

COMMISSIONERS:
ART GRAHAM, CHAIRMAN
LISA POLAK EDGAR
RONALD A. BRISÉ
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JULIE I. BROWN

STATE OF FLORIDA



INTERIM EXECUTIVE DIRECTOR
CHARLES H. HILL
(850) 413-6800

Public Service Commission

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 Public Service Commission 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 the Commissioners.

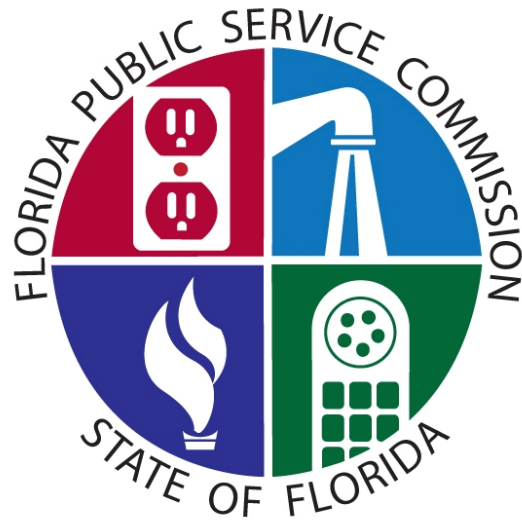
Sincerely,

A blue ink handwritten signature of Charles H. Hill.

Charles H. Hill
Interim Executive Director

CHH:MS:sf

Florida Public Service Commission



Department Level Exhibits and Schedules

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2011

610000 PUBLIC SERVICE COMMISSION
50 2 573003 REGULATORY TRUST FUND PSC

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11100 000000	CASH ON HAND BALANCE BROUGHT FORWARD	200.00
12100 000000	UNRELEASED CASH IN STATE TREASURY BALANCE BROUGHT FORWARD	9,309,343.37
14100 000000	POOLED INVESTMENTS WITH STATE TREASURY BALANCE BROUGHT FORWARD	0.00
15300 000000 000500	INTEREST AND DIVIDENDS RECEIVABLE BALANCE BROUGHT FORWARD	0.00 0.00
	** GL 15300 TOTAL	0.00
27600 000000 000400 001800 040000 060000 060000 100021 103823 104474 105890 109910	FURNITURE AND EQUIPMENT BALANCE BROUGHT FORWARD EXPENSES OPERATING CAPITAL OUTLAY CF OPERATING CAPITAL OUTLAY ACQUISITION/MOTOR VEHICLES CATEGORY NAME NOT ON TITLE FILE CATEGORY NAME NOT ON TITLE FILE CATEGORY NAME NOT ON TITLE FILE STATE OPERATIONS-ARRA 2009	4,645,240.76 11,293.15- 327,359.37- 605,939.85- 775,864.40- 0.00 265,210.50 7,241.00 325,841.22- 1,580.00- 1,578.91
	** GL 27600 TOTAL	2,871,393.18
27700 000000 000400 001800 040000 060000 100021 103823 104474 105890 109910	ACC DEPR - FURNITURE & EQUIPMENT BALANCE BROUGHT FORWARD EXPENSES OPERATING CAPITAL OUTLAY ACQUISITION/MOTOR VEHICLES CATEGORY NAME NOT ON TITLE FILE CATEGORY NAME NOT ON TITLE FILE CATEGORY NAME NOT ON TITLE FILE STATE OPERATIONS-ARRA 2009	2,572,136.62- 11,293.15 243,343.60 1,943,283.52 95,274.42 325,471.49- 7,241.00- 321,044.69 1,415.44 109.65-
	** GL 27700 TOTAL	289,303.94-
31100 010000 010000 030000	ACCOUNTS PAYABLE SALARIES AND BENEFITS CF SALARIES AND BENEFITS OTHER PERSONAL SERVICES	0.00 18,343.10- 0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2011

610000 PUBLIC SERVICE COMMISSION
50 2 573003 REGULATORY TRUST FUND PSC

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
030000	CF OTHER PERSONAL SERVICES	4,630.00-
040000	EXPENSES	0.00
040000	CF EXPENSES	15,129.19-
100777	CONTRACTED SERVICES	0.00
100777	CF CONTRACTED SERVICES	3,114.97-
210014	OTHER DATA PROCESSING SVCS	0.00
210014	CF OTHER DATA PROCESSING SVCS	4,017.50-
	** GL 31100 TOTAL	45,234.76-
31120	ACCOUNTS PAYABLE OVERSTATED	
060000	OPERATING CAPITAL OUTLAY	0.00
35300	DUE TO OTHER DEPARTMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
010000	SALARIES AND BENEFITS	0.00
040000	EXPENSES	0.00
040000	CF EXPENSES	15,380.33-
100777	CONTRACTED SERVICES	0.00
210014	OTHER DATA PROCESSING SVCS	0.00
	** GL 35300 TOTAL	15,380.33-
35600	DUE TO GENERAL REVENUE	
000000	BALANCE BROUGHT FORWARD	0.00
310322	SERVICE CHARGE TO GEN REV	34,830.70-
	** GL 35600 TOTAL	34,830.70-
38500	INSTALLMENT PURCHASE CONTRACTS	
000000	BALANCE BROUGHT FORWARD	0.00
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	811,935.40-
48500	INSTALLMENT PURCHASE CONTRACTS	
000000	BALANCE BROUGHT FORWARD	0.00
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	2,064,616.02-
51100	GENERAL LEDGER NAME NOT ON FILE	
000000	BALANCE BROUGHT FORWARD	2,028,147.71
040000	EXPENSES	6,729.05-
060000	OPERATING CAPITAL OUTLAY	1,260,247.47-
100021	ACQUISITION/MOTOR VEHICLES	757,312.39-
103823	CATEGORY NAME NOT ON TITLE FILE	332.28-
104474	CATEGORY NAME NOT ON TITLE FILE	1,947.61-
109910	STATE OPERATIONS-ARRA 2009	1,578.91-
	** GL 51100 TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2011

610000 PUBLIC SERVICE COMMISSION
50 2 573003 REGULATORY TRUST FUND PSC

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
53600 000000	INVESTED IN CAPITAL ASSETS NET OF RELA BALANCE BROUGHT FORWARD	2,582,089.24-
53900 000000	NET ASSETS UNRESTRICTED BALANCE BROUGHT FORWARD	6,337,546.16-
94100 040000	ENCUMBRANCES CF EXPENSES	548.86
98100 040000	BUDGETARY FND BAL RESERVED/ENCUMBRANCE CF EXPENSES	548.86-
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2011

610000 PUBLIC SERVICE COMMISSION
74 1 000331 PUBLIC SERVICE COMMISSION GENERAL REVENUE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
54900 000000	ASSIGNED FUND BALANCE BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2011

610000 PUBLIC SERVICE COMMISSION
74 8 001001 FPSC TRAVEL REIMBURSEMENT REVL FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

BEGINNING TRIAL BALANCE BY FUND
JULY 01, 2011

610000 PUBLIC SERVICE COMMISSION
74 8 001002 FPSC PETTY CASH FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
16800 000000	DUE FROM STATE FUNDS - REVOLVING FUND BALANCE BROUGHT FORWARD	0.00
45100 000000	ADVANCES FROM OTHER FUNDS BETWEEN DEPA BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00 E

SCHEDULE I – REQUIRED NARRATIVES

Budget Period: 2012-13

Agency: Florida Public Service Commission (PSC)

Trust Fund: Regulatory Trust Fund

Fund No.: 2573

5% Trust Fund Reserve:

The PSC's Regulatory Trust Fund receives no revenues, other than the Federal ARRA funds, that are excluded in the General Policy Guidelines section of the Legislative Budget Instructions. There is no negative impact of establishing the reserve in this LBR. Revenues are collected primarily only twice per year, but the majority of expenditures are paid out monthly (salaries/benefits make up the largest single amount, plus other routine costs of doing business) or quarterly (rent to DMS). Therefore, the trust fund balance must be sufficient to allow for this uneven cash flow.

FY 11-12 total revenue	\$26,969,039
Less 8% Service Charge to GR	(2,129,523)
Less ARRA Federal Funds	(350,000)
Less Operating Transfer to DMS STW Contract	<u>(99,711)</u>
Total Revenue Subject to 5% Reserve Calculation	<u>\$24,389,805</u>
Multiplied by 5%	<u>.05</u>
Total 5% Reserve for Regulatory Trust Fund	<u>\$ 1,219,490</u>

Section III Adjustments:

Adjustments are included for FY 2010-11 as listed on the "Reconciliation of Schedule IC to Agency Trial Balance" form.

Revenue Estimating Methodology:

The trust fund's primary revenues are from the regulatory assessment fees (RAFs) charged to the utilities regulated by the PSC. Maximum allowable rates are established in Florida Statutes, and actual assessable rates, up to the statutory cap, are established by PSC rule in the Florida Administrative Code. RAFs are computed on the utility companies' gross operating revenues derived from intrastate business, which must be estimated for the current year (Column A02) and the request year (Column A03). The PSC's revenue forecast is based on company projections, where available, and past year growth rates where not available. The projections also take into account relevant developments in the various industries that will affect RAFs.

The 2011-2012 investor-owned electric RAF revenues were based on company revenue projections. Historically, the PSC's RAF revenue projections for municipal electrics were based on the revenue trend of the investor-owned utilities. However, since municipal electrics have

shown continual growth in revenue since 2005, this trend was not applied to the municipal electric utilities. For 2011, RAF revenues from municipal electrics were assumed to remain at the 2010 RAF revenue level rather than reflect the downward trend projected by the electric investor-owned utilities. To calculate the projected 2012-2013 investor-owned electric RAF revenues, company projections were used for the first half of the year. The RAF revenue for the second half of the year was based on projected growth rates. Municipal electric 2012-2013 RAF revenues were based on the projected growth rate of the investor-owned utilities.

With respect to the investor-owned gas utilities, 2011-2012 RAF revenues estimates were based on company projections for all but one utility. The PSC projected the RAF revenues for this small utility based on a five year average. To calculate the projected 2012-2013 investor-owned electric RAF revenues, company projections were used for the first half of the year. The RAF revenue projections for the second half of the year were based on historical growth rates.

As for the municipal gas and gas districts, the 2011-2012 RAF revenue projections were derived by applying the combined growth rate of the investor-owned gas utilities to the 2010 actual revenues for the gas municipals and districts. To calculate the 2012-2013 municipal and gas district RAF revenue projections, the combined growth rate for the investor-owned gas utilities was applied to the projected 2011-2012 RAF revenues. The Commission now has a gas pipeline under its jurisdiction. The 2011-2012 and 2012-2013 RAF revenues projections are based on company projections.

Telecommunications companies' revenues have been decreasing mainly due to a loss of secondary access lines and losses of access lines to competitors and wireless companies that do not pay RAFs. The 2011-2012 RAFs are expected to decline based on the actual historical decline in RAF revenues and a review of the actual revenues for 2010. This same negative growth is expected to continue in 2012-2013. In addition, RAFs are declining due to the loss of jurisdiction over interchange carriers.

Despite the inclusion of moderate projected growth, the water and wastewater industry revenue forecast for 2011-2012 shows a reduction because of the sale of several utilities to governmental entities. The projections for 2011-2012 have been reduced for all known sales to government entities. The projections also reflect the impact of interim and final rate increases approved by the Commission during the last half of 2010 and the first half of 2011. The remaining systems are predicted to grow at a slower rate for 2011 than in prior years. The 2011-2012 projection uses a slightly higher growth rate than for 2011.

The revenue estimates are the latest we have available, but we will be monitoring and looking at the revenues again after our January 2012 collections.

Computing Distribution of Cost for General Management and Administrative Services:

Indirect costs for purposes of the Schedule IA are derived from the People First time accounting component based on work hour "charge objects."

Non-Strategic IT Service:		Network Service			
Dept/Agency: PSC Prepared by: Lee Kissell, CIO Phone: (850) 413-6324		# 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			1.65		\$138,484
A-1.1	State FTE		1.65		\$138,484
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$159,864
B-1	Servers		18	8	\$132,000
B-2	Server Maintenance & Support	1	0	0	\$0
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)		26	26	\$21,000
B-4	Online Storage for file and print (indicate GB of storage)		15		\$6,864
B-5	Archive Storage for file and print (indicate GB of storage)				
B-6	Other Hardware Assets (Please specify in Footnote Section below)				
C. Software		2			\$58,419
D. External Service Provider(s)					\$51,580
D-1	MyFloridaNet	3			\$45,000
D-2	Other (Please specify in Footnote Section below)	4			\$6,580
E. Other (Please describe in Footnotes Section below)		5			\$10,721
F. Total for IT Service					\$419,068
G. Please identify the number of users of the Network Service					296
H. How many locations currently host IT assets and resources used to provide LAN services?					3
I. How many locations currently use WAN services?					3
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	The PSC does not purchase maintenance contracts for our servers.				
2	Our network operating system software and client access licenses are covered under a Microsoft Enterprise Agreement. The total annual payment for our EA is \$104,592 and I have assigned 35% of this cost to the networking service. The remainder is assigned to the desktop service. This total also we anticipate our myfloridarnet costs going up when we have to switch from a direct connection to the 55K to a mfn connection for our Tallahassee office.				
3					
4	This cost is based on a 383 square foot data center at a rate of \$17.18 per square foot.				
5	Standard expense and HR package for 1.8 FTEs.				
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Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service			
Agency: PSC		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Lee Kissell, CIO					
Phone: (850) 413-6324					
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					\$19,200
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, I-phones, PDAs, etc.)	1	40	40	\$19,200
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)				
C. Software					\$0
D. External Service Provider(s)					\$36,000
D-1	Southwood Shared Resource Center				\$36,000
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)					
F. Total for IT Service					\$55,200
G. Please provide the number of user mailboxes.					296
H. Please provide the number of resource mailboxes.					28
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Verizon airtime charges for voice and data.				
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Non-Strategic IT Service: Desktop Computing Service				
Agency: PSC Prepared by: Lee Kissell, CIO Phone: (850) 413-6324	# of Assets & Resources Apporioned 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				
A-1 State FTE		3.30		\$160,888
A-1 State FTE		2.30		\$147,888
A-2 OPS FTE		1.00		\$13,000
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				
B-1 Servers		420	102	\$93,411
B-2 Server Maintenance & Support		0	0	\$0
B-3.1 Desktop Computers		0	0	\$0
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		300	75	\$75,411
B-3.3 Other Hardware Assets (Please specify in Footnote Section below)	1	45	15	\$18,000
		75	12	\$0
C. Software				
	2			\$86,186
D. External Service Provider(s)				
		0	0	\$0
E. Other (Please describe in Footnotes Section below)				
	3			\$14,945
F. Total for IT Service				\$355,430
G. Please identify the number of users of this service.				296
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	Annual printer replacements.			
2	The remainder of our annual EA payment is assigned to the desktop service. I reduced the remaining amount by \$5,000 because our costs will go down when e-mail service are transitioned to the external service provider. This amount also includes annual software maintenance on			
3	Standard expense and HR package.			
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Non-Strategic IT Service: Helpdesk Service				
Agency: PSC Prepared by: Lee Kissell, CIO Phone: (850) 413-6324	# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Service Provisioning -- Assets & Resources <small>(Cost Elements)</small>	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				
A-1 State FTE		1.50		\$100,354
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				
B-1 Servers		0	0	\$0
B-2 Server Maintenance & Support		0	0	\$0
B-3 Other Hardware Assets <i>(Please specify in Footnote Section below)</i>		0	0	\$0
C. Software	1			\$0
D. External Service Provider(s)		0	0	\$0
E. Other <i>(Please describe in Footnotes Section below)</i>	2			\$9,747
F. Total for IT Service				\$110,101
G. Please identify the number of users of this service.				296
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?				113
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	The PSC uses free helpdesk software.			
2	Standard and HR expenses.			
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Non-Strategic IT Service:		IT Security/Risk Mitigation Service			
Agency: PSC		# of Assets & Resources AppORTioned to this IT Service in FY 2012-13			
Prepared by: Lee Kissell, CIO					
Phone: (850) 413-6324					
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			0.75		\$50,173
A-1	State FTE		0.75		\$50,173
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			4	4	\$13,564
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	4	\$13,564
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		2			\$0
F. Total for IT Service					\$63,737
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Annual maintenance for our firewall and web application firewall hardware.				
2	Standard and HR expenses.				
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Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: PSC Prepared by: Lee Kissell, CIO Phone: (850) 413-6324		# 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			0.20		\$10,096
A-1	State FTE		0.20		\$10,096
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			\$2,951
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		2			\$1,300
F. Total for IT Service					\$14,347
G. Please identify the number of users of this service.					6
H. How many locations currently host agency financial/administrative systems?					1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	The PSC uses Attachmate, Cognos and Eforms software to support this service.				
2	Standard and HR expenses.				
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Non-Strategic IT Service: IT Administration and Management Service				
Agency: PSC Prepared by: Lee Kissell, CIO Phone: (850) 413-6324	# 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				
A-1 State FTE		1.00		\$78,512
A-2 OPS FTE		0.00		\$0
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				
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				
D. External Service Provider(s)				
E. Other (Please describe in Footnotes Section below)				
		1		\$6,498
F. Total for IT Service				\$85,010
G. How many locations currently host assets and resources used to provide this service?				1
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Standard and HR expenses.			
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Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: PSC Prepared by: Lee Kissell, CIO Phone: (850) 413-6324		# 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			1.00		\$71,613
A-1.1	State FTE		1.00		\$71,613
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$5,000
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	\$5,000
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		2			\$6,498
F. Total for IT Service					\$83,111
G. Please identify the number of Internet users of this service.					0
H. Please identify the number of intranet users of this service.					0
I. How many locations currently host IT assets and resources used to provide this service?					0
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Maintenance for our Barracuda web application firewall.				
2	Standard and HR expenses.				
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Non-Strategic IT Service:		Data Center Service			
Dept/Agency: PSC		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Lee Kissell, CIO					
Phone: (850) 413-6324					
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 (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)			0.65		\$41,837
A-1.1	State FTE		0.65		\$41,837
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$5,000
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)	1	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)	2	17 TB		\$5,000
B-5	Data Center/ Computing Facility Internal Network				\$0
B-6	Other Hardware (Please specify in Footnotes Section below)				
C. Software		3			\$5,056
D. External Service Provider(s)					\$6,600
D-1	Southwood Shared Resource Center (indicate # of Board votes)		At Large		\$6,600
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					\$1,600
E-1	Data Center/Computing Facilities Rent & Insurance	4			\$0
E-2	Utilities (e.g., electricity and water)	5			\$0
E-3	Environmentals (e.g., HVAC, fire control, and physical security)	6			\$1,600
E-4	Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)		7			\$4,223
G. Total for IT Service					\$64,316
H. Please provide the number of agency data centers.					1
I. Please provide the number of agency computing facilities.					2
J. Please provide the number of single-server installations.					2
H.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	All servers are accounted for under other services.				
2	Annual maintenance for our disk-to-disk backup appliance.				
3	Backup software annual maintenance.				
4	Costs are captured in the Network service.				
5	Costs are captured in the Network service.				
6	Annual data center HVAC maintenance contract.				
7	Standard and HR expenses.				
8					
9					

Agency: PSC

				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		
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%		
				Costs within BE	Funding Identified for IT Service									
1	Utility Regulation and Consu	6100	1205000000	Consumer Safety / Protection	\$1,250,320	\$55,200	\$419,068	\$355,430	\$110,101	\$63,737	\$14,347	\$85,010	\$83,111	\$64,316
2					\$0									
3					\$0									
4					\$0									
5					\$0									
6					\$0									
7					\$0									
8					\$0									
9					\$0									
10					\$0									
11					\$0									
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22					\$0									
23					\$0									
24					\$0									
25					\$0									
26					\$0									
27					\$0									
28					\$0									
29					\$0									
30					\$0									
Sum of IT Cost Elements Across IT Services														
IT Cost Element Data as entered on IT Service Worksheets	Personnel	<i>State FTE (#)</i>	9.05		0.00	1.65	2.30	1.50	0.75	0.20	1.00	1.00	0.65	
		<i>State FTE (Costs)</i>	\$638,957	\$0	\$138,484	\$147,888	\$100,354	\$50,173	\$10,096	\$78,512	\$71,613	\$41,837		
	Personnel	<i>OPS FTE (#)</i>	1.00		0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		<i>OPS FTE (Cost)</i>	\$13,000	\$0	\$0	\$13,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Personnel	<i>Vendor/Staff Augmentation (# Positions)</i>	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		<i>Vendor/Staff Augmentation (Costs)</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Hardware		\$296,039	\$19,200	\$159,864	\$93,411	\$0	\$13,564	\$0	\$0	\$5,000	\$5,000		
	Software		\$152,612	\$0	\$58,419	\$86,186	\$0	\$0	\$2,951	\$0	\$0	\$5,056		
	External Services		\$94,180	\$36,000	\$51,580	\$0	\$0	\$0	\$0	\$0	\$0	\$6,600		
	Plant & Facility (Data Center Only)		\$1,600									\$1,600		
	Other		\$53,932	\$0	\$10,721	\$14,945	\$9,747	\$0	\$1,300	\$6,498	\$6,498	\$4,223		
		Budget Total	\$1,250,320	\$55,200	\$419,068	\$355,430	\$110,101	\$63,737	\$14,347	\$85,010	\$83,111	\$64,316		
	FTE Total	10.05	0.00	1.65	3.30	1.50	0.75	0.20	1.00	1.00	0.65			
	Users		324	296	296	296		6		0				
	Cost Per User		170.3703704	\$1,415.77	\$1,200.78	\$371.96		\$2,391.17		#DIV/0!				

(cost/all mailboxes)

Help Desk Tickets: 113

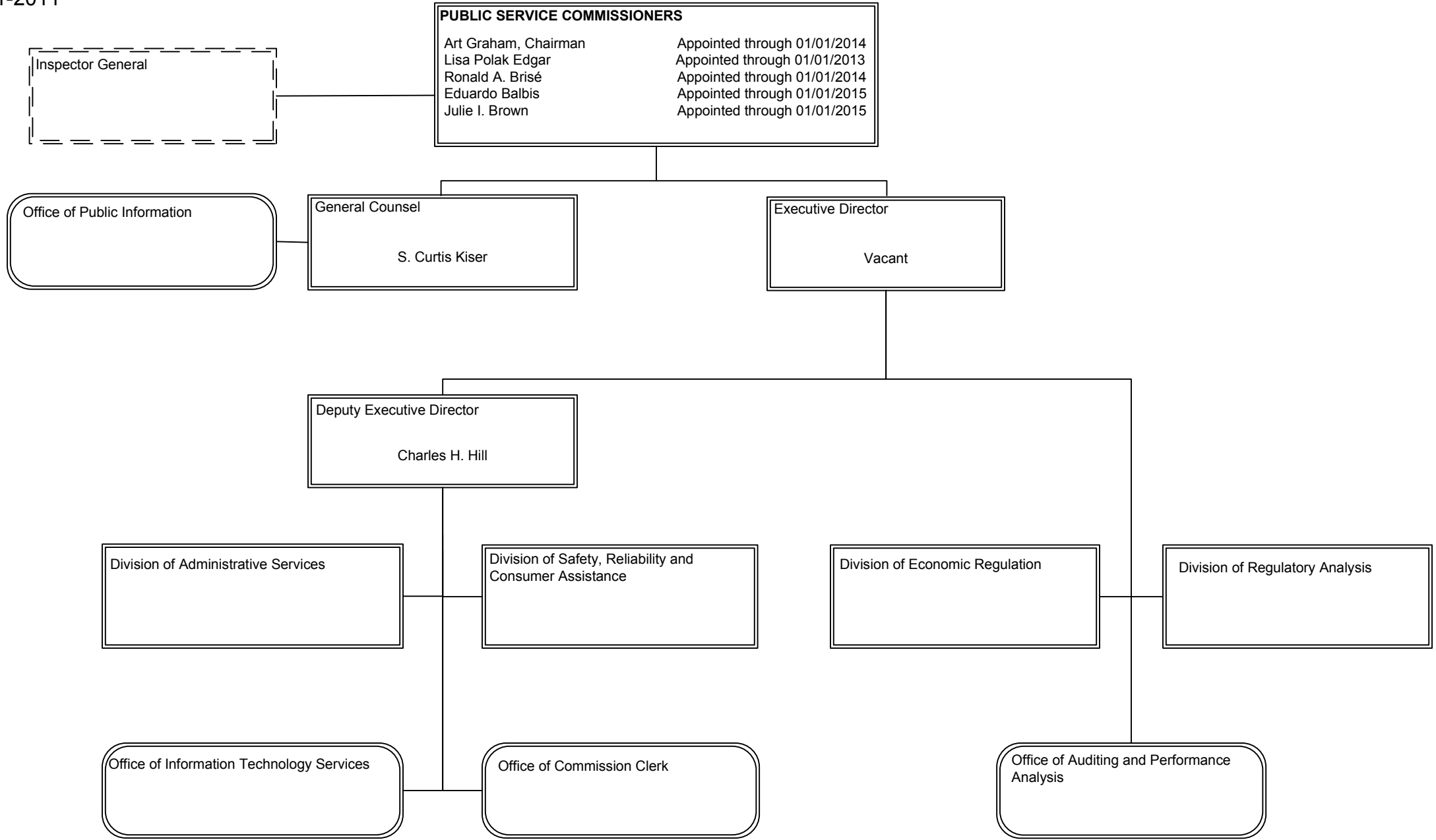
Cost/Ticket: \$974

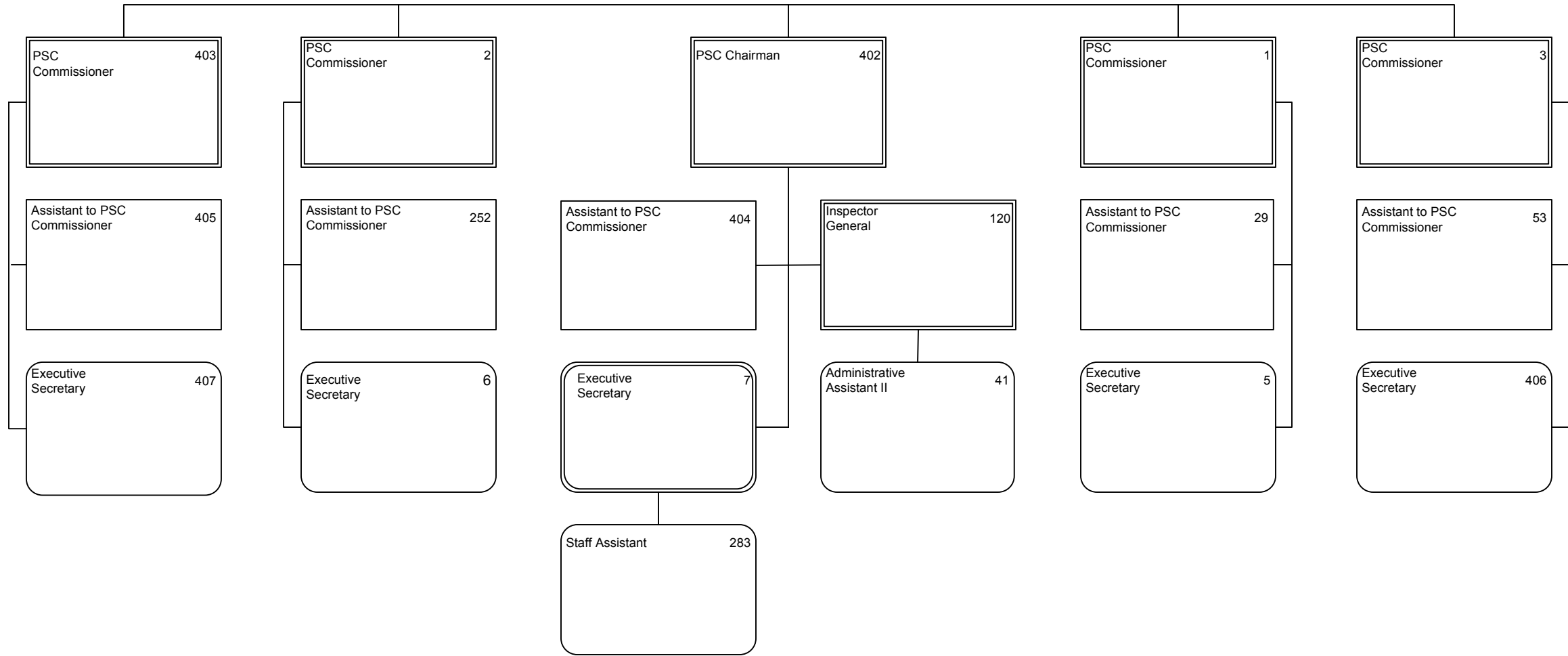
Schedule VII: Agency Litigation Inventory

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

Agency:	Florida Public Service Commission		
Contact Person:	Mary Anne Helton Deputy General Counsel	Phone Number	850-413-6199
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	N/A		
Court with Jurisdiction:	N/A		
Case Number:	N/A		
Summary of the Complaint:	N/A		
Amount of the Claim:	N/A		
Specific Statutes or Laws (including GAA) Challenged:	N/A		
Status of the Case:	N/A		
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).	N/A		

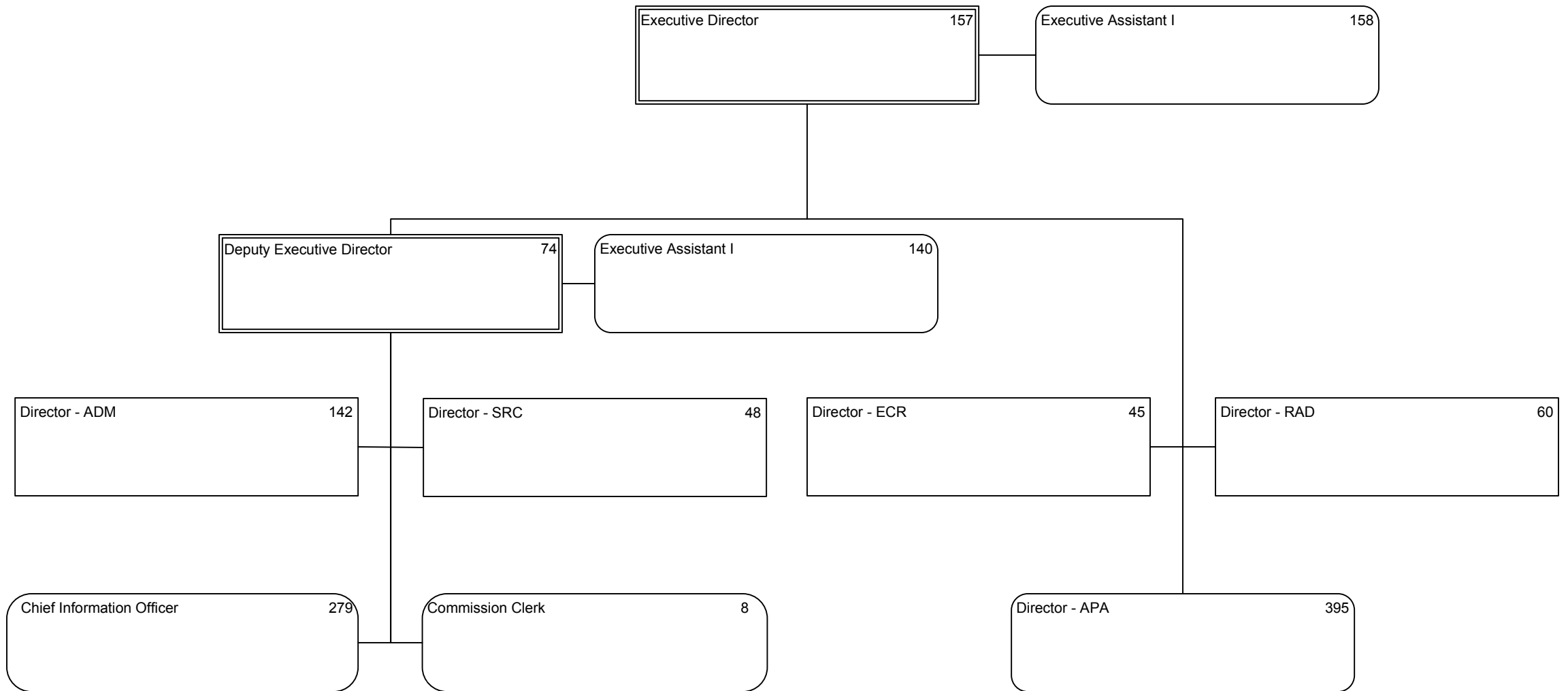
FLORIDA PUBLIC SERVICE COMMISSION





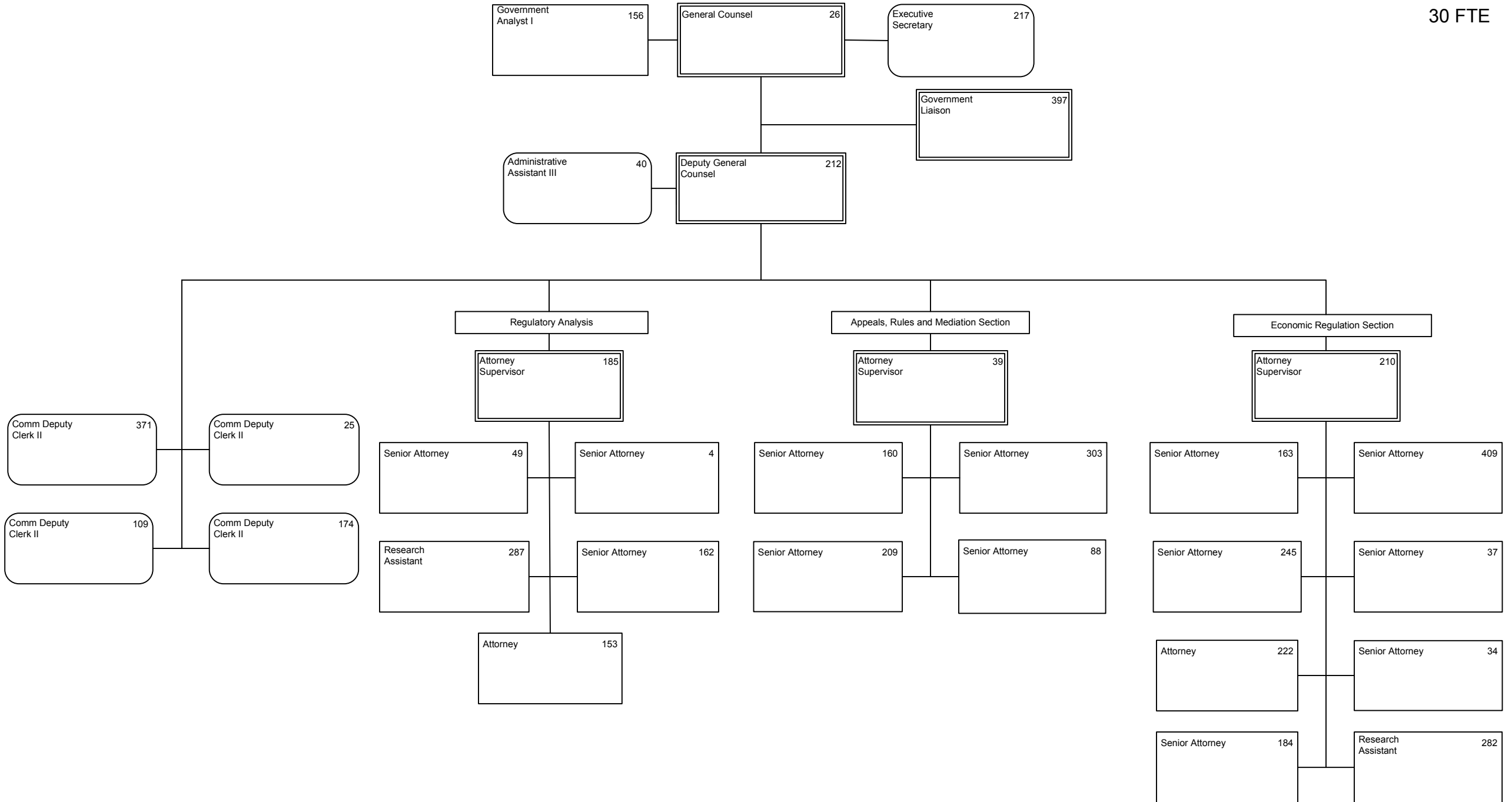
Office of the Executive Director

4 FTE



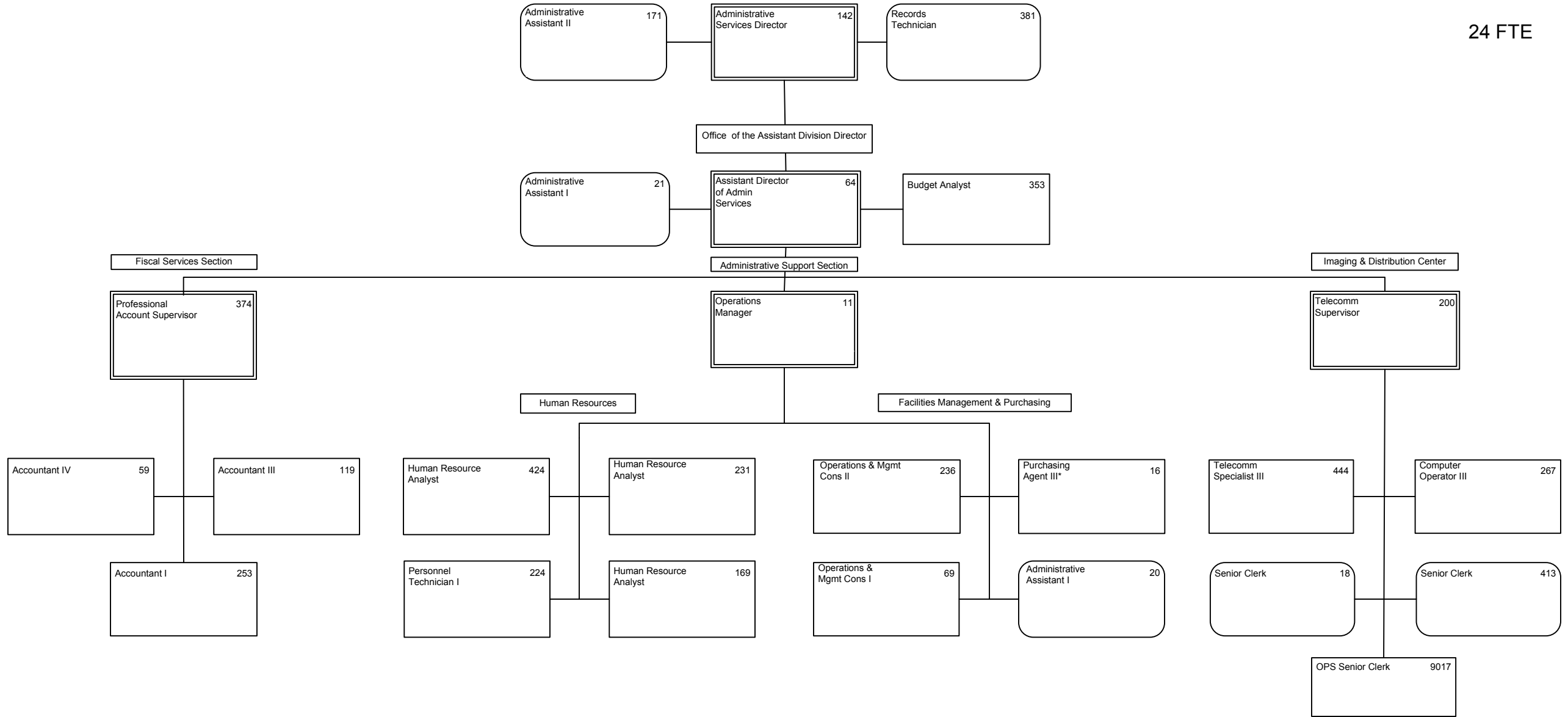
Office of the General Counsel

30 FTE



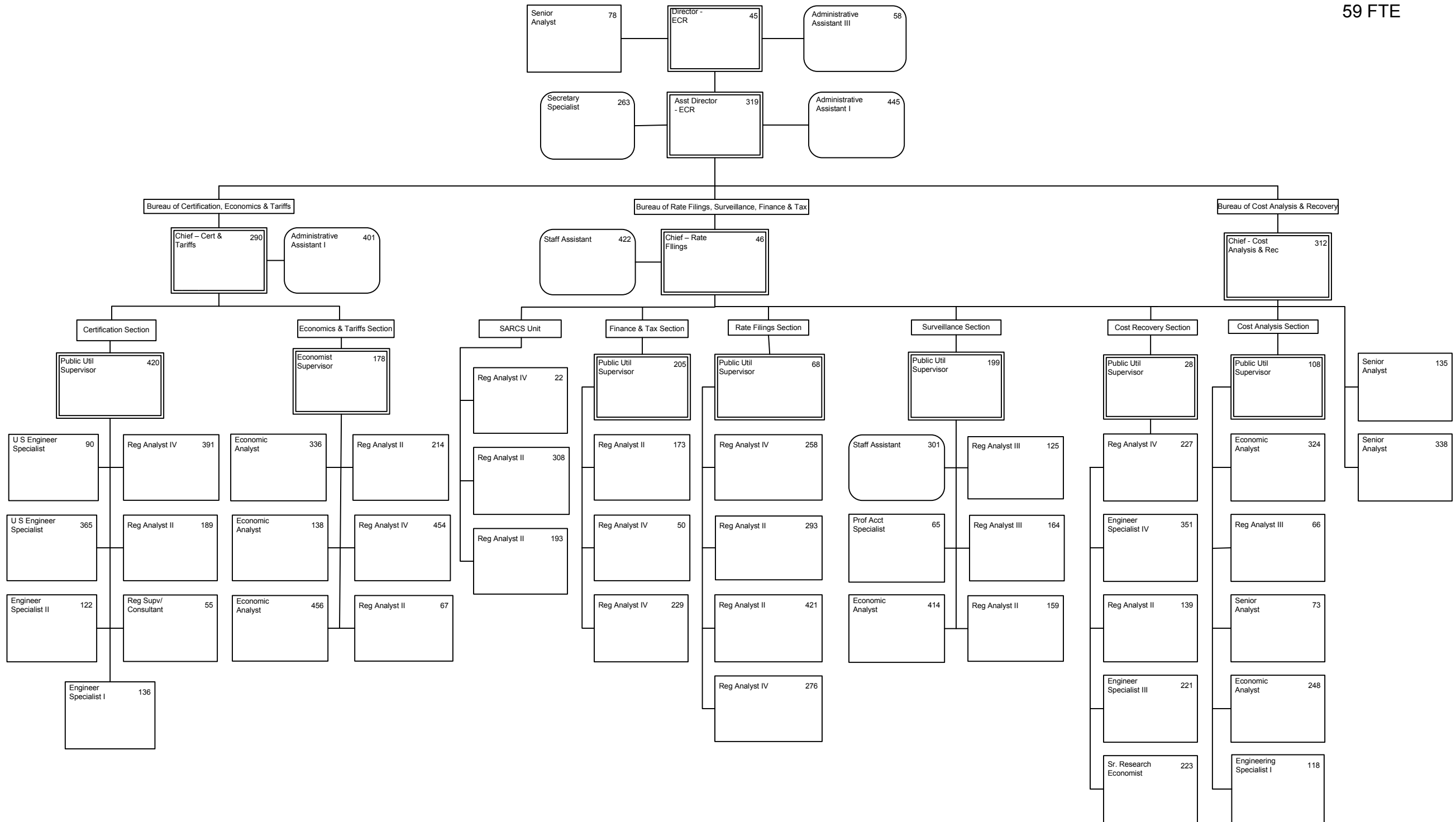
Division of Administrative Services

24 FTE



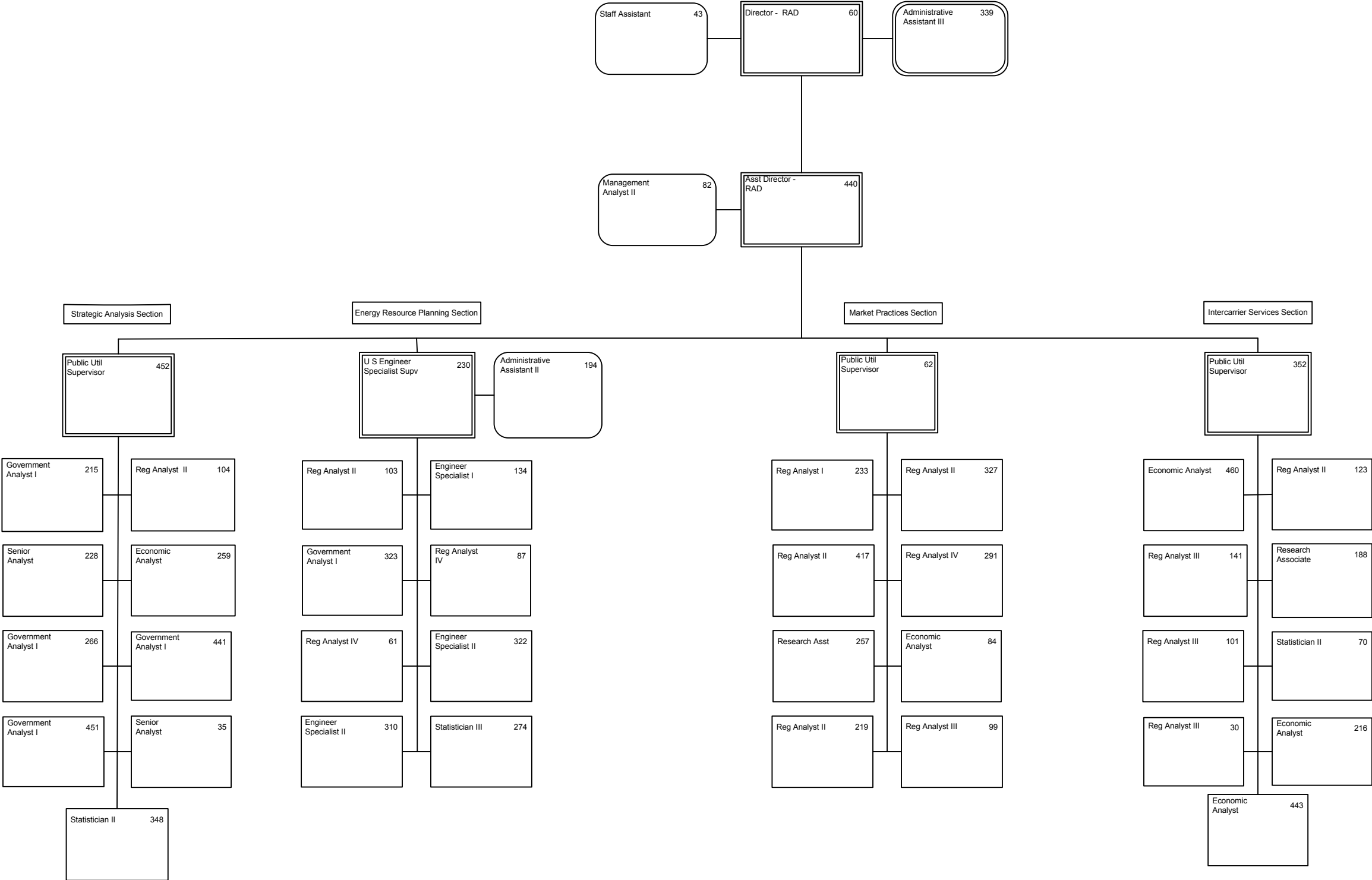
Division of Economic Regulation

59 FTE



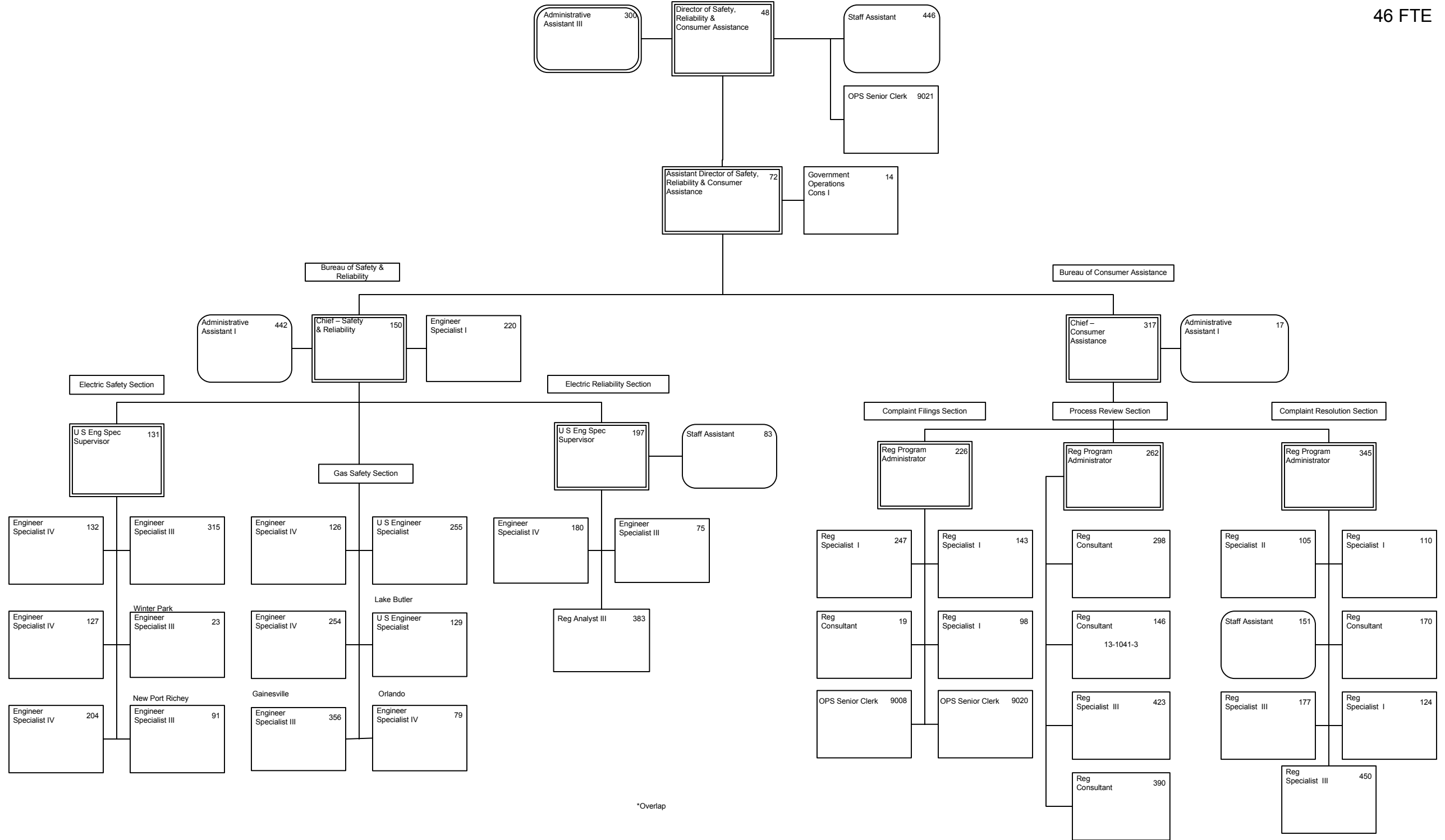
Division of Regulatory Analysis

44 FTE

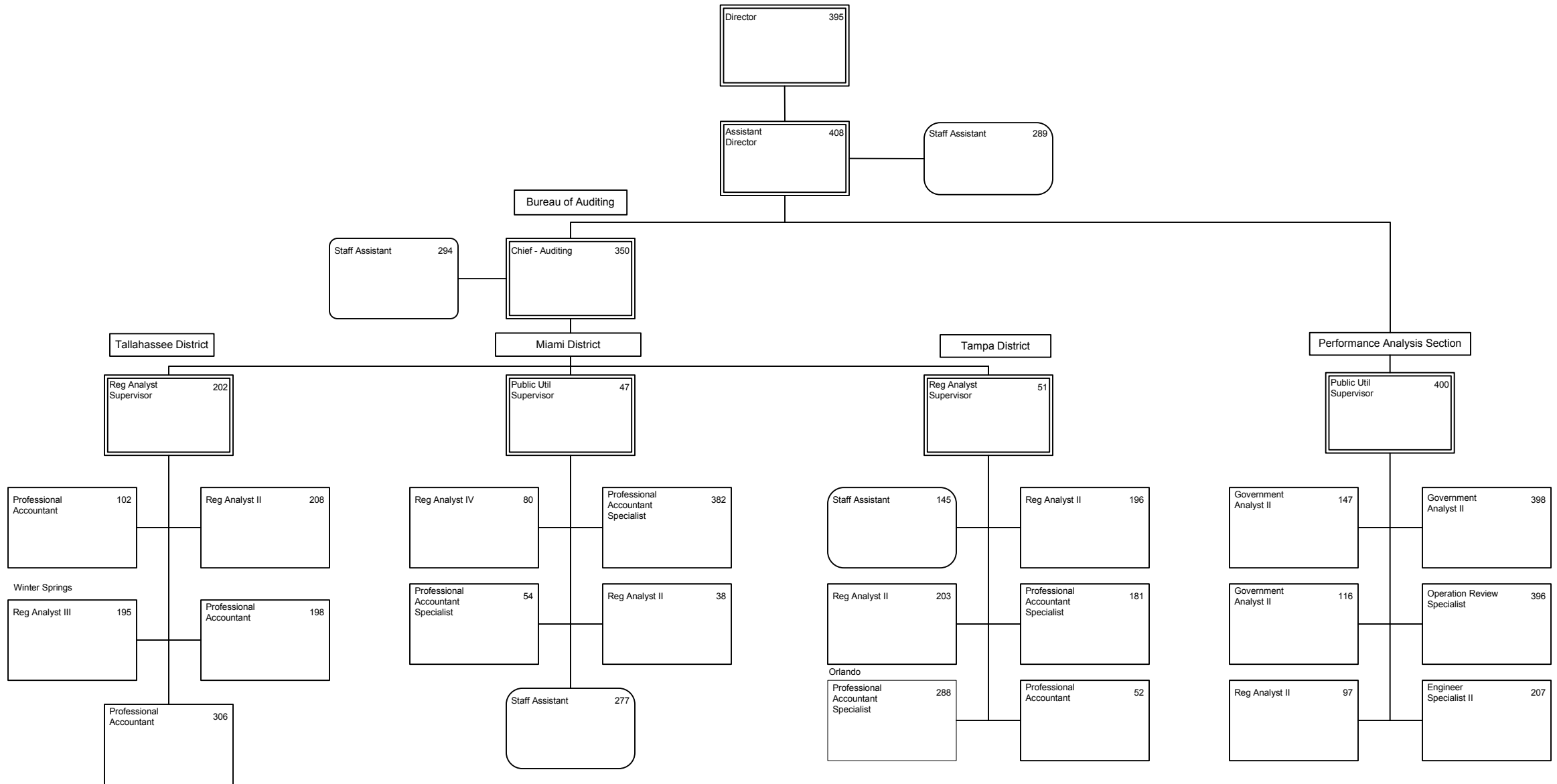


Division of Safety, Reliability and Consumer Assistance

46 FTE

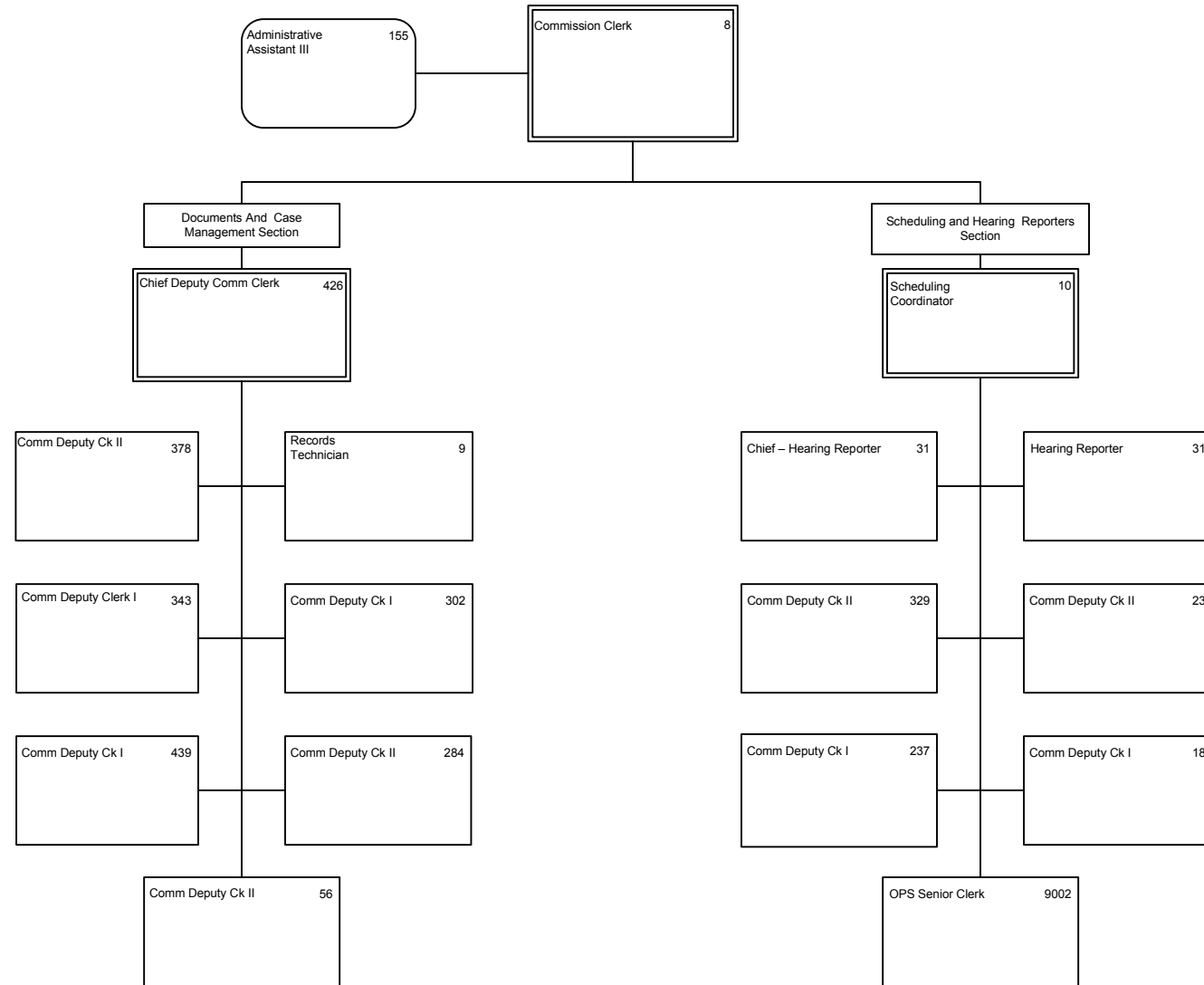


*Overlap

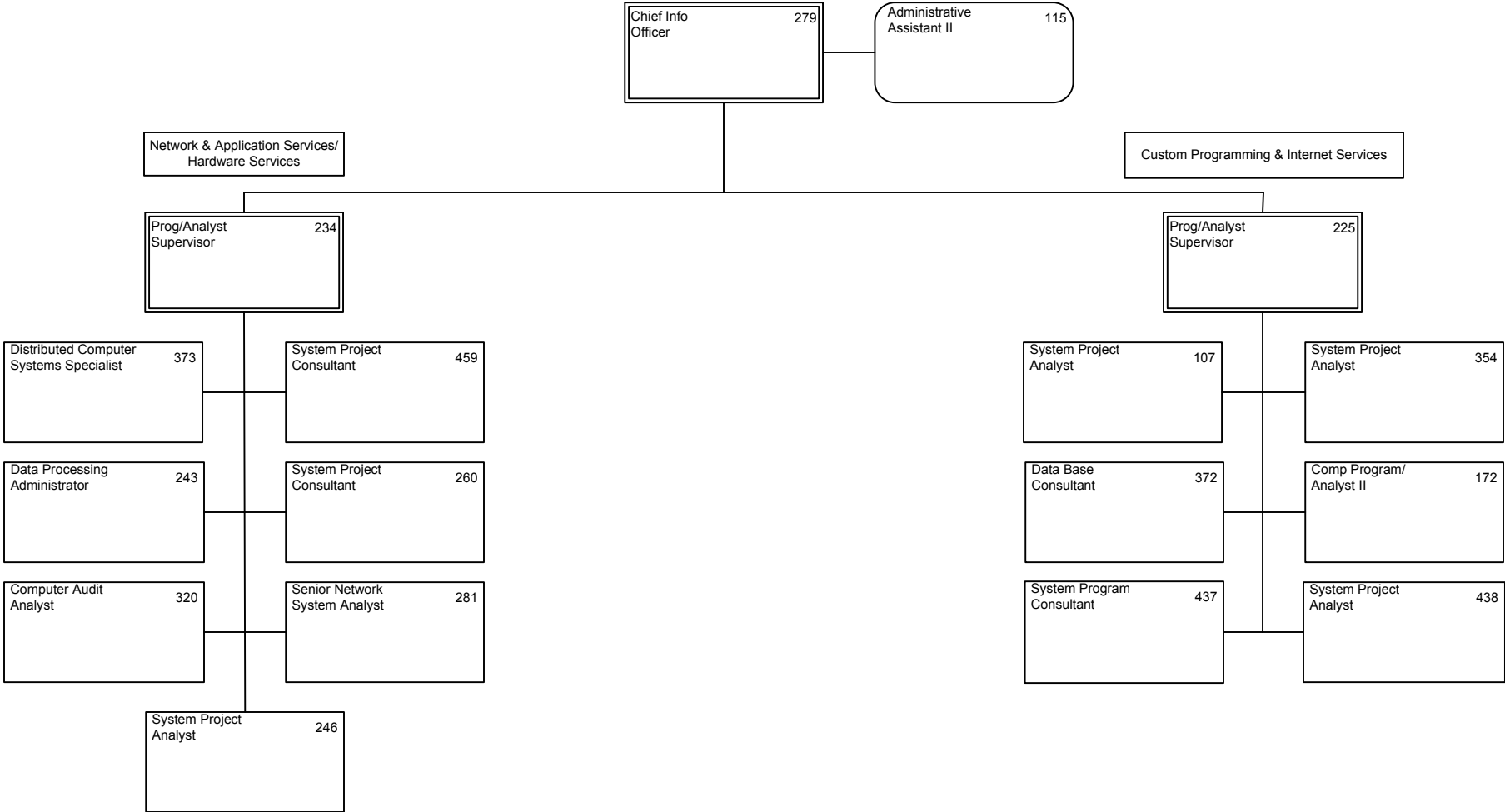


Office of Commission Clerk

17 FTE

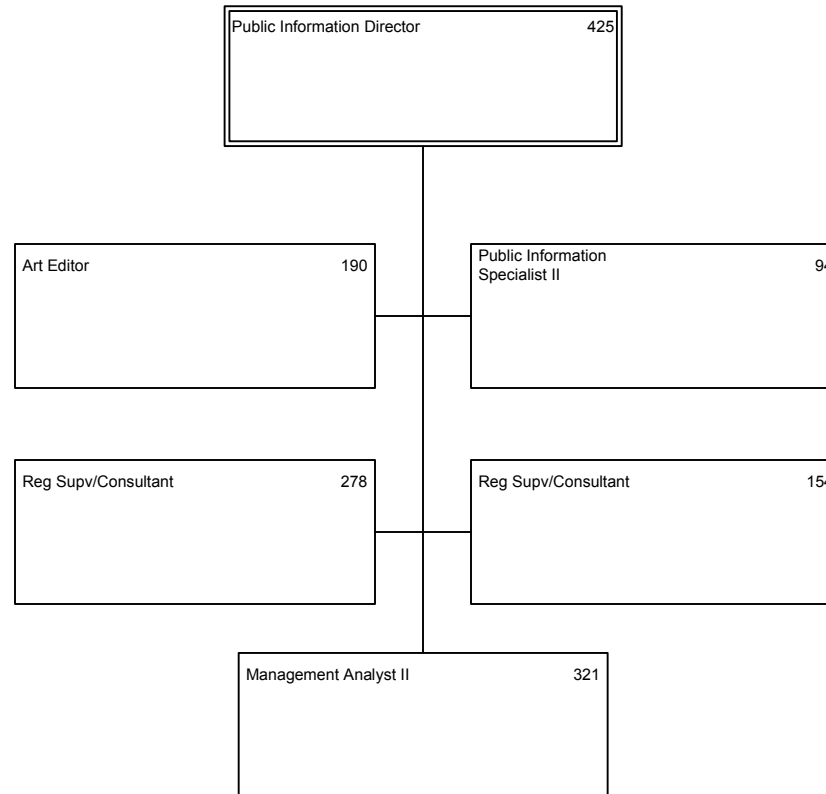


Office of Information Technology Services



Office of Public Information

6 FTE



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.)

*** NO ACTIVITIES FOUND ***

TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 61	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	27,983,411	
TOTAL BUDGET FOR AGENCY (SECTION III):	27,983,409	
DIFFERENCE:	2	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Florida Public Service Commission

Contact: Apryl C. Lynn, Director of Administrative Services

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

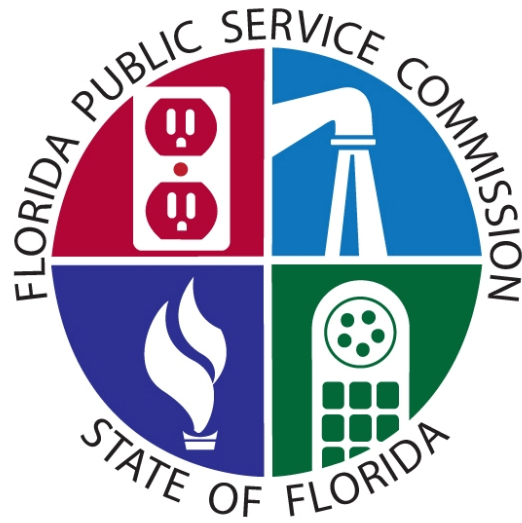
Florida Public Service Commission



UTILITY REGULATION AND CONSUMER ASSISTANCE PROGRAM

Exhibits or Schedules

Florida Public Service Commission



Schedule I Series

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 61 Public Service Commission **Budget Period: 2012-13**
Program: Commissioners & Admin. Services and Utility Regulation & Consumer Assistance
Fund: 2573 Regulatory Trust Fund
Specific Authority: Sections 350.113, 364.336, 366.14, 367.145, 368.109, 403 and 427 F.S.
Purpose of Fees Collected: To fund the cost of regulating Telecommunications Companies, Electric and Gas Utilities, and Water & Wastewater Companies as required by Chapters 350, 364, 366, 367, 368, 403, 427 Florida Statutes.

Type of Fee or Program: (Check **ONE** Box and answer questions as indicated.)

<input checked="" type="checkbox"/>	Regulatory services or oversight to businesses or professions (Complete Sections I, II, and III and attach Examination of Regulatory Fees Form - Part I and II.)
<input type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL FY 2010 - 11	ESTIMATED FY 2011 - 12	REQUEST FY 2012 - 13
Receipts:			
Regulatory Assessment Fees	\$30,316,598	\$26,449,039	\$26,363,403
Filing / Recording Fees	84,088	150,000	150,000
Total Fee Collection to Line (A) - Section III	\$30,400,686	\$26,599,039	\$26,513,403

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	\$17,259,245	\$15,414,551	\$15,176,679
Other Personal Services	94,043	157,943	157,943
Expenses	2,812,163	3,002,923	2,965,731
Operating Capital Outlay	205,808	209,606	202,837
Motor Vehicles	-	56,736	56,736
Administrative Hearings	-	-	-
Contracted Services	273,726	395,908	377,510
Risk Management	78,414	65,025	65,025
Transfer to DMS for HR Outsourcing	91,357	78,583	77,461
Data Processing Services	50,116	55,555	83,459
Refunds to utilities for overpayments	5,416	15,748	15,748
General Revenue Service Charge (8%)	2,427,642	2,129,523	2,122,672
Indirect Costs Charged to Trust Fund	5,634,937	5,247,993	5,174,162
Total Full Costs to Line (B) - Section III	28,932,868	26,830,094	26,475,963

Basis Used: People First Time Accounting System

SECTION III - SUMMARY

TOTAL SECTION I	(A)	\$30,400,686	\$26,599,039	\$26,513,403
TOTAL SECTION II	(B)	\$28,932,868	\$26,830,094	\$26,475,963
TOTAL - Surplus/Deficit	(C)	\$1,467,818	(\$231,055)	\$37,440

EXPLANATION of LINE C:

The PSC has a sufficient cash balance to cover the current FY 2011-12 deficit between projected revenues and projected expenditures. Additionally, our LBR includes a reduction of 3 FTE for FY 2012-13. These positions will be held vacant in order to offset the shortfall. Any further sweeping of the PSC Trust Fund jeopardizes our continued ability to meet our fiscal obligations.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2012 - 2013
Trust Fund Title:	Public Service Commission
Budget Entity:	Regulatory Trust Fund
LAS/PBS Fund Number:	61 - Public Service Commission
	2573

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	\$9,309,343	(A)		\$9,309,343
ADD: Other Cash (See Instructions)	200	(B)		200
ADD: Investments		(C)		
ADD: Outstanding Accounts Receivable		(D)		
ADD: _____		(E)		
Total Cash plus Accounts Receivable	\$9,309,543	(F)		\$9,309,543
LESS Allowances for Uncollectibles		(G)		
LESS Approved "A" Certified Forwards	(60,615)	(H)		(60,615)
Approved "B" Certified Forwards	(549)	(H)		(549)
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	(34,831)	(I)		(34,831)
LESS: _____		(J)		
Unreserved Fund Balance, 07/01/11	\$9,213,548	(K)		\$9,213,548 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2012 - 2013 Public Service Commission
Trust Fund Title:	Regulatory Trust Fund
LAS/PBS Fund Number:	2573

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	6,337,546 (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	2,875,453 (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	549 (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	
A/P not C/F-Operating Categories	
ADJUSTED BEGINNING TRIAL BALANCE:	9,213,548 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	9,213,548 (F)
DIFFERENCE:	0 (G)*

***SHOULD EQUAL ZERO.**

**PSC Regulatory TF
Reconciliation of Sch I-C to Agency Trial Balance**

Description	Amt per TB	Amt per I-C	Reconciling Amt
GL 11100	200	200	0
GL 12100	9,309,343	9,309,343	0
GL 27600	2,871,393	0	(2,871,393)
GL 27700	(289,304)	0	289,304
GL 31100	(45,235)	(45,235)	0
GL 35300	(15,380)	(15,380)	0
GL 35600	(34,831)	(34,831)	0
GL 38600	(811,935)	0	811,935
GL 48600	(2,064,616)	0	2,064,616
GL 53600	(2,582,089)	0	2,582,089
Encumbrances	0	(549)	(549)
TOTAL	6,337,546	9,213,548	2,876,002
Unreserved Fund Balance per TB (GL 53900)			6,337,546
Reconciled Amount			<u>9,213,548</u>

Schedule 1 Adjustment

Compensated Absences Balance	811,935
Depreciation adjustment	<u>(271,999)</u>
Schedule 1 Adjustment total	<u>539,936</u>

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012 - 2013

Department: Florida Public Service Commission

Chief Internal Auditor: Steven J. Stolting

Budget Entity: 61000000

Phone Number: (850) 413-6071

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
		Public Service Commission	Review of internal and external audits for the current and previous fiscal years identified no major audit findings during the period.	N/A	N/A

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Public Service Commission
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)				
	61020100	61020200	61020300	61030100	61030300

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	Y
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y
AUDITS:						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	Y
1.4	Has security been set correctly? (CSDR, CSA)	Y	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	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3	Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y	Y	Y
2.4	Have the coding guidelines in <i>Section 3</i> 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? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y
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	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.					

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
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	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.					
5. EXHIBIT D-1 (ED1R, EXD1)					
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	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	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	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	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.					
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	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	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

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
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.)	N/A	N/A	N/A	N/A	N/A
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A	N/A	N/A
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A	N/A	N/A
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?	N/A	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?	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. (PLRR, 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 <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	N/A	N/A	N/A	N/A
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
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	Y
7.19 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A	N/A	N/A	N/A
7.20 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A	N/A	N/A	N/A
7.21 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
7.22 Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	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 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.					
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	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?	Y	Y	Y	Y	Y
8.5 Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	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?	N/A	N/A	N/A	N/A	N/A
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

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
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?	N/A	N/A	N/A	N/A	N/A
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	N/A	N/A	N/A	N/A
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	N/A	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 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.)	N/A	N/A	N/A	N/A	N/A
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? 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	Y
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27 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
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	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	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	Y

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
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.					
9. SCHEDULE II (PSCR, SC2)					
AUDIT:					
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	See D3-A	See D3-A	See D3-A	See D3-A	See D3-A
10. SCHEDULE III (PSCR, SC3)					
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A	N/A	N/A	N/A
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	N/A	N/A	N/A	N/A	N/A
11. SCHEDULE IV (EADR, SC4)					
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.					
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?	N/A	N/A	N/A	N/A	N/A
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1 NOT REQUIRED FOR THIS YEAR					
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	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 <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?	Y	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	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	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")	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
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	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	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	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
AUDITS - GENERAL INFORMATION					
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.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)					
17.1 Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	N/A	N/A	N/A	N/A
17.2 Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	N/A
17.3 Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	N/A	N/A	N/A	N/A
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.					
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	Y
19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)					

Action	Program or Service (Budget Entity Codes)				
	61020100	61020200	61020300	61030100	61030300
<p>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:</p> <ul style="list-style-type: none"> • 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	N/A