



Florida Department of  
Law Enforcement

Gerald M. Bailey  
*Commissioner*

**Office of Executive Director**  
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Rick Scott, *Governor*  
Pam Bondi, *Attorney General*  
Jeff Atwater, *Chief Financial Officer*  
Adam Putnam, *Commissioner of Agriculture*

## LEGISLATIVE BUDGET REQUEST

Florida Department of Law Enforcement

Tallahassee

September 15, 2011

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

JoAnne Leznoff, Staff Director  
House Appropriations Committee  
221 Capitol  
Tallahassee, Florida 32399-1300

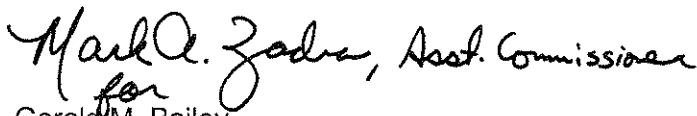
Terry Rhodes, Staff Director  
Senate Budget Committee  
201 Capitol  
Tallahassee, FL 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the Florida Department of Law Enforcement 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 2012-13 Fiscal Year. This submission is approved by Commissioner Gerald M. Bailey.

Any questions concerning this submission may be directed to Financial Management Administrator Valerie Gardner at (850) 410-7234.

Sincerely,

  
for  
Gerald M. Bailey  
Commissioner

GMB/vag

# **FLORIDA DEPARTMENT OF LAW ENFORCEMENT**



## **2012-13 DEPARTMENT LEVEL EXHIBITS AND SCHEDULES**

**September 2011**

Non-Strategic IT Service:		Network Service			
Dept/Agency: <b>FDLE</b> Prepared by: <b>Mark Scharein</b> Phone: <b>850-410-8515</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			8.50		\$592,315
A-1.1	State FTE		8.50		\$592,315
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$145,500
B-1	Servers	1	24	5	\$54,000
B-2	Server Maintenance & Support	2	0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	3	70	10	\$71,500
B-4	Online Storage for file and print (indicate GB of storage)	4	16000		\$0
B-5	Archive Storage for file and print (indicate GB of storage)	5	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)	6			\$20,000
<b>C. Software</b>		7			\$34,245
<b>D. External Service Provider(s)</b>					\$5,498,942
D-1	MyFloridaNet	8			\$5,213,877
D-2	Other (Please specify in Footnote Section below)	9			\$285,065
<b>E. Other (Please describe in Footnotes Section below)</b>		10			\$80,657
<b>F. Total for IT Service</b>					<b>\$6,351,659</b>
<b>G. Please identify the number of users of the Network Service</b>					<b>67,000+</b>
<b>H. How many locations currently host IT assets and resources used to provide LAN services?</b>					<b>2</b>
<b>I. How many locations currently use WAN services?</b>					<b>23</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	24 physical servers. 5 servers scheduled for replacement.				
2	Maintenance provided through extended warranty.				
3	Includes routers and network switches in FDLE's inventory.				
4	Cost of storage is reported in the Data Center Service.				
5	Archive storage for file and print services use same resources that support other IT services. Cost reported in Data Center Service.				
6	Networked printers				
7	Includes maintenance support for CA eHealth software, Observer Suite, RealSecure and other software used by this service.				
8	Cost includes lease of data circuits for the Criminal Justice Network.				
9	Includes maintenance cost for network equipment at FDLE offices, cell phone service (voice - non-staff only), and network services used by FDLE members other than CJNet				
10	Includes lease of office space for assigned staff, data processing supplies, office supplies, training and travel for assigned staff.				
11	G. 1,800 FDLE members/contractors, 65,500 certified FCIC users, & undetermined number of law enforcement users				
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Non-Strategic IT Service:

# E-Mail, Messaging, and Calendaring Service

# of Assets & Resources Apportioned to this IT Service in FY 2012-13

Agency: **FDLE**  
 Prepared by: **Mark Scharein**  
 Phone: **850-410-8515**

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					<b>\$16,370</b>
A-1	State FTE		0.25		\$16,370
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					<b>\$0</b>
B-1	Servers	1	1	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)		0	0	\$0
B-4	Online Storage (indicate GB of storage)		0		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
<b>C. Software</b>					<b>\$500</b>
<b>D. External Service Provider(s)</b>					<b>\$458,552</b>
D-1	Southwood Shared Resource Center				\$0
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)	3			\$458,552
<b>E. Other (Please describe in Footnotes Section below)</b>					<b>\$801</b>
<b>F. Total for IT Service</b>					<b>\$476,223</b>
<b>G. Please provide the number of user mailboxes.</b>					<b>1,900</b>
<b>H. Please provide the number of resource mailboxes.</b>					<b>350</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	Server used to support CJNet email service for Florida criminal justice agencies.				
2	Maintenance support for SmarterMail (licensed through SmarterTools, Inc.)				
3	Includes estimated cost for new Statewide Email service (\$278,852) and Blackberry data service for FDLE members (\$180,000)				
4	Office supplies and data processing supplies, & office space for assigned staff.				
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Non-Strategic IT Service:

# Desktop Computing Service

Agency: **FDLE**  
 Prepared by: **Mark Scharein**  
 Phone: **850-410-8515**

# of Assets & Resources Apportioned to this IT Service in FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			16.25		\$1,192,020
A-1	State FTE		15.25		\$1,061,020
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		1.00		\$131,000
<b>B. Hardware</b>			3	0	\$735,000
B-1	Servers	1	3	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3.1	Desktop Computers	2	0	0	\$475,000
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3	0	0	\$225,000
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	4	0	0	\$35,000
<b>C. Software</b>		5			\$472,342
<b>D. External Service Provider(s)</b>			0	0	\$0
<b>E. Other (Please describe in Footnotes Section below)</b>		6			\$126,975
<b>F. Total for IT Service</b>					<b>\$2,526,337</b>
<b>G. Please identify the number of users of this service.</b>					<b>1,800</b>
<b>H. How many locations currently use this service?</b>					<b>23</b>

**I. Footnotes** - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	3 physical servers.
2	FDLE plans for replacement of PCs that are more than 5 years old.
3	FDLE plans for replacement of PCs that are more than 5 years old.
4	Printers and scanners
5	includes various PC software products such as Microsoft Office, Project, Visio, Adobe Acrobat, and others. Cost includes upgrade of PCs still using Microsoft XP OS.
6	Includes lease of office space, data processing supplies, offices supplies, training, and travel for assigned staff.
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**Non-Strategic IT Service: Helpdesk Service**

Agency: **FDLE**  
 Prepared by: **Mark Scharein**  
 Phone: **850-410-8515**

# of Assets & Resources  
 Apportioned to this  
 IT Service in FY  
 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					\$1,286,595
A-1	State FTE		16.25		\$1,130,595
A-2	OPS FTE		6.00		\$156,000
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$0
B-1	Servers	1	2	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					\$31,500
<b>D. External Service Provider(s)</b>					\$0
<b>E. Other (Please describe in Footnotes Section below)</b>					\$77,080
<b>F. Total for IT Service</b>					\$1,395,175
<b>G. Please identify the number of users of this service.</b>					67,000+
<b>H. How many locations currently host IT assets and resources used to provide this service?</b>					1
<b>I. What is the average monthly volume of calls/cases/tickets?</b>					5,100

**J. Footnotes** - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	1 physical server
2	Includes maintenance cost for BMC Service Desk Express.
3	Includes lease of office space, data processing supplies, offices supplies, training, and travel for assigned staff.
4	G. 1,800 FDLE members/contractors, 65,500 certified FCIC users, & undetermined number of law enforcement users
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Non-Strategic IT Service:

# IT Security/Risk Mitigation Service

Agency: **FDLE**

Prepared by: **Mark Scharein**

Phone: **850-410-8515**

# of Assets & Resources  
Apportioned to this  
IT Service in FY  
2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			2.75		\$191,331
A-1	State FTE		2.75		\$191,331
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>			11	0	\$50,600
B-1	Servers	1	11	0	\$20,000
B-2	Server Maintenance & Support	2	0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)	3	0	0	\$30,600
<b>C. Software</b>		4			\$187,250
<b>D. External Service Provider(s)</b>		5	0	0	\$83,000
<b>E. Other (Please describe in Footnotes Section below)</b>		6			\$23,500
<b>F. Total for IT Service</b>					<b>\$535,681</b>

**G. Footnotes** - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.

1	11 physical servers
2	Servers maintained through extended warranty acquired at initial purchase.
3	Maintenance for IronPort security appliances
4	Includes Public Key Infrastructure (PKI) software, Trend Micro Anti-Virus, Websense
5	Includes maintenance for Cisco security appliances and information security consulting services.
6	Includes lease of office space, data processing supplies, offices supplies, training, and travel for assigned staff.
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Non-Strategic IT Service:

# Agency Financial and Administrative Systems Support Service

Agency: **FDLE**  
 Prepared by: **Mark Scharein**  
 Phone: **850-410-8515**

# of Assets & Resources  
 Apportioned to this IT Service in FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			4.25		\$392,119
A-1	State FTE		3.25		\$226,119
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		1.00		\$166,000
<b>B. Hardware</b>			4	1	\$14,000
B-1	Servers	1	4	1	\$14,000
B-2	Server Maintenance & Support	2	0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>		3			\$79,583
<b>D. External Service Provider(s)</b>		4	0	0	\$31,000
<b>E. Other (Please describe in Footnotes Section below)</b>		5			\$30,752
<b>F. Total for IT Service</b>					<b>\$547,454</b>
<b>G. Please identify the number of users of this service.</b>					<b>7,200</b>
<b>H. How many locations currently host agency financial/administrative systems?</b>					<b>1</b>
<b>I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	4 physical servers. 1 server scheduled for replacement.				
2	Servers maintained through extended warranty acquired at initial purchase.				
3	Includes maintenance for Oracle Financials (E-Business Suite) software, LMS Classroom software, rDirectory, & Red Hat Linux software.				
4	Includes subscriptions to Westlaw on-line services, Lobby Tools, and consulting services.				
5	Includes lease of office space, data processing supplies, offices supplies, training, and travel for assigned staff.				
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Non-Strategic IT Service:

# IT Administration and Management Service

Agency: **FDLE**  
 Prepared by: **Mark Scharein**  
 Phone: **850-410-8515**

# of Assets & Resources  
 Apportioned to this IT Service in FY 2012-13

C

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>					<b>\$765,326</b>
A-1	State FTE		11.00		\$765,326
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					<b>\$0</b>
B-1	Servers	1	0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
<b>C. Software</b>					<b>\$0</b>
<b>D. External Service Provider(s)</b>					<b>\$147,520</b>
<b>E. Other (Please describe in Footnotes Section below)</b>					<b>\$330,196</b>
<b>F. Total for IT Service</b>					<b>\$1,243,042</b>
<b>G. How many locations currently host assets and resources used to provide this service?</b>					<b>1</b>
<b>G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>					
1	1 physical server				
2	Includes subscriptions to Gartner research and Daptiv PPM.				
3	includes lease of office space, office supplies, office equipment lease, document shredding, printing, vehicle maintenance and repair, gasoline, insurance premiums, training and travel for assigned staff.				
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Non-Strategic IT Service:

# Web/Portal Service

Dept/Agency: **FDLE**  
 Prepared by: **Mark Scharein**  
 Phone: **850-410-8515**

# of Assets & Resources Apportioned to this IT Service In FY 2012-13

Service Provisioning -- Assets & Resources (Cost Elements)		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b>			1.75		\$121,756
A-1.1	State FTE		1.75		\$121,756
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>					\$0
B-1	Servers	1	2	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnotes Section below)		0	0	\$0
<b>C. Software</b>		3			\$5,500
<b>D. External Service Provider(s)</b>		4	0	0	\$700
<b>E. Other (Please describe in Footnotes Section below)</b>		5			\$13,517
<b>F. Total for IT Service</b>					<b>\$141,473</b>
<b>G. Please identify the number of Internet users of this service.</b>					<b>2.25+ million</b>
<b>H. Please identify the number of intranet users of this service.</b>					<b>1,800</b>
<b>I. How many locations currently host IT assets and resources used to provide this service?</b>					<b>1</b>
<b>J.</b>	<b>Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.</b>				
1	2 physical servers				
2	Maintenance for Kentico CMS (Web Content Management) and Adobe Flash Media Server.				
3	Includes on-line subscriptions and consulting support for assigned staff.				
4	Includes lease of office space, data processing supplies, offices supplies, training, and travel for assigned staff.				
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Non-Strategic IT Service:		Data Center Service		
Dept/Agency: <b>FDLE</b>		# of Assets & Resources Apportioned to this IT Service in FY 2012-13		
Prepared by: <b>Mark Scharein</b>				
Phone: <b>850-410-8515</b>				
Service Provisioning -- Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
<b>A. Personnel</b> (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		7.00		\$487,026
A-1.1 State FTE		7.00		\$487,026
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
<b>B. Hardware</b>				\$429,000
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)	1	20	5	\$66,000
B-2 Servers - Mainframe	2	1	0	\$0
B-3 Server Maintenance & Support	2	0	0	\$108,000
B-4 Online or Archival Storage Systems (indicate GB of storage)	3	1009600		\$255,000
B-5 Data Center/ Computing Facility Internal Network	4			\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
<b>C. Software</b>	5			\$255,363
<b>D. External Service Provider(s)</b>				\$54,240
D-1 Southwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-2 Northwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-3 Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)	6			\$54,240
<b>E. Plant &amp; Facility</b>				\$309,841
E-1 Data Center/Computing Facilities Rent & Insurance	7			\$175,000
E-2 Utilities (e.g., electricity and water)	8			\$0
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	9			\$59,900
E-4 Other (please specify in Footnotes Section below)	10			\$74,941
<b>F. Other</b> (Please describe in Footnotes Section below)	11			\$139,495
<b>G. Total for IT Service</b>				<b>\$1,674,965</b>
<b>H. Please provide the number of agency data centers.</b>				<b>2</b>
<b>I. Please provide the number of agency computing facilities.</b>				<b>12</b>
<b>J. Please provide the number of single-server installations.</b>				<b>1</b>
<b>H. Footnotes</b> - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	20 physical servers. 5 servers are scheduled for replacement.			
2	Unisys ClearPath Libra 450 system			
3	Most servers acquired with 5 year extended warranty. Includes maintenance for servers that have reached end of warranty, replacement parts, and maintenance of load balancing			
4	Cost included in Network Service.			
5	Includes server software and maintenance for server products such as site monitor, HP OpenView Data Protector, Patch Management, Backup, VMWare, & Red Hat Linux.			
6	Technical support and consulting services related to Data Center operations.			
7	FDLE pays \$17.18 per SF for Data Center space at FDLE Headquarters complex. This rate includes utilities.			
8	Included in building lease rate.			
9	Maintenance support for Data Center air conditioning units and other environmental management equipment.			

Agency: **FDLE**

E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service
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Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service		100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	
				Costs within BE	Funding Identified for IT Service									
				\$0		\$476,223	\$6,351,660	\$2,526,337	\$1,395,175	\$535,681	\$547,454	\$1,243,042	\$141,473	\$1,674,965
Exec. Direction & Support	71150200	1201000000	Executive Direction & Support	\$218,042		\$14,400	\$32,442	\$5,200	\$0	\$0	\$166,000	\$0	\$0	\$0
Florida Capitol Police	71550100	1202000000	Capitol Police Services	\$100,071		\$21,800	\$53,579	\$24,692	\$0	\$0	\$0	\$0	\$0	\$0
Investigations & Forensic Sciences	71600200	1201000000	Investigative Services	\$407,577		\$58,000	\$57,383	\$292,194	\$0	\$0	\$0	\$0	\$0	\$0
		1202000000	Crime Laboratory Services	\$18,271		\$17,100	\$1,171	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	71600300	1202000000	Mutual Aid Services	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Criminal Justice Information	71700100	1603000000	Network Services	\$14,034,902		\$322,523	\$6,191,594	\$2,148,995	\$1,395,175	\$535,681	\$381,454	\$1,243,042	\$141,473	\$1,674,965
	71700200	1603000000	Prevention & Crime Information	\$54,357		\$24,000	\$5,039	\$25,318	\$0	\$0	\$0	\$0	\$0	\$0
Criminal Justice Professionalism	71800100	1201000000	Law Enf. Standards Compliance	\$27,668		\$9,200	\$2,911	\$15,557	\$0	\$0	\$0	\$0	\$0	\$0
		1201000000	Law Enf. Training & Certification	\$31,122		\$9,200	\$7,541	\$14,381	\$0	\$0	\$0	\$0	\$0	\$0

**Sum of IT Cost Elements Across IT Services**

<b>Personnel</b>	State FTE (#)	66.00	0.25	8.50	15.25	16.25	2.75	3.25	11.00	1.75	7.00
	State FTE (Costs)	\$4,591,858	\$16,370	\$592,315	\$1,061,020	\$1,130,595	\$191,331	\$226,119	\$765,326	\$121,756	\$487,026
<b>Personnel</b>	OPS FTE (#)	6.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00
	OPS FTE (Cost)	\$156,000	\$0	\$0	\$0	\$156,000	\$0	\$0	\$0	\$0	\$0
<b>Personnel</b>	Vendor/Staff Augmentation (# Positions)	2.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00
	Vendor/Staff Augmentation (Costs)	\$297,000	\$0	\$0	\$131,000	\$0	\$0	\$166,000	\$0	\$0	\$0
<b>Hardware</b>		\$1,374,100	\$0	\$145,500	\$735,000	\$0	\$50,600	\$14,000	\$0	\$0	\$429,000
<b>Software</b>		\$1,066,283	\$500	\$34,245	\$472,342	\$31,500	\$187,250	\$79,583	\$0	\$5,500	\$255,363
<b>External Services</b>		\$6,273,954	\$458,552	\$5,498,942	\$0	\$0	\$83,000	\$31,000	\$147,520	\$700	\$54,240
<b>Plant &amp; Facility (Data Center Only)</b>		\$309,841									\$309,841
<b>Other</b>		\$822,973	\$801	\$80,657	\$126,975	\$77,080	\$23,500	\$30,752	\$330,196	\$13,517	\$139,495
	<b>Budget Total</b>	<b>\$14,892,009</b>	\$476,223	\$6,351,659	\$2,526,337	\$1,395,175	\$535,681	\$547,454	\$1,243,042	\$141,473	\$1,674,965
	<b>FTE Total</b>	<b>74.00</b>	0.25	8.50	16.25	22.25	2.75	4.25	11.00	1.75	7.00
	<b>Users</b>		2,250	67,000+	1,800	67,000+		7,200		#VALUE!	
	<b>Cost Per User</b>		211.6546667	#VALUE!	\$1,403.52	#VALUE!		\$76.04		#VALUE!	

(cost/all mailboxes)

Help Desk Tickets: 5,100  
Cost/Ticket: \$274

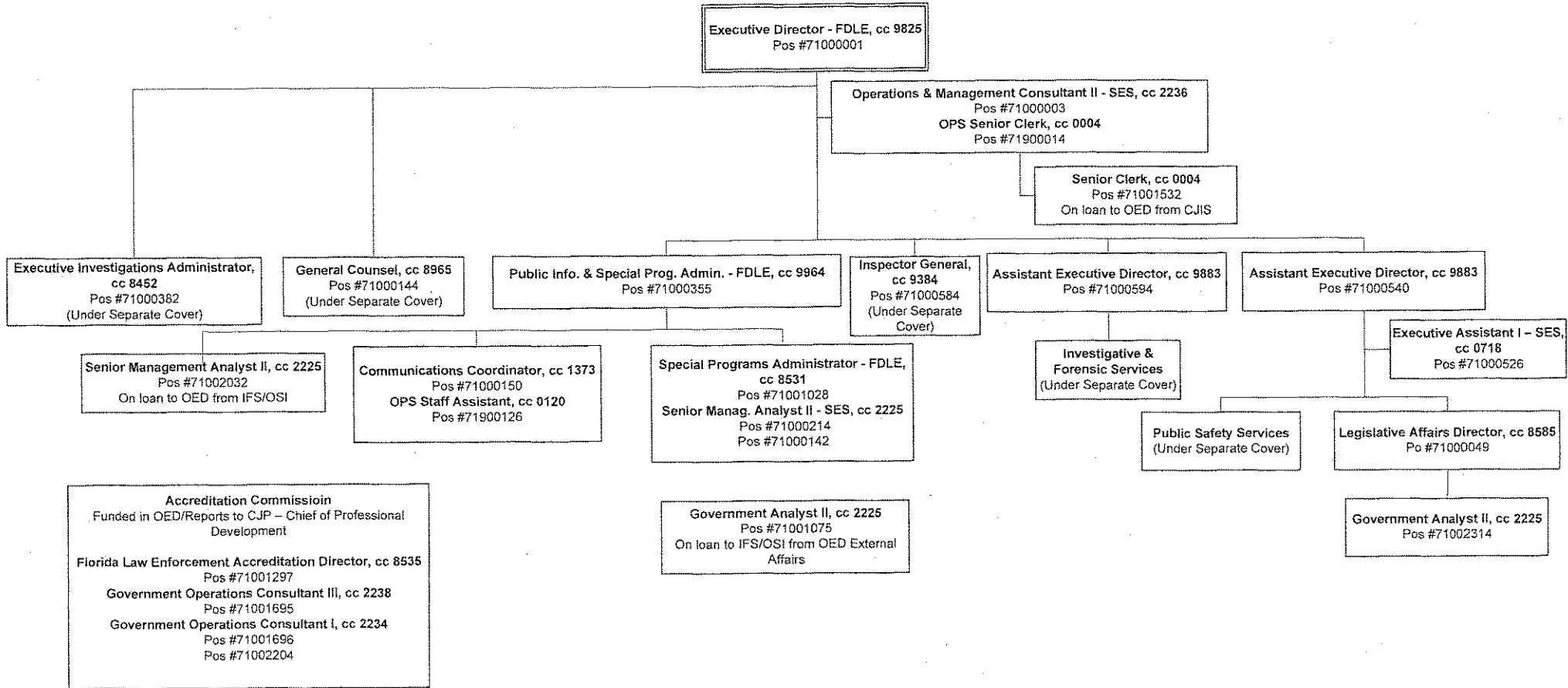
IT Cost Element Data as entered on IT Service Worksheets

## 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.*

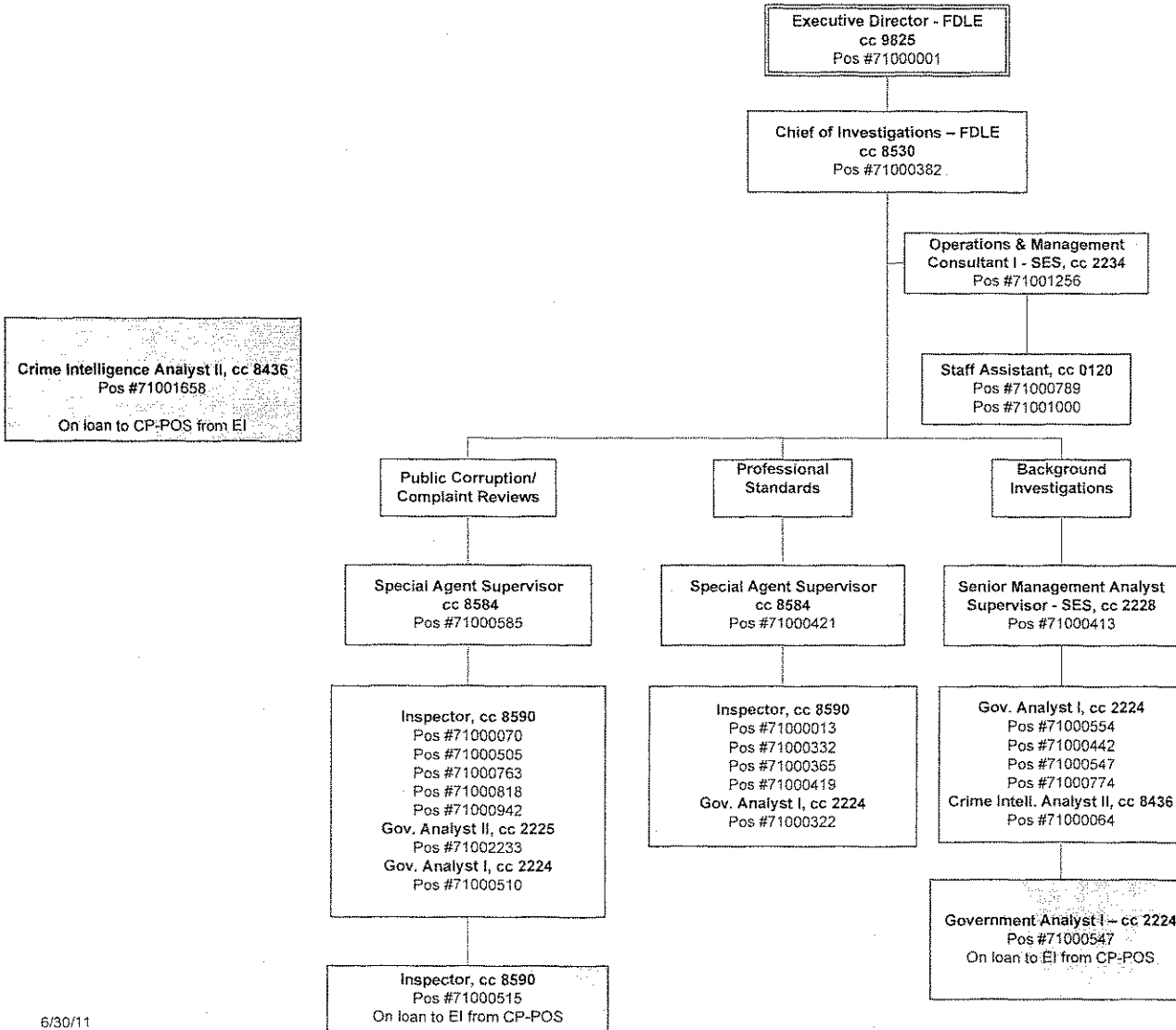
<b>Agency:</b>	<b>Florida Department of Law Enforcement</b>		
<b>Contact Person:</b>	James D. Martin	<b>Phone Number:</b>	410-7676
<b>Names of the Case: (If no case name, list the names of the plaintiff and defendant.)</b>	None		
<b>Court with Jurisdiction:</b>			
<b>Case Number:</b>			
<b>Summary of the Complaint:</b>			
<b>Amount of the Claim:</b>	\$		
<b>Specific Statutes or Laws (including GAA) Challenged:</b>			
<b>Status of the Case:</b>			
<b>Who is representing (of record) the state in this lawsuit? Check all that apply.</b>		Agency Counsel	
		Office of the Attorney General or Division of Risk Management	
		Outside Contract Counsel	
<b>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).</b>			

Florida Department of Law Enforcement  
Office of the Executive Director



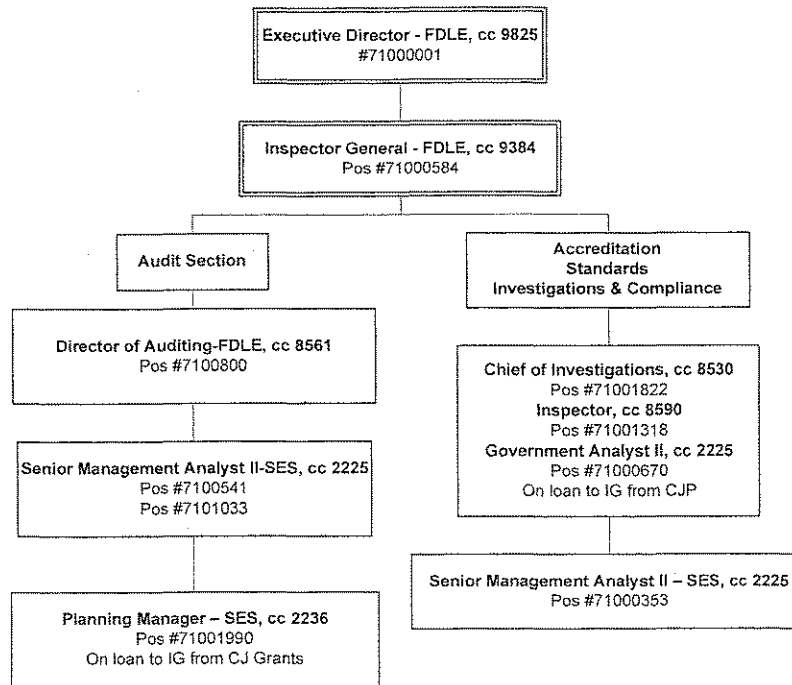
6/30/11

Florida Department of Law Enforcement  
Office of Executive Investigations



6/30/11

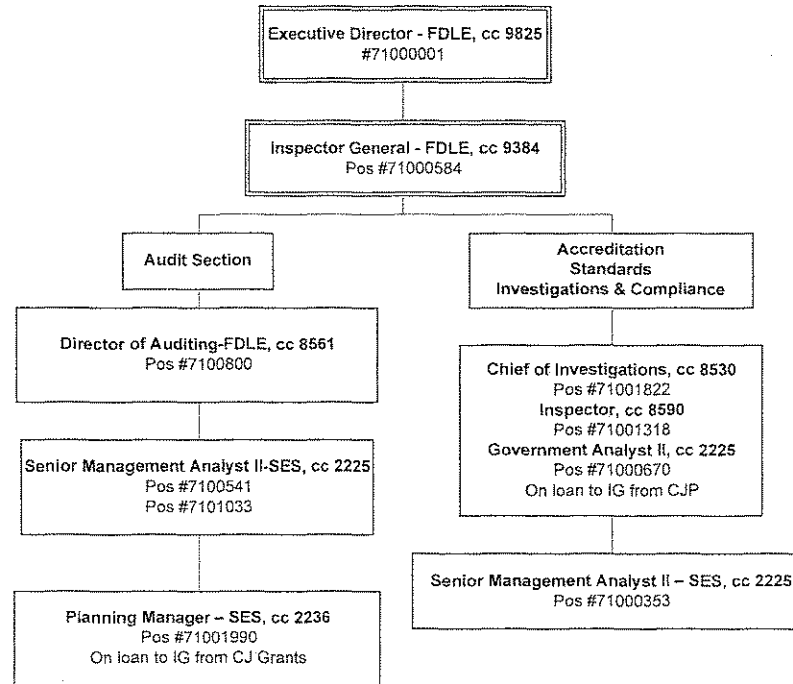
Florida Department of Law Enforcement  
Office of Inspector General



6/30/11

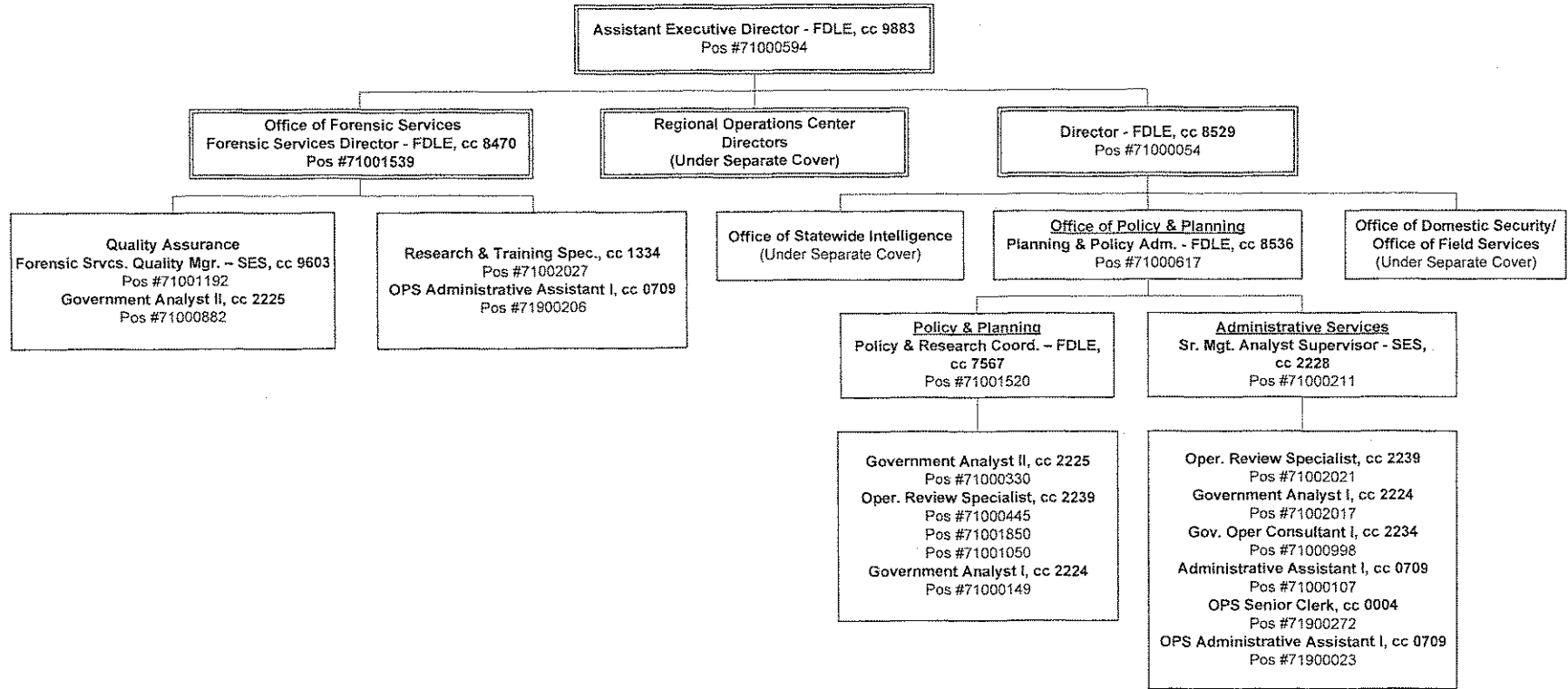


Florida Department of Law Enforcement  
Office of Inspector General



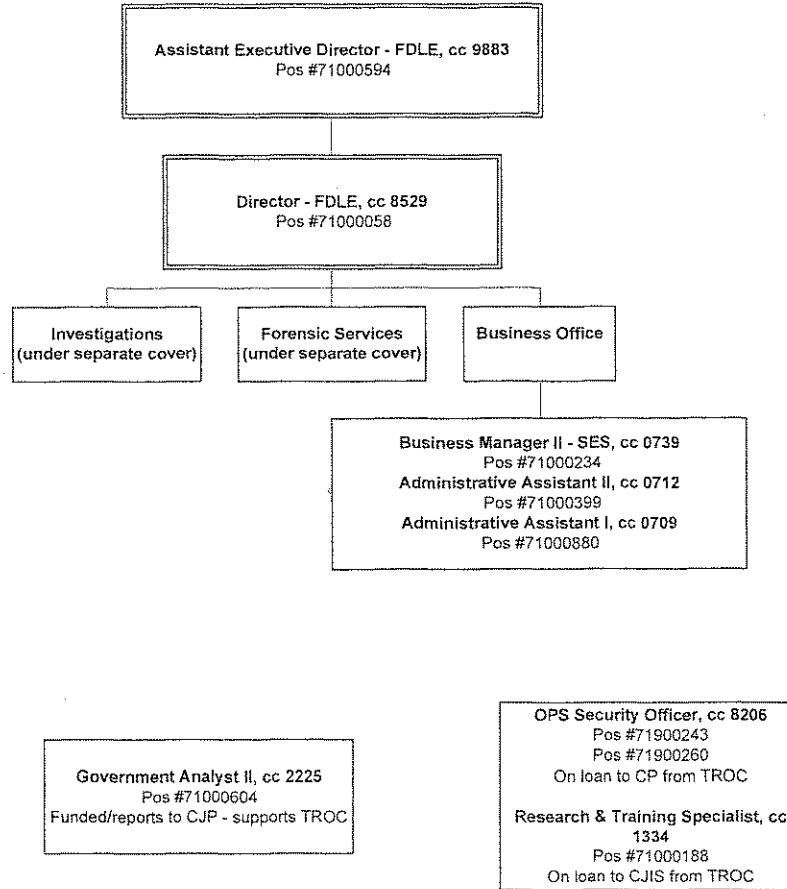
6/30/11

Florida Department of Law Enforcement  
Investigations and Forensic Science Program



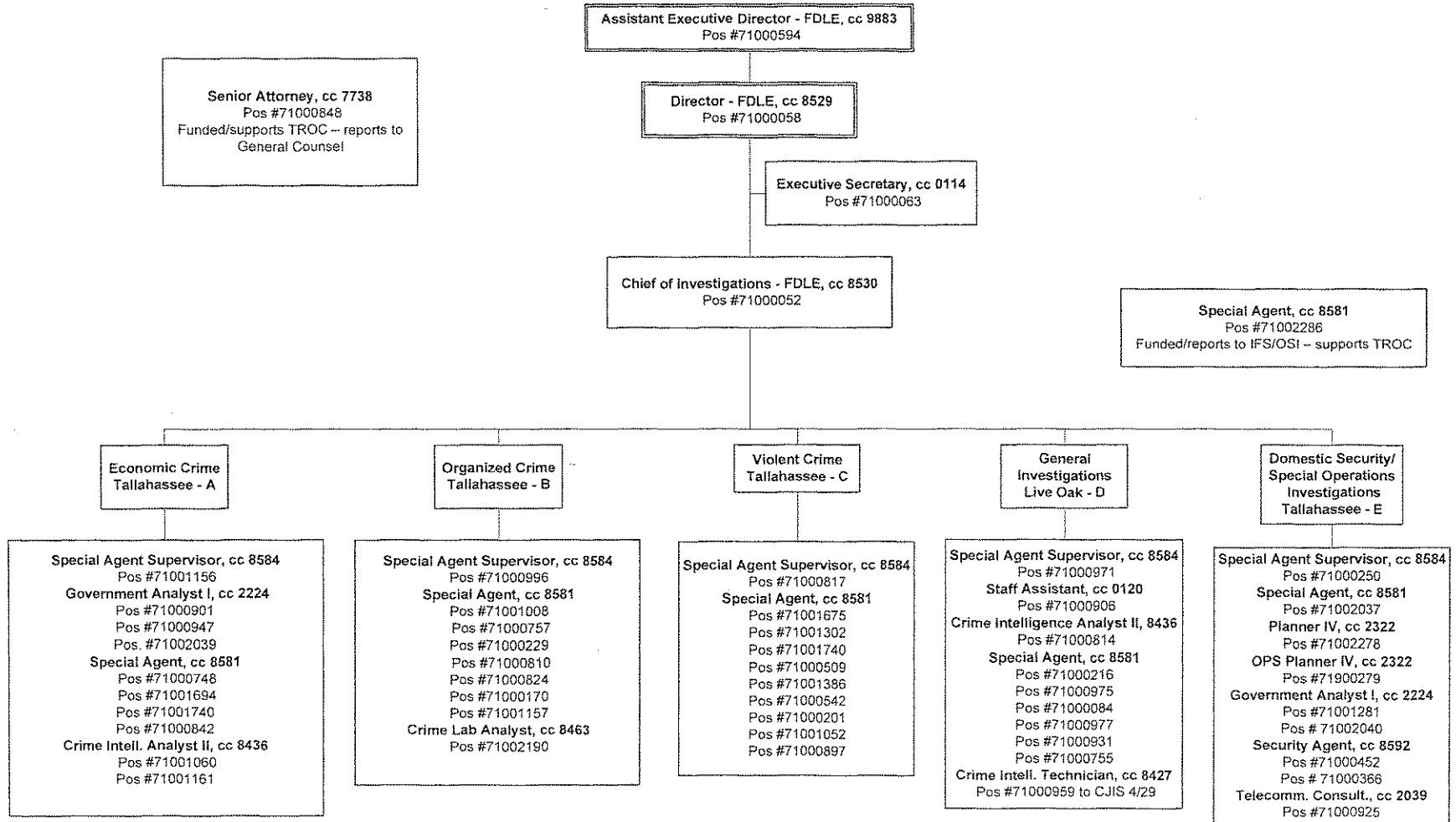
6/30/11

Florida Department of Law Enforcement  
Investigations and Forensic Science Program  
Tallahassee Regional Operations Center

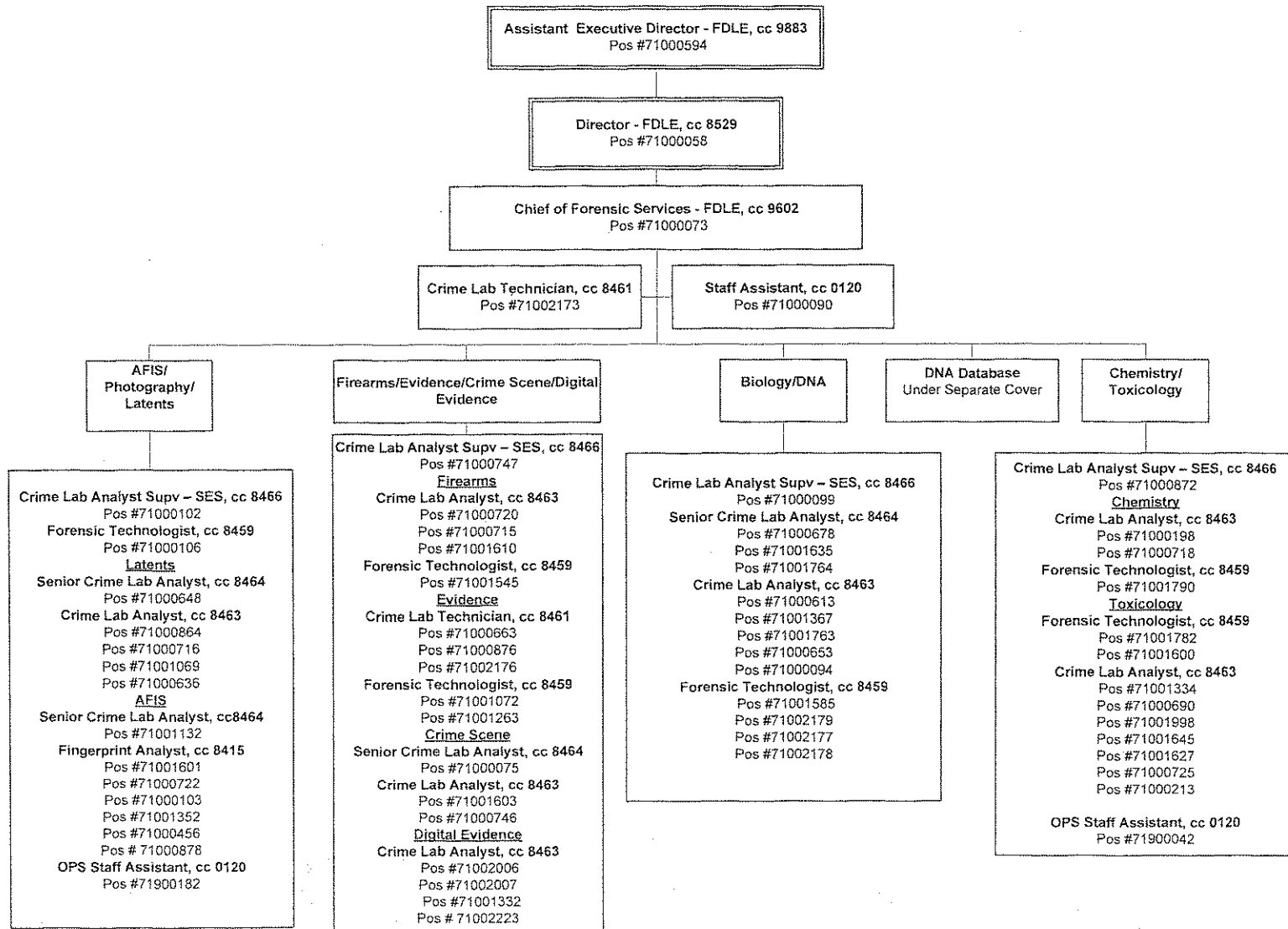


6/30/11

Florida Department of Law Enforcement  
 Investigations and Forensic Science Program  
 Tallahassee Regional Operations Center  
 Investigations

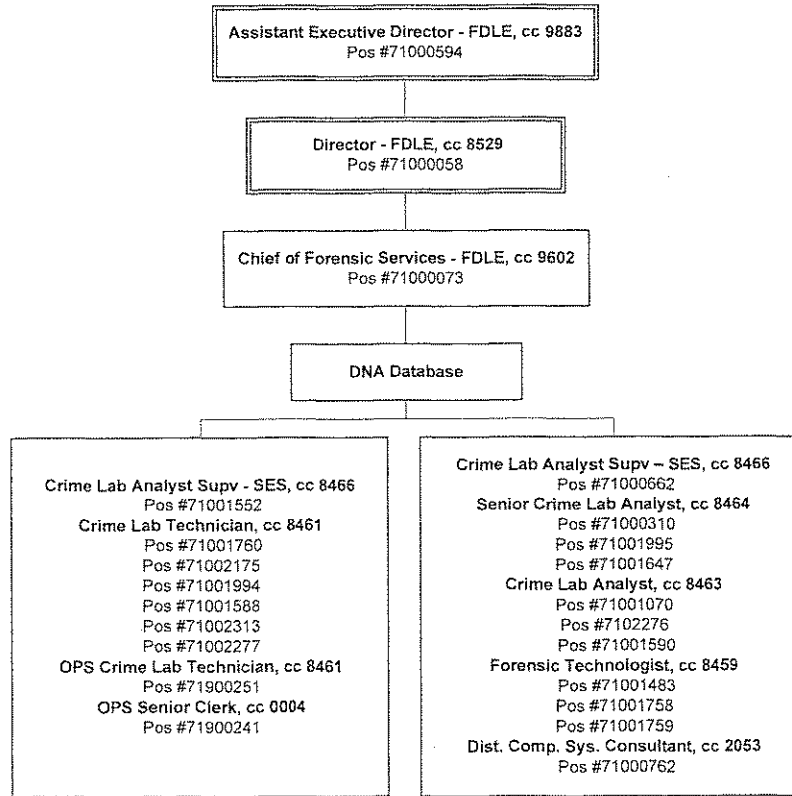


Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Tallahassee Regional Operations Center  
 Forensic Services



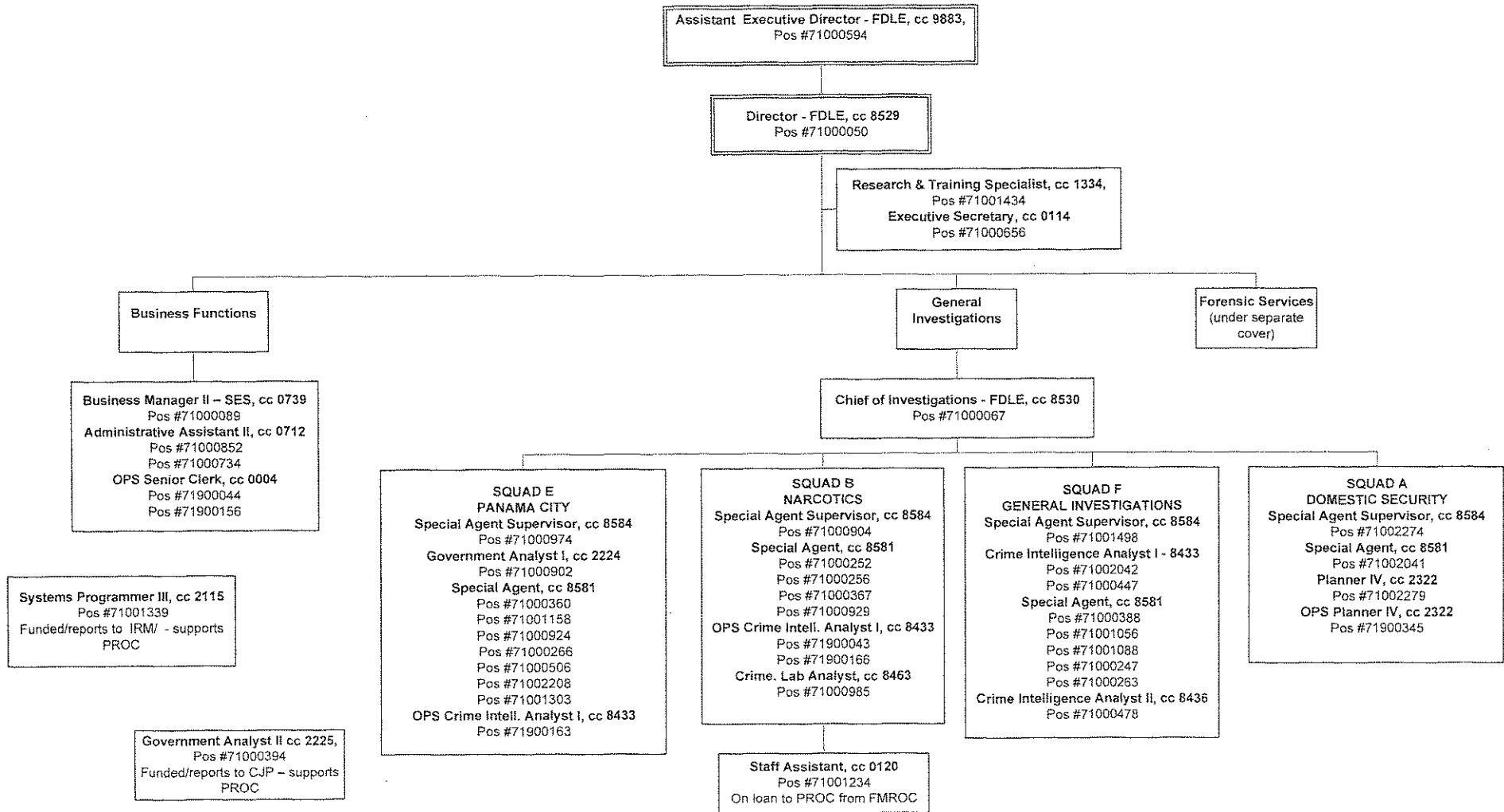
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Florida Department of Law Enforcement  
Investigations & Forensic Science Program  
Tallahassee Regional Operations Center  
Forensic Services - DNA



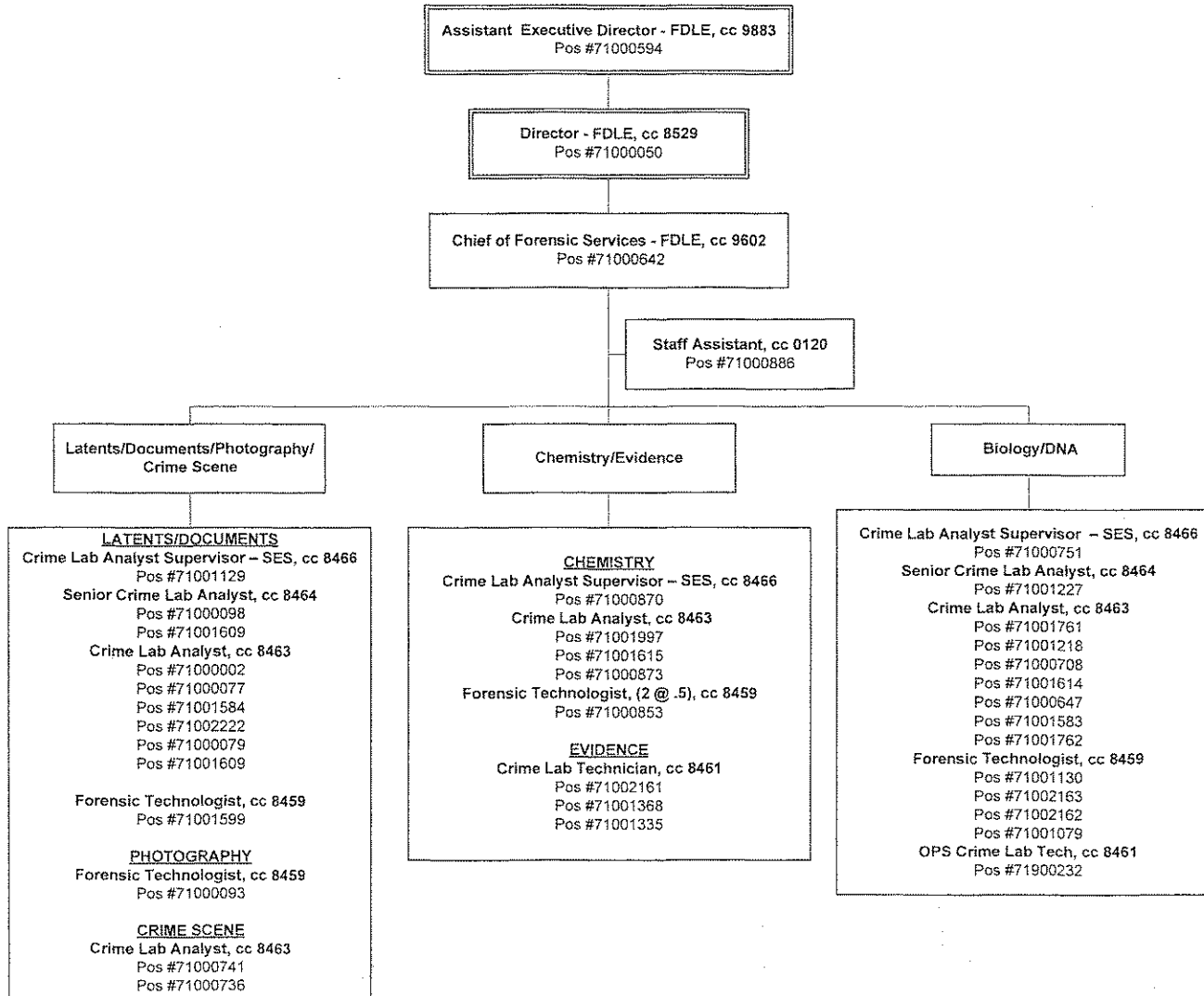
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Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Pensacola Regional Operations Center



6/30/11

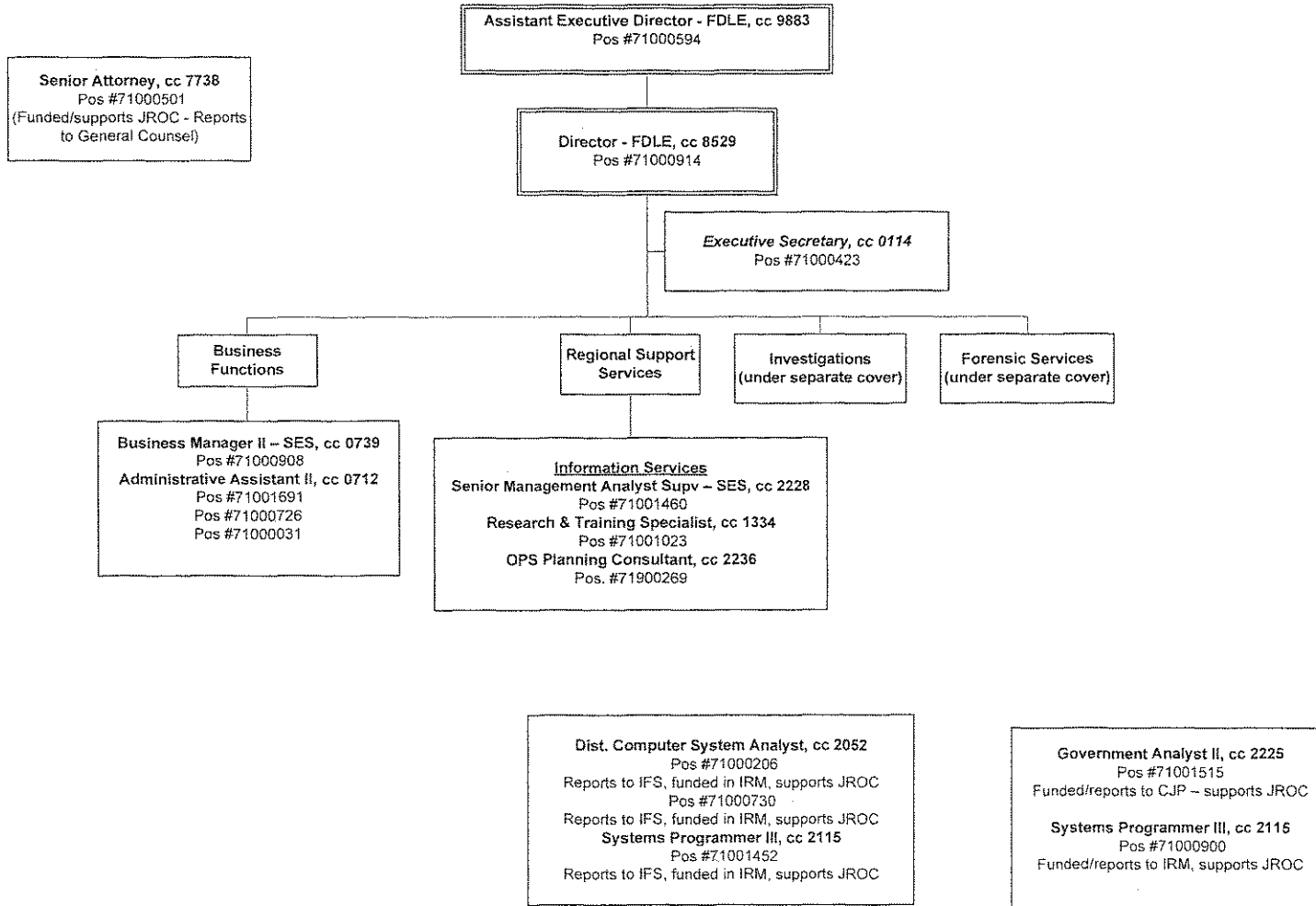
Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Pensacola Regional Operations Center  
 Forensic Services



6/30/11

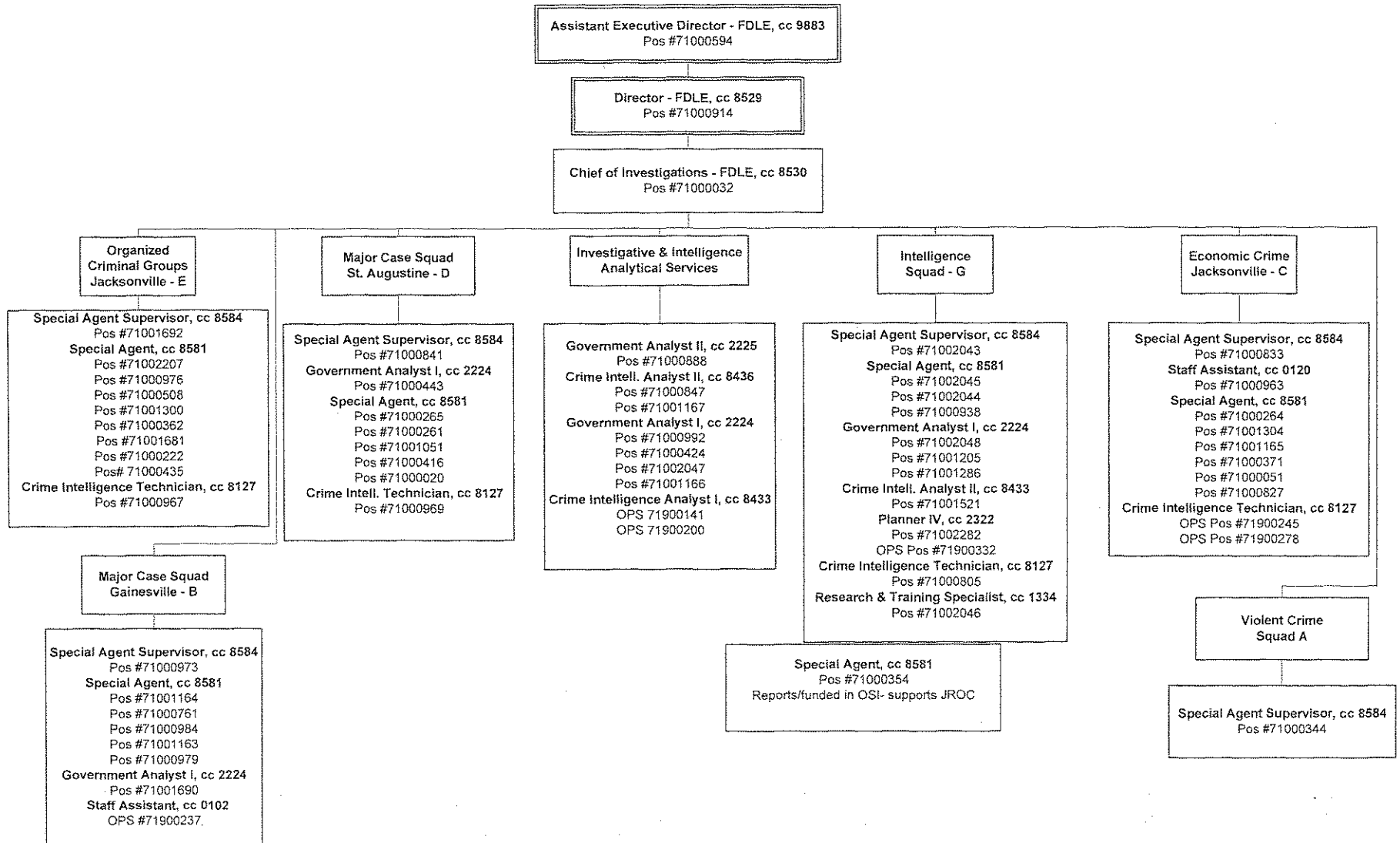


Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Jacksonville Regional Operations Center



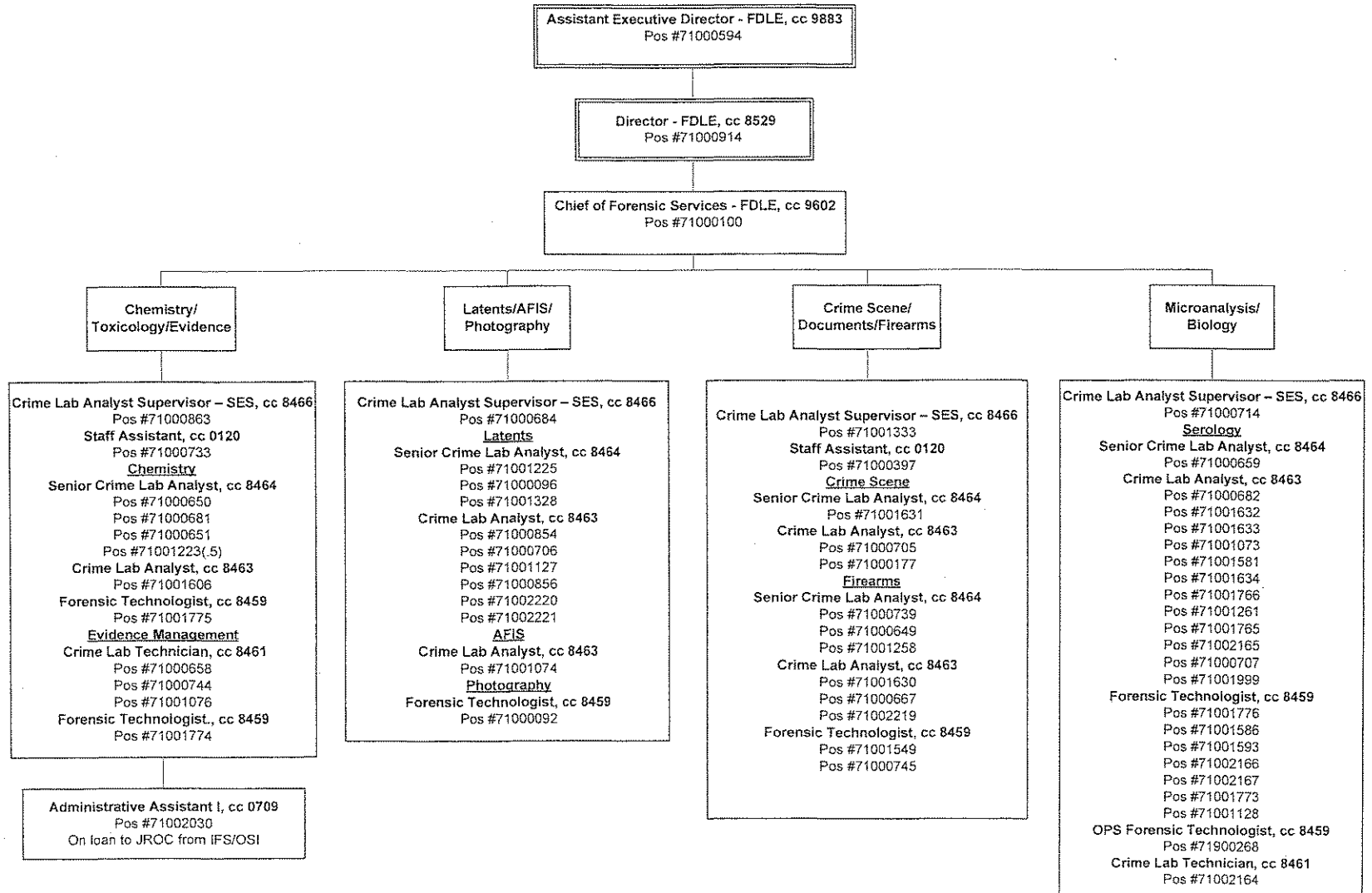
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Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Jacksonville Regional Operations Center  
 Investigations



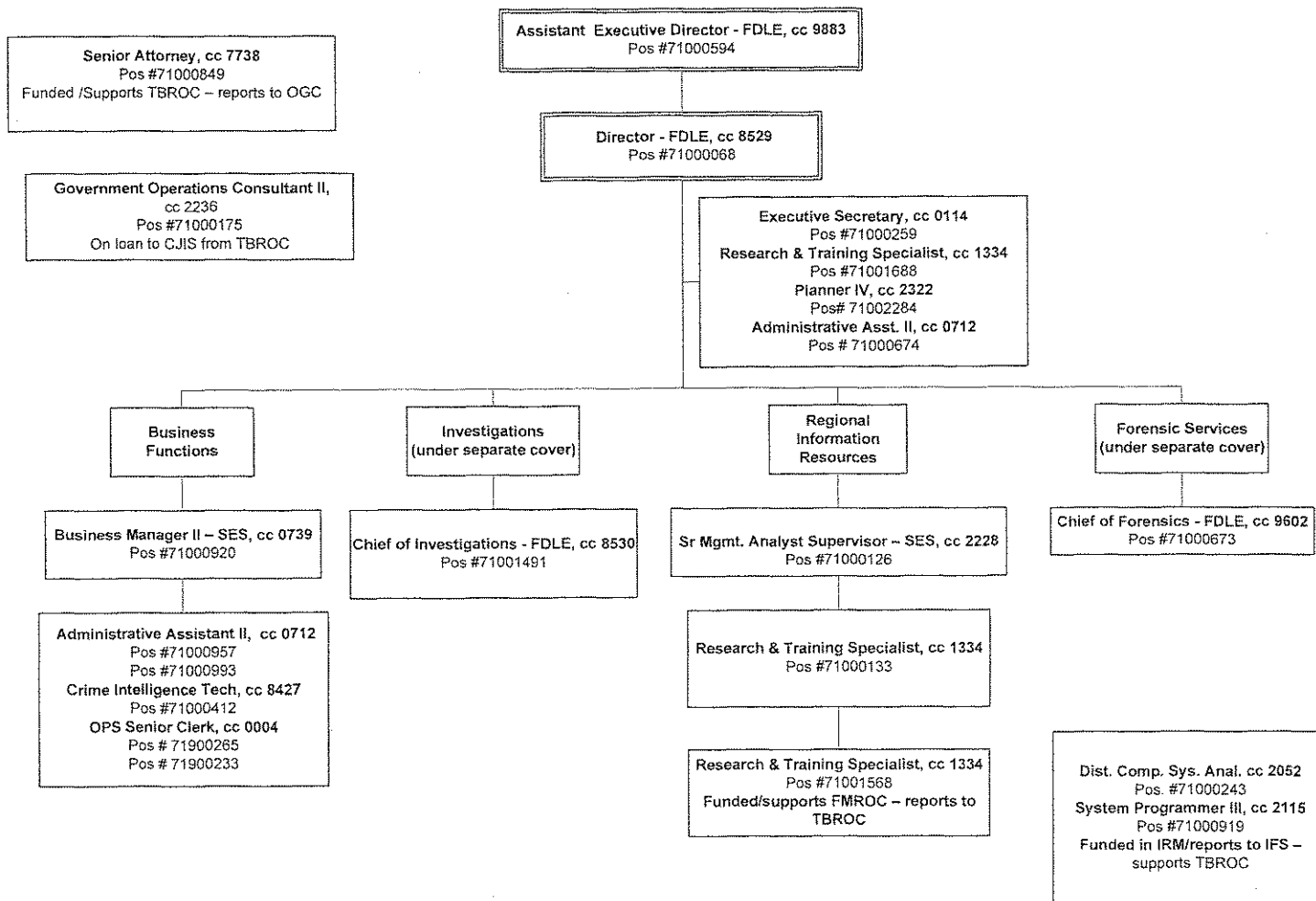
6/30/11

Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Jacksonville Regional Operations Center  
 Forensic Services



6/30/11

Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Tampa Regional Operations Center



6/30/11

Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Tampa Regional Operations Center  
 Investigations

Assistant Executive Director - FDLE, cc 9883  
 Pos # 71000594

Director - FDLE, cc 8529  
 Pos # 71000068

Chief of Investigations - FDLE, cc 8530  
 Pos# 71001491

Staff Assistant, cc 0120  
 Pos# 71000916  
 Research & Training Specialist, cc 1334  
 Pos #71000428

SQUAD B - Major  
 Economic Crime

Special Agent Supervisor, cc 8584  
 Pos #71001311  
 Special Agent, cc 8581  
 Pos# 71001169  
 Pos# 71000453  
 Pos# 71000139  
 Pos# 71000480  
 Pos# 71000108  
 Pos# 71001004  
 Government Analyst I, cc 2224  
 Pos# 71001455  
 Government Analyst II, cc 2225  
 Pos# 71002057

SQUAD C - Violent  
 Crimes/Major Drugs

Special Agent Supervisor, cc 8584  
 Pos # 71001485  
 Special Agent, cc 8584  
 Pos# 71000504  
 Pos# 71001672  
 Pos# 71000254  
 Pos# 71001309  
 Pos# 71001489  
 Pos# 71001673  
 Government Analyst I, cc 2224  
 Pos #71000912

SQUAD A & J  
 Domestic Security/  
 Intelligence Center  
 Tampa

Special Agent Supervisor, cc 8584  
 Pos# 71001166  
 Special Agent, cc 8581  
 Pos #71002055  
 Pos# 71002056  
 Pos# 71001170  
 Pos# 71000223  
 Government Analyst I, cc 2224  
 Pos # 71002058  
 Crime Intell. Analyst I, cc 8433  
 Pos# 71000446

SQUAD K - Gen'l  
 Investigations  
 Case Squad  
 Brooksville

Special Agent Supervisor, cc 8584  
 Pos# 71001047  
 Government Analyst II, cc 2224  
 Pos# 71000430  
 Special Agent, cc 8581  
 Pos# 71000244  
 Pos# 71001094  
 Pos# 71001381  
 Pos# 71000194  
 Pos# 71000620

Squad G - Special  
 Operations Group

Special Agent Supervisor, cc 8584  
 Pos # 71000425  
 Special Agent, cc 8581  
 Pos# 71000326  
 Pos# 71001171  
 Pos# 71000420  
 Pos# 71001487

SQUAD H  
 General Fraud

Special Agent Supervisor, cc 8584  
 Pos# 71000516  
 Special Agent, cc 8581  
 Pos# 71000767  
 Pos# 71000980  
 Pos# 71001674  
 Pos# 71001395  
 Pos# 71000823  
 Pos# 71000829  
 Government Analyst I, cc 2224  
 Pos# 71000172

SQUAD F - Gen'l  
 Investigations  
 Case Squad  
 Lakeland

Special Agent Supervisor, cc 8584  
 Pos# 71000253  
 Government Analyst II, cc 2225  
 Pos# 71000845  
 Special Agent, cc 8581  
 Pos# 71001486  
 Pos# 71001493  
 Pos# 71000982  
 Pos# 71000843  
 Pos# 71000364  
 Pos# 71000393

Crime Intel. Analyst II, cc 8436  
 Pos# 71001524  
 Government Analyst I, cc 2224  
 Pos# 71001497  
 Pos# 71000441  
 OPS Crime Intel. Analyst II, cc 8436  
 Pos# 71900122  
 OPS Planner IV, cc 2322  
 Pos# 71900344  
 Pos# 71900048  
 Pos# 71900159

Government Analyst II, cc 2225  
 Pos# 71001141  
 Pos# 71000395  
 Funded/reports to CJP - supports TBROC

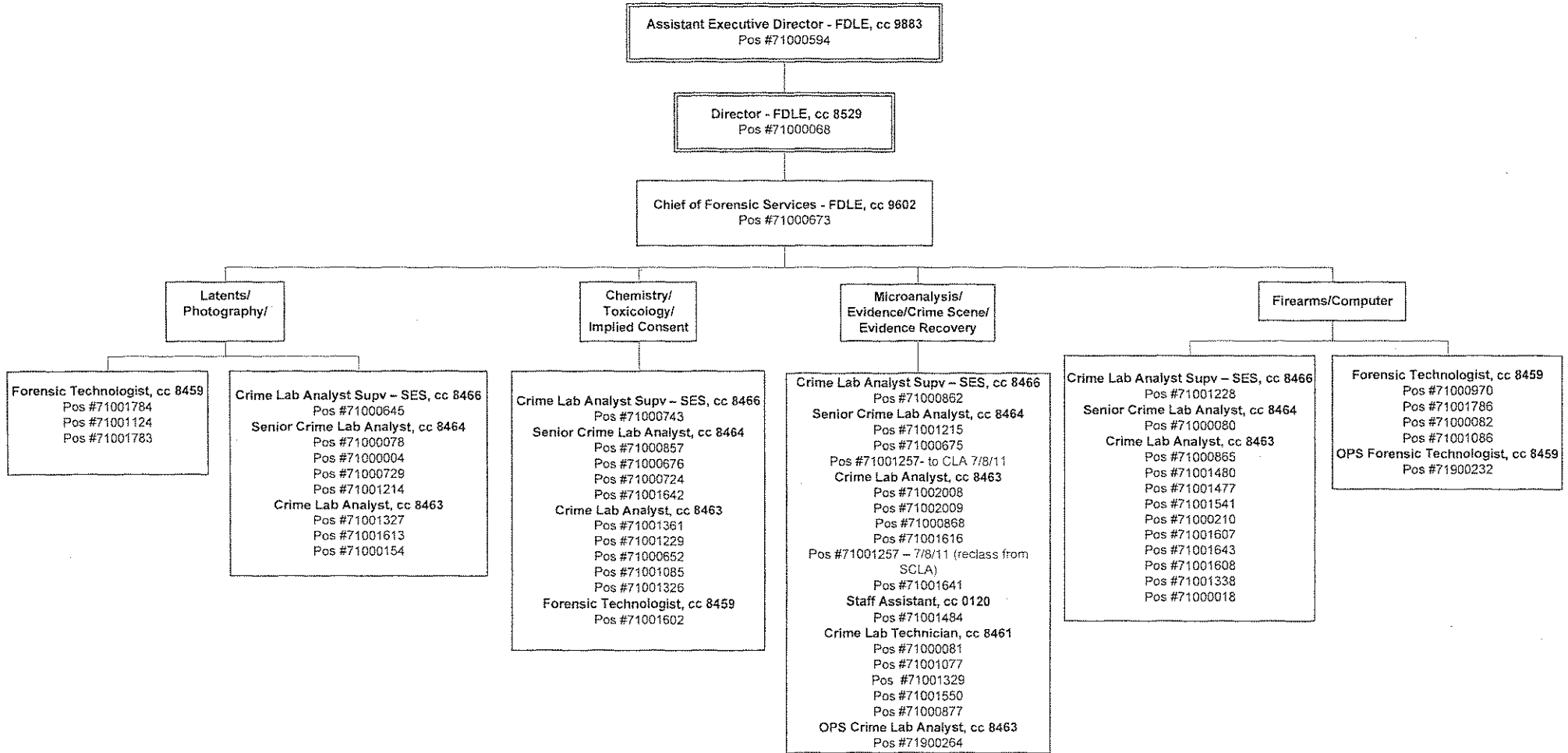
Special Agent, cc 8581  
 Pos# 71000426  
 Funded/reports to OSI - supports  
 TBROC

SQUAD D-  
 Technological  
 Support-Tampa

Special Agent Supervisor, cc 8584  
 Pos# 71000404  
 Special Agent, cc 8581  
 Pos# 71000389  
 Pos# 71000930  
 Pos# 71001241  
 Pos# 71001280  
 OPS Government Analyst I, cc 2224  
 Pos #71900052

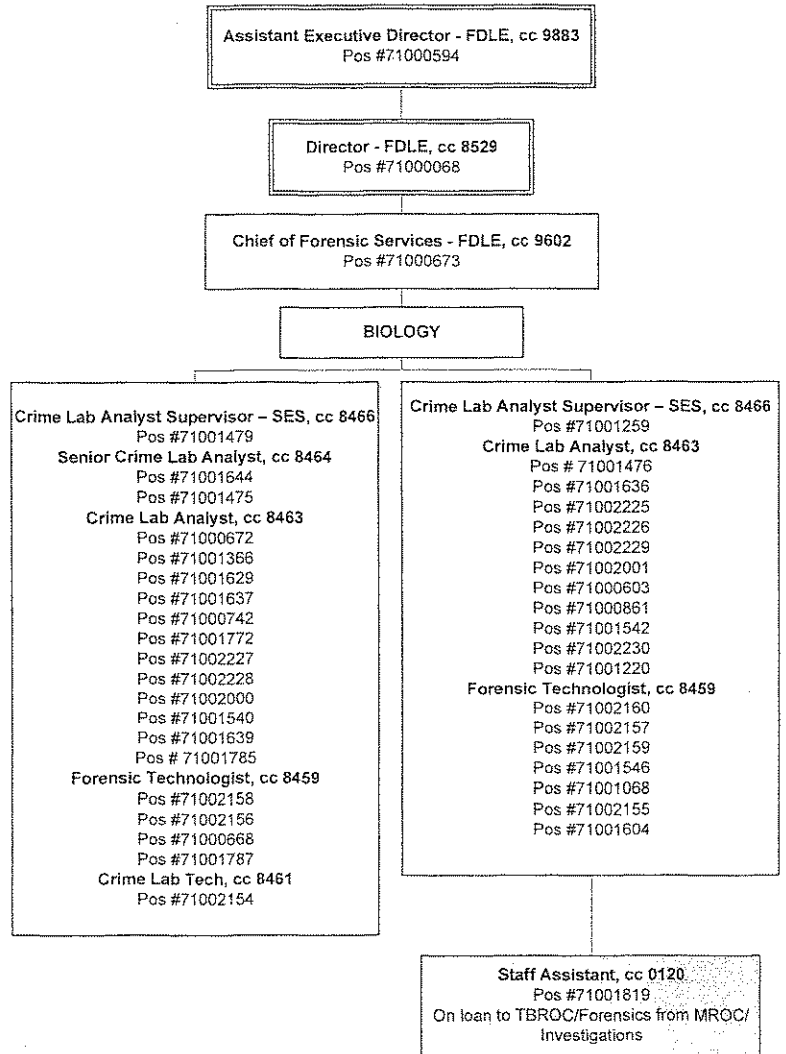
6/30/11

Florida Department of Law Enforcement  
Investigations & Forensic Science Program  
Tampa Regional Operations Center  
Forensic Services

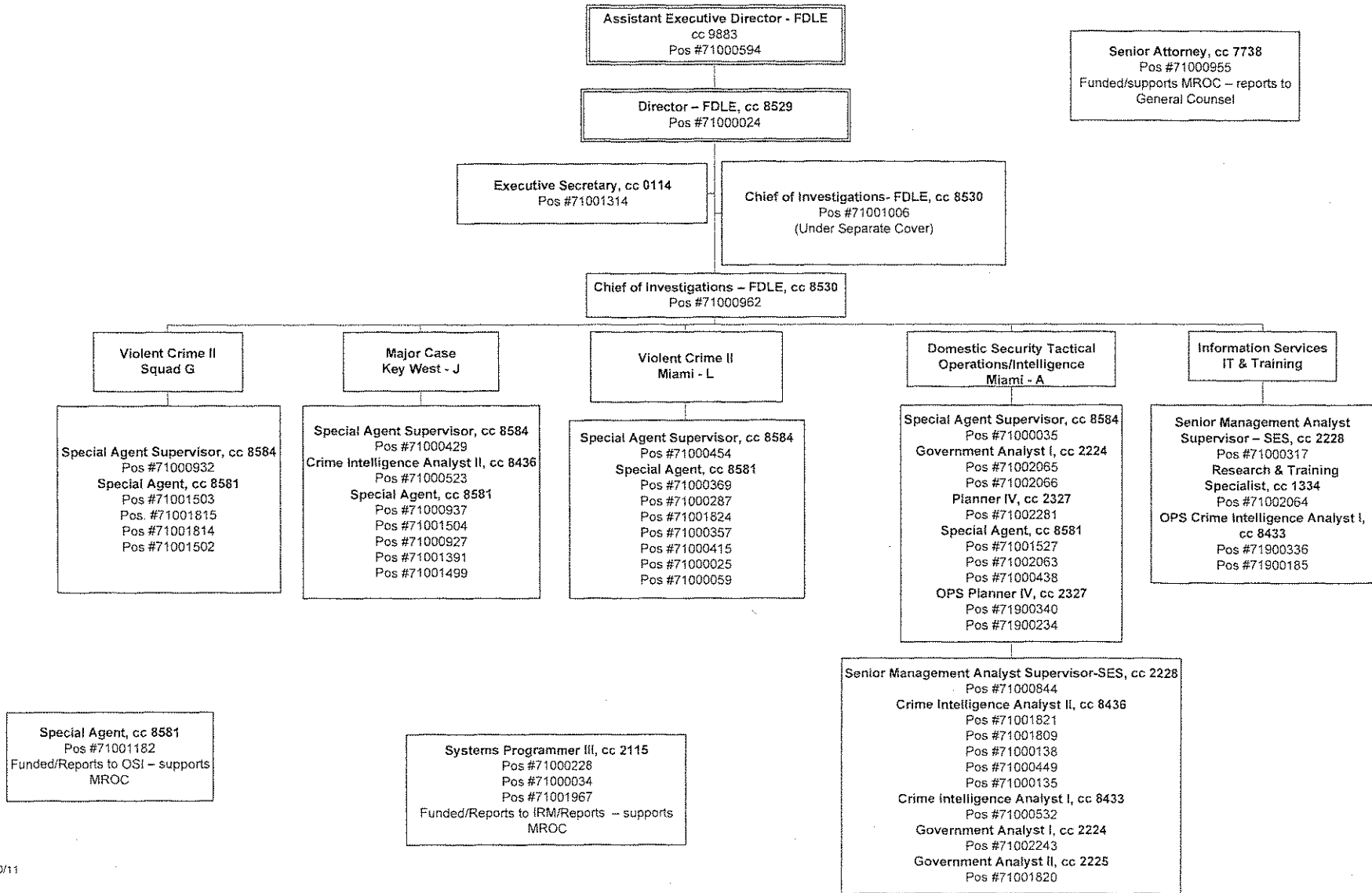


6/30/11

Florida Department of Law Enforcement  
Investigations & Forensic Science Program  
Tampa Regional Operations Center  
Forensic Services



Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Miami Regional Operations Center



6/30/11



Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Miami Regional Operations Center  
 Investigations

Assistant Executive Director - FDLE, cc 9883  
 Pos #71000594

Director - FDLE, cc 8529  
 Pos #71000024

Chief of Investigations - FDLE, cc 8530  
 Pos #71001006

Government Analyst II, cc 2225  
 Pos #71000768  
 Pos #71001140  
 Pos #71001516  
 Funded/Reports to CJP - supports MROC

Organized Crime/  
 Racketeering - B

Public Integrity  
 Miami D

Public Integrity II  
 Miami O

Protective Operations  
 Miami K

Administrative &  
 Special Programs  
 Miami M

Business Manager II - SES, cc 0739  
 Pos #71000241  
 Administrative Assistant II, cc 0712  
 Pos #71000239

Special Agent Supervisor, cc 8584  
 Pos #71001389  
 Special Agent, cc 8581  
 Pos #71001393  
 Pos #71000939  
 Pos #71002187  
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 Pos #71000398  
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 Pos #71001500  
 Pos #71001183

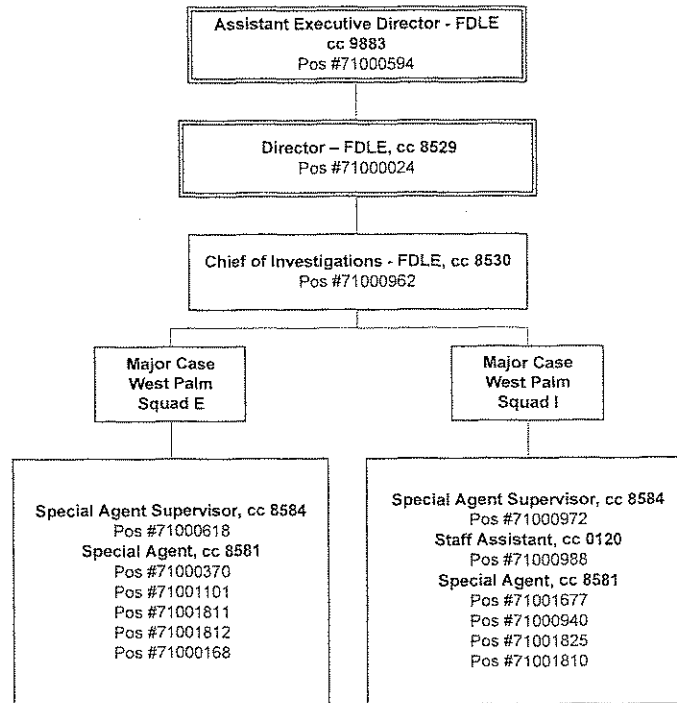
Special Agent Supervisor, cc 8584  
 Pos #71001806  
 Special Agent, cc 8581  
 Pos #71001680  
 Pos #71001829  
 Pos #71001100  
 Pos #71000434

Special Agent Supervisor, cc 8584  
 Pos #71001306  
 Position on loan from OROC  
 Special Agent, cc 8531  
 Pos #71001058  
 Pos #71000060  
 Pos #71001506  
 Pos #71002239  
 Pos #72001057  
 Pos #71000225

Special Agent Supervisor, cc 8584  
 Pos #71001818  
 Special Agent, cc 8581  
 Pos #71000156  
 Pos #71000455  
 Pos #71001526  
 Pos #71001058

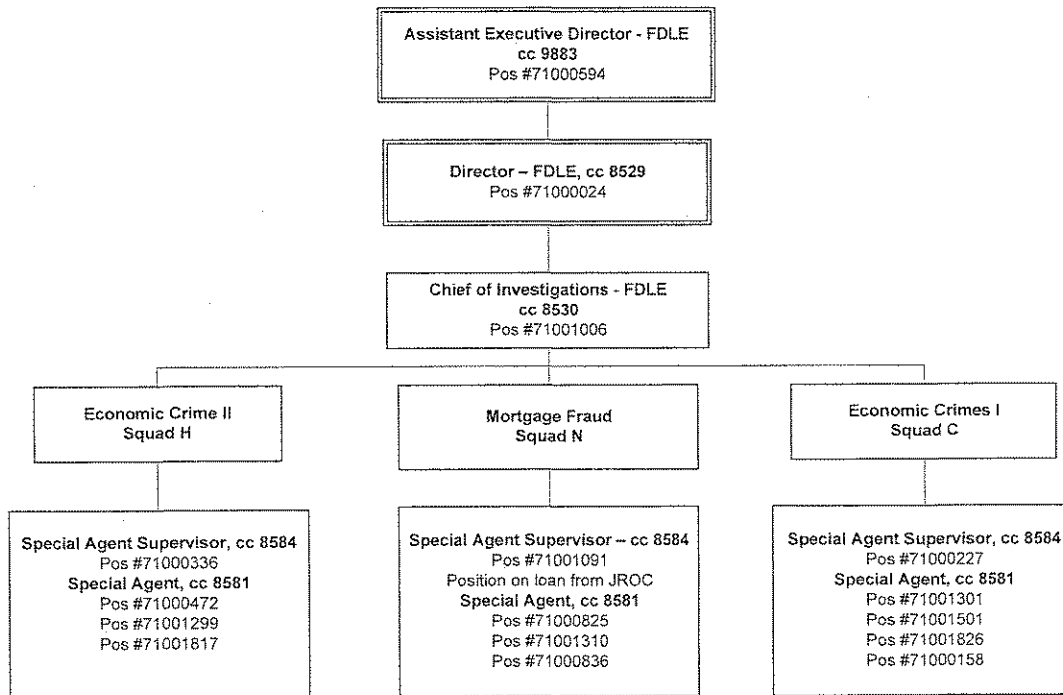
Special Agent Supervisor, cc 8584  
 Pos #71001528  
 OPS Staff Assistant, cc 0120  
 Pos #71900433  
 Crime Intelligence Technician, cc 8427  
 Pos #71000433  
 Special Agent, cc 8581  
 Pos #71001525  
 Pos #71000436  
 Pos #71000307  
 Administrative Assistant II, cc 0712  
 Pos #71000159  
 OPS Sr. Clerk, cc 0004  
 Pos #71900034

Florida Department of Law Enforcement  
Investigations & Forensic Science Program  
Miami Regional Operations Center  
Investigations



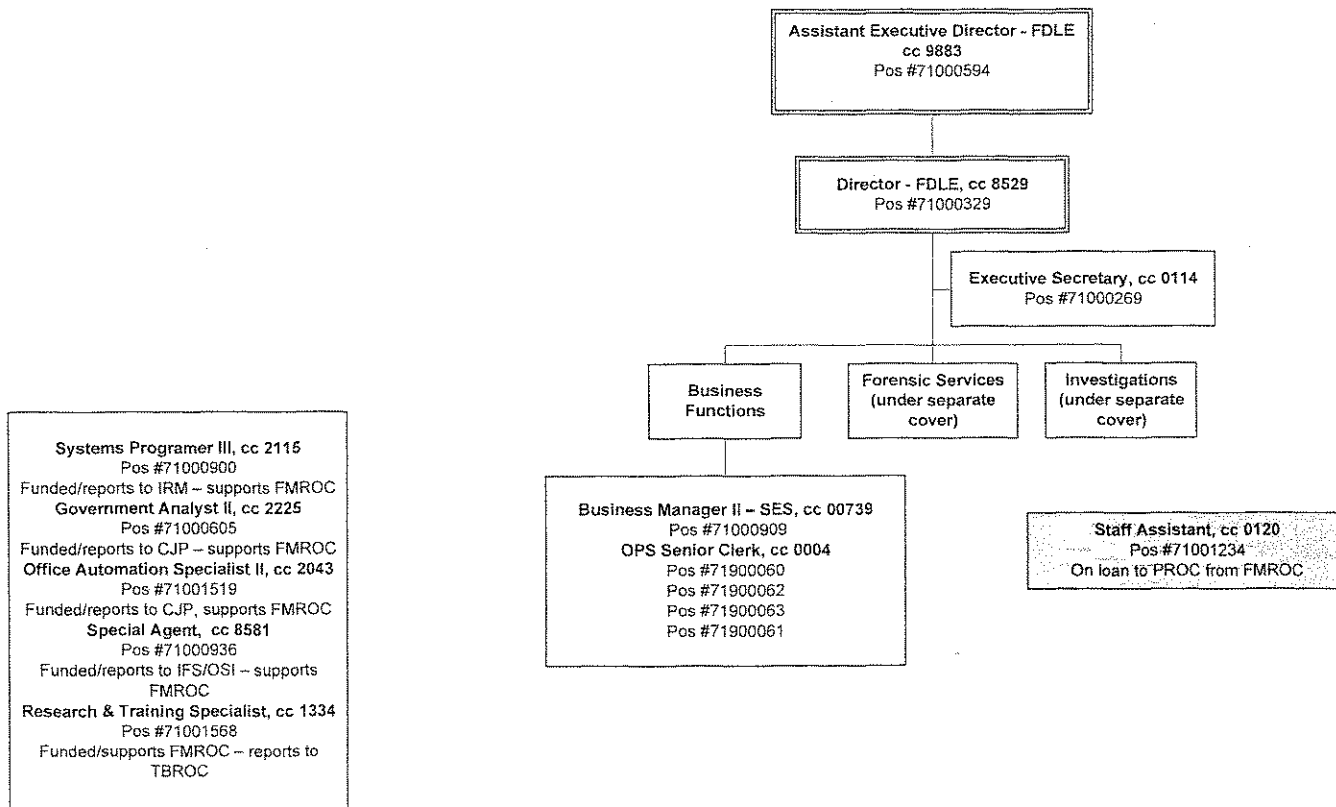
6/30/11

Florida Department of Law Enforcement  
Investigations & Forensic Science Program  
Miami Regional Operations Center  
Investigations



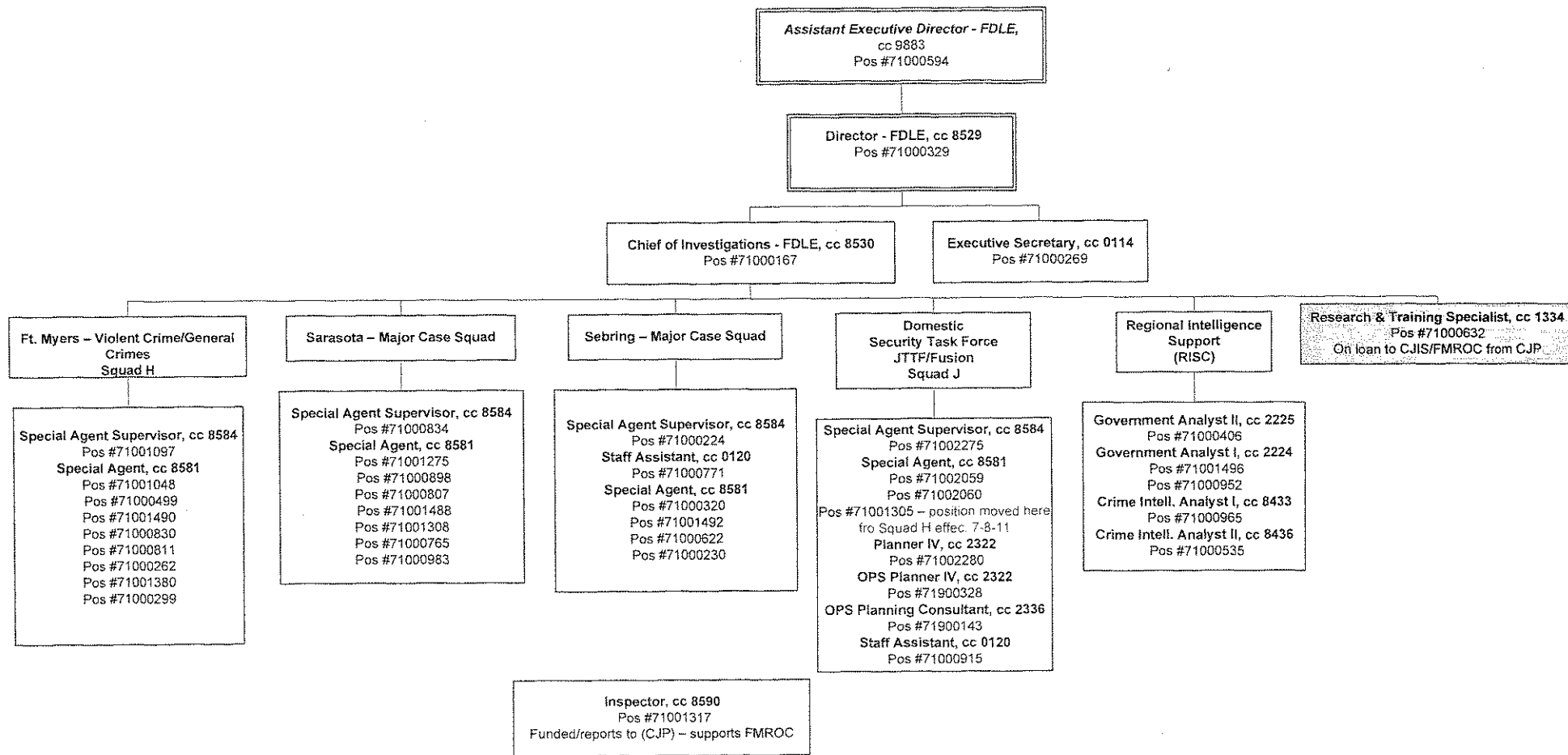
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Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Ft. Myers Regional Operations Center



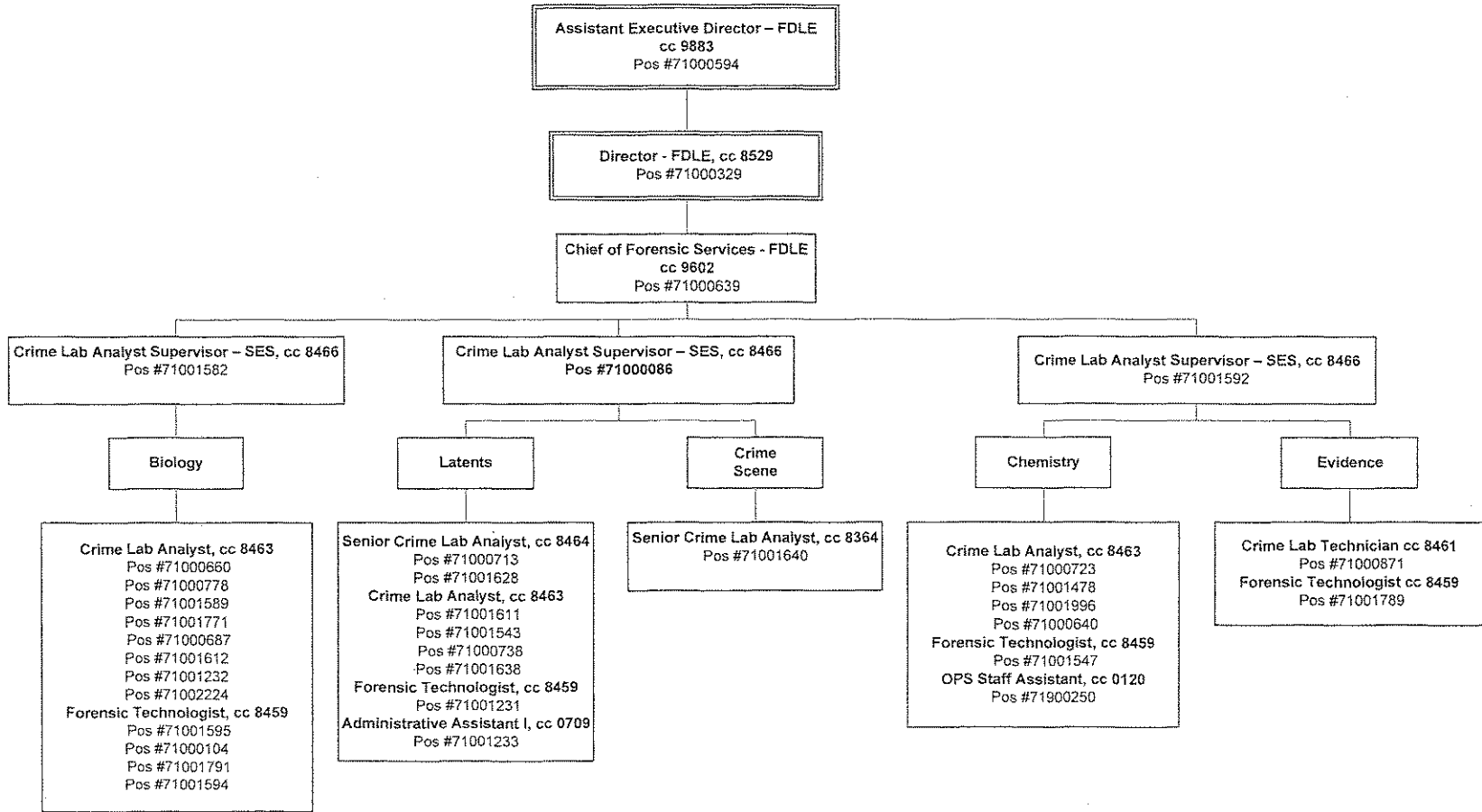
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Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Ft. Myers Regional Operations Center  
 Investigations



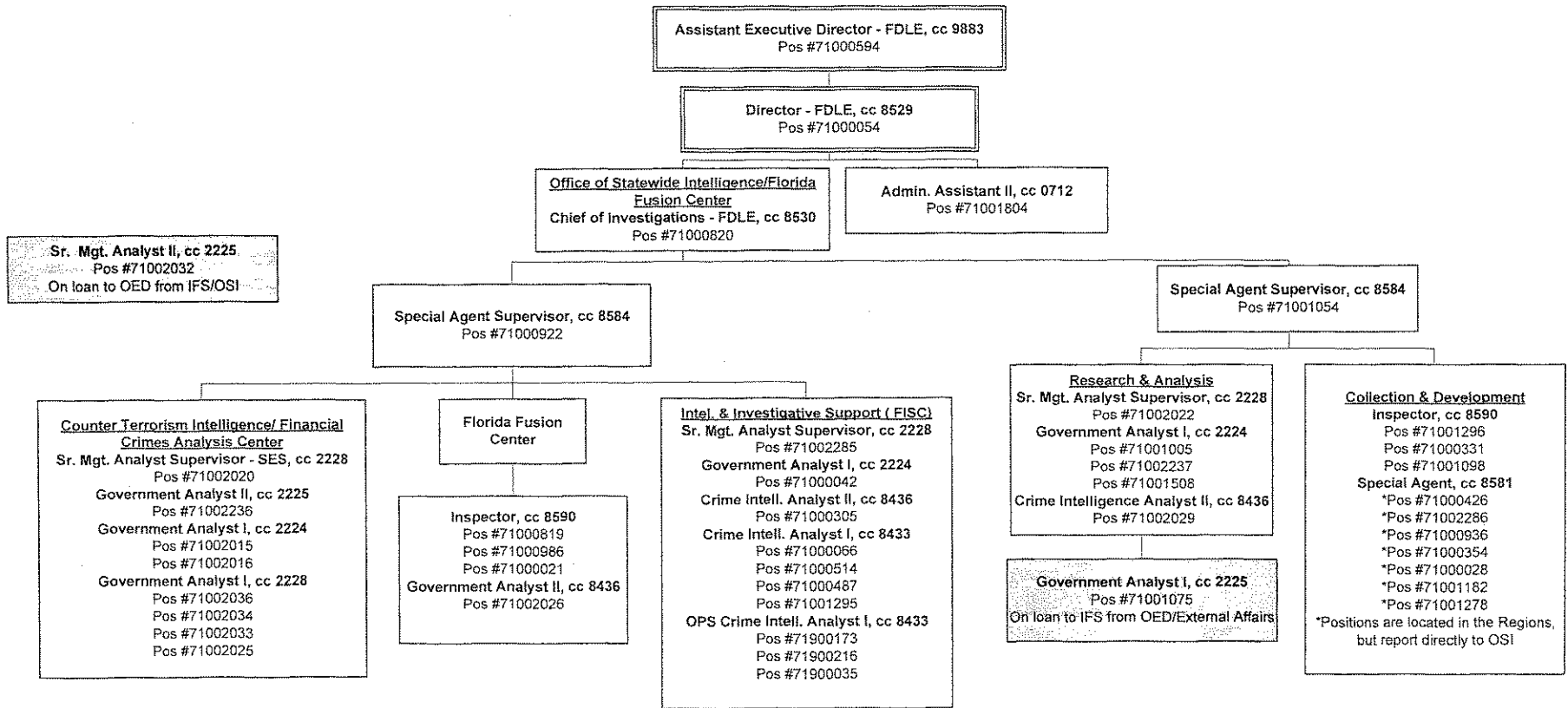
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Florida Department of Law Enforcement  
 Investigations & Forensic Science Program  
 Ft. Myers Regional Operations Center  
 Forensic Services



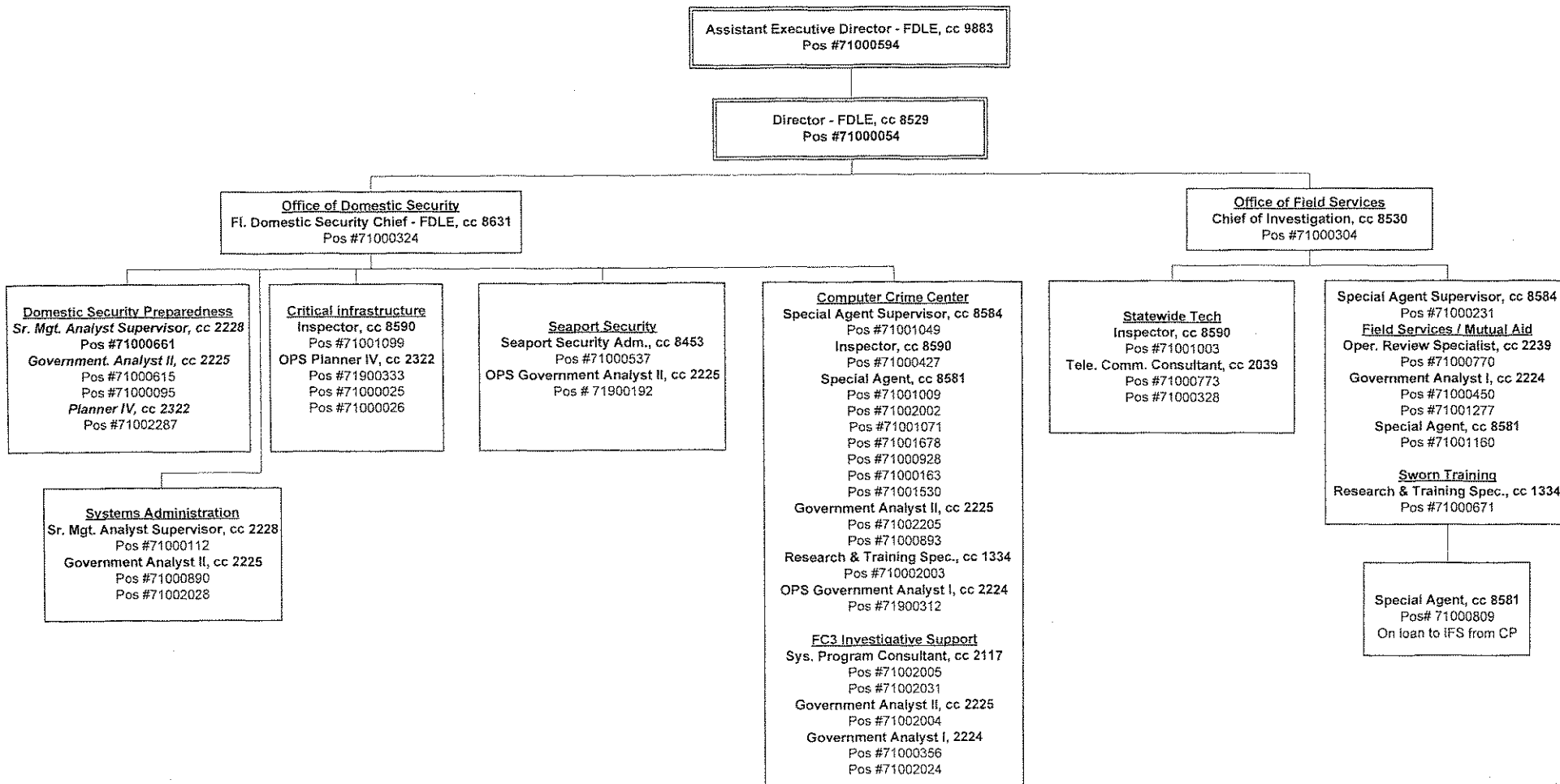
6/30/11

Florida Department of Law Enforcement  
 Investigations and Forensic Science Program  
 Office of Statewide Intelligence



6/30/11

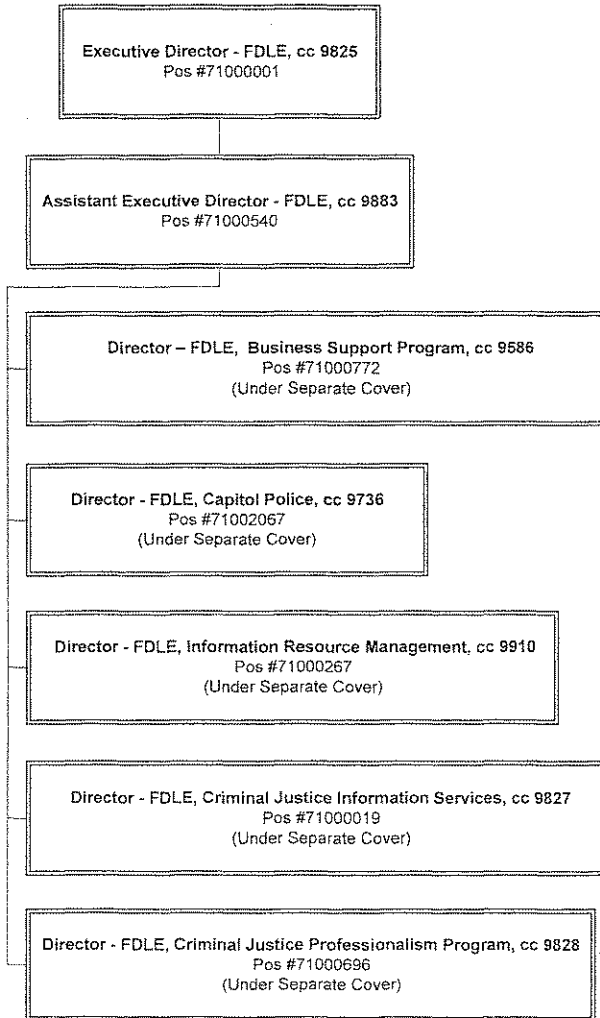
Florida Department of Law Enforcement  
 Investigations and Forensic Science Program  
 Office of Domestic Security and Field Services



6/30/11

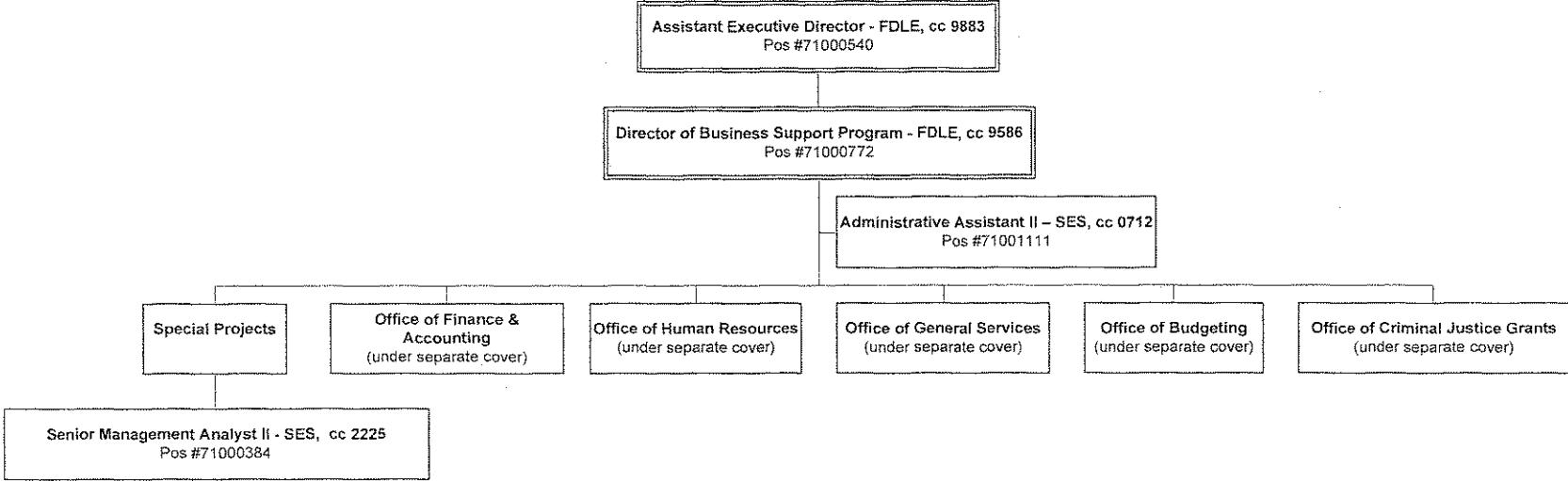


Florida Department of Law Enforcement  
Office of Executive Director  
Public Safety Services

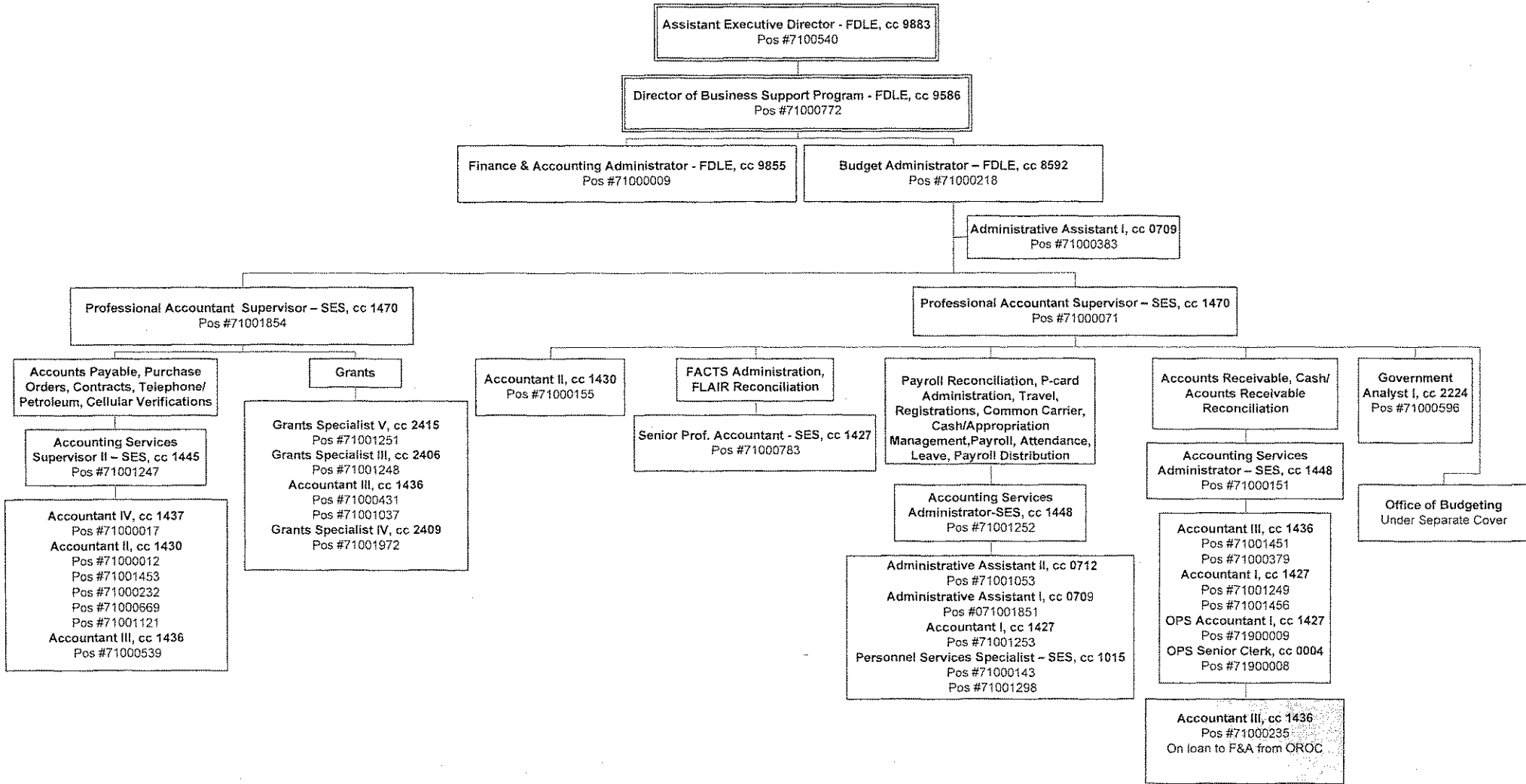


6/30/11

Florida Department of Law Enforcement  
Business Support Program  
Director's Office

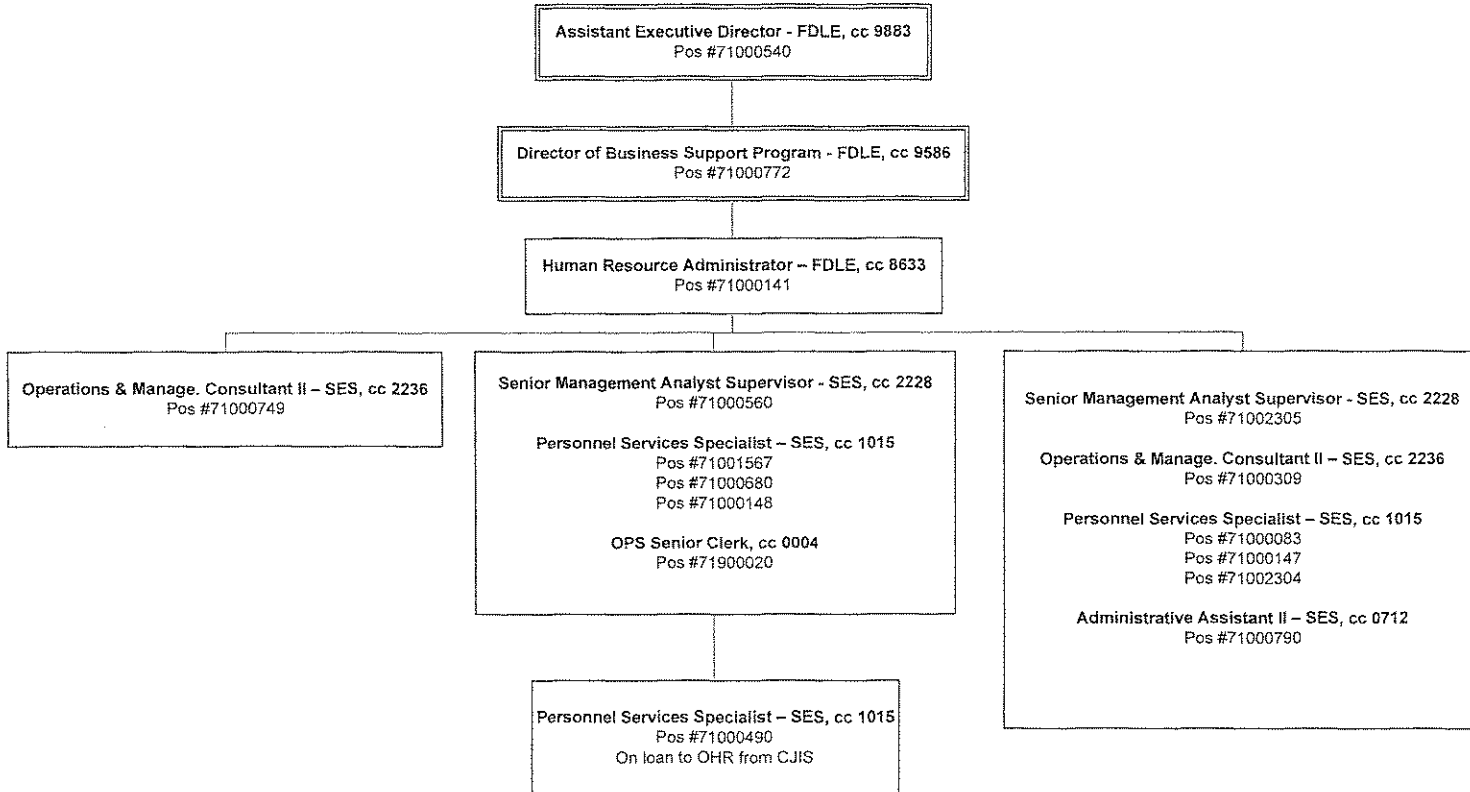


Florida Department of Law Enforcement  
 Business Support Program  
 Office of Finance & Accounting



6/30/11

Florida Department of Law Enforcement  
Business Support Program  
Office of Human Resources



6/30/11

Florida Department of Law Enforcement  
 Business Support Program  
 Office of General Services

Assistant Executive Director - FDLE, cc 9883  
 Pos #71000540

Director of Business Support Program - FDLE, cc 9586  
 Pos #71000772

General Services Administrator, cc 8733  
 Pos #71000238

Support Services  
 Section

Purchasing Section

Operations & Management Consultant Manager - SES, cc 2238  
 Pos #71001852

Operations & Management Consultant Manager - SES, cc 2238  
 Pos #71000007

OPS Senior Clerk, cc 0004  
 Pos #71900161

Contracts

Purchasing

Printshop

Mailroom

Central Receiving/  
 Supply

Gov. Operations Consultant II, cc 2236  
 Pos #71000152  
 Gov. Operations Consultant I, cc 2234  
 Pos #71001989

Purchasing Specialist, cc 0818  
 Pos #71000010  
 Pos #71000110  
 Purchasing Agent III, cc 0815  
 Pos #71000016  
 Purchasing Analyst, cc 0820  
 Pos #71000582  
 Gov. Operations Consult I, cc 2236  
 Pos #71000781

Property/Fleet  
 Management

Facilities  
 Management

Art Editor, cc 3716  
 Pos #71001235  
 Staff Assistant, cc 0120  
 Pos #71001250

Staff Assistant, cc 0120  
 Pos #71000602

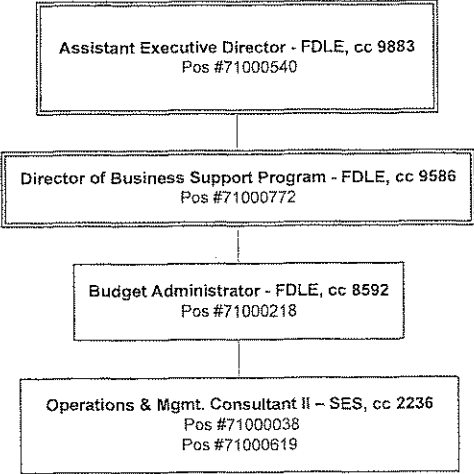
Administrative Assistant II, cc 0712  
 Pos #71000391  
 General Services Specialist, cc 0839  
 Pos #71000350

Administrative Assistant II, cc 0712  
 Pos #71002073  
 On loan to OGS from Capitol Police

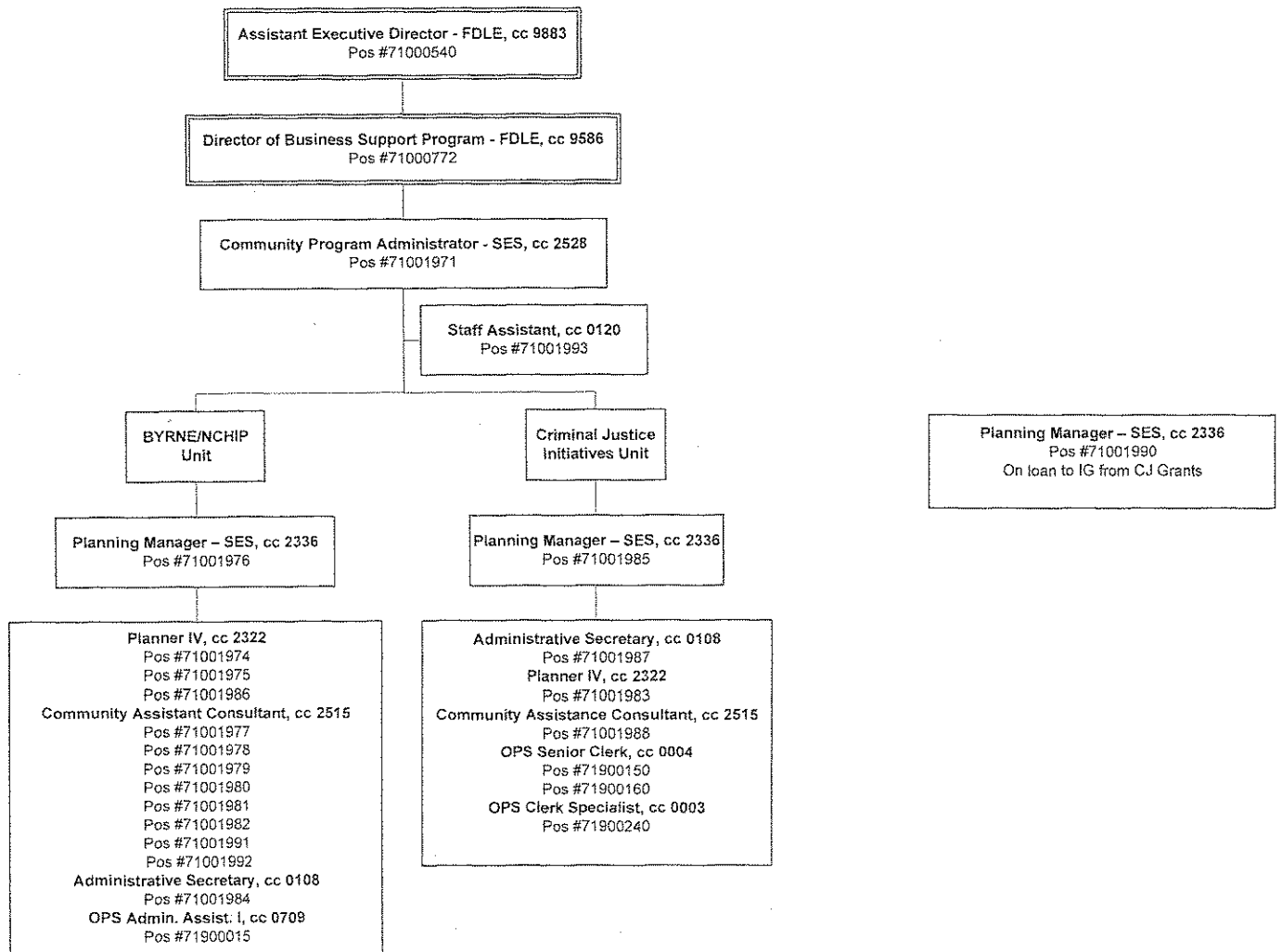
Staff Assistant, cc 0120  
 Pos #71000782  
 Pos #71000014  
 Administrative Assistant II cc 0712  
 Pos #71000775

General Services Specialist, cc 0839  
 Pos #71001067

Florida Department of Law Enforcement  
Business Support Program  
Office of Budgeting

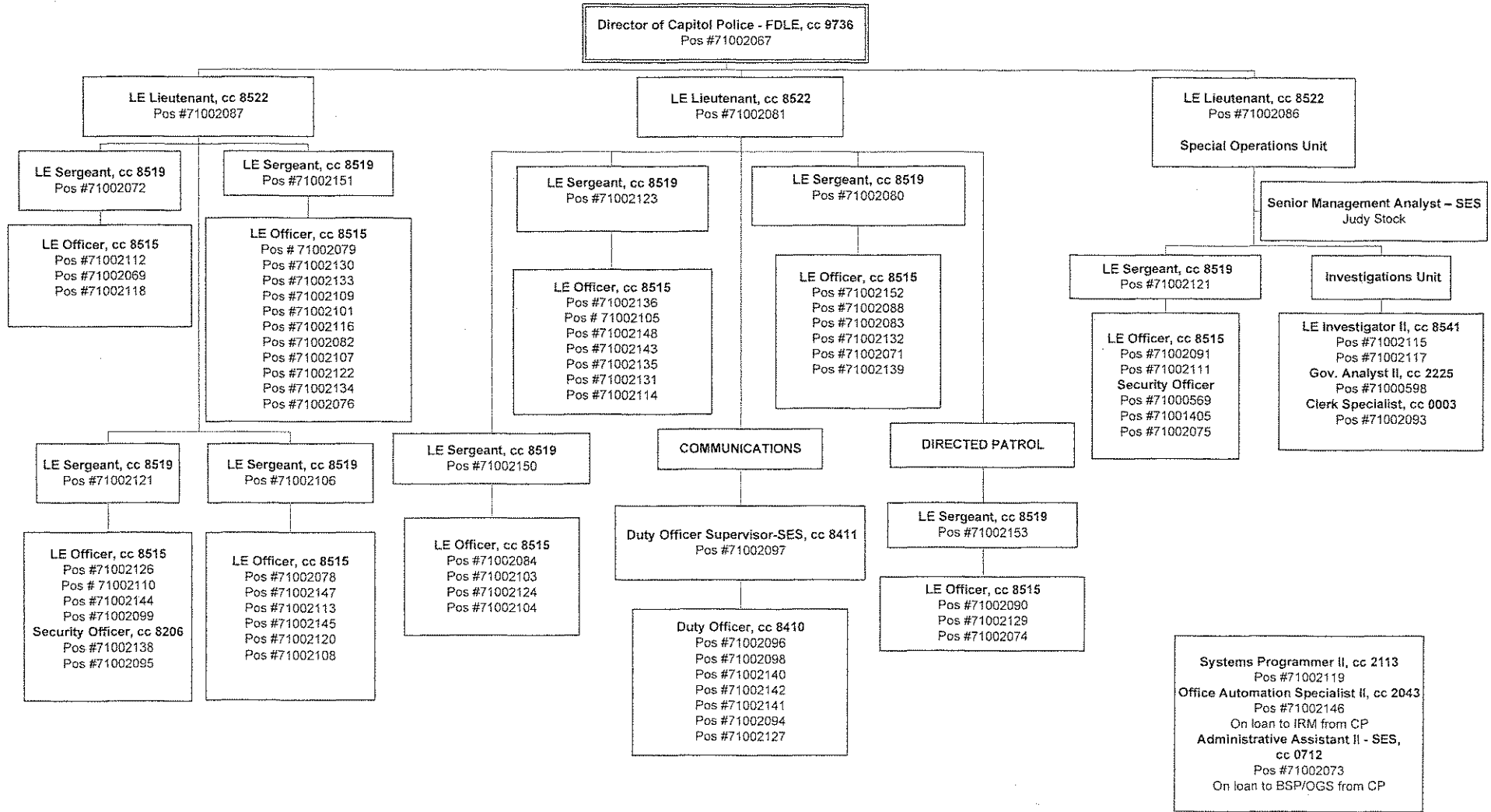


Florida Department of Law Enforcement  
 Business Support Program  
 Office of Criminal Justice Grants



6/30/11

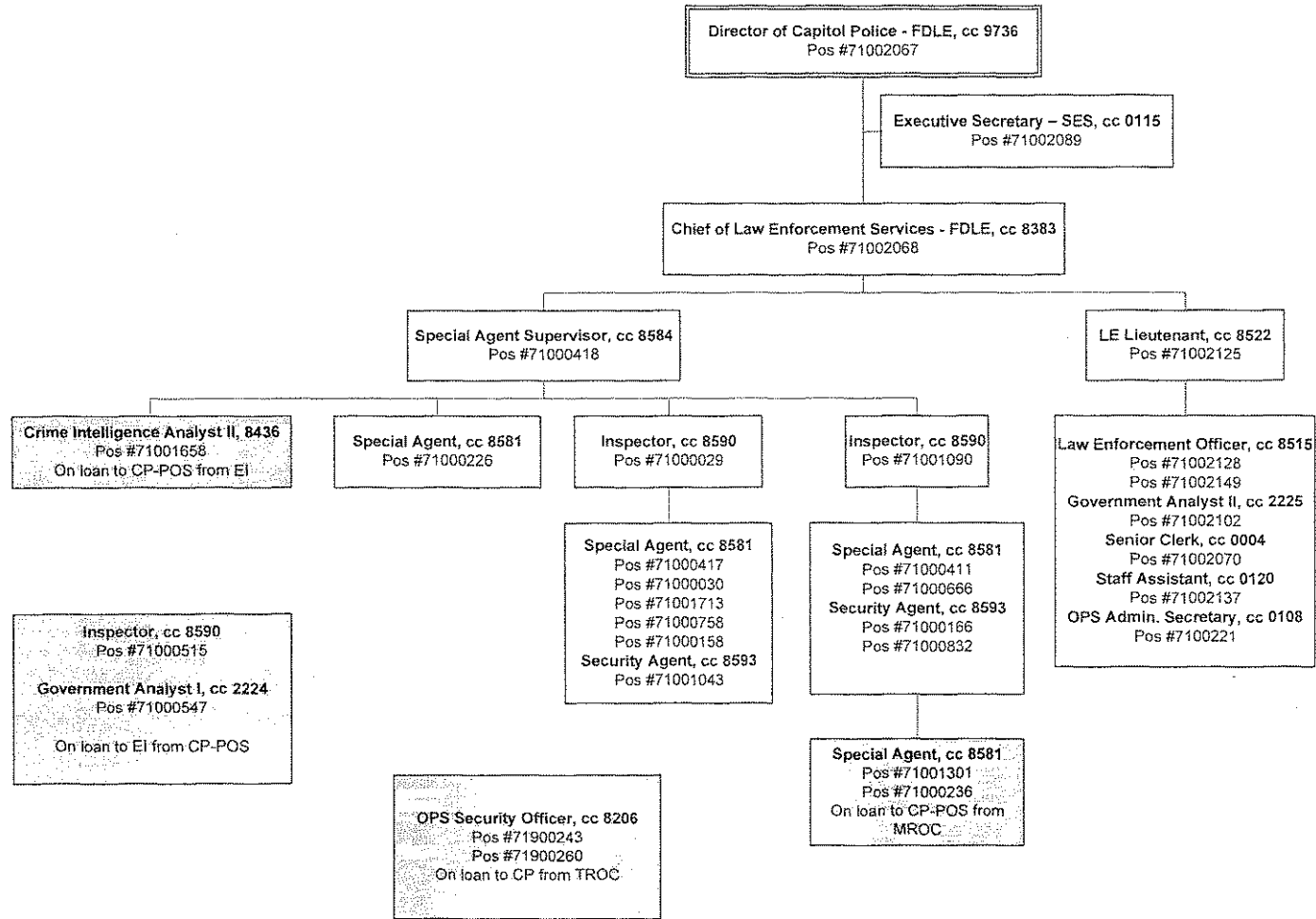
Florida Department of Law Enforcement  
 Capitol Police



6/30/11

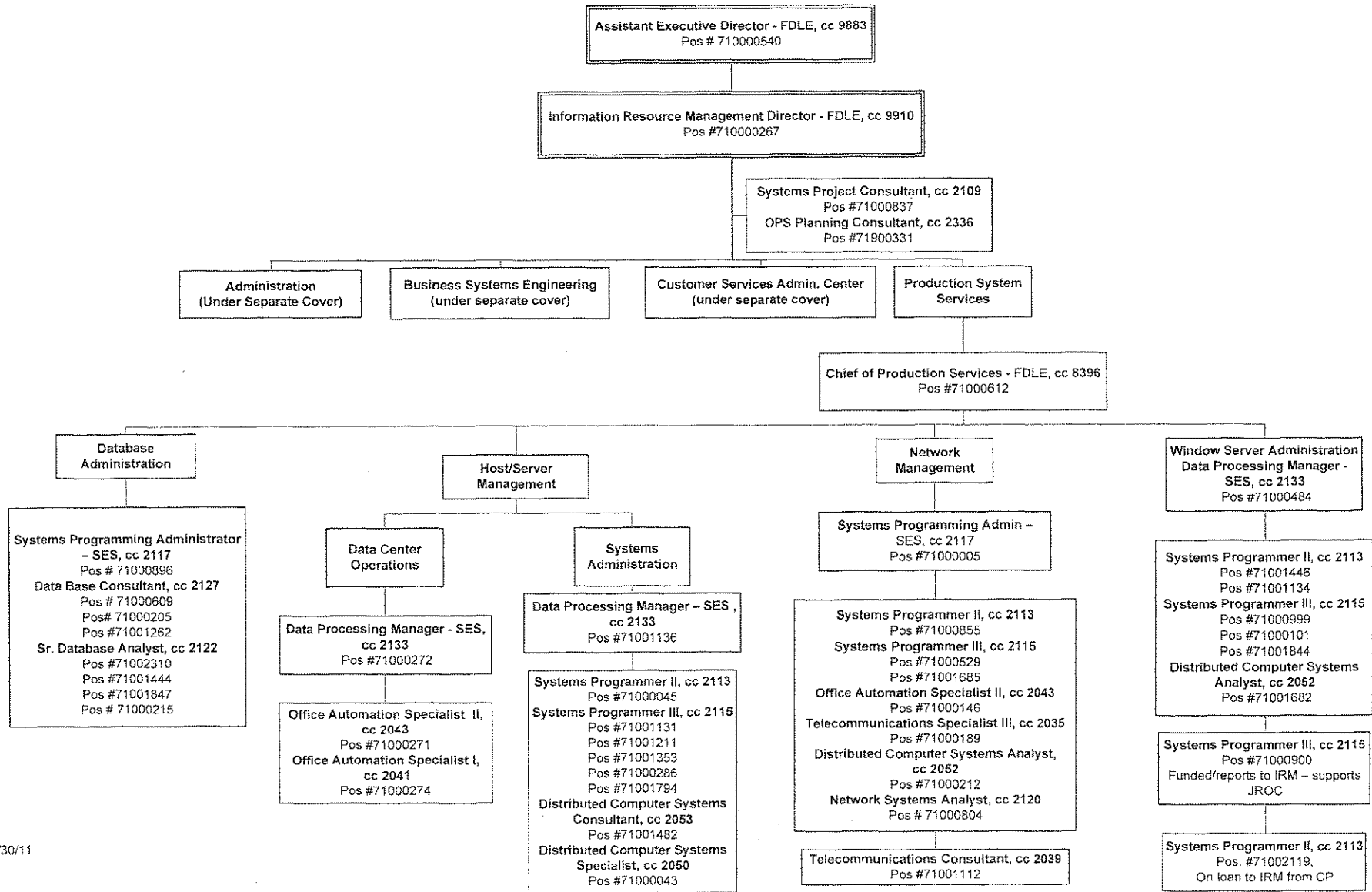


Florida Department of Law Enforcement  
 Capitol Police  
 Protective Operation Section



6/30/11

Florida Department of Law Enforcement  
Information Resource Management



6/30/11

Florida Department of Law Enforcement  
Information Resource Management  
Administration

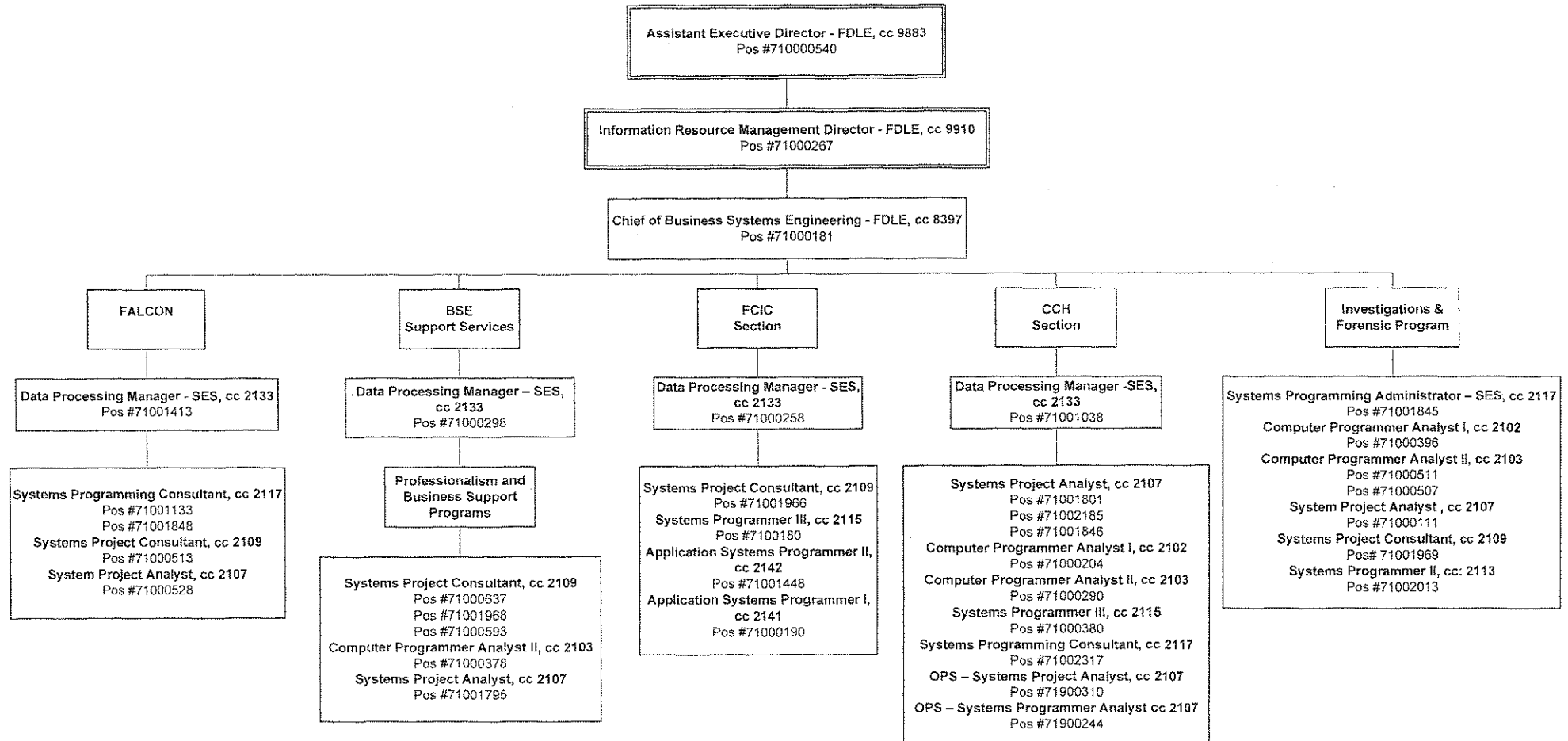
Assistant Executive Director - FDLE, cc 9883  
Pos # 710000540

Information Resource Management Director - FDLE, cc 9910  
Pos #710000267

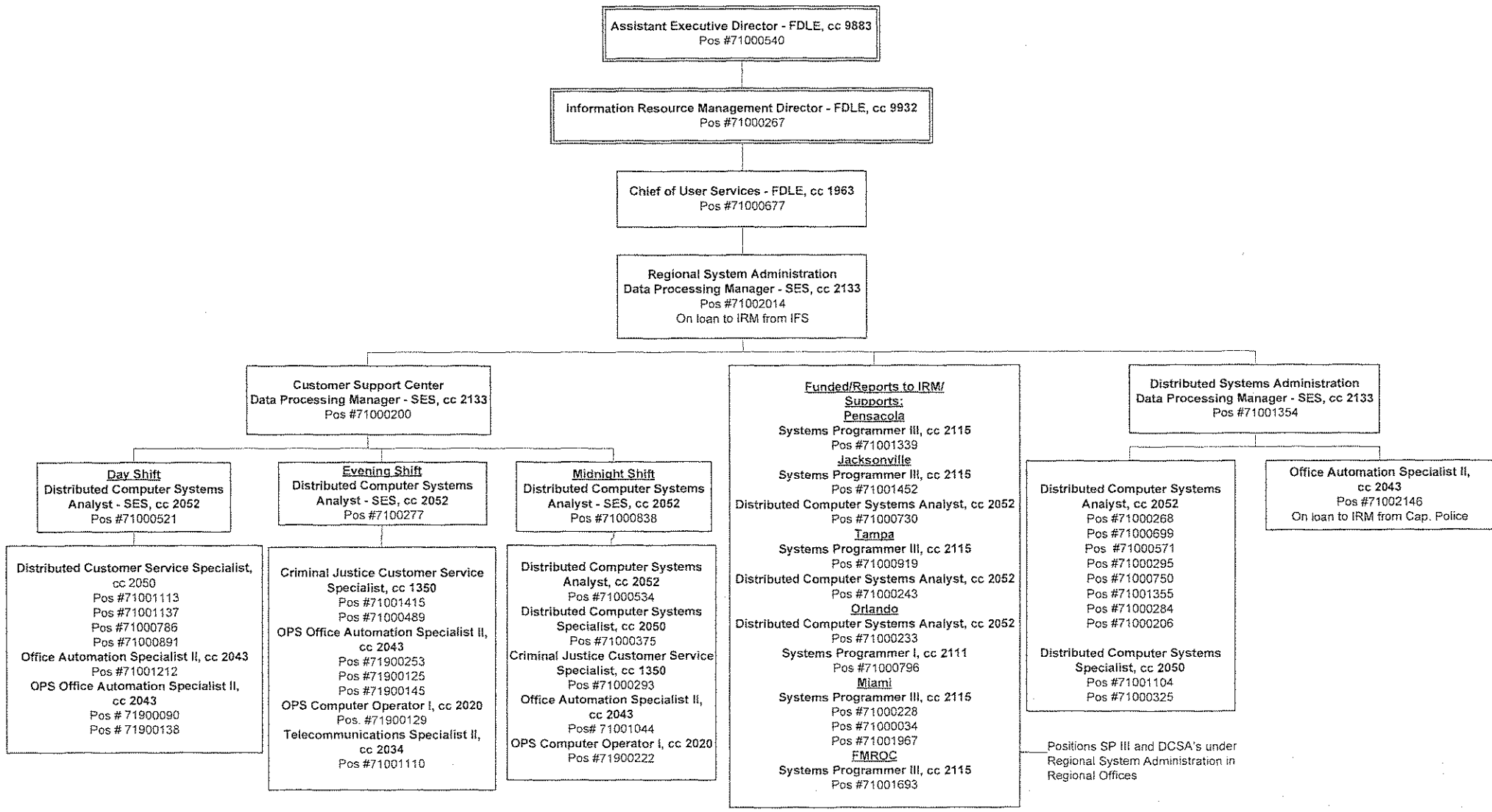
Information Systems & Services Administrator – SES, cc 8702  
Pos #71001119

Administrative Assist. I, cc 0709  
Pos #710000276  
Administrative Assistant II, cc 0712  
Pos # 71001342  
Criminal Justice Customer Service Specialist, cc 1350  
Pos #71000207  
Planning Consultant, cc 2336  
Pos #71000599  
Systems Project Consultant, cc 2109  
Pos #71000196  
Research & Training Specialist – SES, cc 1334  
Pos #71000297

Florida Department of Law Enforcement  
 Information Resource Management  
 Business Systems Engineering

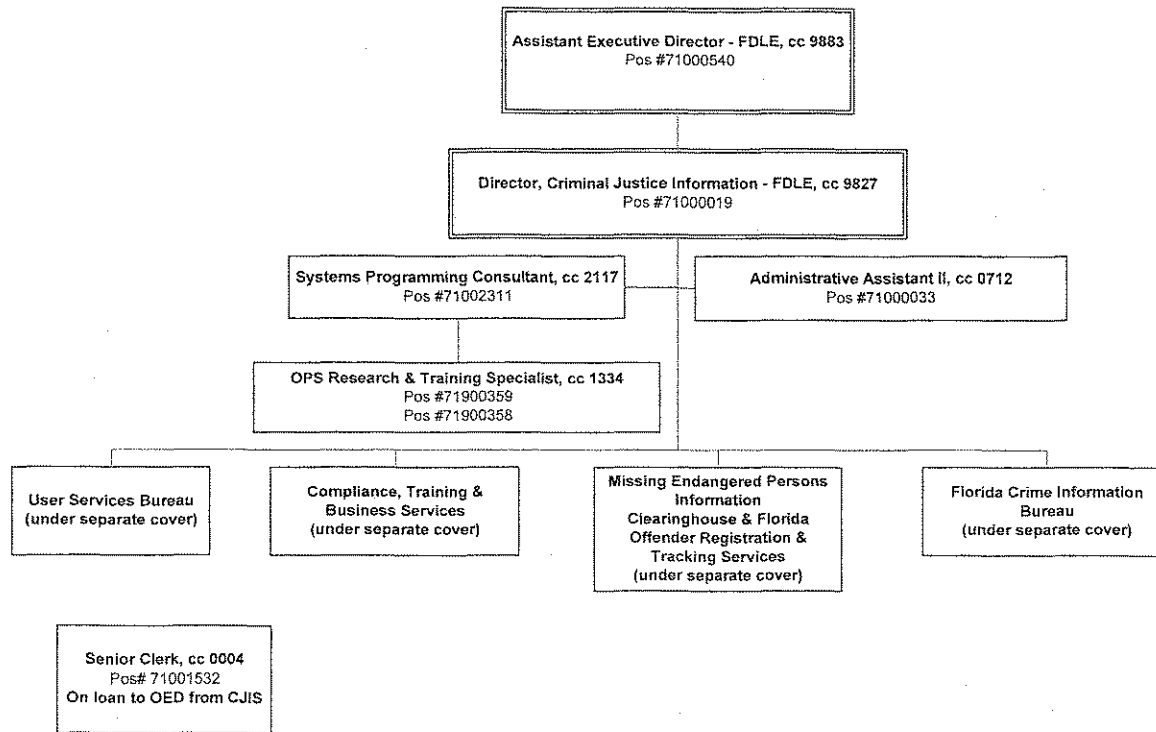


Florida Department of Law Enforcement  
 Information Resource Management  
 Customer Service Administration Center

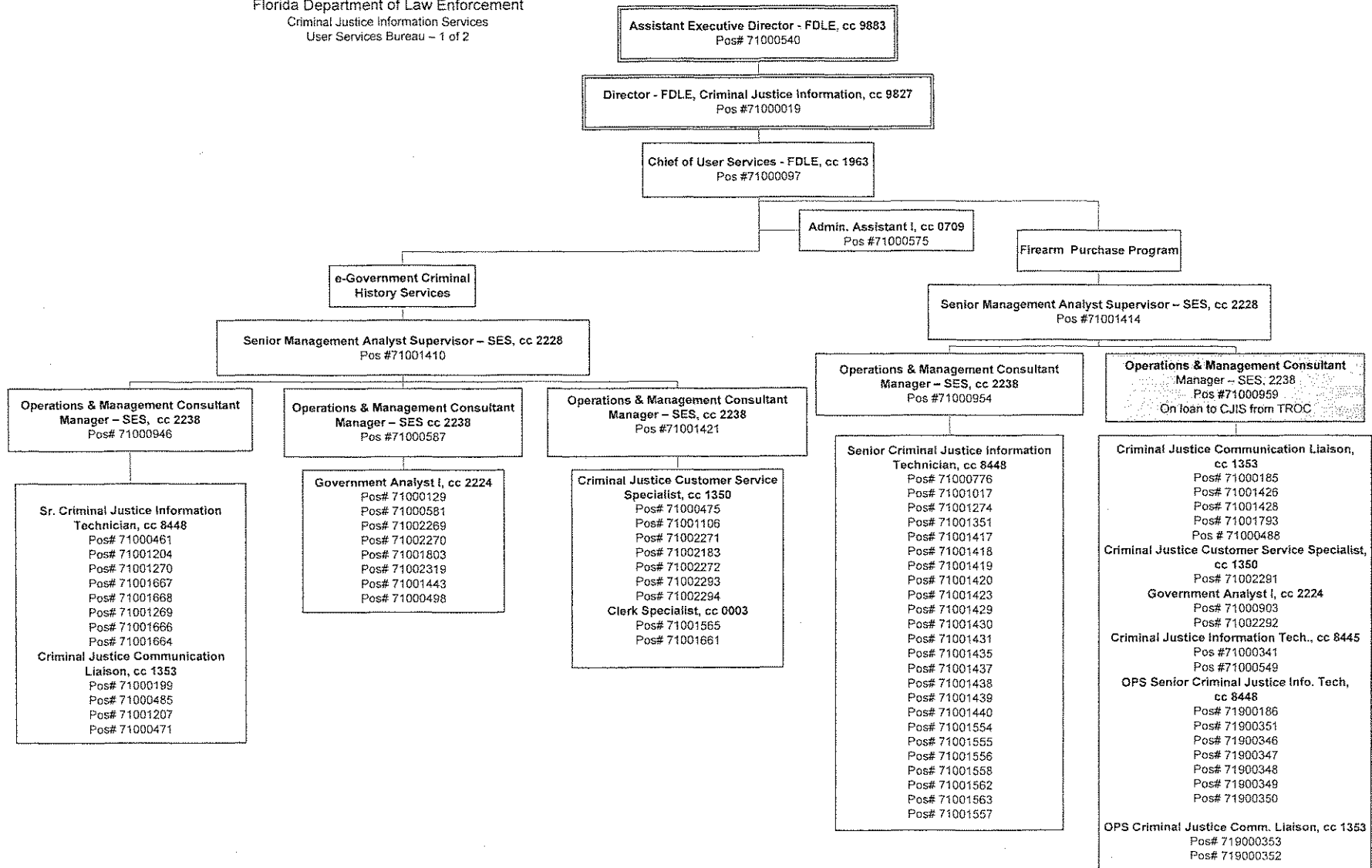


6/30/11

Florida Department of Law Enforcement  
Criminal Justice Information Services  
Director's Office

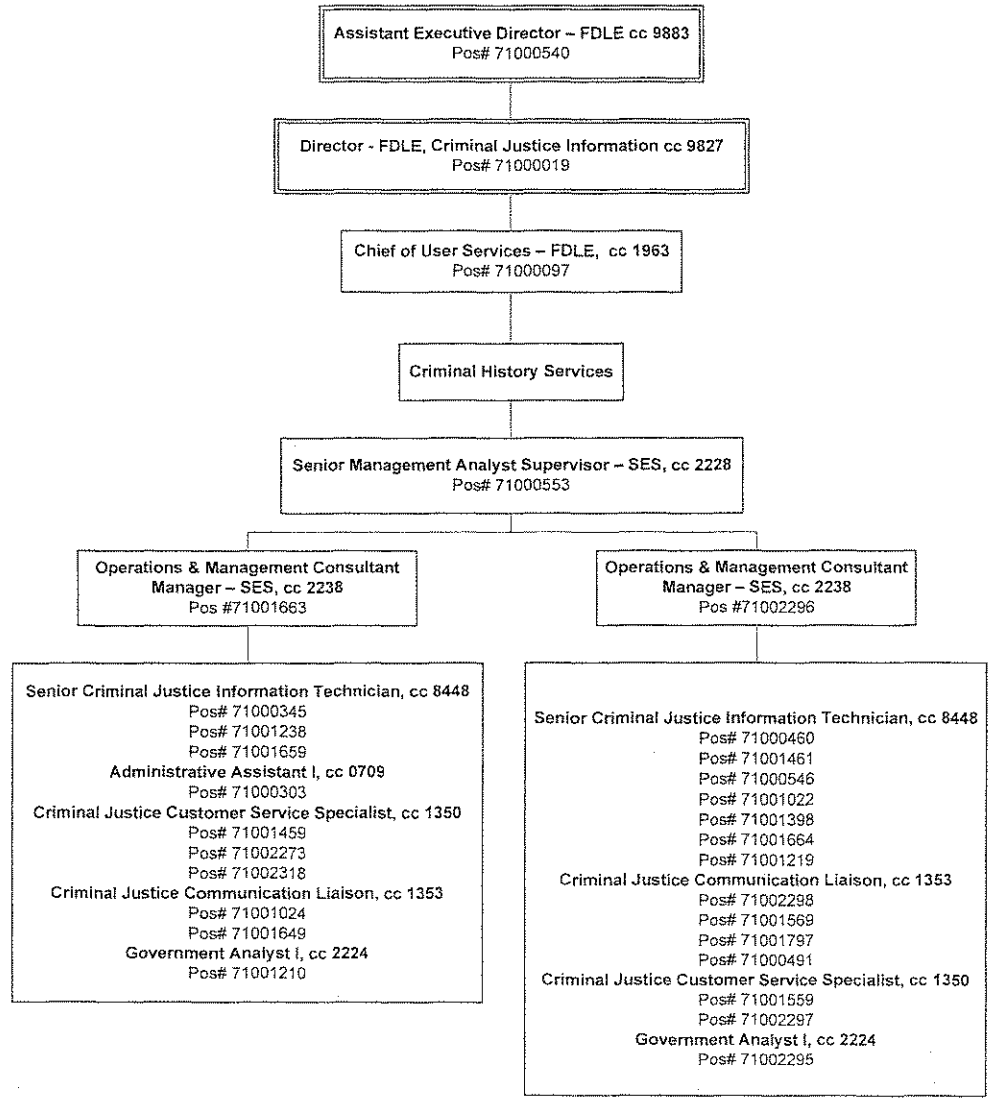


6/30/11



6/30/11

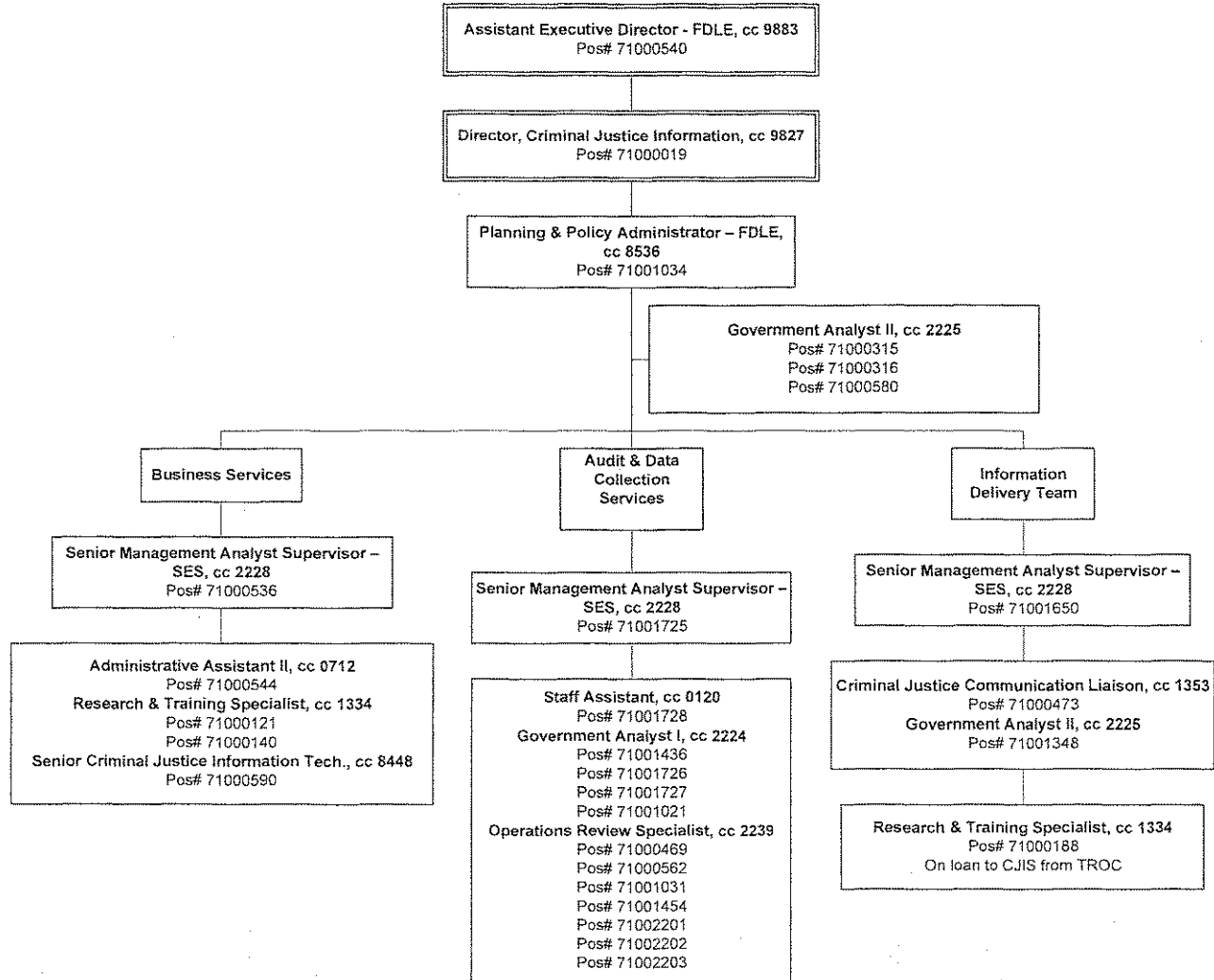
Florida Department of Law Enforcement  
 Criminal Justice Information Services  
 User Services Bureau – 2 of 2



6/30/11

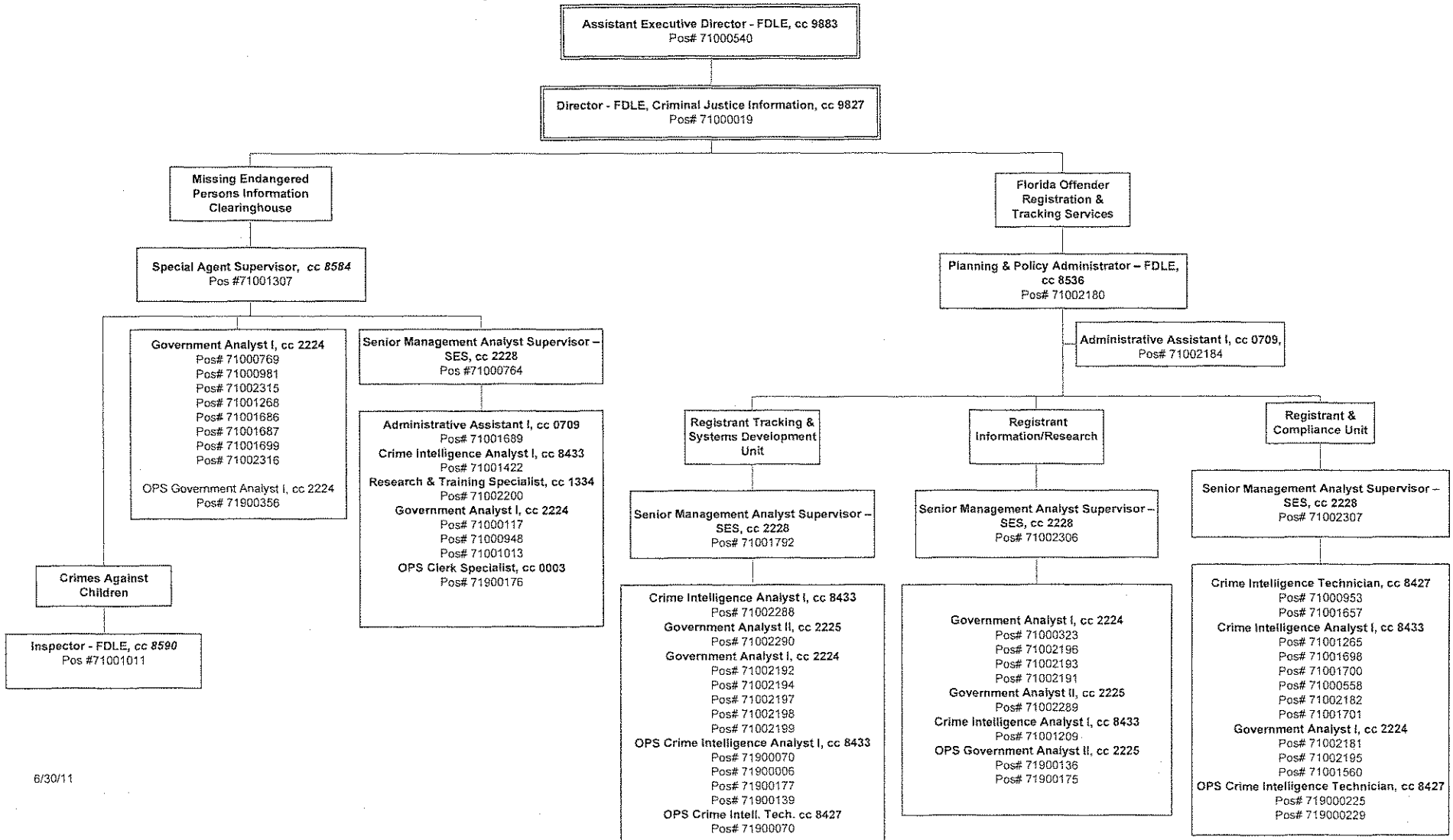


Florida Department of Law Enforcement  
 Criminal Justice Information Services  
 Compliance, Training, and Business Services



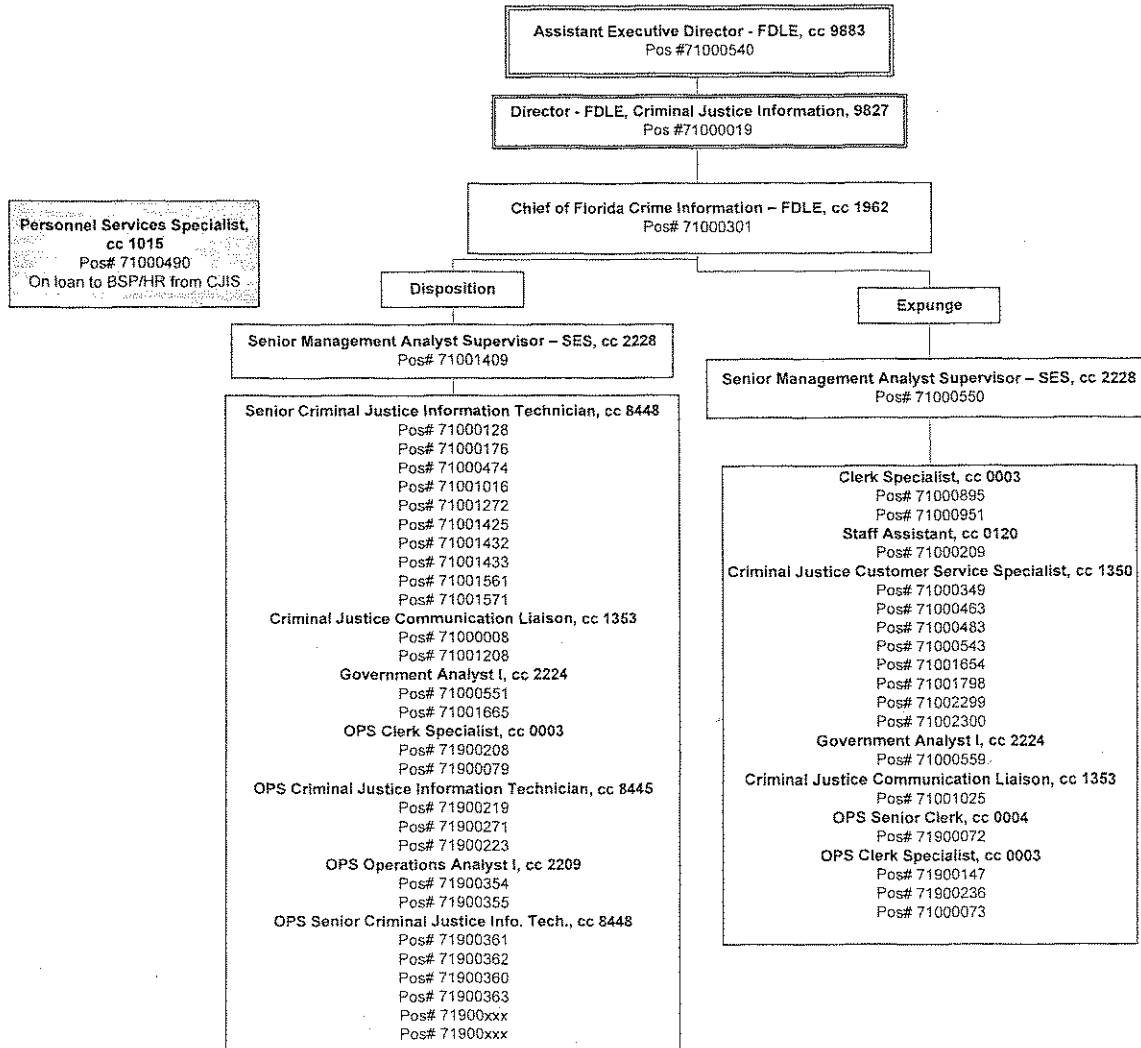
6/30/11

Florida Department of Law Enforcement  
Criminal Justice Information Services  
Missing Endangered Persons Information Clearinghouse – Florida Offender Registration & Tracking Services



6/30/11

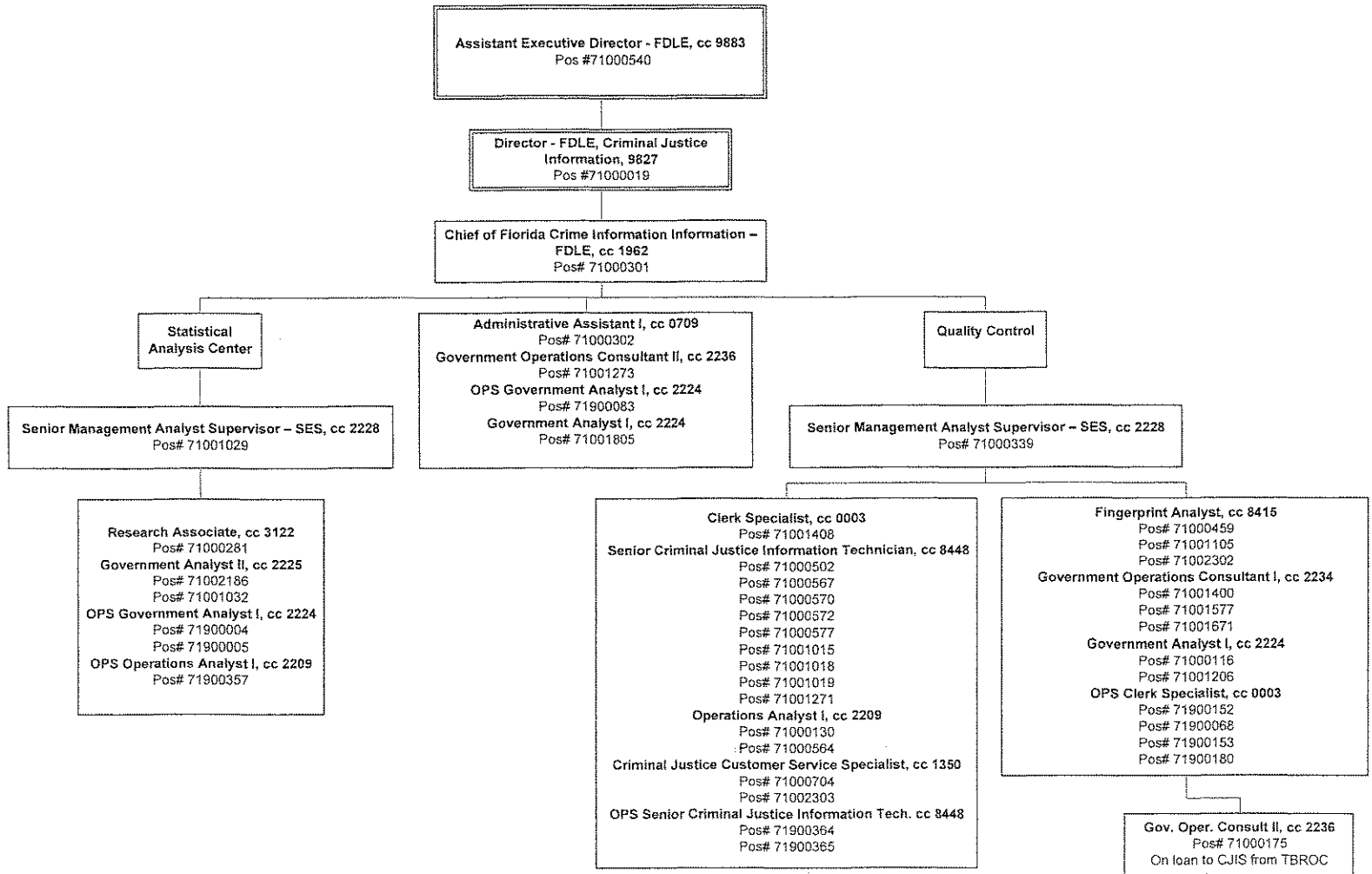
Florida Department of Law Enforcement  
 Criminal Justice Information Services  
 Florida Crime Information Bureau – 1 of 3



Personnel Services Specialist,  
 cc 1015  
 Pos# 71000490  
 On loan to BSP/HR from C.JIS

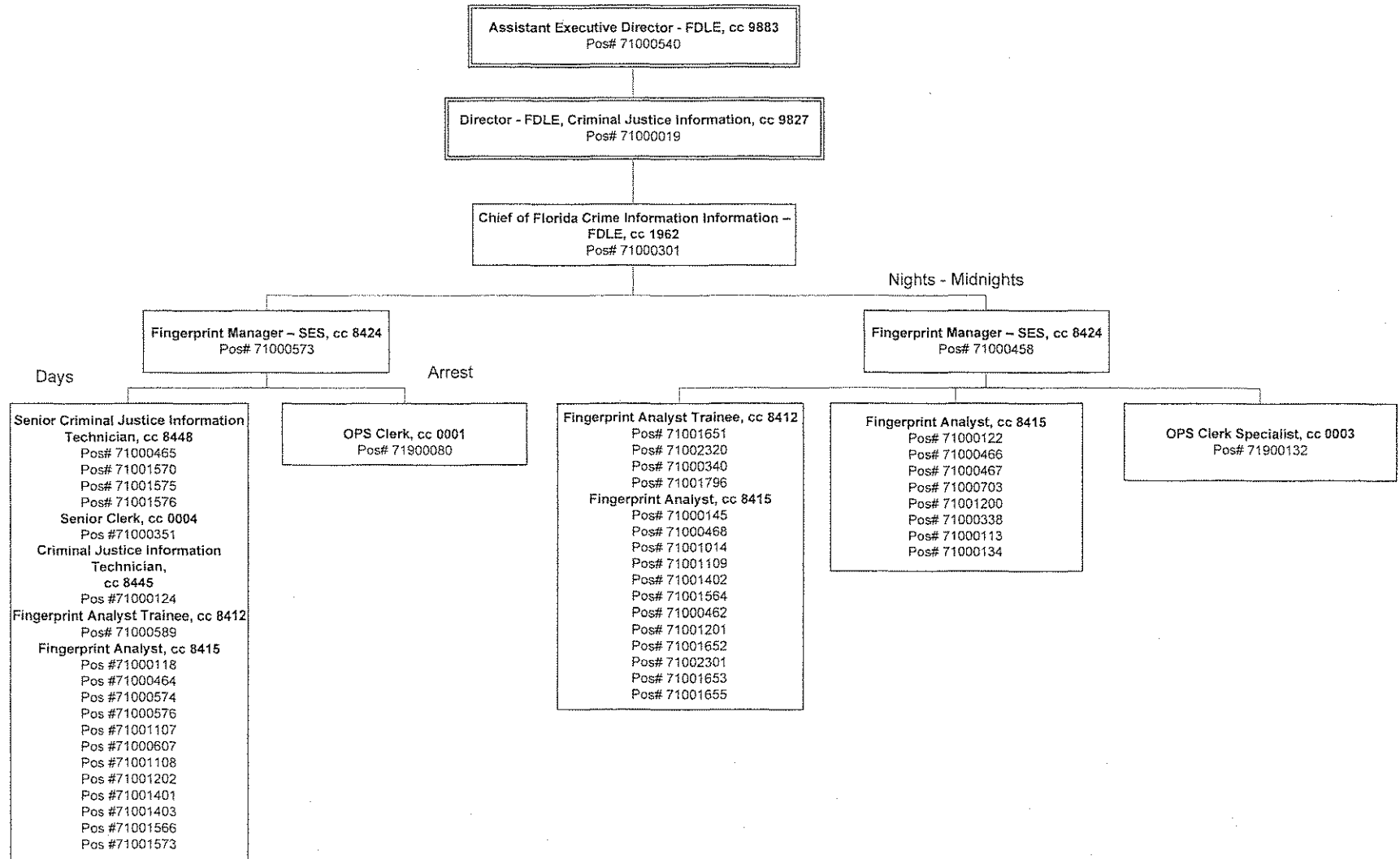
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Florida Department of Law Enforcement  
 Criminal Justice Information Services  
 Florida Crime Information Bureau – 2 of 3



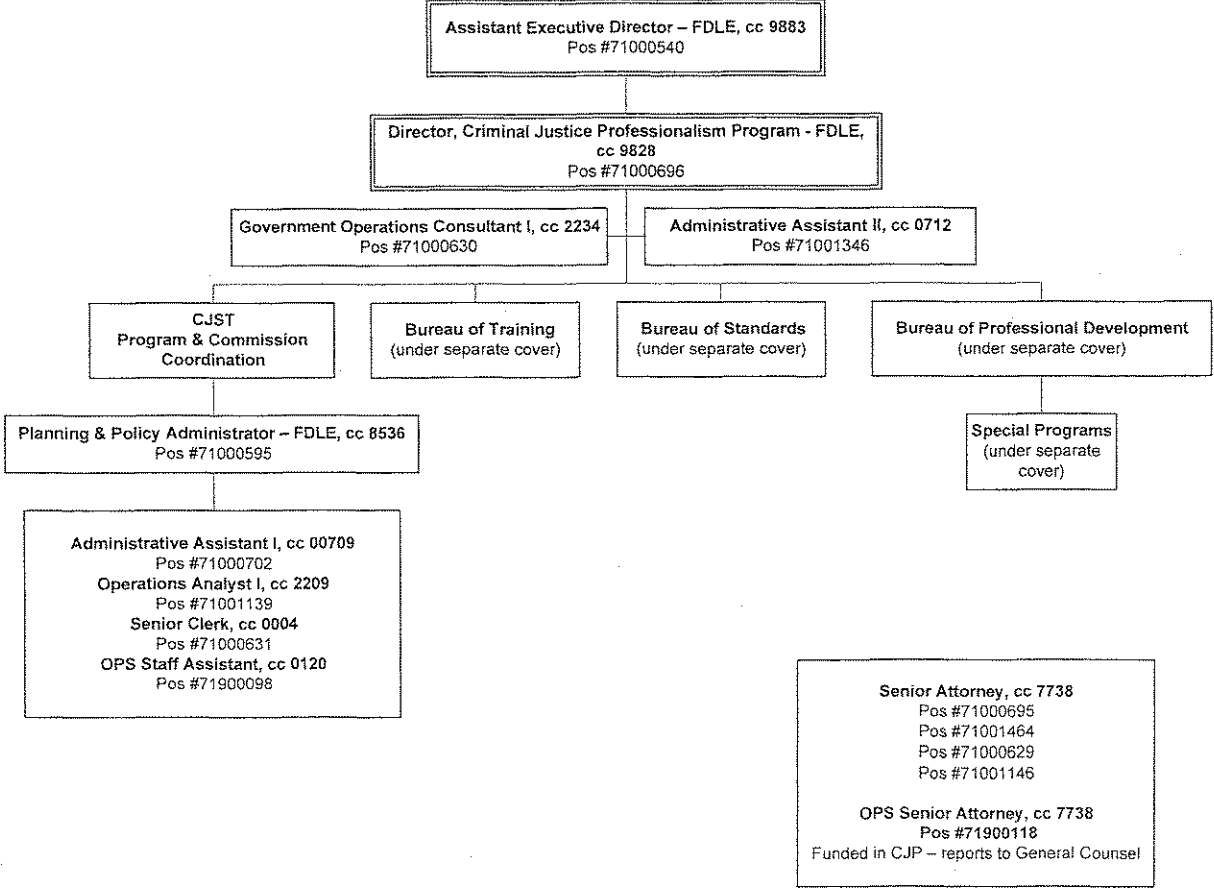
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Florida Department of Law Enforcement  
 Criminal Justice Information Services  
 Florida Crime Information Bureau – 3 of 3



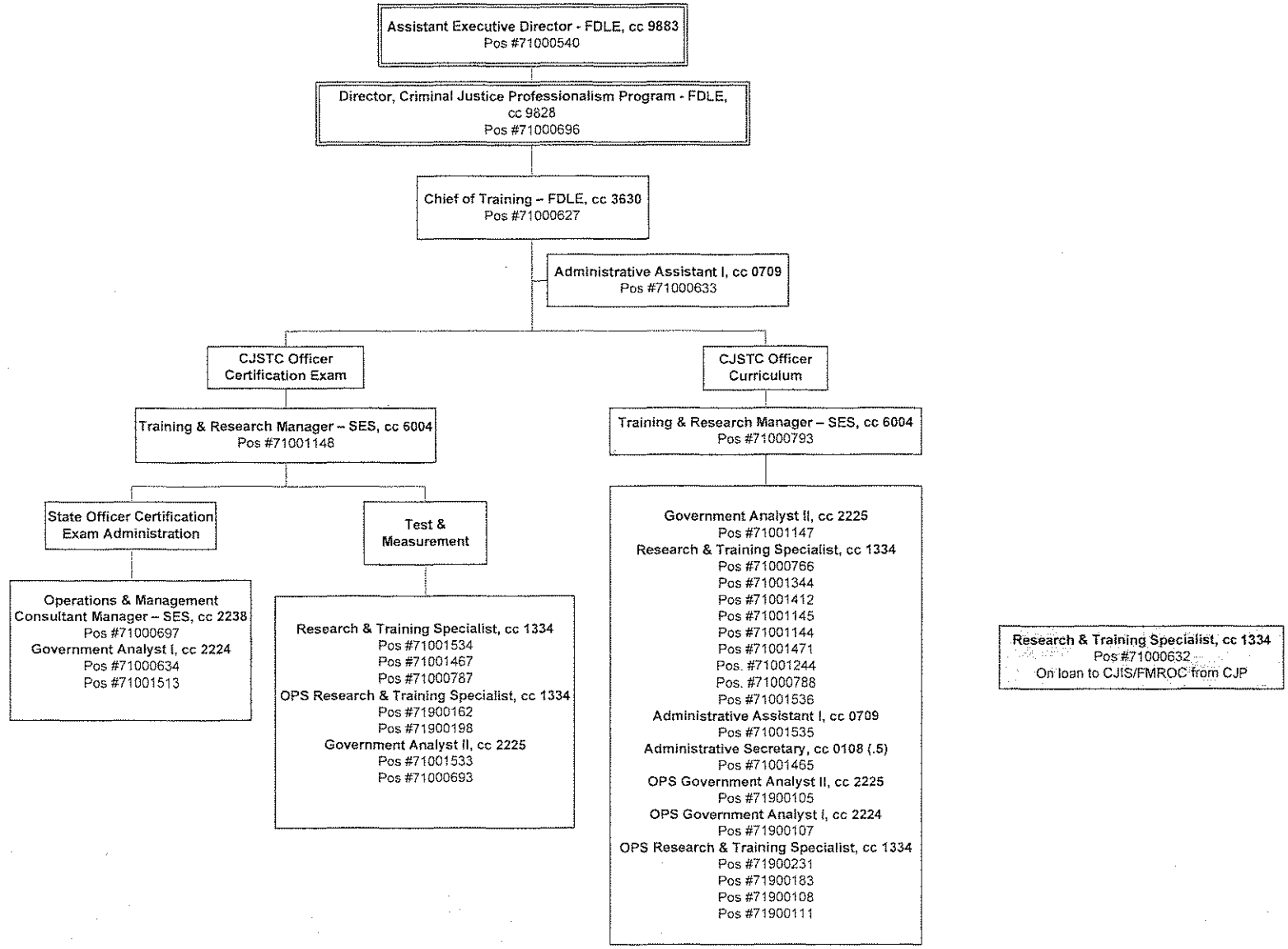
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Florida Department of Law Enforcement  
Criminal Justice Professionalism



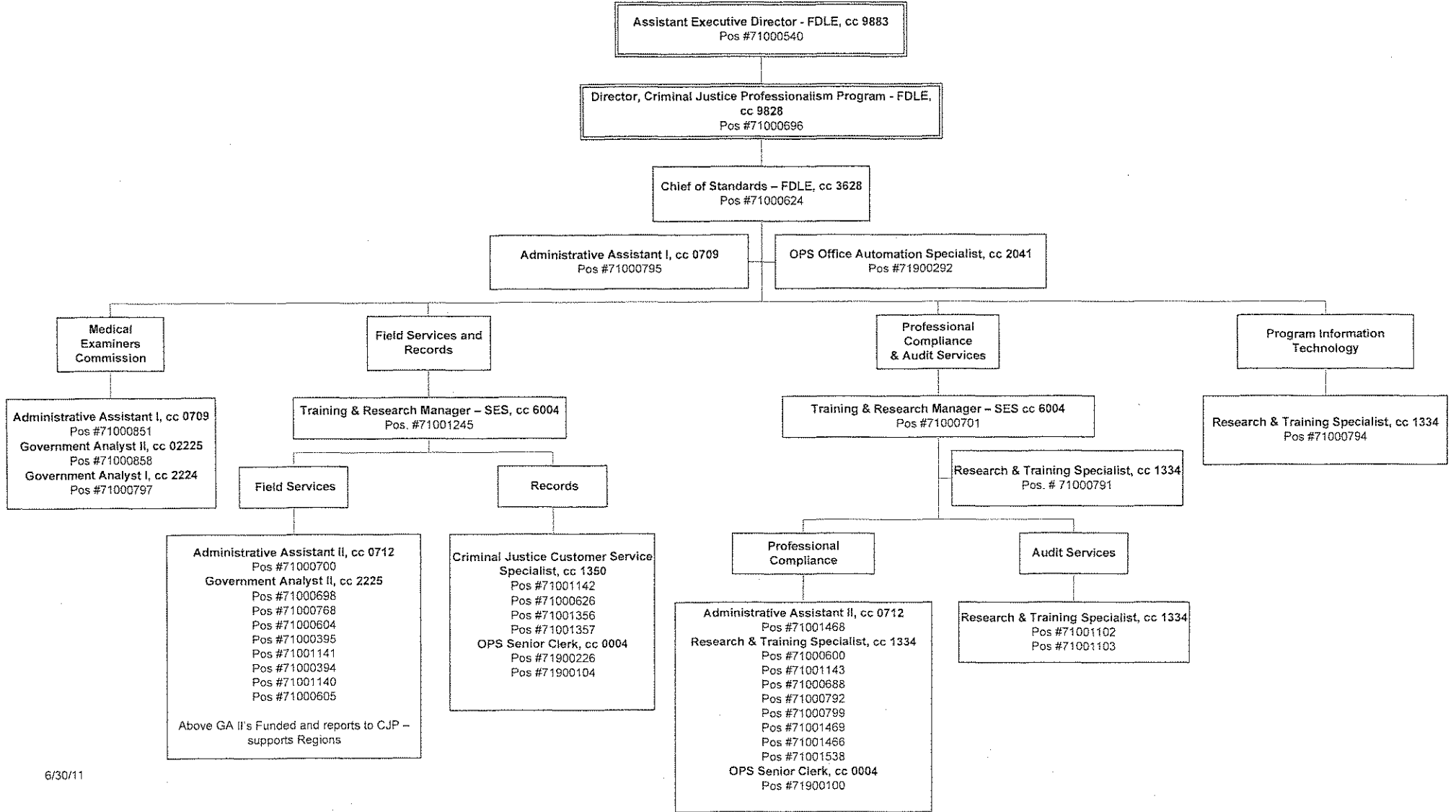
6/30/11

Florida Department of Law Enforcement  
 Criminal Justice Professionalism  
 Bureau of Training



6/30/11

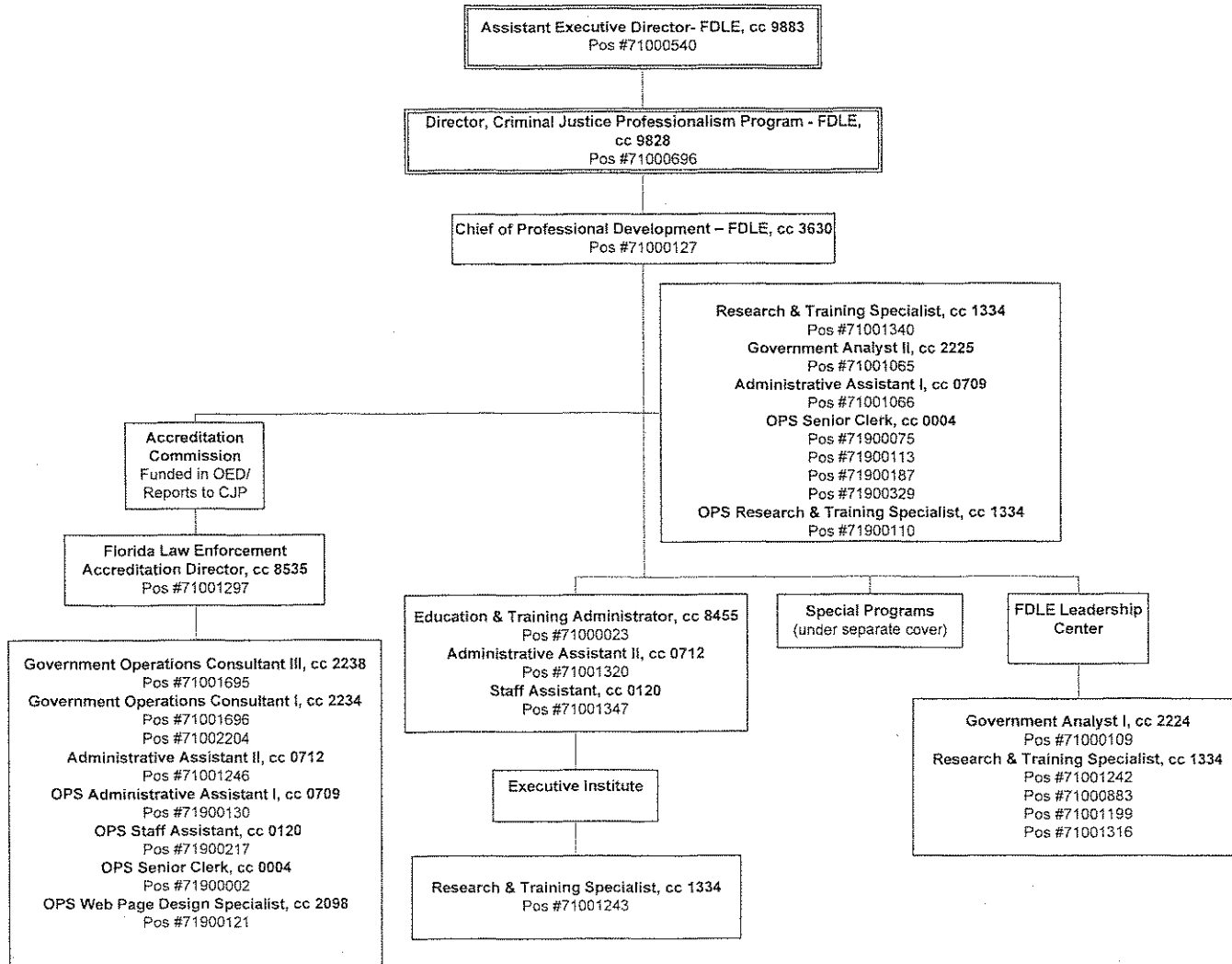
Florida Department of Law Enforcement  
 Criminal Justice Professionalism  
 Bureau of Standards



6/30/11

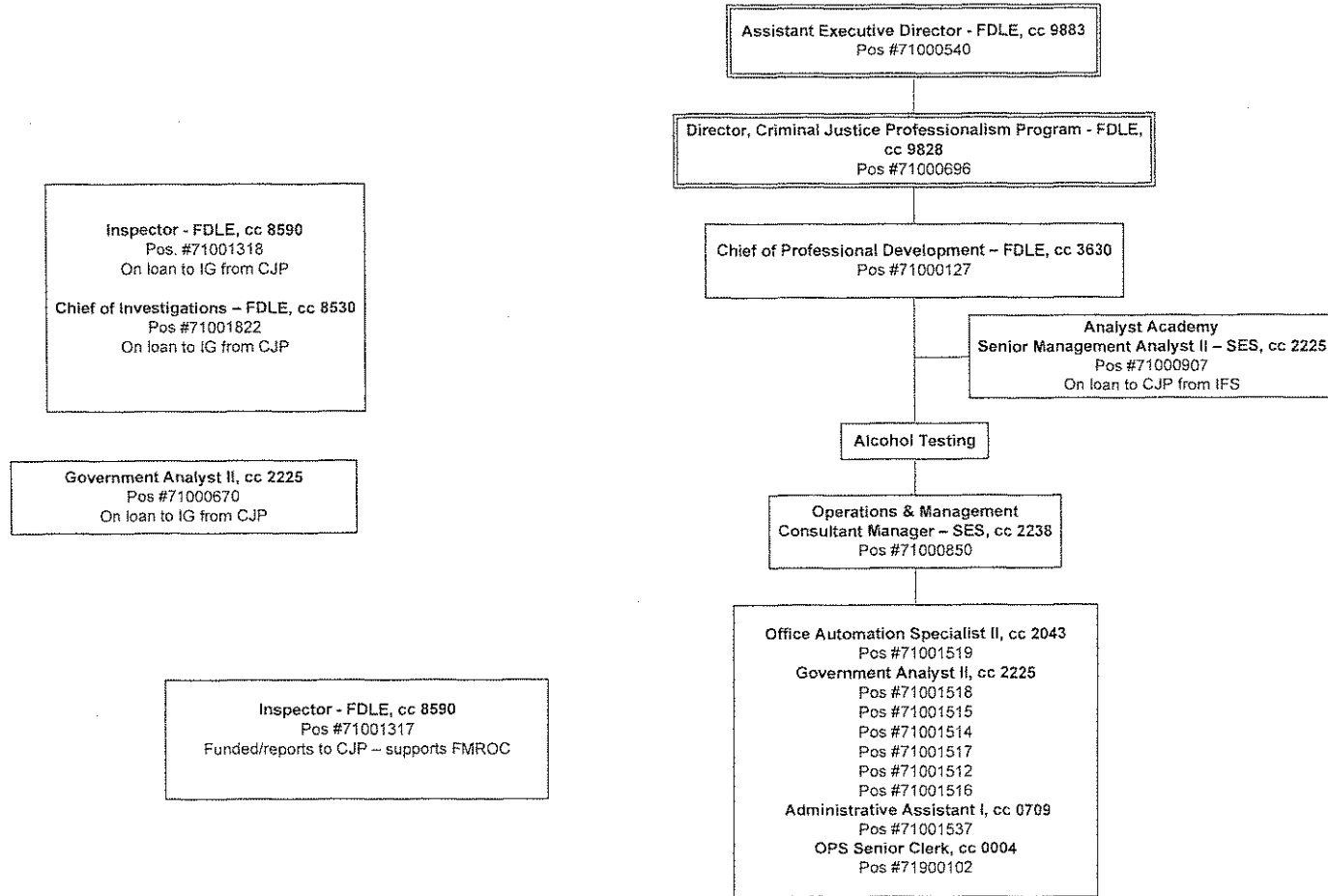


Florida Department of Law Enforcement  
 Criminal Justice Professionalism  
 Bureau of Professional Development



6/30/11

Florida Department of Law Enforcement  
 Criminal Justice Professionalism  
 Special Programs



6/30/11

LAW ENFORCEMENT, DEPARTMENT OF		FISCAL YEAR 2010-11			
SECTION I: BUDGET		OPERATING			FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT				247,945,722	0
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)				106,781,596	0
FINAL BUDGET FOR AGENCY				354,727,318	0

SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	Expenditures	(2) Expenditures (Allocated)	(3) FCO
<i>Executive Direction, Administrative Support and Information Technology (2)</i>				31,584,721		0
Capitol Complex Security * <a href="#">Number of calls for Capitol Police Officers</a>		4,570	1,669.20	5,656,234	7,628,225	
Dna Database * <a href="#">Number of DNA samples added to the DNA database.</a>		765,960	4.18	2,807,351	3,201,749	
Crime Laboratory Services * <a href="#">Number of lab service requests completed</a>		76,630	607.73	38,069,205	46,570,677	
Investigative Services * <a href="#">Number of criminal investigations</a>		2,977	20,532.68	51,068,648	61,125,802	
Domestic Security * <a href="#">Number of Domestic Security cases.</a>		23	463,097.70	9,205,120	10,651,247	
Intelligence Initiatives * <a href="#">Number of Intelligence Initiatives</a>		708	8,186.94	4,766,533	5,796,350	
Missing Persons * <a href="#">Number of missing persons cases</a>		4,588	383.96	1,345,296	1,761,605	
Sexual Predator Tracking And Information * <a href="#">Number of registered sexual predators/offenders added and total identified to the public.</a>		60,475	47.48	2,148,166	2,871,229	
Criminal History Information * <a href="#">Number of criminal history record checks processed</a>		2,769,787	3.27	6,704,017	9,070,406	
Criminal History Creation And Maintenance * <a href="#">Number of arrest records created and maintained.</a>		22,790,085	0.40	6,589,950	9,175,449	
Officer Compliance * <a href="#">Number of criminal justice officer disciplinary actions.</a>		675	5,945.36	3,290,052	4,013,115	
Officer Records Management * <a href="#">Number of professional law enforcement certificates issued</a>		19,655	71.68	1,124,070	1,408,913	
Criminal Justice Training * <a href="#">Number of individuals who pass the basic professional certifications examinations.</a>		6,128	774.62	3,662,282	4,746,878	

TOTAL			168,021,645	168,021,645	
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SECTION III: RECONCILIATION TO BUDGET					
PASS THROUGHS					
TRANSFER - STATE AGENCIES					
AID TO LOCAL GOVERNMENTS					
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS					
OTHER				72,993,877	
REVERSIONS				113,712,045	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				354,727,567	

**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.

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

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

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

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

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

THE FOLLOWING ACTIVITIES DO NOT HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND ARE REPORTED AS 'OTHER' IN SECTION III: (NOTE: 'OTHER' ACTIVITIES ARE NOT 'TRANSFER-STATE AGENCY' ACTIVITIES OR 'AID TO LOCAL GOVERNMENTS' ACTIVITIES. ALL ACTIVITIES WITH AN OUTPUT STANDARD (RECORD TYPE 5) SHOULD BE REPORTED IN SECTION II.)

BE	PC	CODE	TITLE	EXPENDITURES	FCO
71150200	1202000000	ACT5610	PASS THROUGH FEDERAL GRANTS AND AID	22,300,278	
71150200	1202000000	ACT5630	PASS THROUGH FEDERAL DOMESTIC	12,033,324	
71150200	1202000000	ACT5640	PASS THROUGH FEDERAL AMERICAN	30,605,882	
71600100	1202000000	ACT6290	PASSTHROUGH FUNDING TO LOCAL CRIME	2,464,478	
71600200	1202000000	ACT6890	PASS THROUGH FUNDING TO LOCAL	232,461	
71800100	1202000000	ACT8310	LOCAL LAW ENFORCEMENT TRAINING	5,357,454	

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 71	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	354,727,318	
TOTAL BUDGET FOR AGENCY (SECTION III):	354,727,567	
DIFFERENCE:	249-	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

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

**Agency:** Florida Department of Law Enforcement

**Contact:** Valerie Gardner 850-410-7234

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 2011 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 2012-2013 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 2012-2013 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

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

\* R/B = Revenue or Budget Driver

**X: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2010 - 2011**

**Department:** FL Dept of Law Enforcement **Chief Internal Auditor:** Lourdes Howell-Thomas

**Budget Entity:** 710000 **Phone Number:** 850-410-7241

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IG-0020 Enterprise Ethics Audit	Report Issued 4/21/11	Entire Department	Various recommendations were suggested to enhance the ethical environment at FDLE. Recommendations ranged from review of survey results comments to revisions to the ethics policy.	Management agreed with the recommendations. Corrective actions have been taken on most of the recommendations.	
IG-0011 FDLE Store Audit	Report Issued 9/8/10	Criminal Justice Professionalism Program	Several recommendations were issued on the internal controls of the FDLE store. Some of the recommendations include: updating position descriptions, separation of duties over bank statement reconciliations, accurate and timely reconciliations of bank statements, proper handling of voided checks and deposit slips, proper recording and handling of monies collected, and accurate invoicing.	Management decided to phase out the FDLE Store by July 1, 2011.	
AG 2011-167 Compliance and Internal Controls Over Financial Reporting and Federal Awards In accordance with OMB Circular A-133 for FY ended 6/30/11	Report Issued March 2011	BSP-OCJG	There were three findings regarding the payment and reporting of federal awards. One finding dealt with a grant agreement that included the payment of indirect cost in excess of the amount allowed by Federal regulations and FDLE's failure to detect this provision during the agreement review. Another finding is that FDLE reported unexpended cash advances as expenditures on the Quarterly Federal Financial Reports contrary to U. S Department of Justice guidance. The other finding was regarding the reporting of ARRA expenditures on the 1512 Reports, and inadequate procedures for reporting in compliance with 1512 requirements.	Management agreed with the findings and recommendations, and corrective actions were taken. The grant agreement was modified to comply with applicable federal regulations, and procedures were updated. Regarding the reporting of unexpended cash advances, there was an error in the selection of the reporting category. Expenditure accruals are not included in the SF-425 Report and the cash basis should have been selected.	

**X: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2010 - 2011**

**Department:** FL Dept of Law Enforcement **Chief Internal Auditor:** Lourdes Howell-Thomas

**Budget Entity:** 710000 **Phone Number:** 850-410-7241

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
				In September 2010, the U. S. Department of Justice approved for FDLE to change from the accrual to the cash basis of reporting. To provide consistency in reporting, Section 1512 Reports will also be prepared on the cash basis since FDLE received approval to report SF-425 reports on the cash basis. Appropriate reconciliations will be made to the accounting records.	
AG 2011-094 - 2008 Operational Audit of FDLE	Report 2/10/11	FDLE - Administrative Issues	A recommendation was made for the Department to enhance subgrant closeout procedures to promote adequate documentation of subgrantee contacts, and proper accounting for funds prior to the subgrant closeout date.	Management Agreed and corrective actions were taken by the Office of Criminal Justice Grants (OCJG).	

**X: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**

**Budget Period: 2010 - 2011**

**Department:** FL Dept of Law Enforcement **Chief Internal Auditor:** Lourdes Howell-Thomas

**Budget Entity:** 710000 **Phone Number:** 850-410-7241

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			There were also two prior findings. One was that the Department had not developed a methodology for identifying and summarizing all the Department's direct and indirect costs related to the performance of criminal history checks. The second is that the Department had not implemented a cost allocation plan for identifying and summarizing all Criminal Justice Professionalism Program direct and indirect costs.	Management indicated that as noted in previous responses, the Legislature has utilized revenue from the criminal history checks to shift substantial Operating Trust Fund dollars to fund other functions within the Department. There is still potential for further budget reductions in the Criminal Justice Professionalism Program. Without knowing what expenditures will be reduced or added to offset the criminal history checks revenue, any data used to produce a methodology would be obsolete due to further anticipated budget reductions. Additionally, with less staffing, FDLE does not have the resources to develop a cost allocation plan.	
DFS Payroll Audit	Report issued November 8, 2010	BSP - OFA	There were two findings included in this report. One finding was for the incorrect payment to a member on leave without pay and the other for incorrect payment to a member receiving military supplemental payments.	Management agreed with the recommendations and corrective actions were taken.	
OPPAGA No. 11-16 Centralization of Motor Vehicles/Aircraft Audit	Report issued April 2011	Various State Agencies	None of the findings were directed at FDLE.		



## Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service):
Agency Budget Officer/OPB Analyst Name:

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)				
	1502	5501	6001	6002	6003

### 1. GENERAL

1.1 Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only?	Y	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? <b>(CSDI)</b>	Y	Y	Y	Y	Y

### AUDITS:

1.3 Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify <b>(EXBR, EXBA)</b>	Y	Y	Y	Y	Y
1.4 Has security been set correctly? <b>(CSDR, CSA)</b>	Y	Y	Y	Y	Y
<b>TIP</b> The agency should prepare the budget request for submission in this order: 1) 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 59 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4 Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y	Y	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	N/A	N/A	N/A	N/A
3.2 Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y

### AUDITS:

3.3 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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories Found")</b>	Y	Y	Y	Y	Y
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Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 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 corrected.					

		Program or Service (Budget Entity Codes)				
Action		1502	5501	6001	6002	6003
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	Y
TIP	Exhibit D-3 is 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.					
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	N/A
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	N/A
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADAC)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-000?	Y	Y	Y	Y	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. (PLDD PLMO)	N/A	N/A	N/A	N/A	N/A
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	N/A
7.14	Do the amounts reflect appropriate FSI assignments?	N/A	N/A	N/A	N/A	N/A
7.15	Do the issues relating to salary and benefits have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C01C0)?	Y	Y	Y	Y	Y
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	Y
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y	Y	Y	Y
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y	Y	Y	Y
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE N))</b>	N/A	N/A	N/A	N/A	N/A
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 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					
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 2011-12 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)				
		1502	5501	6001	6002	6003
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	N/A
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A	N/A
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?	N/A	N/A	N/A	N/A	N/A
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	Y
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	N/A
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	N/A	N/A

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	NO	NO	NO	NO	NO
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y	Y	Y
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
<b>AUDITS:</b>						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? <b>(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")</b>	Y	Y	Y	Y	Y
8.31	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. <b>(SC1R, DEPT)</b>	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	Y
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	Y
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A	N/A	N/A	N/A	N/A
<b>14. SCHEDULE VIIIB-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Y	Y	Y	Y	Y
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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	Y	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A	N/A	N/A	N/A	N/A
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR. ACT1</b> )	Y	Y	Y	Y	Y
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	Y
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)				
	1502	5501	6001	6002	6003
15.6 Has the agency provided the necessary standard (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	Y	Y	Y	Y	Y
15.7 Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>					
16.1 Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
16.2 Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	Y
16.3 Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
<b>AUDITS - GENERAL INFORMATION</b>					
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	Y
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
17.4 Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	N/A
17.5 Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	N/A
17.6 Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A	N/A
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>					
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	Y	Y	Y



		Program or Service (Budget Entity Codes)				
Action		1502	5501	6001	6002	6003
<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>						
19.1	If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:  <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> </ul>	N/A	N/A	N/A	N/A	N/A
Action		7001	7002	8001	8002	
<b>1. GENERAL</b>						
1.1	Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only?	Y	Y	Y	Y	
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	
<b>AUDITS:</b>						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y	Y	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.					
<b>2. EXHIBIT A (EADR, EXA)</b>						
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y	Y	
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y	Y	
2.4	Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y	Y	
<b>3. EXHIBIT B (EXBR, EXB)</b>						
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	N/A	N/A	N/A	
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	
<b>AUDITS:</b>						

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
3.3	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? <b>(NACR, NAC - Report should print "No Negative Appropriation Categories")</b>	Y	Y	Y	Y	
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? <b>(EXBR, EXBC - Report should print "Records Selected Net To Zero")</b>	Y	Y	Y	Y	
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.					
<b>4. EXHIBIT D (EADR, EXD)</b>						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y	Y	
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A					
<b>5. EXHIBIT D-1 (ED1R, EXD1)</b>						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
<b>AUDITS:</b>						
5.2	Do the fund totals agree with the object category totals within each appropriation category? <b>(ED1R, XD1A - Report should print "No Differences Found For This Report")</b>	Y	Y	Y	Y	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? <b>(EXBR, EXBB - Negative differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? <b>(EXBR, EXBD - Differences need to be corrected in Column A01.)</b>	Y	Y	Y	Y	
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive					

		Program or Service (Budget Entity Codes)				
Action		1502	5501	6001	6002	6003
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						
<b>6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)</b>						
6.1	Are issues appropriately aligned with appropriation categories?	Y	Y	Y	Y	
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.						
<b>7. EXHIBIT D-3A (EADR, ED3A)</b>						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y	Y	
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	N/A	N/A	N/A	N/A	
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A	N/A	
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.)	Y	Y	Y	Y	
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	
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	Y	Y	Y	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-000?	Y	Y	Y	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. (PLDP PLMO)	N/A	N/A	N/A	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	
7.14	Do the amounts reflect appropriate FSI assignments?	N/A	N/A	N/A	N/A	
7.15	Do the issues relating to salary and benefits have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
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)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C01C0)?	Y	Y	Y	Y	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	
<b>AUDIT:</b>						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. <b>(EADR, FSIA - Report should print "No Records Selected For Reporting")</b>	Y	Y	Y	Y	
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? <b>(GENR, LBR1)</b>	Y	Y	Y	Y	
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? <b>(GENR, LBR2)</b>	Y	Y	Y	Y	
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? <b>(GENR, LBR3)</b>	Y	Y	Y	Y	
7.22	Have FCO appropriations been entered into the nonrecurring column A04? <b>(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE N))</b>	N/A	N/A	N/A	N/A	
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run <b>OADA/OADR</b> from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 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					
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 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
<b>8. SCHEDULE I &amp; RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)</b>						
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y	Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A	N/A	
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	Y	Y	Y	
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A	N/A	
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	N/A	N/A	N/A	
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001070)?	Y	Y	Y	Y	
8.10	Are the statutory authority references correct?	Y	Y	Y	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	Y	Y	Y	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A	N/A	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A	N/A	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being submitted to the Legislature?	Y	Y	Y	Y	
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y	Y	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
8.25	Are current year September operating reversions appropriately shown in column A02? <b>DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.</b>	NO	NO	NO	NO	
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	
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	Y	Y	Y	
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	
<b>AUDITS:</b>						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	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? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? ( <b>SC1R, SC1A - Report should print "No Discrepancies Exist For This Report"</b> )	Y	Y	Y	Y	
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. ( <b>SC1R DEPT</b> )	Y	Y	Y	Y	
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 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.					
<b>9. SCHEDULE II (PSCR, SC2)</b>						
<b>AUDIT:</b>						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? ( <b>BRAR, BRAA - Report should print "No Records Selected For This Request"</b> ) Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	Y	Y	
<b>10. SCHEDULE III (PSCR, SC3)</b>						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use <b>OADI</b> or <b>OADR</b> to identify agency other salary amounts requested.	Y	Y	Y	Y	
<b>11. SCHEDULE IV (EADR, SC4)</b>						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
<b>12. SCHEDULE VIIIA (EADR, SC8A)</b>						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	
<b>13. SCHEDULE VIIIB-1 (EADR, S8B1)</b>						
13.1	<b>NOT REQUIRED FOR THIS YEAR</b>	N/A	N/A	N/A	N/A	

		Program or Service (Budget Entity Codes)				
Action		1502	5501	6001	6002	6003
<b>14. SCHEDULE VIII B-2 (EADR, S8B2)</b>						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Y	Y	Y	Y	
<b>15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)</b>						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. <b>The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.</b> (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	Y	Y	Y	
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A	N/A	N/A	N/A	
<b>AUDITS INCLUDED IN THE SCHEDULE XI REPORT:</b>						
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? ( <b>GENR. ACT1</b> )	Y	Y	Y	Y	
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? ( <b>Audit #1 should print "No Activities Found"</b> )	Y	Y	Y	Y	
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? ( <b>Audit #2 should print "No Operating Categories Found"</b> )	Y	Y	Y	Y	
15.6	Has the agency provided the necessary standard (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	Y	Y	Y	Y	
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? ( <b>Audit #4 should print "No Discrepancies Found"</b> )	Y	Y	Y	Y	
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
<b>16. MANUALLY PREPARED EXHIBITS &amp; SCHEDULES</b>						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y	Y	
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	
<b>AUDITS - GENERAL INFORMATION</b>						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
<b>17. CAPITAL IMPROVEMENTS PROGRAM (CIP)</b>						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y	Y	
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		1502	5501	6001	6002	6003
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	N/A	N/A	N/A	
17.5	Are the appropriate counties identified in the narrative?	N/A	N/A	N/A	N/A	
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A	N/A	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
<b>18. FLORIDA FISCAL PORTAL</b>						
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	Y	Y	
<b>19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)</b>						
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> <li>• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL</li> <li>• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)</li> <li>• Schedule IC: Reconciliation of Unreserved Fund Balances</li> <li>• Reconciliation: Beginning Trial Balance to Schedule I and IC</li> <li>• Exhibit D-1: Detail of Expenses</li> <li>• Schedule XI: Agency-Level Unit Cost Summary</li> <li>• Opening Trial Balance as of July 1, 2011</li> <li>• Schedule I Narratives related to Column A01</li> </ul>	N/A	N/A	N/A	N/A	