STATE OF FLORIDA
Department of Military Affairs
Office of the Adjutant General

St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

LEGISLATIVE BUDGET REQUEST

Department of Military Affairs

St. Augustine

September 15, 2011

Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 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, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, *Florida Statutes*, our Legislative Budget Request for the Department of Military Affairs 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 has been approved by Major General Emmett R. Titshaw, Jr., The Adjutant General.

Sincerely,

Emmett R. Titshaw, Jr.
Major General
The Florida National Guard
The Adjutant General

Department of Military Affairs

Exhibits and Schedules

- Schedule IV-C   ~   Included

- Schedule VII   ~   Included

- Schedule X   ~   Included

- Schedule XI   ~   Included

- Schedule XII   ~   Not Applicable to DMA

- Schedule XIII   ~   Not Applicable to DMA

- Schedule XIV   ~   Not Applicable to DMA

- Schedule XV   ~   Not Applicable to DMA

- Schedule I Series   ~   Included

- Schedule IV-B   ~   Not Applicable to DMA

- Schedule VI   ~   Not Applicable to DMA

- Schedule IX   ~   Not Applicable to DMA

- Technical Checklist   ~   Included

Non-Strategic IT Service:	**Network Service**				
Dept/Agency:	**Department of Military Affairs**		*# of Assets & Resources Apportioned to this IT Service in FY 2012-13*		
Prepared by:	**CPT Brian K Dunn**				
Phone:	**904-827-8579**				
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)*
A. Personnel			1.00		$0
A-1.1	**State FTE**		1.00		$0
A-2.1	**OPS FTE**		0.00		$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware					$0
B-1	**Servers**	1	0	0	$0
B-2	**Server Maintenance & Support**	2	0	0	$0
B-3	**Network Devices & Hardware** (e.g., routers, switches, hubs, cabling, etc.)		0	0	$0
B-4	**Online Storage for file and print** *(indicate GB of storage)*		0		$0
B-5	**Archive Storage for file and print** *(indicate GB of storage)*		0		$0
B-6	**Other Hardware Assets** *(Please specify in Footnote Section below)*				$0
C. Software					$0
D. External Service Provider(s)					$0
D-1	**MyFloridaNet**				$0
D-2	**Other** *(Please specify in Footnote Section below)*				$0
E. Other *(Please describe in Footnotes Section below)*					$0
F. Total for IT Service					**$0**
G. Please identify the number of users of the Network Service					**3,000**
H. How many locations currently host IT assets and resources used to provide LAN services?					**250**
I. How many locations currently use WAN services?					**83**

J.	**Footnotes** - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*
1	One SAN and two servers (Dell 2850)
2	Annual maintenance renewal for SAN
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File: Schedule IV-C-Recurring Information Technology Budget Planning
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Non-Strategic IT Service:	**E-Mail, Messaging, and Calendaring Service**				
Agency:	**Department of Military Affairs**		# of Assets & Resources Apportioned to this IT Service in FY 2012-13		
Prepared by:	**CPT Brian K Dunn**				
Phone:	**904-827-8579**				
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)
A. Personnel			0.00		$0
A-1	State FTE		0.00		$0
A-2	OPS FTE		0.00		$0
A-3	Contractor Positions (Staff Augmentation)		0.00		$0
B. Hardware					$0
B-1	Servers	1	0	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
C. Software		2			$0
D. External Service Provider(s)					$0
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)				$0
E. Other *(Please describe in Footnotes Section below)*					$0
F. Total for IT Service					$0
G. Please provide the number of user mailboxes.					3,000
H. Please provide the number of resource mailboxes.					3

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

1	Exchange SVR, Microsoft 2003 SVR, VPN 3000 Concentrator, Webmail SVR, BlackBerry SVR
2	MS Exchange 2003
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Non-Strategic IT Service:	**Desktop Computing Service**			
Agency: **Department of Military Affairs**		**# of Assets & Resources Apportioned to this IT Service in FY 2012-13**		
Prepared by: **CPT Brian K Dunn**				
Phone: **904-827-8579**				
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)**
A. Personnel		1.00		$0
A-1 **State FTE**		1.00		$0
A-2 **OPS FTE**		0.00		$0
A-3 **Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware		3	93	$149,000
B-1 **Servers**		2	2	$24,000
B-2 **Server Maintenance & Support**	1	1	1	$15,000
B-3.1 **Desktop Computers**		0	40	$50,000
B-3.2 **Mobile Computers** (e.g., Laptop, Notebook, Handheld, Wireless Computer)		0	50	$60,000
B-3.3 **Other Hardware Assets** _(Please specify in Footnote Section below)_	2	0	0	$0
C. Software	3			$10,000
D. External Service Provider(s)		0	0	$0
E. Other _(Please describe in Footnotes Section below)_				$0
F. Total for IT Service				$159,000
G. Please identify the number of users of this service.				350
H. How many locations currently use this service?				3

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

1	Server Maintenance & Support
2	Xerox Maintenance Agreement and Local Printer LCRs
3	Upgrade to Win 7
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Non-Strategic IT Service: **Helpdesk Service**

Agency: **Department of Military Affairs**
Prepared by: **CPT Brian K Dunn**
Phone: **904-827-8579**

# 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)
A. Personnel		2.00		$0
A-1 State FTE		1.00		$0
A-2 OPS FTE		1.00		$0
A-3 Contractor Positions (Staff Augmentation)		0.00		$0
B. Hardware		4	0	$0
B-1 Servers		0	0	$0
B-2 Server Maintenance & Support		0	0	$0
B-3 Other Hardware Assets *(Please specify in Footnote Section below)*	1	4	0	$0
C. Software	2			$0
D. External Service Provider(s)		0	0	$0
E. Other *(Please describe in Footnotes Section below)*				$0
F. Total for IT Service				$0
G. Please identify the number of users of this service.				3,000
H. How many locations currently host IT assets and resources used to provide this service?				1
I. What is the average monthly volume of calls/cases/tickets?				1,500

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

1	Help Desk Workstations (4 systems, 2 per technician)
2	DameWare Mini-Remote, Crystal Reports, TrackIt 9.0, MS Office Suite 2007, Cisco Call Center, Hyena
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Non-Strategic IT Service:	IT Security/Risk Mitigation Service				
Agency: Department of Military Affairs **Prepared by:** CPT Brian K Dunn **Phone:** 904-827-8579			**# 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)**
A. Personnel			0.00		$0
A-1	**State FTE**		0.00		$0
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware			0	0	$0
B-1	**Servers**		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
C. Software					$0
D. External Service Provider(s)			0	0	$0
E. Other (Please describe in Footnotes Section below)					$0
F. Total for IT Service					$0

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

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Non-Strategic IT Service:	Agency Financial and Administrative Systems Support Service				
Agency: **Department of Military Affairs** _Prepared by:_ **CPT Brian K Dunn** _Phone:_ **904-827-8579**			_# 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)_
A. Personnel			2.00		$0
A-1	**State FTE**		2.00		$0
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware			0	0	$0
B-1	**Servers**		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
C. Software		1			$0
D. External Service Provider(s)			0	0	$0
E. Other (Please describe in Footnotes Section below)					$0
F. Total for IT Service					**$0**
G. Please identify the number of users of this service.					**350**
H. How many locations currently host agency financial/adminstrative systems?					**3**

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

_1_	Quicken, QuickBooks Pro, MS Vista, MS Office 07, DMA Fiscal Tracking System, FLAIR, ARIBA Financial Procurement Program, IEOM, SharePoint
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Non-Strategic IT Service:	IT Administration and Management Service				
Agency: Department of Military Affairs **Prepared by:** CPT Brian K Dunn **Phone:** 904-827-8579			**# 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)**
A. Personnel			0.00		$0
A-1	**State FTE**		0.00		$0
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware			0	0	$0
B-1	**Servers**		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
C. Software		1			$600
D. External Service Provider(s)			0	0	$0
E. Other *(Please describe in Footnotes Section below)*					$0
F. Total for IT Service					$600
G. How many locations currently host assets and resources used to provide this service?					3

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

1	Dameware (Remote Admin) for State IT Professionals (Renewal), Quicken, MS Publisher 2007, SharePoint
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Non-Strategic IT Service:	**Web/Portal Service**				
Dept/Agency:	**Department of Military Affairs**			*# of Assets & Resources Apportioned to this IT Service in FY 2012-13*	
Prepared by:	**CPT Brian K Dunn**				
Phone:	**904-827-8579**				

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)
A. Personnel		1.00		$0
A-1.1 **State FTE**		1.00		$0
A-2.1 **OPS FTE**		0.00		$0
A-3.1 **Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware				$0
B-1 **Servers**		0	0	$0
B-2 **Server Maintenance & Support**		0	0	$0
B-3 **Other Hardware Assets** *(Please specify in Footnotes Section below)*	1	0	0	$0
C. Software	2			$0
D. External Service Provider(s)		0	0	$0
E. Other *(Please describe in Footnotes Section below)*				$0
F. Total for IT Service				**$0**
G. Please identify the number of Internet users of this service.				**5,000**
H. Please identify the number of intranet users of this service.				**3,000**
I. How many locations currently host IT assets and resources used to provide this service?				**2**

J.	**Footnotes** - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*
1	Dell 2950 Web Server, MacBook Pro, WACOM Digital Tablet, Dell Latitude E6400
2	Ektron, Active Publisher, Dreamweaver, MS Office 2003
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Non-Strategic IT Service:	**Data Center Service**				
Dept/Agency:	**Department of Military Affairs**				
Prepared by:	**CPT Brian K Dunn**				
Phone:	**904-827-8579**		*# 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)*

		Footnote Number	Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation
A. Personnel *(performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)*			0.00		$0
A-1.1	**State FTE**		0.00		$0
A-2.1	**OPS FTE**		0.00		$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware					$0
B-1	**Non-Mainframe Servers** *(including single-function logical servers not assigned to another service)*		0	0	$0
B-2	**Servers - Mainframe**		0	0	$0
B-3	**Server Maintenance & Support**		0	0	$0
B-4	**Online or Archival Storage Systems** *(indicate GB of storage)*		0		$0
B-5	**Data Center/ Computing Facility Internal Network**				$0
B-6	**Other Hardware** *(Please specify in Footnotes Section below)*				$0
C. Software					$0
D. External Service Provider(s)					$0
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)*				$0
E. Plant & Facility					$0
E-1	**Data Center/Computing Facilities Rent & Insurance**				$0
E-2	**Utilities (e.g., electricity and water)**				$0
E-3	**Environmentals (e.g., HVAC, fire control, and physical security)**				$0
E-4	**Other** *(please specify in Footnotes Section below)*				$0
F. Other *(Please describe in Footnotes Section below)*					$0
G. Total for IT Service					**$0**
H. Please provide the number of agency data centers.					**0**
I. Please provide the number of agency computing facilities.					**0**
J. Please provide the number of single-server installations.					**0**

H.	**Footnotes -** *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*
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Agency: Department of Military Affairs

	Budget Entity Name	BE Code	Program Component Code	Program Component Name	Costs within BE	Funding Identified for IT Service	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
				Identified Funding as % of Total Cost of Service			#DIV/0!	#DIV/0!	0.0000%	#DIV/0!	#DIV/0!	#DIV/0!	0.0000%	#DIV/0!	#DIV/0!
							$0	$0	$0	$0	$0	$0	$0	$0	$0
1						$0									
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29						$0									
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Sum of IT Cost Elements Across IT Services

IT Cost Element Data as entered on IT Service Worksheets				Costs within BE	E-Mail	Network	Desktop	Helpdesk	IT Security	Agency Financial	IT Admin	Web/Portal	Data Center
Personnel	State FTE (#)		6.00		0.00	1.00	1.00	1.00	0.00	2.00	0.00	1.00	0.00
	State FTE (Costs)		$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
Personnel	OPS FTE (#)		1.00		0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00
	OPS FTE (Cost)		$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
Personnel	Vendor/Staff Augmentation (# Positions)		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vendor/Staff Augmentation (Costs)		$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
Hardware			$149,000		$0	$0	$149,000	$0	$0	$0	$0	$0	$0
Software			$10,600		$0	$0	$10,000	$0	$0	$0	$600	$0	$0
External Services			$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
Plant & Facility (Data Center Only)			$0										$0
Other			$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
Budget Total			**$159,600**		$0	$0	$159,000	$0	$0	$0	$600	$0	$0
FTE Total			**7.00**		0.00	1.00	1.00	2.00	0.00	2.00	0.00	1.00	0.00
Users					3,003	3,000	350	3,000		350		8,000	
Cost Per User					0	$0.00	$454.29	$0.00		$0.00		$0.00	

(cost/all mailboxes)

Help Desk Tickets: 1,500

Cost/Ticket: $0

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Schedule VII: Agency Litigation Inventory

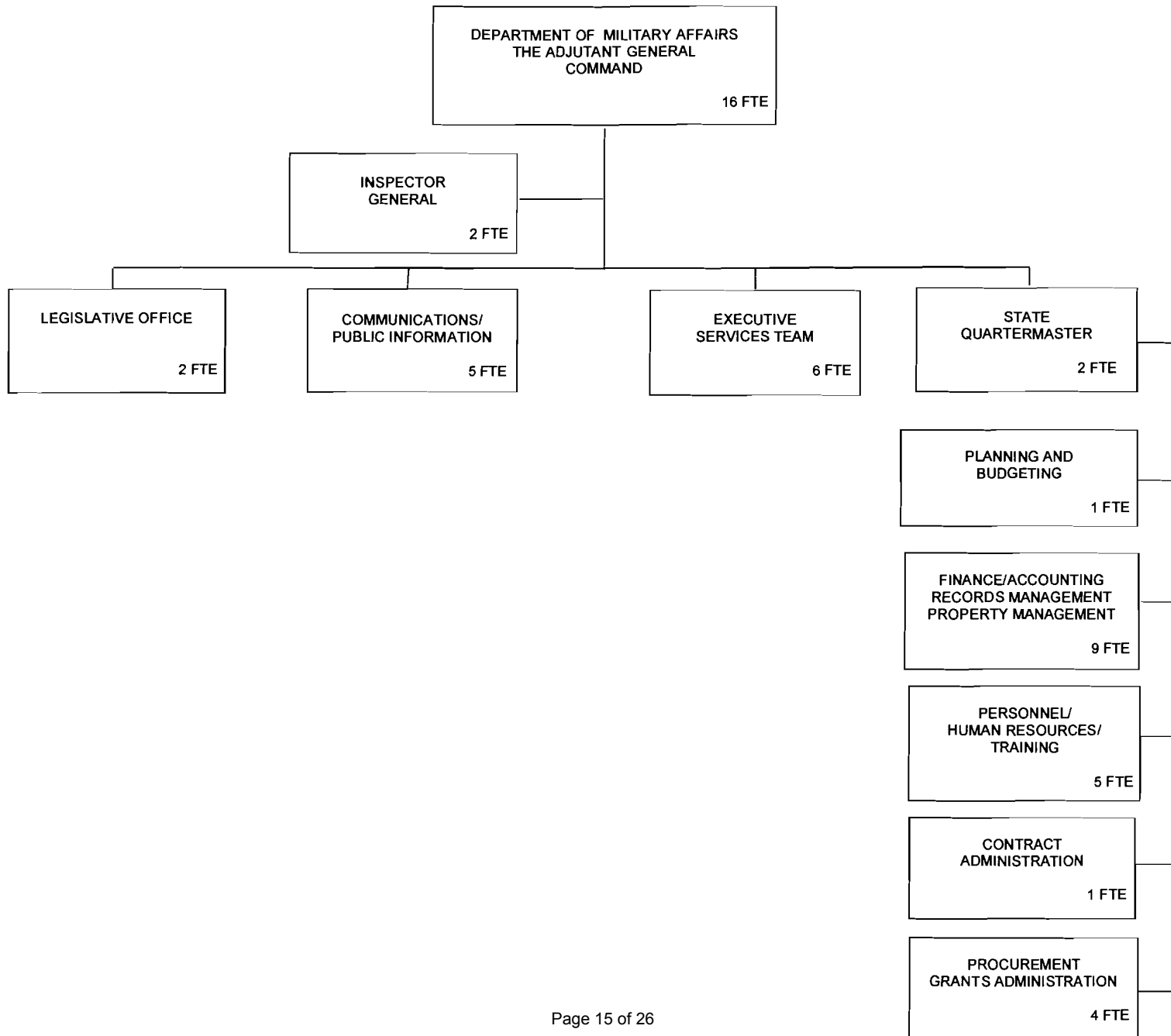*For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.*

Agency:	**Department of Military Affairs**
Contact Person:	Edward Bouza

Phone Number:	904-823-0203

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	The Department of Military Affairs does not have any pending litigation that would require additional appropriation in excess of $500,000
Court with Jurisdiction:	
Case Number:	
Summary of the Complaint:	
Amount of the Claim:	$
Specific Statutes or Laws (including GAA) Challenged:	
Status of the Case:	

Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
		Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel

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

Office of Policy and Budget – July 2010

Military Readiness
62050200

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                    │  DEPARTMENT OF MILITARY AFFAIRS  │
                    │      THE ADJUTANT GENERAL        │
                    │       EXECUTIVE DIRECTION        │
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DIRECTOR OF MILITARY SUPPORT	CAMP BLANDING TRUST FUND	AIR GUARD ADMINISTRATION	DEPUTY CHIEF OF STAFF PERSONNEL	STATE QUARTERMASTER FINANCE & ACCT
2 FTE	27 FTE	4 FTE	21 FTE	2 FTE

CONSTRUCTION FACILITY MAINTENANCE OFFICE
3 FTE

SQM MAINTENANCE
23 FTE

AIR GUARD OPERATIONS & MAINTENANCE
10 FTE

Executive Direction and Support Services
62050400

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│   DEPARTMENT OF MILITARY AFFAIRS │
│      THE ADJUTANT GENERAL        │
│           COMMAND                │
│                                  │
│                           16 FTE │
└─────────────────────────────────┘

        ┌──────────────────┐
        │    INSPECTOR     │
        │     GENERAL      │
        │                  │
        │            2 FTE │
        └──────────────────┘
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LEGISLATIVE OFFICE	COMMUNICATIONS/ PUBLIC INFORMATION	EXECUTIVE SERVICES TEAM	STATE QUARTERMASTER
2 FTE	5 FTE	6 FTE	2 FTE

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                              ┌──────────────────────────┐
                              │    PLANNING AND          │
                              │    BUDGETING             │
                              │                    1 FTE │
                              └──────────────────────────┘

                              ┌──────────────────────────┐
                              │  FINANCE/ACCOUNTING      │
                              │  RECORDS MANAGEMENT      │
                              │  PROPERTY MANAGEMENT     │
                              │                    9 FTE │
                              └──────────────────────────┘

                              ┌──────────────────────────┐
                              │    PERSONNEL/            │
                              │  HUMAN RESOURCES/        │
                              │    TRAINING              │
                              │                    5 FTE │
                              └──────────────────────────┘

                              ┌──────────────────────────┐
                              │    CONTRACT              │
                              │  ADMINISTRATION          │
                              │                    1 FTE │
                              └──────────────────────────┘

                              ┌──────────────────────────┐
                              │    PROCUREMENT           │
                              │  GRANTS ADMINISTRATION   │
                              │                    4 FTE │
                              └──────────────────────────┘
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Federal/State Cooperative Agreements
62050500

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┌─────────────────────────────────────────┐
│      DEPARTMENT OF MILITARY AFFAIRS      │
│          THE ADJUTANT GENERAL            │
│          EXECUTIVE DIRECTION             │
└─────────────────────────────────────────┘
                    │
        ┌───────────────────────────┐
        │    STATE QUARTERMASTER     │
        │                            │
        │       FEDERAL/STATE        │
        │   COOPERATIVE AGREEMENTS   │
        └───────────────────────────┘
                    │
        ┌───────────┴───────────┐
┌───────────────┐       ┌───────────────┐
│   FEDERAL     │       │    YOUTH      │
│ COOPERATIVE   │       │  CHALLENGE    │
│ AGREEMENTS    │       │               │
│               │       │               │
│     204 FTE   │       │      24 FTE   │
└───────────────┘       └───────────────┘
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MILITARY AFFAIRS, DEPARTMENT OF

SECTION I: BUDGET	OPERATING	FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT	57,852,997	1,743,000
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)	1,197,422	5,396,288
FINAL BUDGET FOR AGENCY	59,050,419	7,139,288

SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)				0
Improve Drug Awareness Among High School Students * Number of school-aged students attending drug awareness presentations	151,000	0.73	109,508	
Number Of Staff Days Devoted To Counterdrug Tasks *	33,346	2.42	80,563	
Provide Counter-drug Training To Law Enforcement Agencies * Number of law enforcement personnel trained (Counterdrug Training Academy at Camp Blanding)	1,440	79.68	114,732	
Pass Through Federal Department Of Defense Funds To St. Petersburg Junior College To Conduct Multi- Jurisdictional Counterdrug Training *Number of law enforcement personnel trained (Multi-Jurisdictional Counterdrug Training in St. Petersburg)	87,892	22.58	1,984,507	
Recruit, Retain, And Administer To Personnel In The Florida National Guard *Number of soldiers assigned	11,972	292.08	3,496,749	
Assist New Recruits With The State Education Assistance Program *Number of Guard members using State Education Assistance Program	1,027	1,842.17	1,891,911	
Maintain And Repair Armories * Number of readiness centers under maintenance and repair	55	95,560.24	5,255,813	
Provide Quality Training Areas * Number of civilian personnel using Camp Blanding training area	6,484	263.81	1,710,531	
Provide Timely Response To Supported Agencies * Number of agencies supported	100	16,270.96	1,627,096	
Provide Liaison Team Training * Number of liaison teams trained	100	1,736.60	173,660	
Execute Department Of Defense Contracts In Florida *	100	294,532.70	29,453,270	7,139,288
Execute The About Face Program * Number of participants supported.	297	2,525.25	750,000	
Execute The Forward March Program * Number of participants supported.	168	7,440.48	1,250,000	
Execute The Youth Challenge Program * Number of participants who successfully complete the program.	293	13,580.33	3,979,038	
TOTAL			51,877,378	7,139,288

SECTION III: RECONCILIATION TO BUDGET			
PASS THROUGHS			
TRANSFER - STATE AGENCIES			
AID TO LOCAL GOVERNMENTS			
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS			
OTHER			
REVERSIONS		7,173,042	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)		59,050,420	7,139,288

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.

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)				
		620501	620502	620504	620505	

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? **(CSDI)**	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	

AUDITS:

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.					

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	
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	

3. EXHIBIT B (EXBR, EXB)

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

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? **(NACR, NAC -** Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	

	Action	Program or Service (Budget Entity Codes)				
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? **(EXBR, EXBC - Report should print "Records Selected Net To Zero")**	Y	Y	Y	Y	
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 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.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? **(ED1R, XD1A - Report should print "No Differences Found For This Report")**	Y	Y	Y	Y	
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? **(EXBR, EXBB - Negative differences need to be corrected in Column A01.)**	Y	Y	Y	Y	
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? **(EXBR, EXBD - Differences need to be corrected in Column A01.)**	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 created.					

		Program or Service (Budget Entity Codes)				
	Action					

6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)

6.1	Are issues appropriately aligned with appropriation categories?	Y	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.					

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

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?	Y	Y	Y	Y	
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	
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?	N/A	N/A	N/A	N/A	
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A	N/A	N/A	
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should not be deleted. (**PLRR, PLMO**)	N/A	N/A	N/A	N/A	
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
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.)	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes				
	Action					
7.16	Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	Y	Y	Y	Y	
7.17	Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. **(EADR, FSIA - Report should print "No Records Selected For Reporting")**	Y	Y	Y	Y	
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? **(GENR, LBR1)**	Y	Y	Y	Y	
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? **(GENR, LBR2)**	Y	Y	Y	Y	
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? **(GENR, LBR3)**	Y	Y	Y	Y	
7.22	Have FCO appropriations been entered into the nonrecurring column A04? **(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))**	Y	Y	Y	Y	
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run **OADA/OADR** from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 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 net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 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.					

	Program or Service (Budget Entity Codes				
Action					

	8. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level *or* SC1R, SC1D - Department Level)					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	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	✓	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	✓	✓	
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	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 *section 215.32(2)(b), Florida Statutes* - 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, 001970)?	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?	N/A	N/A	N/A	N/A	
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?	Y	Y	Y	Y	

	Action	Program or Service (Budget Entity Codes)				
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	
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	
8.25	Are current year September operating reversions appropriately shown in column A02? **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.**	Y	Y	Y	Y	
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	
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	
AUDITS:						
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? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	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. **(SC1R, DEPT)**	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)				

	Action					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 157 of the LBR Instructions.)	N	N	N	N	
10. SCHEDULE III (PSCR, SC3)						
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 *Other Salary Amount* appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use **OADI** or **OADR** to identify agency other salary amounts requested.	Y	Y	Y	Y	
11. SCHEDULE IV (EADR, SC4)						
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.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	Y	Y	Y	Y	
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	**NOT REQUIRED FOR THIS YEAR**	N/A	N/A	N/A	N/A	
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
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	
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. **The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.** (Note: Pursuant to *section 216.023(4) (b), Florida Statutes,* the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	
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? **(GENR, ACT1)**	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)? **(Audit #1 should print "No Activities Found")**	Y	Y	Y	Y	
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? **(Audit #2 should print "No Operating Categories Found")**	Y	Y	Y	Y	

	Action	Program or Service (Budget Entity Codes)				
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 Schedule XI submitted again.)	Y	Y	Y	Y	
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? **(Audit #4 should print "No Discrepancies Found")**	Y	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.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
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	
AUDITS - GENERAL INFORMATION						
TIP	Review *Section 6: Audits* 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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
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	
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL						
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y	Y	

		Program or Service (Budget Entity Codes				
Action						

19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)

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:

• Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL
• Schedule IA: Detail of Fees and Related Costs (Part I and Part II)
• Schedule IC: Reconciliation of Unreserved Fund Balances
• Reconciliation: Beginning Trial Balance to Schedule I and IC
• Exhibit D-1: Detail of Expenses
• Schedule XI: Agency-Level Unit Cost Summary
• Opening Trial Balance as of July 1, 2011
• Schedule I Narratives related to Column A01
• Inter-Agency Transfer Form

N/A   N/A   N/A   N/A