--|--|
| 2. EXHIBIT A (EADR, EXA) | | | | |
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | |

| | | | | |
|--|-----|--|--|--|
| 3. EXHIBIT B (EXBR, EXB) | | | | |
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | |

| | | | | |
|--|---|--|--|--|
| AUDITS: | | | | |
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | |
| 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. | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80700300 | Dept | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|-------------------------------------|---|--|------|--|--|--|
| | | 80700300 | Dept | | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | N/A | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80700300 | Dept | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | N/A | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|---|--|------|---|--|
| | | 80700300 | Dept | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | |
| 8.10 | Are the statutory authority references correct? | | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|-------------------------------------|---|--|------|--|--|--|
| | | 80700300 | Dept | | | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | | |
| AUDITS: | | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | | |
| 8.31 | 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 | | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | | |
| AUDIT: | | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | N/A | | | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | N/A | | | | |
| 10.2 | Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80700300 | Dept | | | |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |
| 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? | | Y | | | |
| 13. SCHEDULE VIIIB-1 | | | | | | |
| 13.1 | This schedule is not required in the October 15, 2009 LBR submittal. | | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | | |
| 14.1 | Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | | |
| 15.1 | Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | | |
| 15.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 15.3 | Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | | |
| 15.4 | 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 | | | |
| 15.5 | Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | | |
| 15.6 | Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | | |
| 15.7 | Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | | Y | | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | | Y | | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |

| | | | | | |
|--------|--|------|--|--|--|
| Action | Program or Service (Budget Entity Codes) | | | | |
| | 80700300 | Dept | | | |

AUDITS - GENERAL INFORMATION

| | | |
|-----|--|--|
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | |

17. CAPITAL IMPROVEMENTS PROGRAM (CIP)

| | | | | | | |
|------|---|-----|--|--|--|--|
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | | |
| 17.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | | |
| 17.5 | Are the appropriate counties identified in the narrative? | 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. | | | | | |

18. FLORIDA FISCAL PORTAL

| | | | | | | |
|------|---|---|---|--|--|--|
| 18.1 | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |
|------|---|---|---|--|--|--|

Fiscal Year 2010-11 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Juvenile Justice/Executive Direction/Support Services |
| Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts |

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|--|--|-------|--|--|--|
| | 80750100 | Dept. | | | |
| 1. GENERAL | | | | | |
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | | |
| AUDITS: | | | | | |
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | | |
| 2. EXHIBIT A (EADR, EXA) | | | | | |
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | | |
| 3. EXHIBIT B (EXBR, EXB) | | | | | |
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | | |
| AUDITS: | | | | | |
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | | |
| 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 | | | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|--|--|-------|--|--|--|
| | 80750100 | Dept. | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | |
| 4.1 Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 Is the program component code and title used correct? | Y | | | | |
| TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | |
| 5.1 Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | |
| 5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|-------|--|--|--|
| | | 80750100 | Dept. | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | Y | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---------------|--|--|-------|--|--|--|
| | | 80750100 | Dept. | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|-------|--|--|--|
| | | 80750100 | Dept. | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | | |
| 8.10 | Are the statutory authority references correct? | | Y | | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|-----------------------------------|--|--|-------|---|--|
| | | 80750100 | Dept. | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form for each affected trust fund. | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | |
| AUDITS: | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This | | Y | | |
| 8.31 | 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 | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | |
| AUDIT: | | | | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|--|--|-------|--|--|--|
| | 80750100 | Dept. | | | |
| 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.) | N/A | | | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | |
| 10.1 Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | N/A | | | | |
| 10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | |
| 11.1 Are the correct Information Technology (IT) issue codes used? | N/A | | | | |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | |
| 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? | | Y | | | |
| 13. SCHEDULE VIIIB-1 | | | | | |
| 13.1 This schedule is not required in the October 15, 2009 LBR submittal. | | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | |
| 14.1 Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | |
| 15.1 Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | | |
| 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | |
| 15.3 Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | | |
| 15.4 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 | | | |
| 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|---|--|-------|--|--|--|
| | 80750100 | Dept. | | | |
| 15.6 Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | | |
| 15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | |
| 16.1 Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | | |
| 16.2 Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | | |
| 16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |
| AUDITS - GENERAL INFORMATION | | | | | |
| TIP Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | |
| 17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | | |
| 17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | | |
| 17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | | |
| 17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | | |
| 17.5 Are the appropriate counties identified in the narrative? | 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. | | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | |
| 18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |

Fiscal Year 2010-11 LBR Technical Review Checklist

| |
|---|
| Department/Budget Entity (Service): Juvenile Justice/Information Technology |
| Agency Budget Officer/OPB Analyst Name: Vickie J. Harris / Theda Roberts |

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|--|--|-------|--|--|--|
| | 80750200 | Dept. | | | |
| 1. GENERAL | | | | | |
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | | |
| AUDITS: | | | | | |
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | | |
| 2. EXHIBIT A (EADR, EXA) | | | | | |
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | | |
| 3. EXHIBIT B (EXBR, EXB) | | | | | |
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | | |
| AUDITS: | | | | | |
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | | |
| 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. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|------------------------------------|--|--|-------|--|--|--|
| | | 80750200 | Dept. | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|-------|--|--|--|
| | | 80750200 | Dept. | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |
| TIP | Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | Y | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | Y | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | N/A | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | Y | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---------------|--|--|-------|--|--|--|
| | | 80750200 | Dept. | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | Y | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|-------|--|--|--|
| | | 80750200 | Dept. | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | | |
| 8.10 | Are the statutory authority references correct? | | Y | | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | Y | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|-----------------------------------|--|--|-------|---|--|
| | | 80750200 | Dept. | | |
| 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 service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form for each affected trust fund. | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | |
| AUDITS: | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This | | Y | | |
| 8.31 | 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 | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | |
| AUDIT: | | | | | |

| Action | Program or Service (Budget Entity Codes) | | | |
|--|--|-------|--|--|
| | 80750200 | Dept. | | |
| 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.) | N/A | | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | |
| 10.1 Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | N/A | | | |
| 10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | |
| 11.1 Are the correct Information Technology (IT) issue codes used? | Y | | | |
| TIP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | |
| 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? | | Y | | |
| 13. SCHEDULE VIIIB-1 | | | | |
| 13.1 This schedule is not required in the October 15, 2009 LBR submittal. | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | |
| 14.1 Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | |
| 15.1 Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | |
| 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | |
| 15.3 Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | |
| 15.4 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 | | |
| 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|---|--|-------|--|--|--|
| | 80750200 | Dept. | | | |
| 15.6 Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | | |
| 15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | |
| 16.1 Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | | |
| 16.2 Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | | |
| 16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |
| AUDITS - GENERAL INFORMATION | | | | | |
| TIP Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | |
| 17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | | |
| 17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | | |
| 17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | | |
| 17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | | |
| 17.5 Are the appropriate counties identified in the narrative? | 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. | | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | |
| 18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |

Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice / Non-Secure Residential Commitment

Agency Budget Officer/OPB Analyst Name: Michael Block

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

| Action | Program or Service (Budget Entity Codes) | | | |
|--------|--|------|--|--|
| | 80800100 | DEPT | | |
| | | | | |

1. GENERAL

| | | | | | |
|--|---|--|--|--|--|
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | | |

AUDITS:

| | | | | | |
|---|---|--|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | | |

2. EXHIBIT A (EADR, EXA)

| | | | | | |
|---|---|--|--|--|--|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | | |

3. EXHIBIT B (EXBR, EXB)

| | | | | | |
|--|-----|--|--|--|--|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | | |
|--|-----|--|--|--|--|

AUDITS:

| | | | | | |
|--|---|--|--|--|--|
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | | |
| 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. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80800100 | DEPT | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|------|--|--|--|
| | | 80800100 | DEPT | | | |
| TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | N/A | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80800100 | DEPT | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | Y | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|---|--|------|--|--|
| | | 80800100 | DEPT | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | |
| 8.10 | Are the statutory authority references correct? | | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|-------------------------------------|---|--|------|--|--|
| | | 80800100 | DEPT | | |
| 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.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form for each affected trust fund | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | |
| AUDITS: | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | |
| 8.31 | 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 | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | |
| AUDIT: | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | | N/A | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | | N/A | | |
| 10.2 | Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | | N/A | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80800100 | DEPT | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |
| 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? | | Y | | | |
| 13. SCHEDULE VIIIB-1 | | | | | | |
| 13.1 | This schedule is not required in the October 15, 2009 LBR submittal. | | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | | |
| 14.1 | Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | | |
| 15.1 | Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | | |
| 15.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 15.3 | Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | | |
| 15.4 | 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 | | | |
| 15.5 | Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | | |
| 15.6 | Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | | |
| 15.7 | Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP | If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|------|--|--|--|
| | | 80800100 | DEPT | | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |
| AUDITS - GENERAL INFORMATION | | | | | | |
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | | |
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | | Y | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | | Y | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | | Y | | | |
| 17.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | | Y | | | |
| 17.5 | Are the appropriate counties identified in the narrative? | | Y | | | |
| TIP | Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification. | | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | | |
| 18.1 | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |

Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice / Secure Residential Commitment

Agency Budget Officer/OPB Analyst Name: Michael Block

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

| Action | Program or Service (Budget Entity Codes) | | | |
|--------|--|------|--|--|
| | 80800200 | DEPT | | |
| | | | | |

1. GENERAL

| | | | | | |
|--|---|--|--|--|--|
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | | |

AUDITS:

| | | | | | |
|---|---|--|--|--|--|
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | | |

2. EXHIBIT A (EADR, EXA)

| | | | | | |
|---|---|--|--|--|--|
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 27)? Do they clearly describe the issue? | Y | | | | |
| 2.4 Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 27) been followed? | Y | | | | |

3. EXHIBIT B (EXBR, EXB)

| | | | | | |
|--|-----|--|--|--|--|
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | | |
|--|-----|--|--|--|--|

AUDITS:

| | | | | | |
|--|---|--|--|--|--|
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | | |
| 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. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80800200 | DEPT | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|------|--|--|--|
| | | 80800200 | DEPT | | | |
| TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | N/A | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |
| 7.15 | Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80800200 | DEPT | | | |
| 7.16 | Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |
| 7.17 | Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | | |
| 7.18 | Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 | Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 | Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 | Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | Y | | | | |
| 7.22 | Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP | Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP | The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP | Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP | If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP | If an appropriation made in the FY 2009-10 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto. | | | | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|--------|---|--|------|--|--|
| | | 80800200 | DEPT | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | |
| 8.10 | Are the statutory authority references correct? | | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|-------------------------------------|---|--|------|--|--|
| | | 80800200 | DEPT | | |
| 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.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form for each affected trust fund | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | |
| AUDITS: | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | |
| 8.31 | 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 | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | |
| AUDIT: | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | | N/A | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | | N/A | | |
| 10.2 | Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | | N/A | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|--|--|------|--|--|--|
| | | 80800200 | DEPT | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | | |
| 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? | | Y | | | |
| 13. SCHEDULE VIIIB-1 | | | | | | |
| 13.1 | This schedule is not required in the October 15, 2009 LBR submittal. | | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | | |
| 14.1 | Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | | |
| 15.1 | Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | | |
| 15.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | | |
| 15.3 | Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | | |
| 15.4 | 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 | | | |
| 15.5 | Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | | |
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| 15.7 | Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP | If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|------|--|--|--|
| | | 80800200 | DEPT | | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |
| AUDITS - GENERAL INFORMATION | | | | | | |
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | | |
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | | Y | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | | Y | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | | Y | | | |
| 17.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | | Y | | | |
| 17.5 | Are the appropriate counties identified in the narrative? | | Y | | | |
| TIP | Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification. | | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | | |
| 18.1 | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |

Fiscal Year 2010-11 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice/Delinquency Prevention & Diversion

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Theda Roberts

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

| Action | Program or Service (Budget Entity Codes) | | | | |
|---|--|------------|--|--|--|
| | 80900100 | Department | | | |
| 1. GENERAL | | | | | |
| 1.1 Are Columns A01, A02, A04, A05, A10, A11, A36, IA1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI) | Y | | | | |
| 1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI) | Y | | | | |
| AUDITS: | | | | | |
| 1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA) | Y | | | | |
| 1.4 Has security been set correctly? (CSDR, CSA) | Y | | | | |
| TIP The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status. | | | | | |
| 2. EXHIBIT A (EADR, EXA) | | | | | |
| 2.1 Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 56 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 Section 3 of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue? | Y | | | | |
| 2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 27) been followed? | Y | | | | |
| 3. EXHIBIT B (EXBR, EXB) | | | | | |
| 3.1 Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits. | N/A | | | | |
| AUDITS: | | | | | |
| 3.2 Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found") | Y | | | | |
| 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 | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|------------------------------------|--|--|------------|--|--|--|
| | | 80900100 | Department | | | |
| 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, the Special Categories appropriation category (10XXXX) should be used. | | | | | |
| 4. EXHIBIT D (EADR, EXD) | | | | | | |
| 4.1 | Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 59 of the LBR Instructions? | Y | | | | |
| 4.2 | Is the program component code and title used correct? | Y | | | | |
| TIP | Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A. | | | | | |
| 5. EXHIBIT D-1 (ED1R, EXD1) | | | | | | |
| 5.1 | Are all object of expenditures positive amounts? (This is a manual check.) | Y | | | | |
| AUDITS: | | | | | | |
| 5.2 | Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report") | Y | | | | |
| 5.3 | FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | Y | | | | |
| 5.4 | A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.) <i>Please note that the LBR Instructions reference the wrong B column.</i> | 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 2008-09 approved budget. Amounts should be positive. | | | | | |
| TIP | If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|--|--|--|------------|--|--|--|
| | | 80900100 | Department | | | |
| 6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) | | | | | | |
| 6.1 | Are issues appropriately aligned with appropriation categories? | N/A | | | | |
| TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems. | | | | | | |
| 7. EXHIBIT D-3A (EADR, ED3A) | | | | | | |
| 7.1 | Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 31 of the LBR Instructions.) | Y | | | | |
| 7.2 | Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.) | Y | | | | |
| 7.3 | Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 66 through 70 of the LBR Instructions? | N/A | | | | |
| 7.4 | Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented? | N/A | | | | |
| 7.5 | Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and 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. | N/A | | | | |
| 7.7 | Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. | Y | | | | |
| 7.8 | Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate? | Y | | | | |
| 7.9 | Does the issue narrative reference the specific county(ies) where applicable? | Y | | | | |
| 7.10 | Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #10-002? | Y | | | | |
| 7.11 | When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO) | N/A | | | | |
| 7.12 | Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions? | N/A | | | | |
| 7.13 | Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions? | N/A | | | | |
| 7.14 | Do the amounts reflect appropriate FSI assignments? | Y | | | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|---|--|------------|--|--|--|
| | 80900100 | Department | | | |
| 7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 26 and 86 of the LBR Instructions.) | N/A | | | | |
| 7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? | N/A | | | | |
| 7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)? | N/A | | | | |
| AUDIT: | | | | | |
| 7.18 Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting") | Y | | | | |
| 7.19 Does the General Revenue for 160XXXX issues net to zero? (GENR, LBR1) | Y | | | | |
| 7.20 Does the General Revenue for 180XXXX issues net to zero? (GENR, LBR2) | N/A | | | | |
| 7.21 Does the General Revenue for 200XXXX issues net to zero? (GENR, LBR3) | N/A | | | | |
| 7.22 Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L)) | N/A | | | | |
| TIP Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative. | | | | | |
| TIP The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 64 through 70 of the LBR Instructions. | | | | | |
| TIP Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds. | | | | | |
| TIP If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds). | | | | | |
| TIP If an appropriation made in the FY 2009-10 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. | | | | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|---|---|--|------------|--|--|
| | | 80900100 | Department | | |
| 8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level) | | | | | |
| 8.1 | Has a separate department level Schedule I and supporting documents package been submitted by the agency? | | Y | | |
| 8.2 | Has a Schedule I been completed in LAS/PBS for each operating trust fund? | | Y | | |
| 8.3 | Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IB, Schedule IC, and Reconciliation to Trial Balance)? | | Y | | |
| 8.4 | Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? | | N/A | | |
| 8.5 | Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)? | | Y | | |
| 8.6 | Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year? | | Y | | |
| 8.7 | If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds? | | N/A | | |
| 8.8 | If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation? | | N/A | | |
| 8.9 | Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? | | Y | | |
| 8.10 | Are the statutory authority references correct? | | Y | | |
| 8.11 | Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.) | | Y | | |
| 8.12 | Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts? | | Y | | |
| 8.13 | If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable? | | Y | | |
| 8.14 | Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used? | | Y | | |
| 8.15 | Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)? | | Y | | |
| 8.16 | Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A? | | Y | | |
| 8.17 | If applicable, are nonrecurring revenues entered into Column A04? | | N/A | | |
| 8.18 | Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? | | 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 | | |

| Action | | Program or Service (Budget Entity Codes) | | | |
|-----------------------------------|---|--|------------|--|--|
| | | 80900100 | Department | | |
| 8.20 | Are appropriate service charge nonoperating amounts included in Section II? | | Y | | |
| 8.21 | Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? | | Y | | |
| 8.22 | Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.) | | N/J | Explanation is provided on the Inter-Agency Transfer Form for each | |
| 8.23 | Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III? | | Y | | |
| 8.24 | Are prior year September operating reversions appropriately shown in column A01? | | Y | | |
| 8.25 | Are current year September operating reversions appropriately shown in column A02? | | 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 | 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 | | |
| 8.28 | Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC? | | Y | | |
| AUDITS: | | | | | |
| 8.29 | Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit). | | Y | | |
| 8.30 | Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report") | | Y | | |
| 8.31 | 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 | | |
| TIP | The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible! | | | | |
| TIP | Determine if the agency is scheduled for trust fund review. (See page 124 of the LBR Instructions.) | | | | |
| TIP | Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status. | | | | |
| TIP | Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified. | | | | |
| 9. SCHEDULE II (PSCR, SC2) | | | | | |
| AUDIT: | | | | | |
| 9.1 | Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 156 of the LBR Instructions.) | | N/A | | |

| Action | Program or Service (Budget Entity Codes) | | | | |
|---|--|------------|---|--|--|
| | 80900100 | Department | | | |
| 10. SCHEDULE III (PSCR, SC3) | | | | | |
| 10.1 | Is the appropriate lapse amount applied in Segment 3? (See page 88 of the LBR Instructions.) | N/A | | | |
| 10.2 | Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. | N/A | | | |
| 11. SCHEDULE IV (EADR, SC4) | | | | | |
| 11.1 | Are the correct Information Technology (IT) issue codes used? | N/A | | | |
| TIP | If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. | | | | |
| 12. SCHEDULE VIIIA (EADR, SC8A) | | | | | |
| 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? | | Y | | |
| 13. SCHEDULE VIIIB-1 | | | | | |
| 13.1 | This schedule is not required in the October 15, 2009 LBR submittal. | | | | |
| 14. SCHEDULE VIIIB-2 (EADR, S8B2) | | | | | |
| 14.1 | Do the reductions comply with the instructions provided on pages 101 and 102 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds? | | Y | | |
| 15. SCHEDULE XI (LAS/PBS Web - see page 108 of the LBR Instructions for detailed instructions) | | | | | |
| 15.1 | Has the Schedule XI one page summary Excel file been e-mailed to OPB at OPB.UnitCostSummary@laspbs.state.fl.us? Agencies are required to generate this spreadsheet via the LAS/PBS Web. (Note: Pursuant to <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.) | | Y | | |
| 15.2 | Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match the Excel file e-mailed to OPB? | | Y | | |
| AUDITS INCLUDED IN THE SCHEDULE XI REPORT: | | | | | |
| 15.3 | Does the FY 2008-09 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1) | | Y | | |
| 15.4 | 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 | | |
| 15.5 | Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") | | Y | | |
| 15.6 | Has the agency provided the necessary demand (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.) | | Y | | |

| Action | | Program or Service (Budget Entity Codes) | | | | |
|---|---|--|------------|--|--|--|
| | | 80900100 | Department | | | |
| 15.7 | Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found") | | Y | | | |
| TIP | If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable. | | | | | |
| 16. MANUALLY PREPARED EXHIBITS & SCHEDULES | | | | | | |
| 16.1 | Do exhibits and schedules comply with LBR Instructions (pages 109 through 153 of the LBR Instructions), and are they accurate and complete? | Y | | | | |
| 16.2 | Are appropriation category totals comparable to Exhibit B, where applicable? | Y | | | | |
| 16.3 | Are agency organization charts (Schedule X) provided and at the appropriate level of detail? | | Y | | | |
| AUDITS - GENERAL INFORMATION | | | | | | |
| TIP | Review <i>Section 6: Audits</i> of the LBR Instructions 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. | | | | | |
| 17. CAPITAL IMPROVEMENTS PROGRAM (CIP) | | | | | | |
| 17.1 | Are the CIP-2, CIP-3, CIP-A and CIP-B forms included? | N/A | | | | |
| 17.2 | Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)? | N/A | | | | |
| 17.3 | Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)? | N/A | | | | |
| 17.4 | Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)? | N/A | | | | |
| 17.5 | Are the appropriate counties identified in the narrative? | 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. | | | | | |
| 18. FLORIDA FISCAL PORTAL | | | | | | |
| 18.1 | Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process? | Y | Y | | | |