

Department Level Exhibits and Schedules



Executive
Director
Lisa Vickers

Child Support
Enforcement
Ann Coffin
Director

General Tax
Administration
Jim Evers
Director

Property Tax
Oversight
James McAdams
Director

Information
Services
Tony Powell
Director

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 32399-1100

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

Dear Directors:

The Legislative Budget Request for the Department of Revenue is submitted in accordance with Chapter 216, Florida Statutes, and 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. As executive director of the Department of Revenue, I have approved this submission, pending review and approval by the Governor and Cabinet.

If you have any questions about our Legislative Budget Request, please contact Lia Mattuski, Director of Financial Management, at 850-617-8377, or me at 850-617-8950.

Sincerely,

Lisa Vickers

Lisa Vickers

LV/ccw

**Schedule IV-C – Recurring
Information Technology Budget
Planning**

Non-Strategic IT Service:		Network Service			
Dept/Agency:	Department of Revenue (DOR)	# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by:	Clay White				
Phone:	717-7569				
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			10.97		\$683,859
A-1.1	State FTE		10.97		\$683,859
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)				
B. Hardware					\$159,334
B-1	Servers	6	96	0	\$0
B-2	Server Maintenance & Support	1	13	13	\$10,900
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	2	592	5	\$25,000
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)		32208		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)	3			\$123,434
C. Software		4			\$135,000
D. External Service Provider(s)					\$2,230,000
D-1	MyFloridaNet				\$1,150,000
D-2	Other (Please specify in Footnote Section below)	7			\$1,080,000
E. Other (Please describe in Footnotes Section below)		5			\$210,000
F. Total for IT Service					\$3,418,193
G. Please identify the number of users of the Network Service					12,240
H. How many locations currently host IT assets and resources used to provide LAN services?					77
I. How many locations currently use WAN services?					77
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	Dell hardware maintenance and support for a Sun server that was recertified.				
2	Sniffer Hardware, Bluecoat hardware, Observer Suite, Optiview, DD510				
3	Networked copiers and leases; UPS; Networked Printers and maintenance; and videoconferencing systems				
4	Software for Active Directory, Siemens software, Bluecoat, Data Domain software				
5	Aircards for the agency cost approximately \$17,500/mo.				
6	Do not plan for any server purchases due to the fact that the primary data centers now provide this service				
7	New DOR campus has VoIP telephone system installed. This cost was not previously reported. Purchased thru F.A.C. Rule 60.FF				
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Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service			
Agency: Department of Revenue (DOR)		# of Assets & Resources			
Prepared by: Clay White		AppORTioned to this			
Phone: 717-7569		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					\$12,528
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.)	2	26	26	\$12,528
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					\$0
D. External Service Provider(s)					\$709,393
D-1	Southwood Shared Resource Center	1			\$709,393
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					\$721,921
G. Please provide the number of user mailboxes.					5,267
H. Please provide the number of resource mailboxes.					1,303
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Email consolidation effort effective 10/15/11				
2	Iphones for the department 25 @ \$45/month and one Palm Treo				
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Non-Strategic IT Service:		Desktop Computing Service			
Agency: Department of Revenue (DOR)		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Clay White					
Phone: 717-7569					
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			23.30		\$1,379,774
A-1	State FTE		23.30		\$1,379,774
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			7940	1219	\$1,051,288
B-1	Servers		2	0	\$0
B-2	Server Maintenance & Support		1	1	\$2,330
B-3.1	Desktop Computers		5558	979	\$832,335
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)		1946	152	\$158,010
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)	2	433	87	\$58,613
C. Software		1			\$71,881
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		3			\$14,706
F. Total for IT Service					\$2,517,649
G. Please identify the number of users of this service.					5,500
H. How many locations currently use this service?					77
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	Flexera Admin Studio 10, 300-insti-micaree for desktops, sareboot, netzoom visio stencils, office automation software, ArcGIS, Arcview, SPSS, SAS, Audit Leverage, Toolbook				
2	Desktop printers and scanners				
3	Peripherals				
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Non-Strategic IT Service:		Helpdesk Service		# of Assets & Resources Apportioned to this IT Service in FY 2012-13	
Agency: Department of Revenue (DOR)					
Prepared by: Clay White					
Phone: 717-7569					
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			4.98		\$317,359
A-1	State FTE		4.98		\$317,359
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			\$8,500
D. External Service Provider(s)		2	0	0	\$105,000
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$430,859
G. Please identify the number of users of this service.					21,447
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?					4,000
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	SM7 software				
2	SaaS - HP hosting services for SM7				
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Non-Strategic IT Service: IT Security/Risk Mitigation Service

Agency: **Department of Revenue (DOR)**
 Prepared by: **Clay White**
 Phone: **717-7569**

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			9.83		\$690,967
A-1	State FTE		8.83		\$499,447
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)	3	1.00		\$191,520
B. Hardware			2	0	\$11,000
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	2	0	\$11,000
C. Software		2			\$175,000
D. External Service Provider(s)			0	0	
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$876,967

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

1	Infoblox and RSA device maintenance
2	RSA, checkpoint, websense, controlpoint, privaworks,nessus
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Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service				
Agency: Department of Revenue (DOR) Prepared by: Clay White Phone: 717-7569				# 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				
A-1 State FTE		2.28		\$140,441
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)				
F. Total for IT Service				\$140,441
G. Please identify the number of users of this service.				6,000
H. How many locations currently host agency financial/adminstrative systems?				1
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
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Non-Strategic IT Service: IT Administration and Management Service						
Agency: Department of Revenue (DOR) Prepared by: Clay White Phone: 717-7569			# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
			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				15.48		\$793,670
A-1	State FTE			13.48		\$775,670
A-2	OPS FTE			2.00		\$18,000
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			\$75,000
D. External Service Provider(s)			2	0	0	\$104,150
E. Other (Please describe in Footnotes Section below)			3			\$98,220
F. Total for IT Service						\$1,071,040
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	HP BAC, Sitescope, Asset Mgr, PMO and PPM licenses					
2	SaaS - HP hosting services for PPM & AM					
3	Gartner					
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Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: Department of Revenue (DOR) Prepared by: Stephanie Doran Phone: 850-717-6466		# 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			0.12		\$6,549
A-1.1	State FTE		0.12		\$6,549
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)		0	0	\$0
C. Software		1			\$616,250
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$622,799
G. Please identify the number of Internet users of this service.					3,250,000
H. Please identify the number of intranet users of this service.					6,000
I. How many locations currently host IT assets and resources used to provide this service?					1
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	SharePoint, Constant Contact, FL-newhire.com domain registration, and Verisign licenses				
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Non-Strategic IT Service: Data Center Service					
Dept/Agency: Department of Revenue (DOR)		# of Assets & Resources Apportioned to this IT Service in FY 2012-13			
Prepared by: Stephanie Doran					
Phone: 850-717-6466					
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.)			17.00		\$710,209
A-1.1	State FTE		17.00		\$710,209
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$293,882
B-1	Non-Mainframe Servers (including single-function logical servers not assigned to another service)	1	13	0	\$0
B-2	Servers - Mainframe		0	0	\$0
B-3	Server Maintenance & Support	2	13	13	\$6,175
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)	3			\$287,707
C. Software					\$0
D. External Service Provider(s)					\$7,556,579
D-1	Southwood Shared Resource Center (indicate # of Board votes)		1		\$3,558,700
D-2	Northwood Shared Resource Center (indicate # of Board votes)		0		\$3,048,681
D-3	Northwest Regional Data Center (indicate # of Board votes)		1		\$949,198
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Plant & Facility					\$420
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)	4			\$420
E-4	Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)					\$0
G. Total for IT Service					\$8,561,090
H. Please provide the number of agency data centers.					0
I. Please provide the number of agency computing facilities.					1
J. Please provide the number of single-server installations.					77
H.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	General Tax Administration servers located at Tax World Bldg. L				
2	Estimated maintenance at \$475/year				
3	Printer leases for printers at Huntley Park and UPS in Tax World Bldg. L				
4	Security monitoring for Tax World Bldg. L				
5					
6					
7					
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Agency: Department of Revenue (DOR)

				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										
						\$721,921	\$3,418,193	\$2,517,649	\$430,859	\$876,967	\$140,441	\$1,071,040	\$622,799	\$8,561,090	
1	Executive Direction & Suppo	73010100	1602	Executive Leadership & Support Ser		\$204,621									
2	Compliance Determination	73200500	1601	Governmental Operations		\$137,964						\$49,162			
3	Case Processing	73300600	1304	Services Most Vulnerable		\$2,457,363						\$33,306	\$4,041	\$1,594,814	
4	Remittance & Distribution	73300700	1304	Services Most Vulnerable		\$214,075						\$2,902	\$352	\$138,933	
5	Establishment	73300800	1304	Services Most Vulnerable		\$1,716,199						\$23,261	\$2,821	\$1,113,801	
6	Compliance	73300900	1304	Services Most Vulnerable		\$1,608,860						\$21,806	\$2,645	\$1,044,140	
7	Tax Processing	73401000	1601	Governmental Operations		\$461,644						\$3,211		\$1,253	
8	Taxpayer Aid	73401100	1601	Governmental Operations		\$160,884						\$1,284		\$396	
9	Compliance Determination	73401200	1601	Governmental Operations		\$1,198,611						\$8,027		\$3,363	
10	Compliance Resolution	73401300	1601	Governmental Operations		\$548,763						\$3,532		\$1,583	
11	Information Technology	73710100	1603	Information Technology		\$9,651,974						\$924,550	\$612,940	\$4,662,807	
12						\$0									
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25						\$0									
26						\$0									
27						\$0									
28						\$0									
29						\$0									
30						\$0									
				Sum of IT Cost Elements Across IT Services											
				Personnel	State FTE (#)	80.96	0.00	10.97	23.30	4.98	8.83	2.28	13.48	0.12	17.00
				Personnel	State FTE (Costs)	\$4,513,308	\$0	\$683,859	\$1,379,774	\$317,359	\$499,447	\$140,441	\$775,670	\$6,549	\$710,209
				Personnel	OPS FTE (#)	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00
				Personnel	OPS FTE (Cost)	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000	\$0	\$0
				Personnel	Vendor/Staff Augmentation (# Positions)	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00
				Personnel	Vendor/Staff Augmentation (Costs)	\$191,520	\$0	\$0	\$0	\$0	\$191,520	\$0	\$0	\$0	\$0
				Hardware		\$1,528,032	\$12,528	\$159,334	\$1,051,288	\$0	\$11,000	\$0	\$0	\$0	\$293,882
				Software		\$1,081,631	\$0	\$135,000	\$71,881	\$8,500	\$175,000	\$0	\$75,000	\$616,250	\$0
				External Services		\$10,705,122	\$709,393	\$2,230,000	\$0	\$105,000	\$0	\$0	\$104,150	\$0	\$7,556,579
				Plant & Facility (Data Center Only)		\$420									\$420
				Other		\$322,926	\$0	\$210,000	\$14,706	\$0	\$0	\$0	\$98,220	\$0	\$0
				Budget Total		\$18,360,959	\$721,921	\$3,418,193	\$2,517,649	\$430,859	\$876,967	\$140,441	\$1,071,040	\$622,799	\$8,561,090
				FTE Total		83.96	0.00	10.97	23.30	4.98	9.83	2.28	15.48	0.12	17.00
				Users			6,570	12,240	5,500	21,447		6,000		3,256,000	
				Cost Per User			109.8814307	\$279.26	\$457.75	\$20.09		\$23.41		\$0.19	

(cost/all mailboxes) Help Desk Tickets: 4,000
Cost/Ticket: \$108

Schedule VII – Agency Litigation Inventory

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 Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	HCA, Inc. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	03-440		
Summary of the Complaint:	Challenge to Corporate Income Tax assessment on the following issues: (1) Commerce Clause violation regarding wage subtraction; (2) nonbusiness income issue regarding dividends, interest, and capital gains received from affiliated members; and (3) whether interest, dividends, and capital gain income from intangible assets should be included in sales factor of the Florida apportionment factor.		
Amount of the Claim:	Over \$1,614,292.76		
Specific Statutes or Laws (including GAA) Challenged:	Sections 220.13(1)(b)3., 220.03(1)(r), 220.16, 220.15, and 220.152, F.S.		
Status of the Case:	The parties executed a partial settlement agreement resolving issues (1) and (2). Discovery is proceeding for the remaining issue.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Chicago Title Ins. Co. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	10-CA-3539		
Summary of the Complaint:	The taxpayer writes title insurance which is subject to the Florida insurance premium tax. The taxpayer alleges the Department incorrectly determined the taxpayer’s insurance premium tax liability by including the gross premium written for title insurance instead of the net premiums received by the taxpayer.		
Amount of the Claim:	\$935,441		
Specific Statutes or Laws (including GAA) Challenged:	Section 624.509(1), F.S.		
Status of the Case:	The matter is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Circle K Enterprises Inc. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	CV 10-1353		
Summary of the Complaint:	Circle K Enterprises (“Enterprises”) is a member of an affiliated group that conducts business in Florida and other states. Enterprises receives payments from a related company doing business in Florida that pays a royalty to Enterprises for the use of its trademarks. The issues presented are: (1) whether Enterprises has nexus with Florida and is subject to the Florida corporate income tax; and (2) whether the receipts from the royalty income are included in the sales factor of the apportionment formula.		
Amount of the Claim:	Refund of \$2,995,533		
Specific Statutes or Laws (including GAA) Challenged:	Sections 220.15(5) and 220.152, F.S.		
Status of the Case:	The case is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Fidelity National Title Ins. Co. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	07-CA-2894		
Summary of the Complaint:	The taxpayer writes title insurance which is subject to the Florida insurance premium tax. The taxpayer alleges the Department incorrectly determined the taxpayer’s insurance premium tax liability by including the gross premium written for title insurance instead of the net premiums received by the taxpayer.		
Amount of the Claim:	\$1,700,972.23		
Specific Statutes or Laws (including GAA) Challenged:	Section 624.509(1), F.S.		
Status of the Case:	The matter is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Fidelity National Title Ins. Co. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	10-CA-3540		
Summary of the Complaint:	The taxpayer writes title insurance which is subject to the Florida insurance premium tax. The taxpayer alleges the Department incorrectly determined the taxpayer’s insurance premium tax liability by including the gross premium written for title insurance instead of the net premiums received by the taxpayer.		
Amount of the Claim:	\$627,030		
Specific Statutes or Laws (including GAA) Challenged:	Section 624.509(1), F.S.		
Status of the Case:	The matter is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Fidelity National Title Ins. Co. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	09-CA-1708		
Summary of the Complaint:	The taxpayer writes title insurance which is subject to the Florida insurance premium tax. The taxpayer alleges the Department incorrectly determined the taxpayer’s insurance premium tax liability by including the gross premium written for title insurance instead of the net premiums received by the taxpayer.		
Amount of the Claim:	\$1,165,574.00		
Specific Statutes or Laws (including GAA) Challenged:	Section 624.509(1), F.S.		
Status of the Case:	The matter is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	HCA Squared, LLC v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	CV 08-4143		
Summary of the Complaint:	<p>The taxpayer was audited by the IRS for its 1987 and 1988 federal income tax liability and agreed to federal audit changes on October 4, 2004. On December 3, 2004, the taxpayer filed amended Florida corporate income tax returns amending their 1987 and 1988 liability pursuant to Section 220.23, F.S., to reflect the federal audit changes and paid additional tax to Florida. Sections 220.23 and 220.809, F.S., were amended in 2002 by the Florida Legislature to address the decision in <u>Barnett Banks, Inc. v. Department of Revenue</u>, 738 So. 2d 502 (Fla. 1st DCA 1999), to require a taxpayer to pay interest from the original due date of the return for amended returns filed pursuant to Section 220.23, F.S. The amendment became effective January 1, 2003. The taxpayer alleges that it is not required to pay interest from the original due date of the returns (4/1/88 and 4/1/89), because this would be a retroactive application of law.</p>		
Amount of the Claim:	Over \$1,796,421.89		
Specific Statutes or Laws (including GAA) Challenged:	Sections 220.23 and 220.809, F.S.		
Status of the Case:	The Department filed a motion for partial summary judgment. No hearing date has been set.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	HCA - The Healthcare Company v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	CV 01-74		
Summary of the Complaint:	Challenge to Corporate Income Tax assessment on the following issues: (1) Commerce Clause violation regarding wage subtraction; (2) nonbusiness income issue regarding dividends, interest, and capital gains received from affiliated members; and (3) whether interest, dividends, and capital gain income from intangible assets should be included in sales factor of the Florida apportionment factor.		
Amount of the Claim:	Over \$1,883,430.91		
Specific Statutes or Laws (including GAA) Challenged:	Sections 220.13(1)(b)3., 220.03(1)(r), 220.16, 220.15, and 220.152, F.S.		
Status of the Case:	The parties executed a partial settlement agreement resolving issues (1) and (2). Discovery is proceeding for the remaining issue.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Mortgage Guaranty Insurance Corporation v. Florida Department of Revenue		
Court with Jurisdiction:	13 th Circuit		
Case Number:	08-27215		
Summary of the Complaint:	<p>The taxpayer is an insurance company that is required to apportion its income to Florida pursuant to Section 220.151, F.S., using a single factor for apportionment based upon direct premiums written. The taxpayer also owns an interest in a limited liability company (LLC) whose income is included on the taxpayer’s return. Section 220.15, F.S., (the general apportionment statute) provides a three factor formula based upon payroll, property and sales, and requires a taxpayer (other than insurance companies and transportation companies) to include the LLC’s payroll, property and sales as part of the taxpayer’s payroll, property and sales. There is no statute which permits the conversation of the LLC’s payroll, property and sales into direct written premium. The taxpayer alleges that it is entitled to apportionment relief because the income from the LLC is included in the taxpayer’s income without representation in the apportionment formula.</p>		
Amount of the Claim:	\$1,163,180.11 tax and interest		
Specific Statutes or Laws (including GAA) Challenged:	Sections 220.15 and 220.151, F.S.		
Status of the Case:	The matter is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Benjamin Jablow	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Mortgage Guaranty Insurance Corporation v. Florida Department of Revenue		
Court with Jurisdiction:	13 th Circuit		
Case Number:	11-40		
Summary of the Complaint:	<p>The taxpayer is an insurance company that is required to apportion its income to Florida pursuant to section 220.151, F.S., using a single factor for apportionment based upon direct premiums written. The taxpayer also owns an interest in a limited liability company (LLC) whose income is included on the taxpayer’s return. Section 220.15, F.S., the general apportionment statute provides a three factor formula based upon payroll, property and sales, permits a taxpayer (other than insurance companies and transportation companies) to include the LLC’s payroll, property and sales as part of the taxpayer’s payroll, property and sales. There is no statute which permits the conversation of the LLC’s payroll, property and sales into direct written premium. The taxpayer alleges that it is entitled to apportionment relief, because the income from the LLC is included in the taxpayer’s income without representation in the apportionment formula.</p>		
Amount of the Claim:	\$4,025,141 tax and interest		
Specific Statutes or Laws (including GAA) Challenged:	Sections 220.15 and 220.151, F.S.		
Status of the Case:	The matter is in discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Isabel Nogues	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Consolidated cases of Ogborn, Marcus & Patricia, on behalf of themselves and others similarly situated v. Jim Zingale, acting in his official capacity as the Director of the Florida Department of Revenue (Ogborn); DirecTV, Inc., and EchoStar Satellite, LLC, v. State of Florida, Department of Revenue (DirecTV). (The Florida Cable Telecommunications Association (FCTA) is an intervenor in the case.)		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	05-CA-1354 (Ogborn); 05-CA-1037 (DirecTV)		
Summary of the Complaint:	The Plaintiffs are requesting refunds of communications services tax. Issue: Constitutionality of communication services tax imposed on direct-to-home satellite service providers under Commerce Clause and Equal Protection Clause. Pre-emption under federal law. DirecTV and EchoStar Satellite challenge the statute as service providers, while the Ogborns raise their challenge on behalf of a class of subscribers. (Class has not been certified.) The Ogborns request damages and attorney fees.		
Amount of the Claim:	Refund potential of \$47 million annual recurring. (Plaintiffs have not substantiated the refund amounts claimed.)		
Specific Statutes or Laws (including GAA) Challenged:	Chapters 202 and 203, F.S.		
Status of the Case:	The Department and FCTA filed respective motions to dismiss DirecTV’s Amended Complaint. The motions to dismiss were heard on October 14, 2009. On April 6, 2010, the Judge issued an order converting the motions to dismiss to motions for summary judgment and allowing parties to take discovery to develop a full factual record. A case management conference took place on June 15, 2010. Several depositions of parties and non parties have taken place, as well as hearings regarding discovery. Due to a judge rotation, this case was reassigned to a different judge on or about October 1, 2010. Discovery is ongoing.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	Counsel for the Ogborns: The Barnett Law Firm; Joel L. Terwilliger, Esq.		

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 Revenue		
Contact Person:	Isabel Nogues	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Home Depot USA, Inc. v. Florida Department of Revenue		
Court with Jurisdiction:	13 th Circuit		
Case Number:	08-14990		
Summary of the Complaint:	Home Depot filed a refund application, requesting a refund of sales tax paid on balances due a third-party bank that were written off by the third-party bank for federal income tax purposes. The Department denied the refund claim on the grounds that Home Depot did not own and write off the accounts for federal income tax purposes, as required, pursuant to s. 212.17, F.S.		
Amount of the Claim:	\$5,063,984.78 (Home Depot has not substantiated the refund amount claimed.)		
Specific Statutes or Laws (including GAA) Challenged:	Section 212.17, F.S.		
Status of the Case:	Discovery is ongoing.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Isabel Nogues	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Marianna Mobil, Inc. v. Department of Revenue		
Court with Jurisdiction:	Division of Administrative Hearings		
Case Number:	09-6639		
Summary of the Complaint:	The taxpayer is contesting the Department’s sales and use tax assessment. The taxpayer claims that it did not own and operate during the audit period the business locations that are involved in the case. The taxpayer claims that these businesses were independent of the taxpayer		
Amount of the Claim:	\$1.4 million		
Specific Statutes or Laws (including GAA) Challenged:	Sections 212.05, 212.06, 212.18, F.S.		
Status of the Case:	The Division of Administrative Hearings has temporarily closed its files to give the parties time to obtain and review documents.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue		
Contact Person:	Isabel Nogues	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	RTG Furniture Corp. v. Florida Department of Revenue; Roomstogo.com, Inc. v. Florida Department of Revenue; Ormond Atlantic Corporation v. Florida Department of Revenue; RTG Interstate Corporation v. Florida Department of Revenue		
Court with Jurisdiction:	N/A		
Case Number:	N/A		
Summary of the Complaint:	<p>These cases involve separate Petitions requesting administrative hearings under Chapter 120, F.S. The taxpayers are challenging refund denials of sales tax previously paid on retail sales. These sales were financed by third-party banks and pertain to transactions with balances that were due the banks and later written off by the banks for federal income tax purposes. These taxpayers had received a discounted amount from the banks as payment for these retail sales. Then the taxpayers deducted the difference between the sales price and the discounted amount received from the bank on these transactions as a discount (business expense) on their federal income tax return. The Department denied the refund claims on the grounds that amounts deducted by these taxpayers on their federal income tax returns do not constitute bad debts for federal income tax purposes, as required by Section 212.17, F.S.</p>		
Amount of the Claim:	\$27 million (The Taxpayers have not substantiated the refund amounts claimed.)		
Specific Statutes or Laws (including GAA) Challenged:	Section 212.17, F.S.		
Status of the Case:	The taxpayers filed their Petitions, but requested that the case be held in abeyance by the Department, awaiting the outcome of Home Depot USA, Inc. v. Florida Department of Revenue, No. 08-14990 (Fla. 2 nd Cir.).		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	<u>N/A</u>
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Office of Policy and Budget – July, 2011

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 Revenue		
Contact Person:	Isabel Nogues	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Sprint Communications Company, LP. v. State of Florida, Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	08-CA-2234		
Summary of the Complaint:	<p>The taxpayer is challenging the Department's refund denial of sales tax remitted for the period 1/1/99-9/30/01. The taxpayer claims that telecommunication services that it sold during the period to telecommunication service dealers for their internal use in connection with their business of providing telecommunication services were excluded from sales tax, pursuant to paragraph 212.05(1)(g), F.S.(2000). This paragraph imposed sales tax on the actual cost of operating a substitute telecommunication system for a person's own use, but did not impose sales tax on the use by any local telecommunications company or any telecommunications carrier of its telecommunications system to provide telecommunications services for hire. The taxpayer also asserts that, because the Legislature, in replacing the sales tax with the communications services tax, indicated that there would be no fiscal impact from the replacement of the "old" sales tax on telecommunication services and, because subparagraph 202.11(13)(b)6., F.S., (which became effective on 10/1/01) exempts from communications services tax a dealer's internal use of communications services in connection with its business of providing communications services (the type of transactions at issue), then, necessarily, paragraph 212.05(1)(g), F.S., in effect for the applicable period, excluded sales tax paid by the other entities to the taxpayer. The taxpayer refers to these other entities as being related to the taxpayer. However, these entities are separate legal entities for sales tax purposes.</p>		
Amount of the Claim:	\$2,190,645.60 (The taxpayer has not substantiated the refund amount claimed.)		
Specific Statutes or Laws (including GAA) Challenged:	Section 212.05(1)(g), F.S.		
Status of the Case:	Discovery is ongoing.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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Office of Policy and Budget – July, 2011

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 Revenue		
Contact Person:	Isabel Nogues	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Verizon Business Purchasing, LLC. v. State of Florida, Department of Revenue		
Court with Jurisdiction:	2 nd Judicial Circuit		
Case Number:	11-CA-1498		
Summary of the Complaint:	<p>The taxpayer is challenging the Department’s sales and use tax (Chapter 212, F.S.) assessment on purchases of tangible personal property and leases of real property. The taxpayer claims that the assessment is invalid in its entirety and must be abated, because the taxpayer claims that it was issued after the 3-year statute of limitations for issuing an assessment. The taxpayer claims that the Notice of Proposed Assessment (NOPA) is only a “proposed assessment” and not an “assessment” for limitation purposes under Section 95.01(3), F.S., until after the expiration of the 60-day period during which the taxpayer may file an informal protest. The taxpayer argues that although the NOPA was issued within 60 days of the date provided in a Consent to extend the statute of limitations to issue an assessment, the 60-day period expired after the date provided in a Consent and, therefore, the assessment is invalid. (The taxpayer relies on provisions outlined in Chapter 220, F.S.) Furthermore, the taxpayer makes vague arguments in the Complaint as to why the underlying sales and use tax assessment on purchases and leases is incorrect.</p>		
Amount of the Claim:	\$3.2 million		
Specific Statutes or Laws (including GAA) Challenged:	Sections 72.011(2), 95.091(3), 212.031, 212.05, 213.21, 213.23, 220.703(2), 220.709, 220.711, 220.713 and 220.717, F.S. Rule 12-6.003, F.A.C.		
Status of the Case:	The Complaint was recently filed and served on the Department.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Revenue														
Contact Person:	Richard Robinson	Phone Number:	(850) 617-8347												
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Bank of America, N.A. v. Florida Department of Revenue														
Court with Jurisdiction:	13 th Circuit														
Case Number:	05-07427 Div J														
Summary of the Complaint:	<p>The case challenges whether notes secured by mortgages are exempt from 1) from <u>Documentary Stamp Tax</u> pursuant to Sections 201.08 and 201.09, F.S., as a <u>renewal</u>, and 2) , from <u>Nonrecurring Intangible Personal Property Tax</u> (IPPT) pursuant to Sections 199.133 and 199.145(4), F.S., as a <u>refinancing</u>, when they "replace" prior notes and mortgages between the same lender and borrowers, based on the full amount of the "new" notes and mortgages, or based on any excess of the "new" loan amount over the then principal balance of the prior note and mortgage, when a satisfaction of the prior note and mortgage was recorded.</p> <p>This case is styled an action for refund <u>and</u> an action for declaratory relief pursuant to Chapter 86, F.S. Furthermore, the complaint presents: (a) a challenge to Rule 12B-4.052(12)(f)(4), F.A.C., which states that a renewal does not include a "new" loan when a satisfaction of the prior loan was satisfied; and (b) a challenge to an "unpromulgated rule," allegedly that, for IPPT, a refinance does not include a "new" loan when a satisfaction of the prior loan was recorded.</p>														
Amount of the Claim:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%; text-align: right;">\$\$ 4,800.00</td> <td style="width: 15%;">Documentary Stamp Tax</td> <td style="width: 60%;"></td> </tr> <tr> <td></td> <td style="text-align: right;">+ 2,750.00</td> <td>Nonrecurring Intangible Tax</td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 7,550.00</td> <td>Total**</td> <td></td> </tr> </table> <p>Should the plaintiff prevail in this action, as to either tax, the potential impact may exceed \$10,000,000. This is partly because this taxpayer has filed other refund claims, and there is exposure to refund claims from other taxpayers, based on the same issues.</p>				\$\$ 4,800.00	Documentary Stamp Tax			+ 2,750.00	Nonrecurring Intangible Tax			\$ 7,550.00	Total**	
	\$\$ 4,800.00	Documentary Stamp Tax													
	+ 2,750.00	Nonrecurring Intangible Tax													
	\$ 7,550.00	Total**													
Specific Statutes or Laws (including GAA) Challenged:	Sections 201.08, 201.09 [Doc Tax]; 199.133, 199.145(4) [IPPT], F.S. Rules 12B-4.052(12)(a), (b), (c), (d), (f)(4), F.A.C.														
Status of the Case:	This case was settled and closed.														
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel													
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management													
	<input type="checkbox"/>	Outside Contract Counsel													

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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Office of Policy and Budget – July, 2011

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 Revenue		
Contact Person:	Richard Robinson	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	CC-Investors 1997-11 v. Florida Department of Revenue		
Court with Jurisdiction:	12 th Circuit		
Case Number:	06-3514		
Summary of the Complaint:	Petitioner owns commercial real property in Florida that it leases to a third party. The issue is whether sales tax is due upon the lease payments, when petitioner alleges that it is a synthetic lease, or a capital lease, which constitutes a mortgage and not a true lease.		
Amount of the Claim:	\$1,387,280.29		
Specific Statutes or Laws (including GAA) Challenged:	Section 212.031, F.S.		
Status of the Case:	The parties are continuing discovery.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

Schedule VII: Agency Litigation Inventory

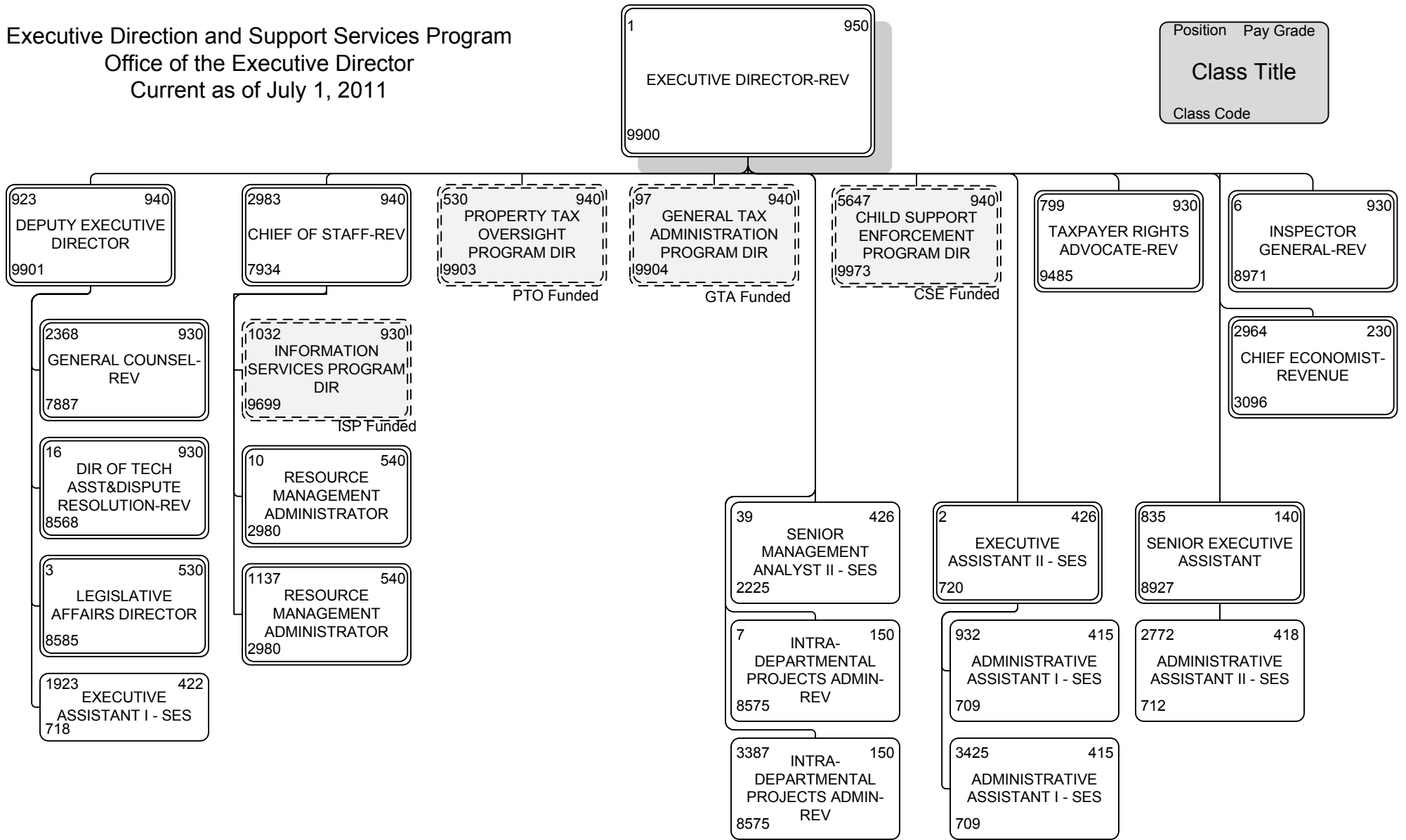
For directions on completing this schedule, please see the “Legislative Budget Request (LBR) Instructions” located on the Governor’s website.

Agency:	Department of Revenue		
Contact Person:	George Hamm	Phone Number:	(850) 617-8347
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	General Motors Corp. v. Florida Department of Revenue		
Court with Jurisdiction:	2 nd Circuit		
Case Number:	2004-CA-2739 (now consolidated with 2207-CA-1680 and 2011-CA-00087).		
Summary of the Complaint:	Whether use tax should be imposed when GM makes repairs to vehicles which fall outside the contractual terms and conditions of the new vehicle warranty or extended warranty period under special programs, known as Special Policy Adjustments, Goodwill Policy Adjustments, Dealer Product Campaign Bulletins, or Recalls.		
Amount of the Claim:	\$45,706,031.00		
Specific Statutes or Laws (including GAA) Challenged:	Section 212.02 (14), (15), (16), and (20), F.S.		
Status of the Case:	Plaintiff changed to reflect the new name of entity, case has been consolidated with 2007-CA-1680 and 2011-CA-00087. Discovery is concluding, and the case is scheduled for trial in December 2011.		
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/>	Agency Counsel	
	<input checked="" type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A		

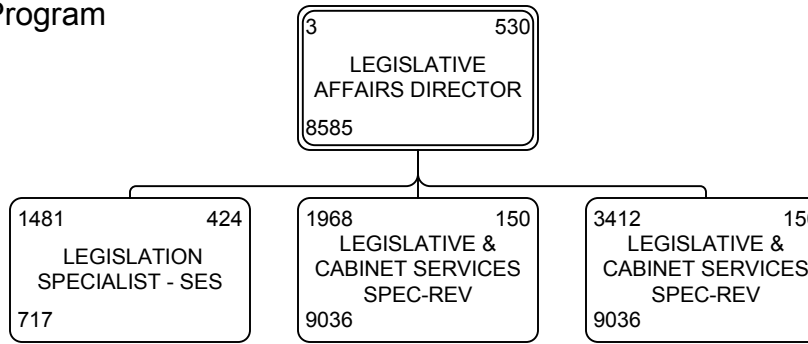
Schedule X – Organization Structure

Executive Direction and Support Services Program
 Office of the Executive Director
 Current as of July 1, 2011

Position	Pay Grade
Class Title	
Class Code	



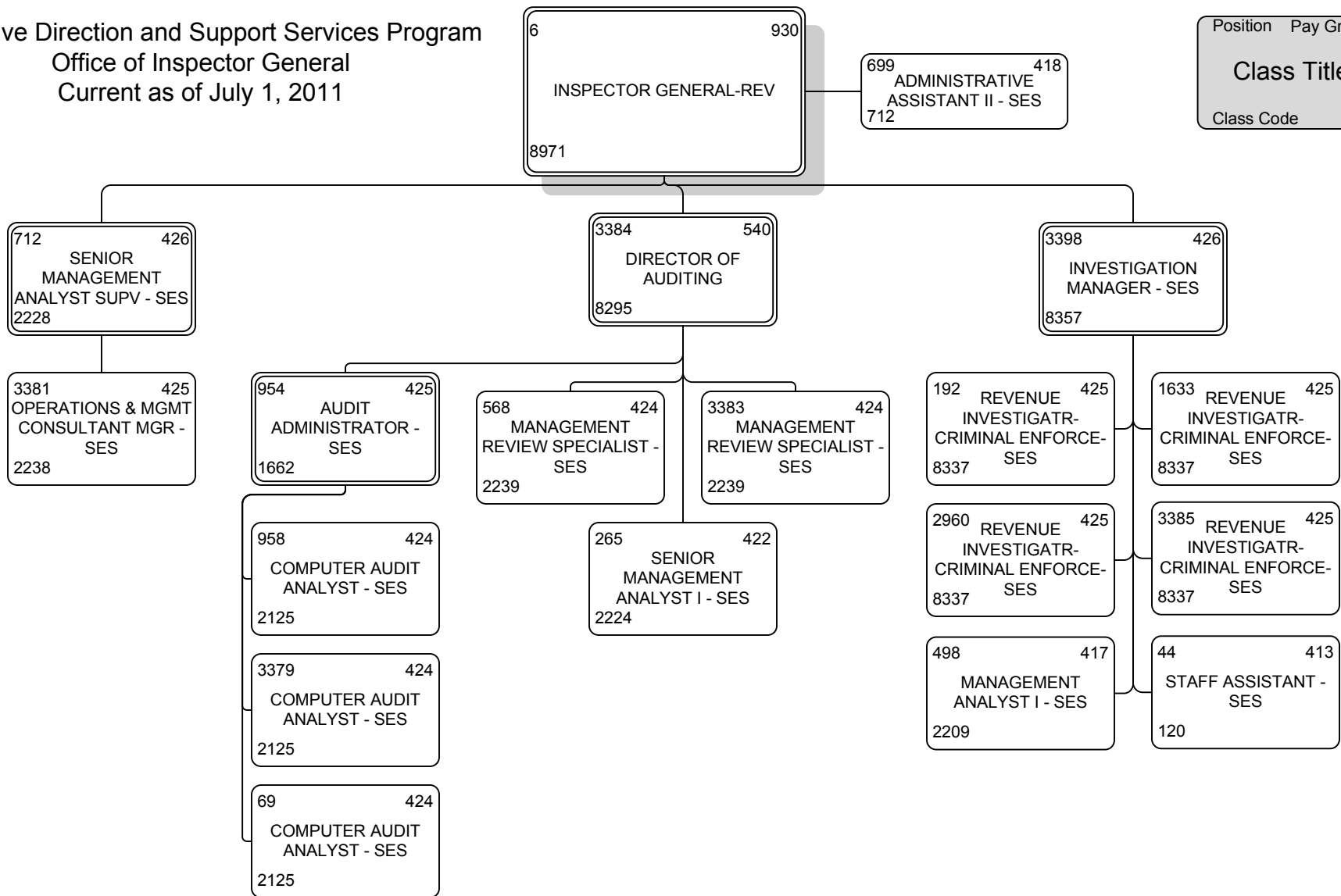
Executive Direction and Support Services Program
Legislative and Cabinet Services
Current as of July 1, 2011



Position	Pay Grade
Class Title	
Class Code	

Executive Direction and Support Services Program
 Office of Inspector General
 Current as of July 1, 2011

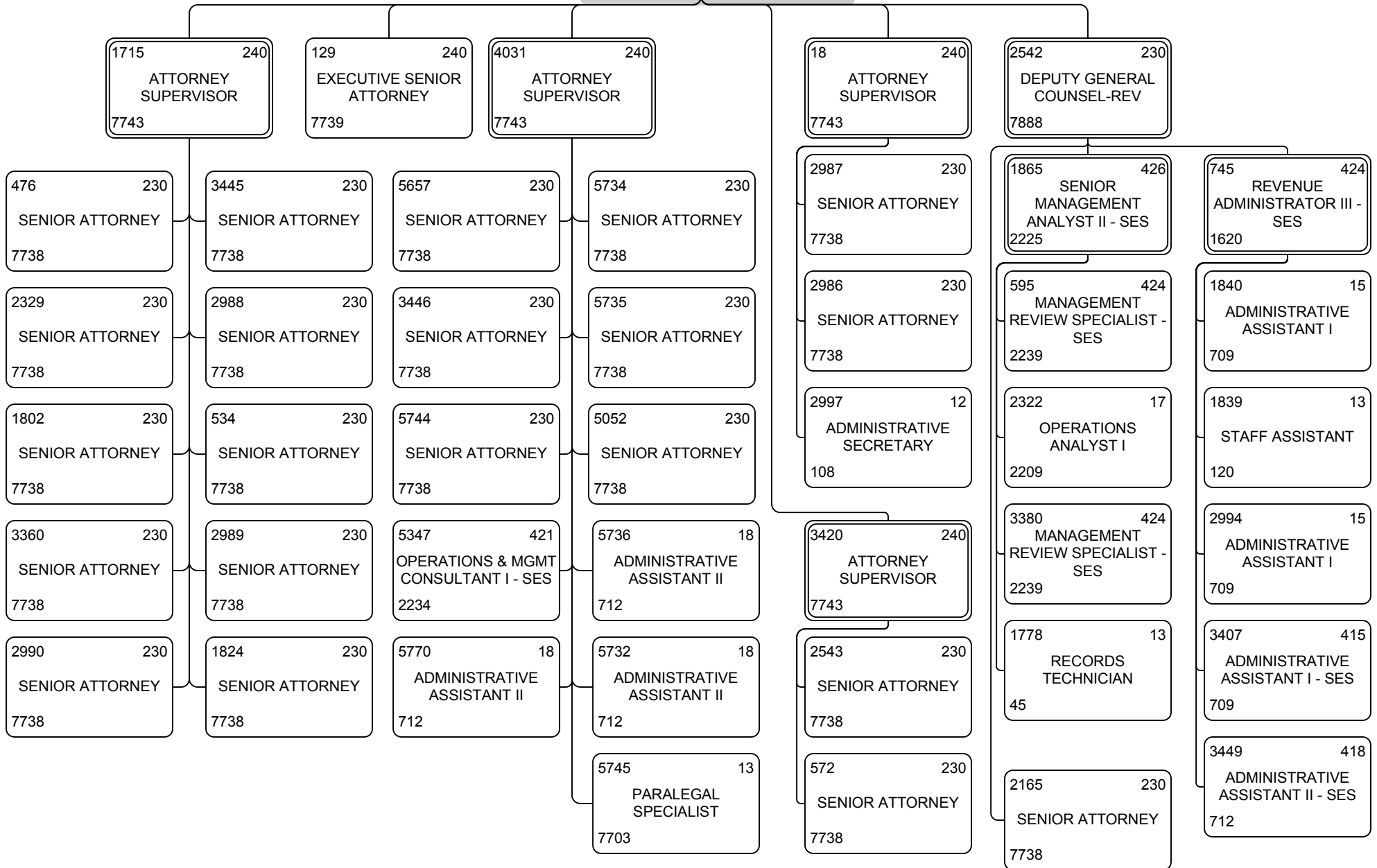
Position	Pay Grade
Class Title	
Class Code	



Executive Direction and Support Services Program
 Office of the General Counsel
 Current as of July 1, 2011

2368	930
GENERAL COUNSEL-REV	
7887	

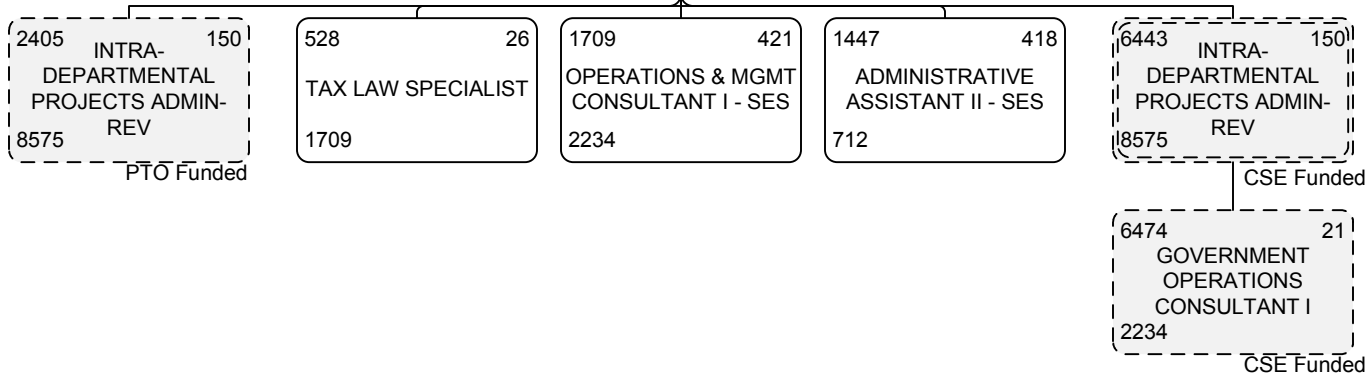
Position	Pay Grade
Class Title	
Class Code	



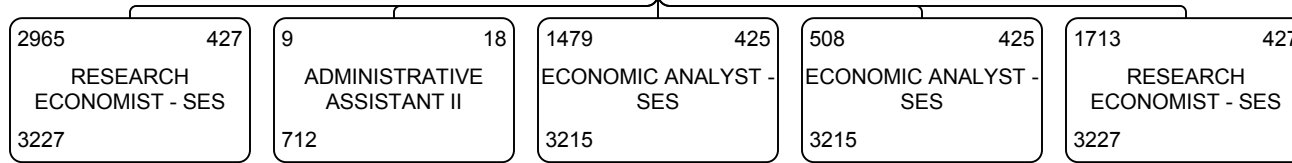
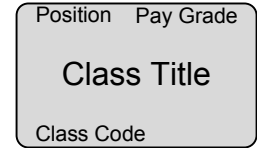
Executive Direction and Support Services Program
 Taxpayer Rights
 Current as of July 1, 2011

799	930
TAXPAYER RIGHTS ADVOCATE-REV	
9485	

Position	Pay Grade
Class Title	
Class Code	



Executive Direction and Support Services Program
Tax Research
Current as of July 1, 2011

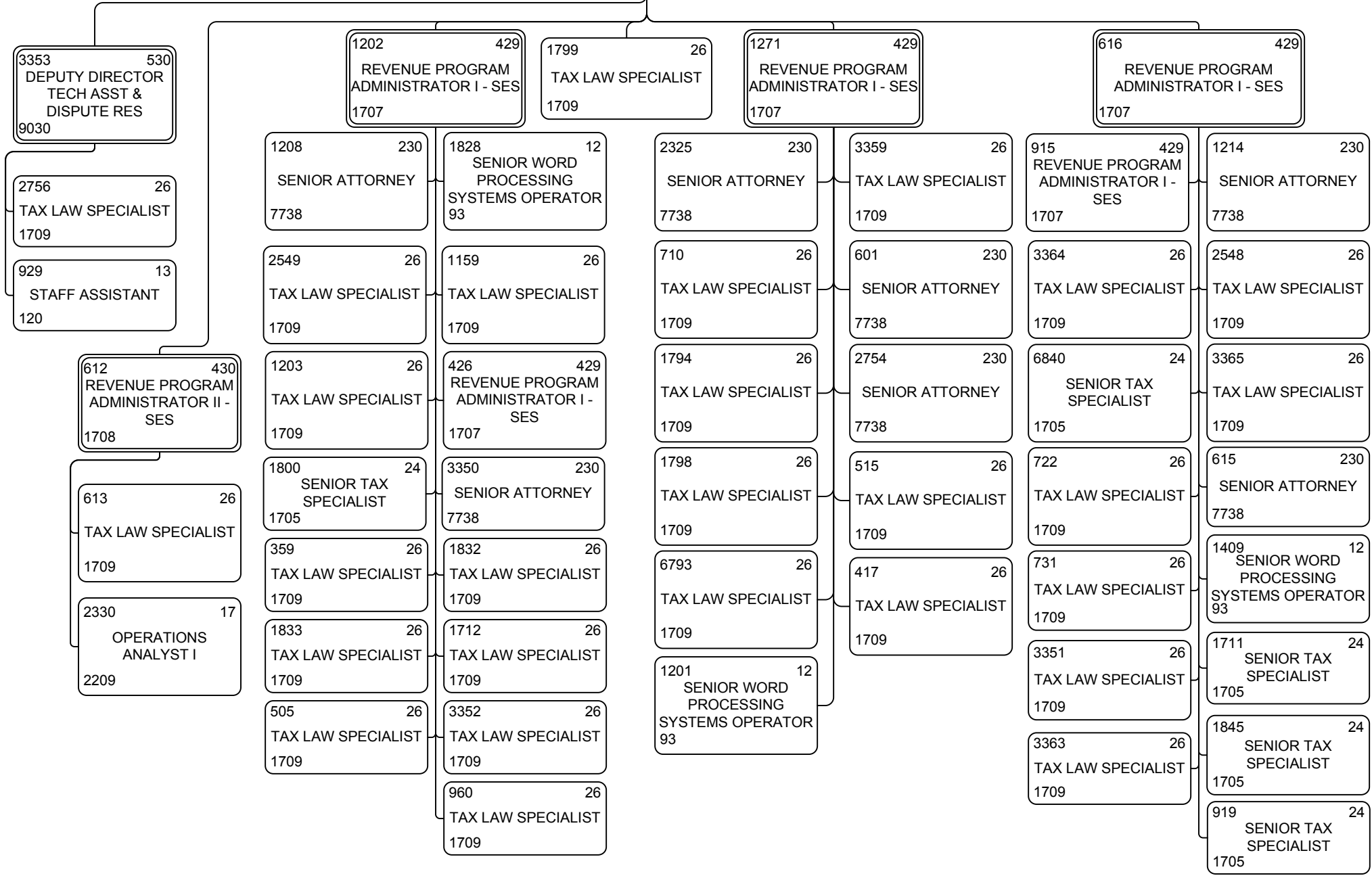


Executive Direction and Support Services Program
 Technical Assistance and Dispute Resolution
 Current as of July 1, 2011

16	930
DIR OF TECH ASST&DISPUTE RESOLUTION-REV	
8568	

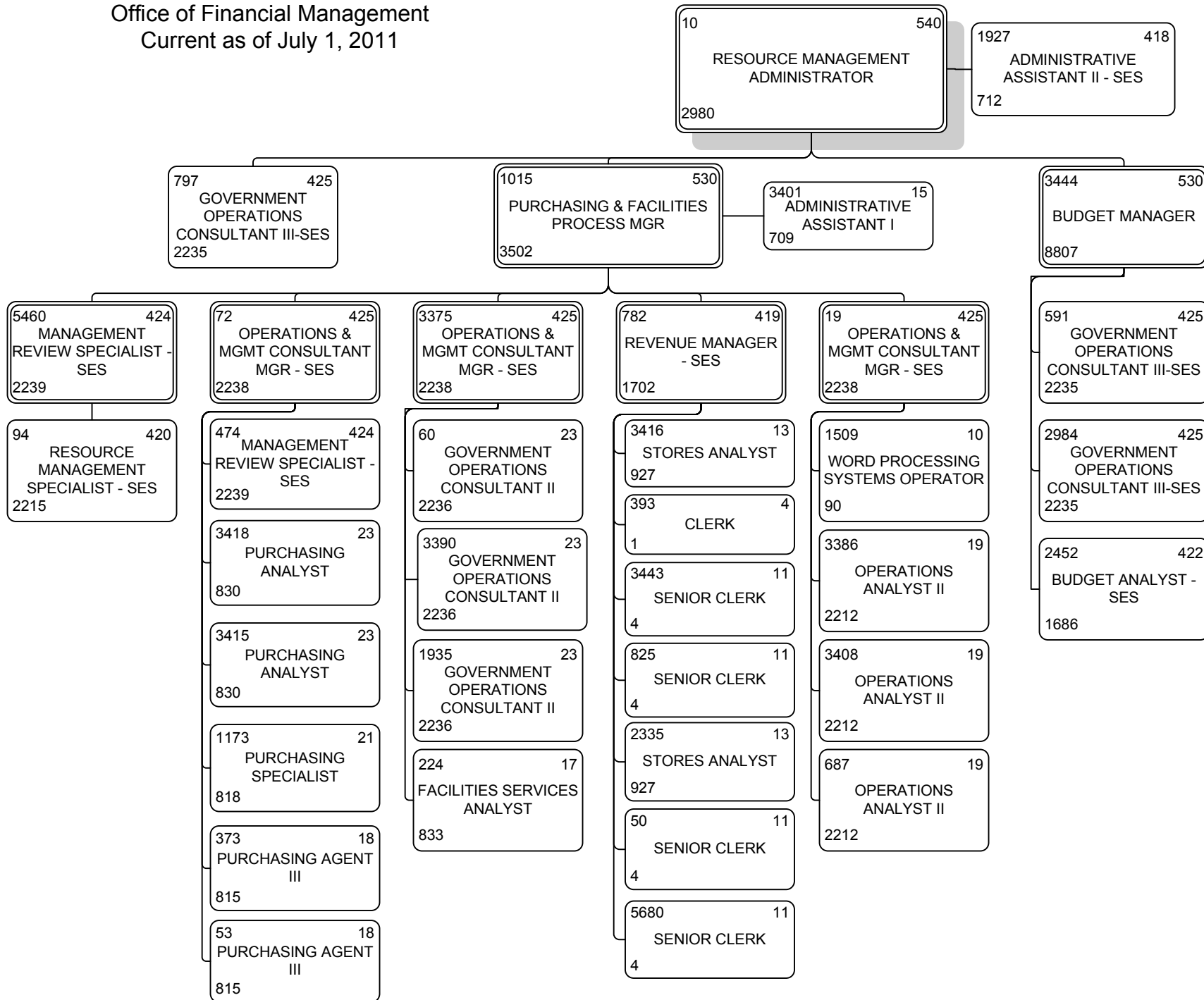
603	421
ADMINISTRATIVE ASSISTANT III - SES	
714	

Position	Pay Grade
Class Title	
Class Code	



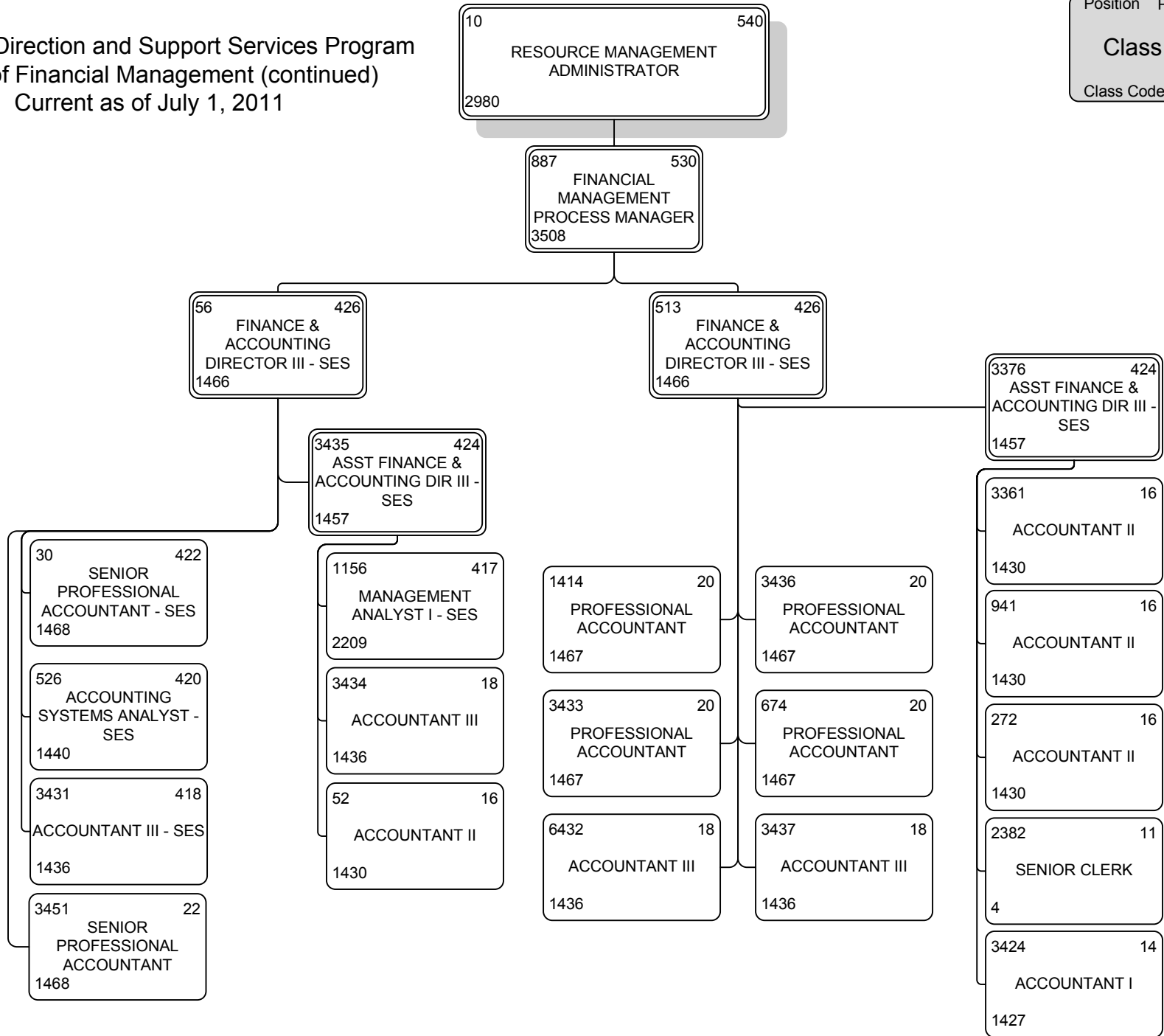
Executive Direction and Support Services Program
 Office of Financial Management
 Current as of July 1, 2011

Position	Pay Grade
Class Title	
Class Code	



Executive Direction and Support Services Program
 Office of Financial Management (continued)
 Current as of July 1, 2011

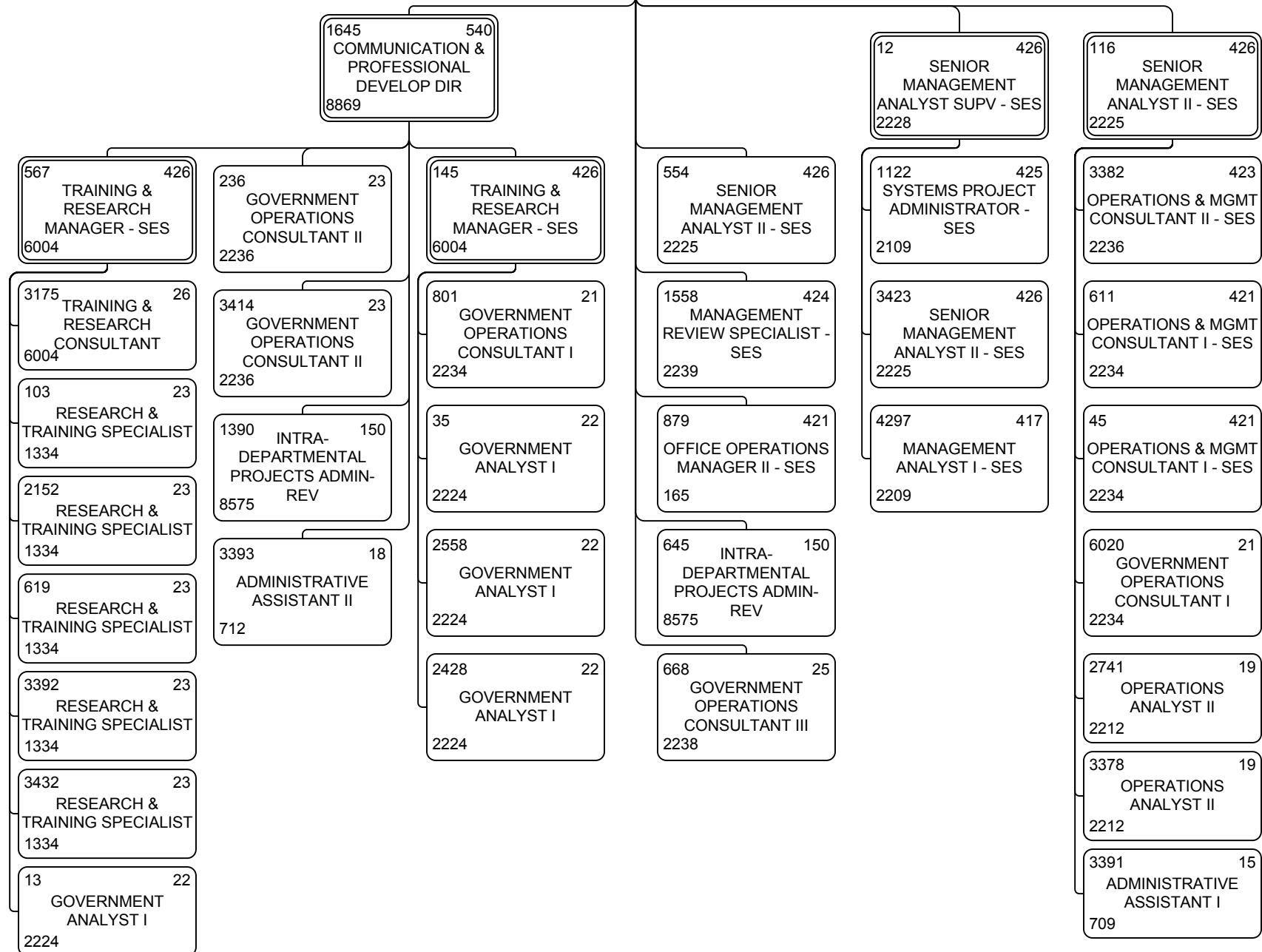
Position	Pay Grade
Class Title	
Class Code	



Executive Direction and Support Services Program
 Office of Workforce Management
 Current as of July 1, 2011

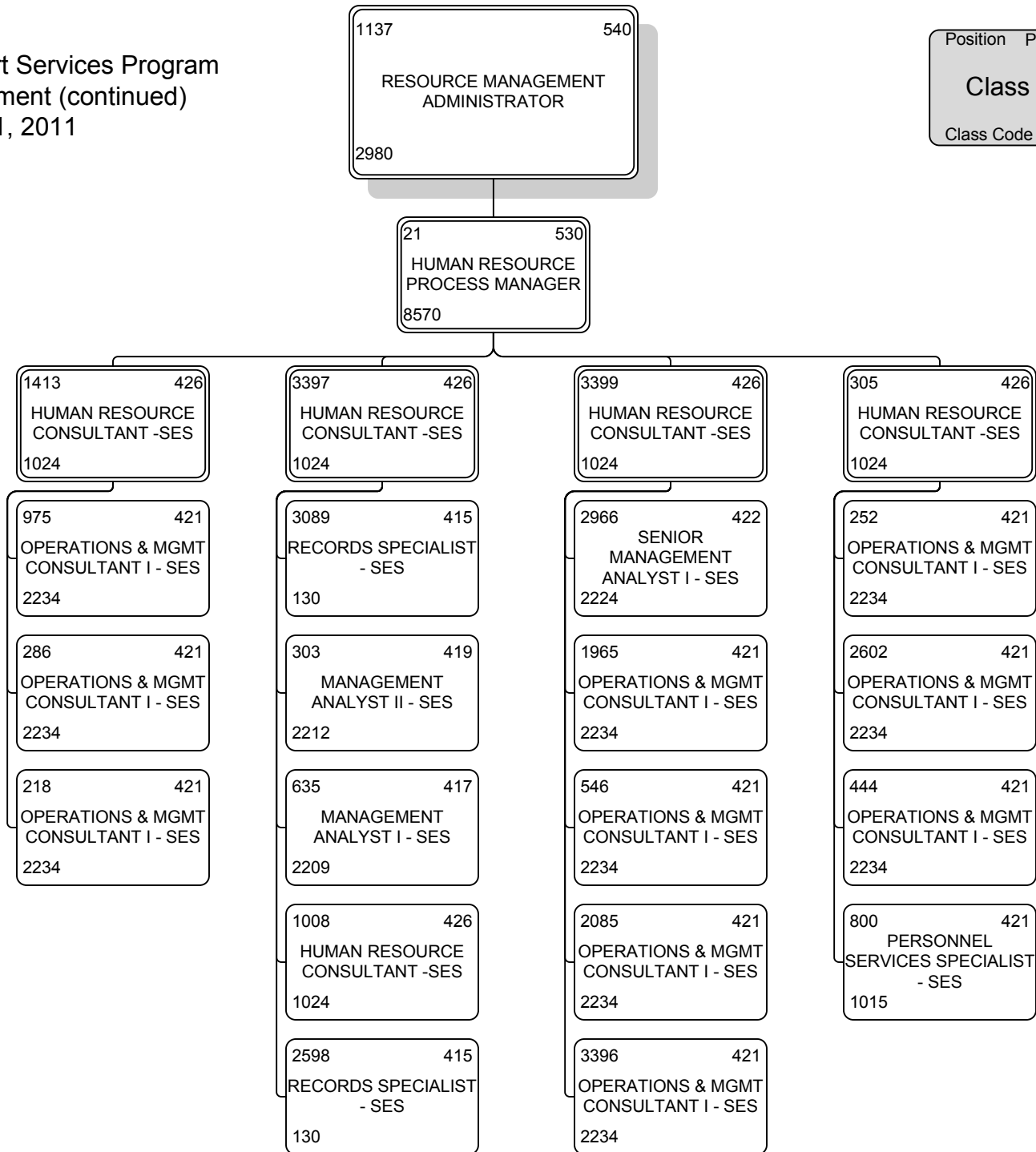
1137 540
 RESOURCE MANAGEMENT
 ADMINISTRATOR
 2980

Position Pay Grade
 Class Title
 Class Code



Executive Direction and Support Services Program
 Office of Workforce Management (continued)
 Current as of July 1, 2011

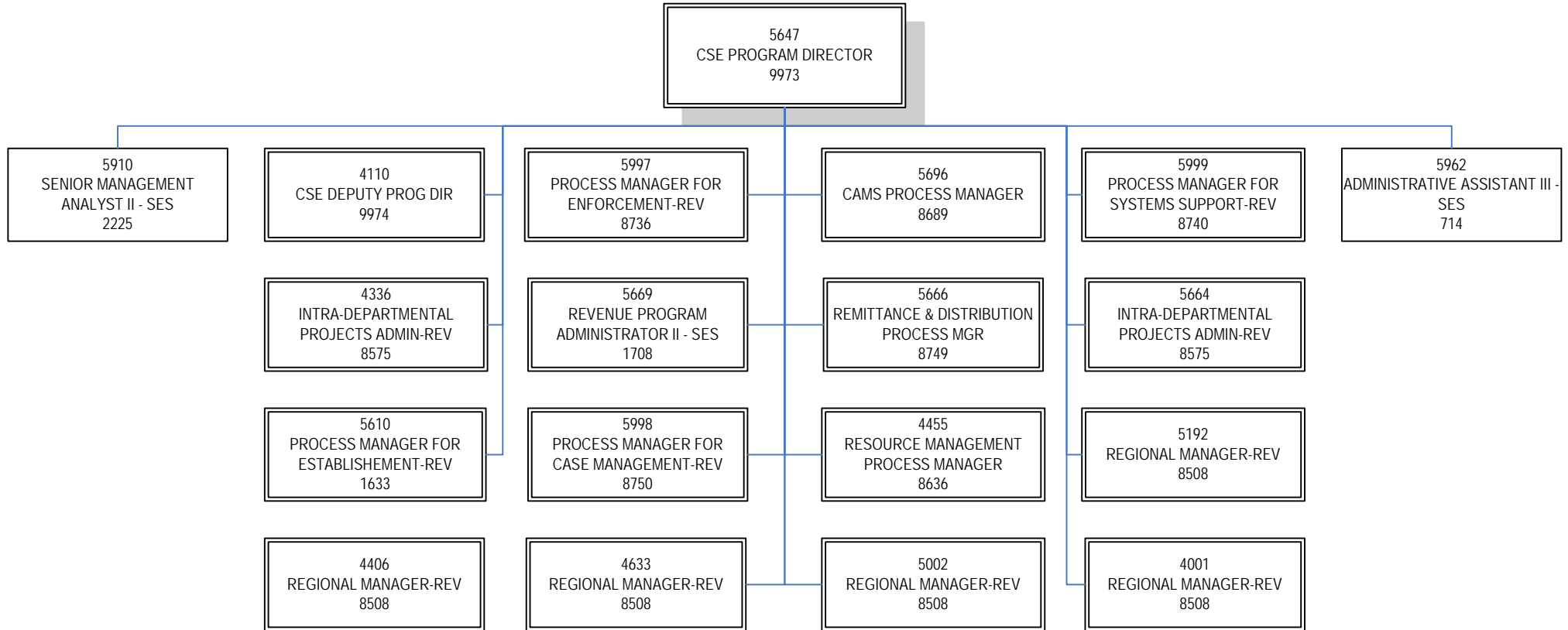
Position	Pay Grade
Class Title	
Class Code	



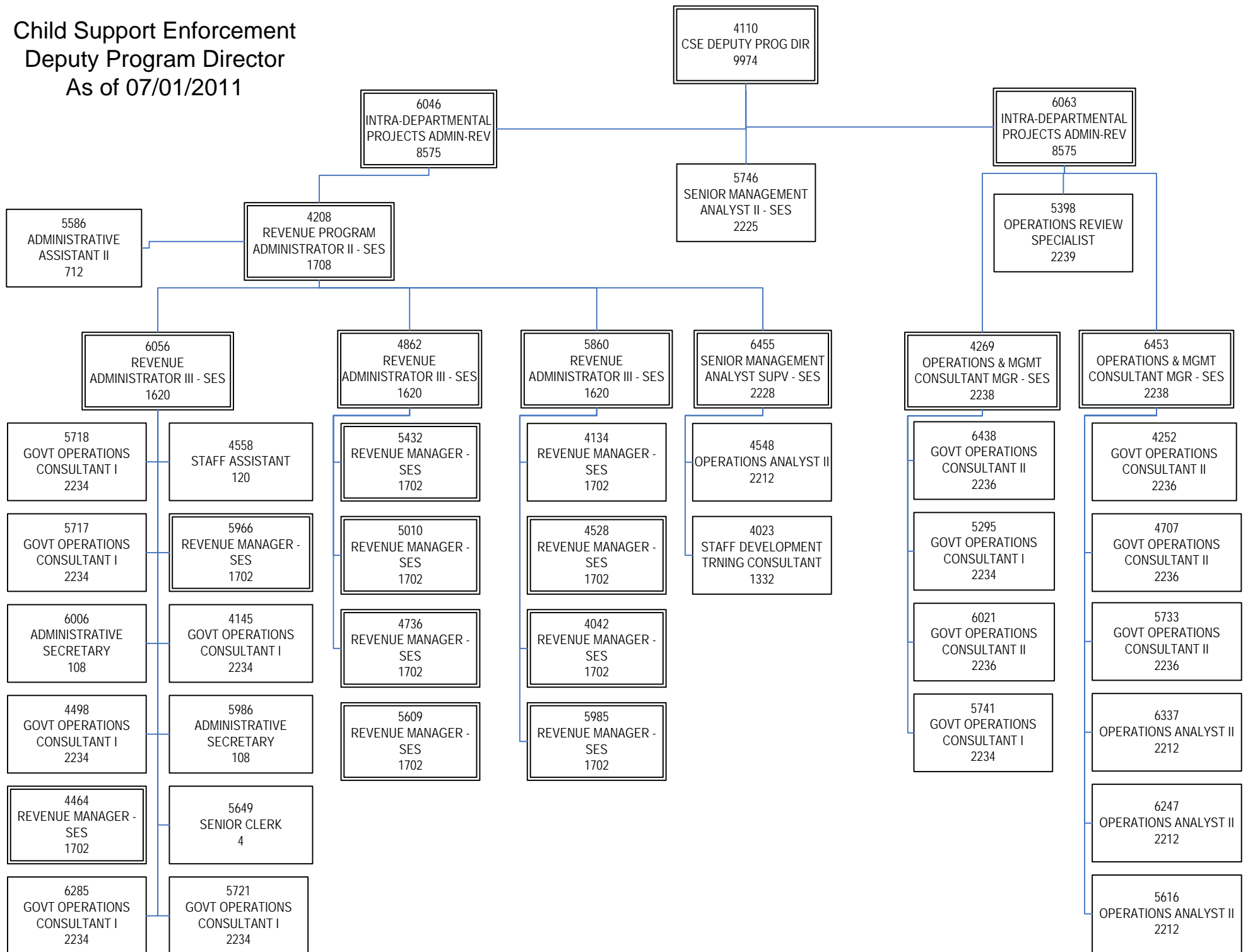
Child Support Enforcement

CSE Program Director

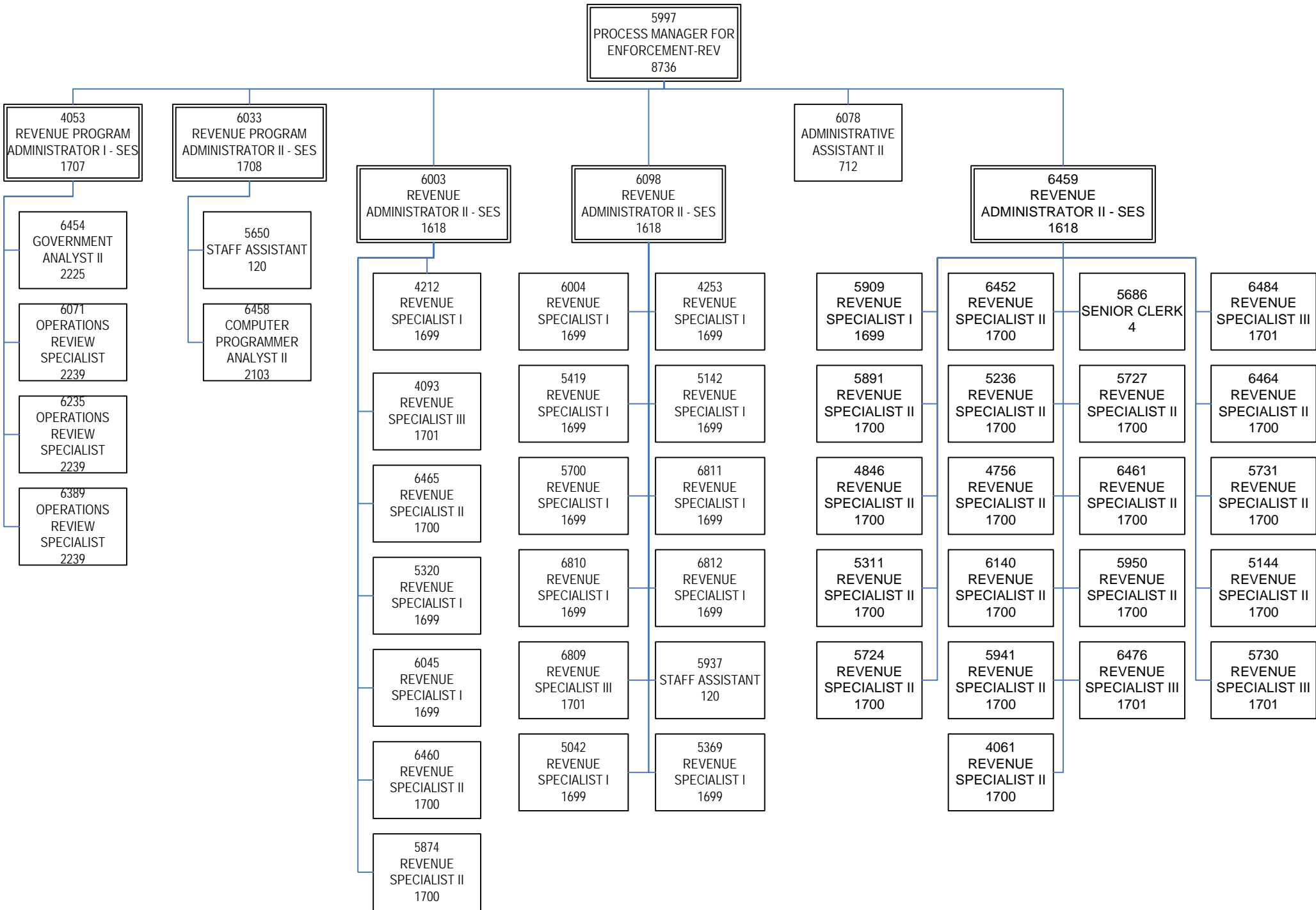
As of 07/01/2011



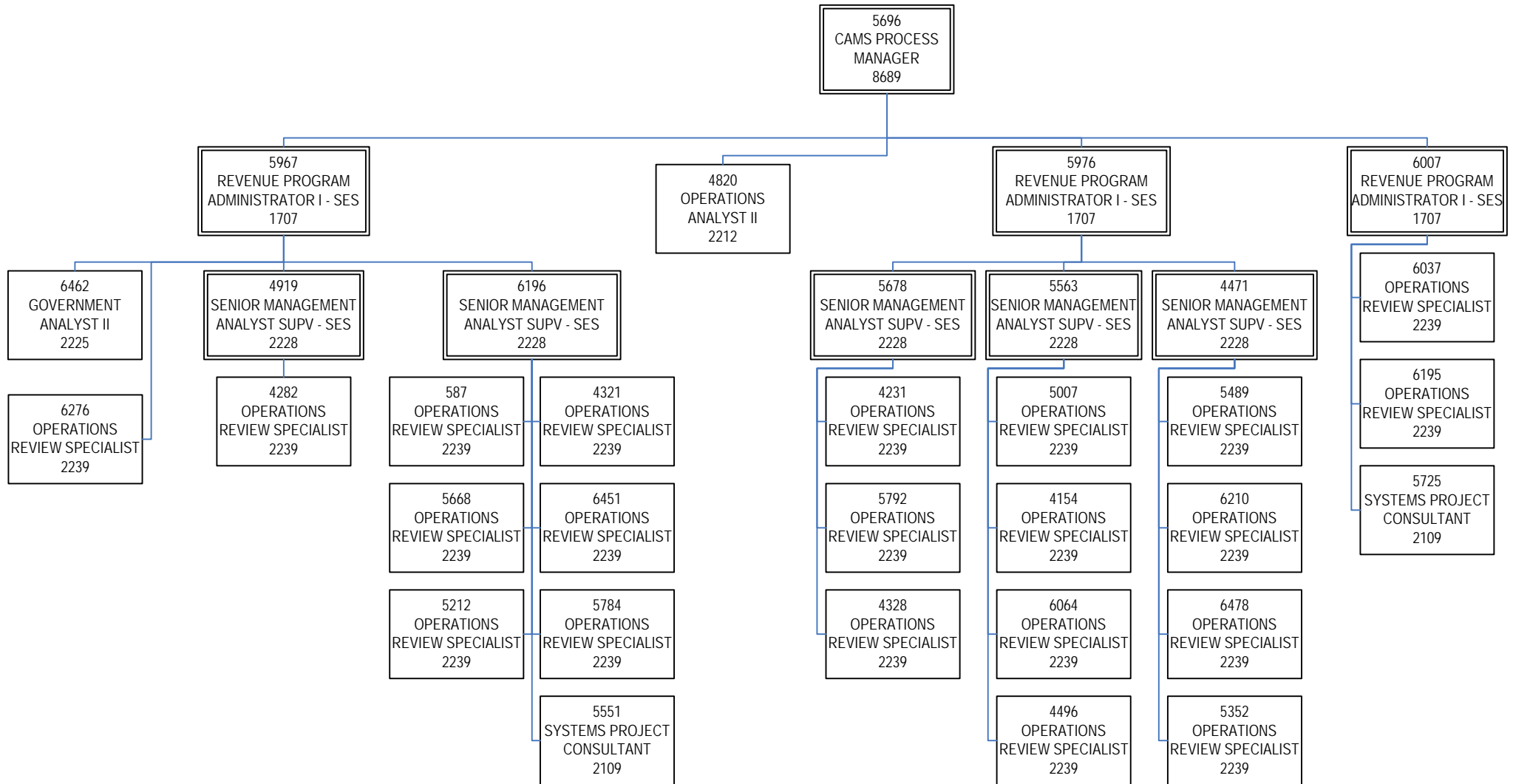
Child Support Enforcement Deputy Program Director As of 07/01/2011



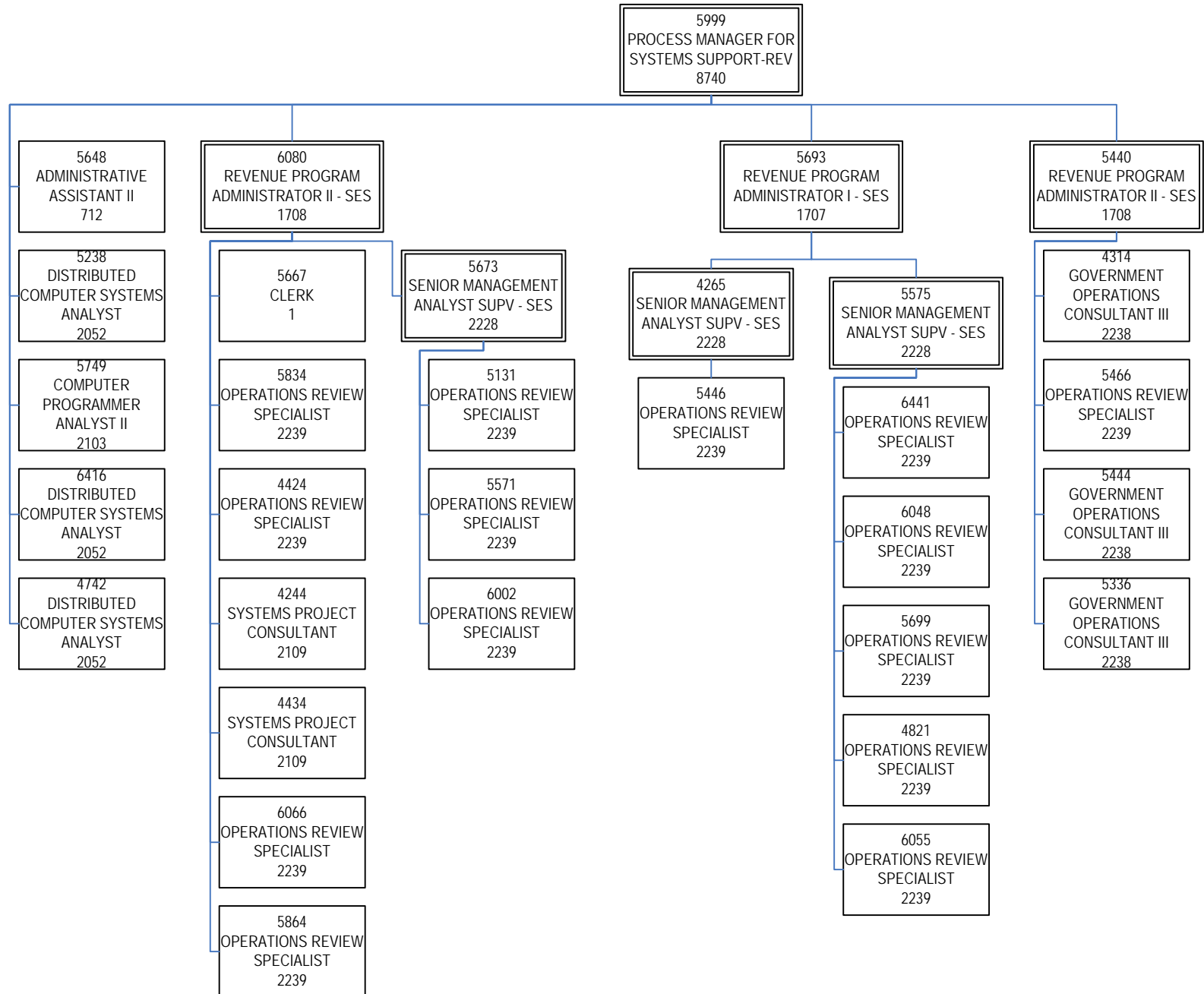
Compliance - ENF Process Compliance Carrier As of 07/01/2011



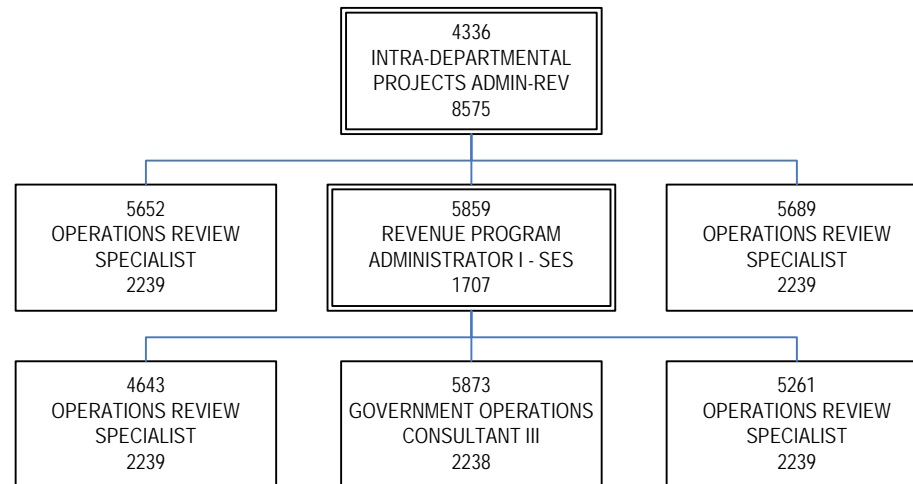
CAMS O & M Establishment Carrier As of 07/01/2011



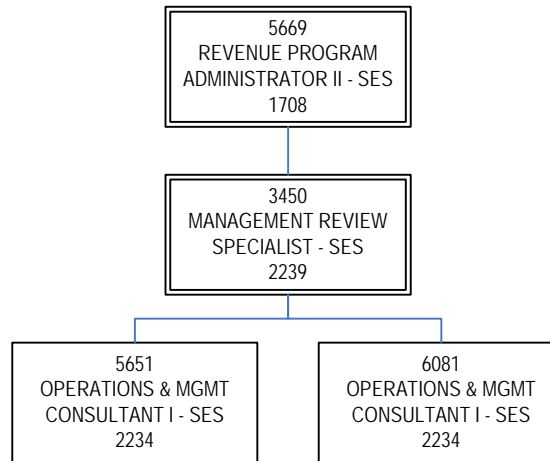
System Support Establishment As of 07/01/2011



Communication & Government Info Case Processing



Personnel Establishment
As of 07/01/2011



Payment Processing & Fund Distrib. Establishment As of 07/01/2011

5666
REMITTANCE & DISTRIBUTION
PROCESS MGR
8749

5701
REVENUE PROGRAM
ADMINISTRATOR I - SES
1707

4991
OPERATIONS & MGMT
CONSULTANT MGR - SES
2238

5703
ADMINISTRATIVE
ASSISTANT II
712

6164
REVENUE PROGRAM
ADMINISTRATOR I - SES
1707

5709
OPERATIONS & MGMT
CONSULTANT MGR - SES
2238

5665
REVENUE
ADMINISTRATOR II - SES
1618

5894
OPERATIONS
REVIEW
SPECIALIST
2239

6444
OPERATIONS
REVIEW
SPECIALIST
2239

5712
REVENUE
SPECIALIST I
1699

5698
REVENUE
SPECIALIST III
1701

5682
OPERATIONS
REVIEW
SPECIALIST
2239

5199
REVENUE
ADMINISTRATOR I - SES
1616

5674
REVENUE
SPECIALIST I
1699

5676
GOVERNMENT
OPERATIONS
CONSULTANT I
2234

5714
REVENUE
SPECIALIST II
1700

5711
REVENUE
SPECIALIST III
1701

5947
GOVERNMENT
OPERATIONS
CONSULTANT II
2236

4040
OPERATIONS
REVIEW
SPECIALIST
2239

6138
OPERATIONS
REVIEW
SPECIALIST
2239

6470
REVENUE
SPECIALIST I
1699

5708
REVENUE
SPECIALIST I
1699

5706
OPERATIONS
REVIEW
SPECIALIST
2239

5705
REVENUE
SPECIALIST II
1700

5707
REVENUE
SPECIALIST II
1700

5704
REVENUE
SPECIALIST III
1701

6473
ACCOUNTANT I
1427

5690
REVENUE
SPECIALIST I
1699

5720
REVENUE
SPECIALIST III
1701

5688
GOVERNMENT
OPERATIONS
CONSULTANT I
2234

6159
SENIOR CLERK
4

5913
REVENUE
SPECIALIST II
1700

6215
GOVERNMENT
OPERATIONS
CONSULTANT I
2234

6440
GOVERNMENT
OPERATIONS
CONSULTANT II
2236

5685
SENIOR CLERK
4

5117
GOVERNMENT
OPERATIONS
CONSULTANT II
2236

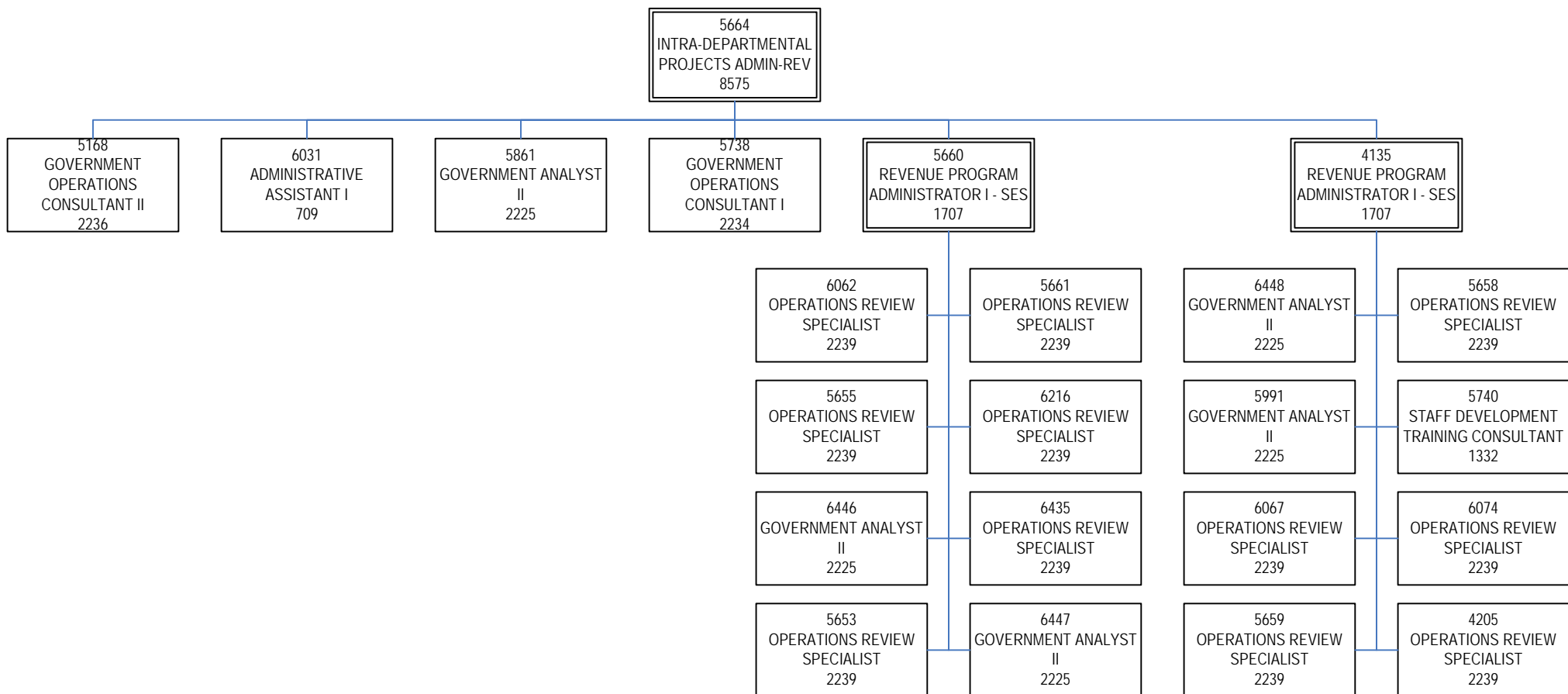
5759
GOVERNMENT
OPERATIONS
CONSULTANT II
2236

5719
REVENUE
SPECIALIST II
1700

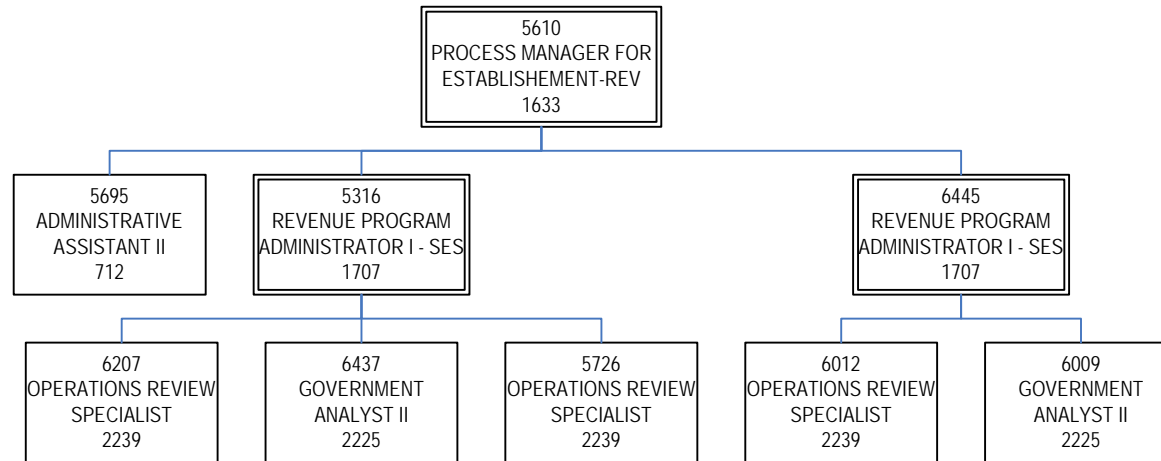
5715
REVENUE
SPECIALIST III
1701

5465
SENIOR CLERK
4

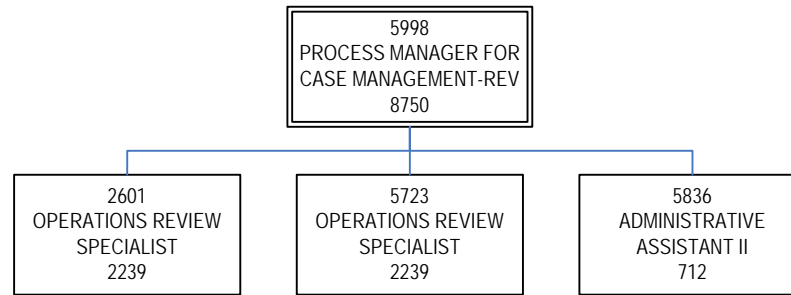
Operational Process/Training Establishment As of 07/01/2011



Establishment Process
Establishment Carrier
As of 07/01/2011

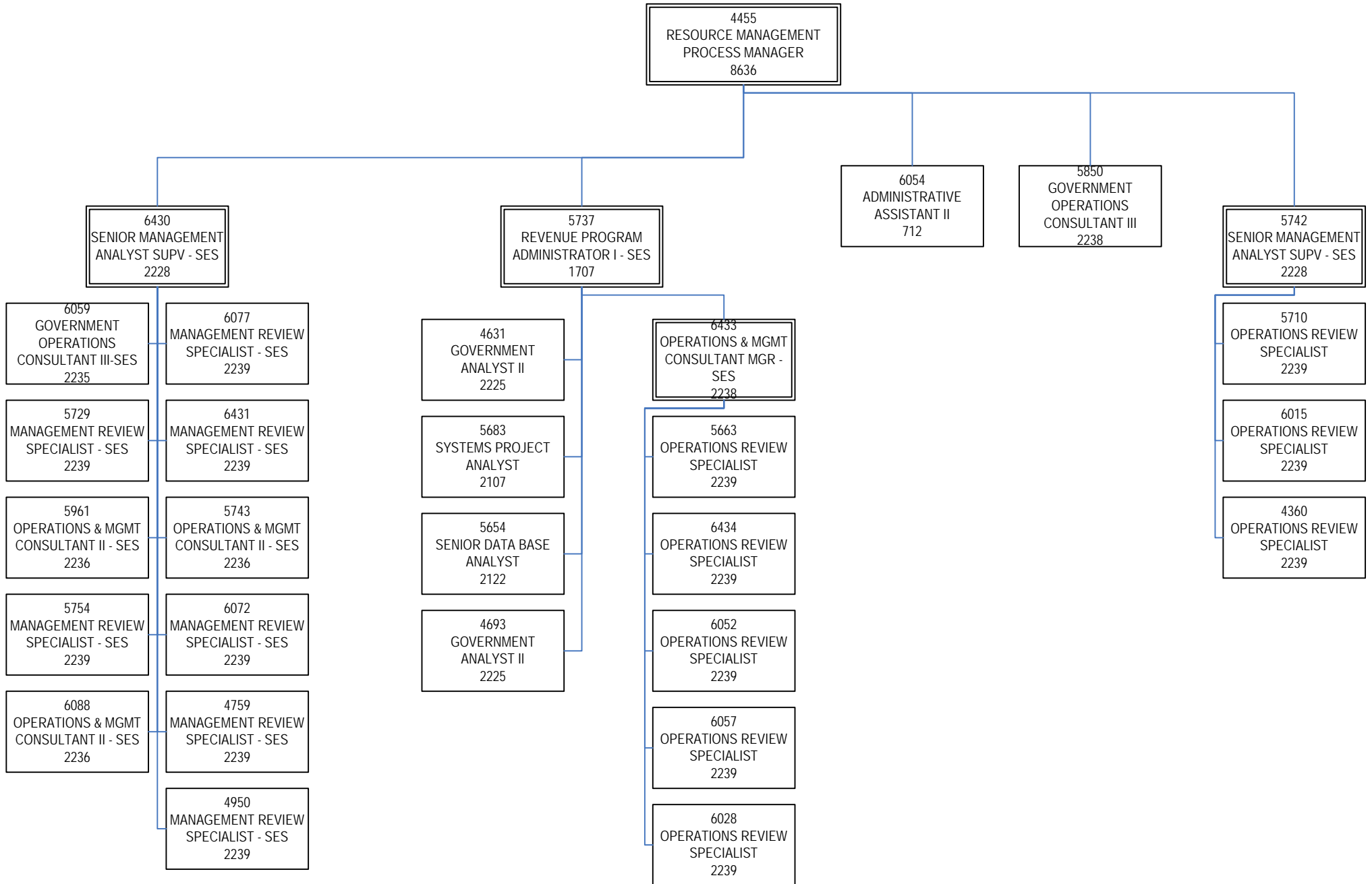


Case Management Process
MGR Establishment Carrier
As of 07/01/2011



Resource Mgt Process Compliance Carrier

As of 07/01/2011

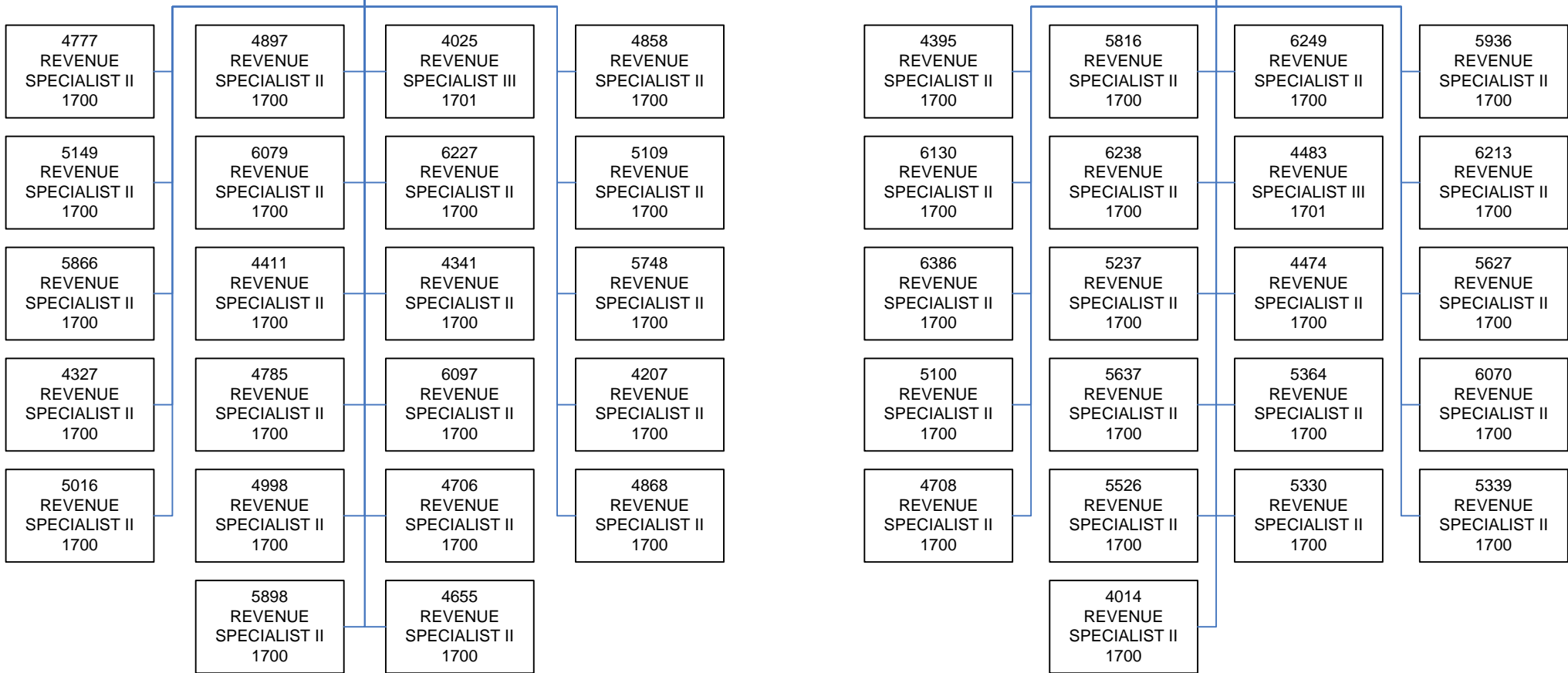


Customer Service (Call Center) As of 07/01/2011

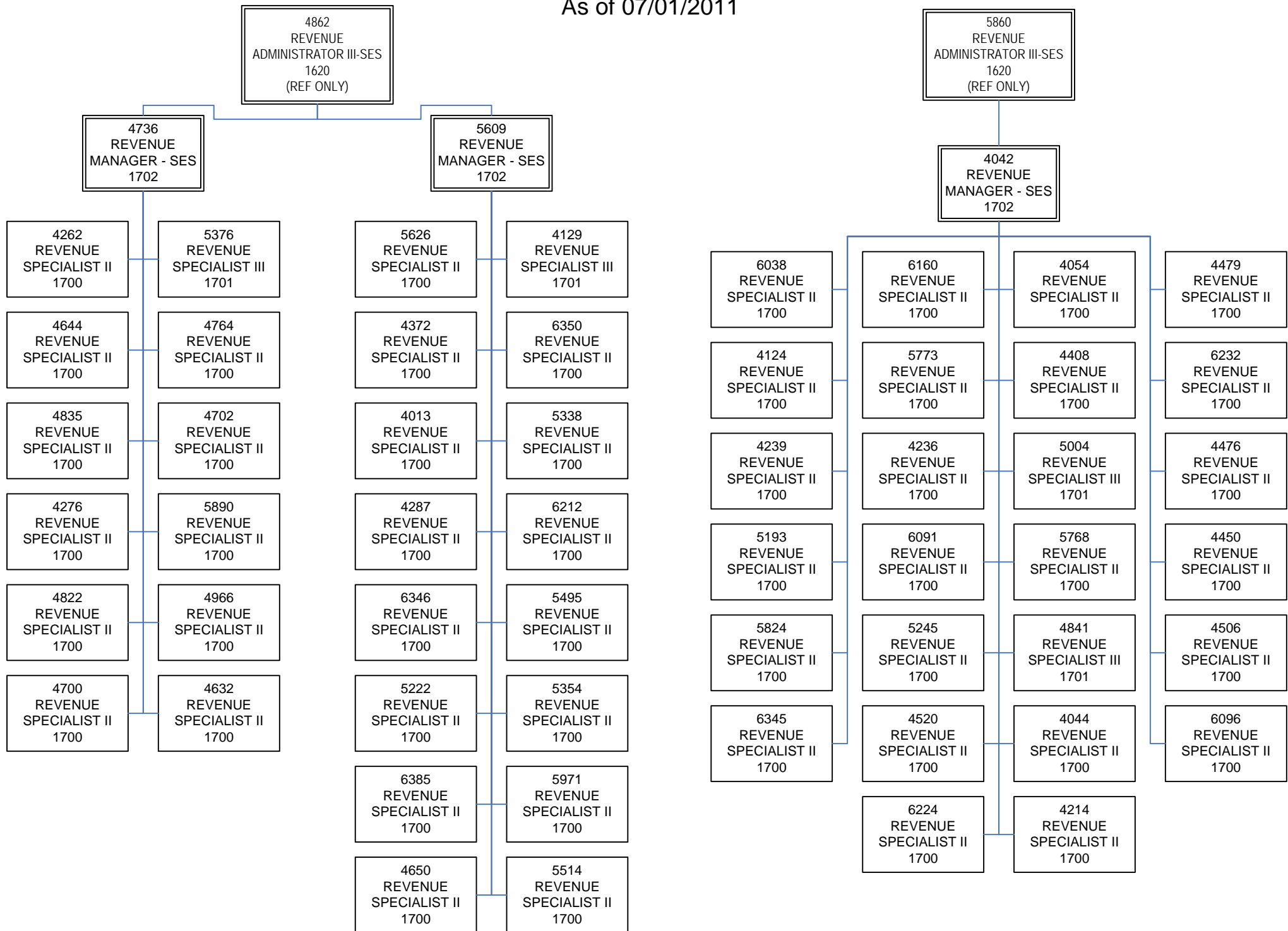
4862
REVENUE
ADMINISTRATOR III-SES
1620
(REF ONLY)

5010
REVENUE
MANAGER - SES
1702

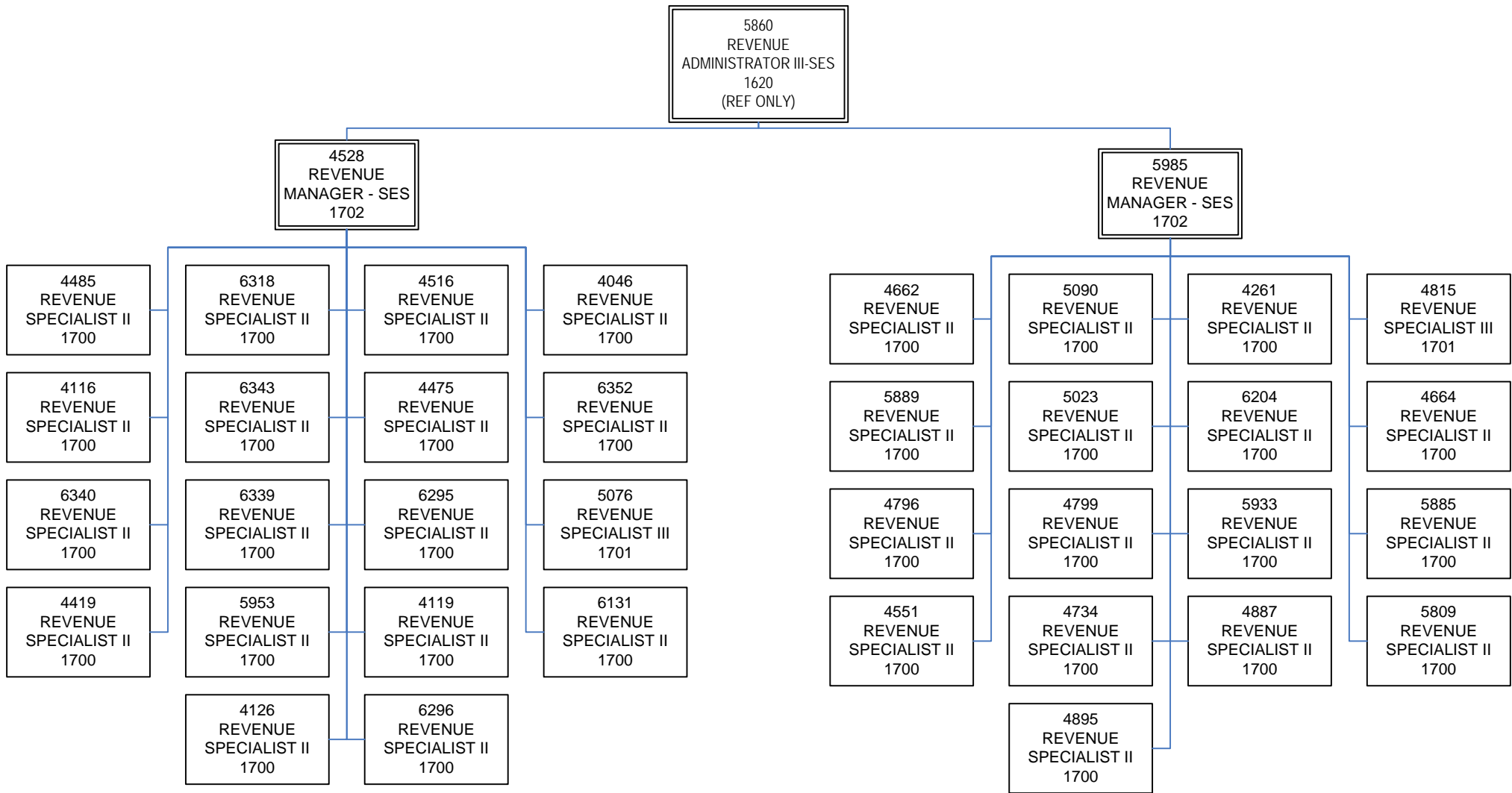
5432
REVENUE
MANAGER - SES
1702



Customer Service (Call Center) As of 07/01/2011



Customer Service (Call Center) As of 07/01/2011



Customer Service (Call Center) As of 07/01/2011

6056
REVENUE
ADMINISTRATOR III-SES
1620
(REF ONLY)

4464
REVENUE
MANAGER - SES
1702

5966
REVENUE
MANAGER - SES
1702

6344
REVENUE
SPECIALIST II
1700

5348
REVENUE
SPECIALIST II
1700

6014
REVENUE
SPECIALIST II
1700

4243
REVENUE
SPECIALIST II
1700

6347
REVENUE
SPECIALIST II
1700

5321
REVENUE
SPECIALIST II
1700

5378
REVENUE
SPECIALIST II
1700

6349
REVENUE
SPECIALIST II
1700

4396
REVENUE
SPECIALIST II
1700

5632
REVENUE
SPECIALIST II
1700

5538
REVENUE
SPECIALIST II
1700

5365
REVENUE
SPECIALIST II
1700

4018
REVENUE
SPECIALIST II
1700

6199
REVENUE
SPECIALIST II
1700

5619
REVENUE
SPECIALIST II
1700

4539
REVENUE
SPECIALIST II
1700

4137
REVENUE
SPECIALIST II
1700

6384
REVENUE
SPECIALIST II
1700

5331
REVENUE
SPECIALIST II
1700

5897
REVENUE
SPECIALIST II
1700

6380
REVENUE
SPECIALIST II
1700

6236
REVENUE
SPECIALIST II
1700

4515
REVENUE
SPECIALIST II
1700

5194
REVENUE
SPECIALIST II
1700

5989
REVENUE
SPECIALIST II
1700

4523
REVENUE
SPECIALIST III
1701

5314
REVENUE
SPECIALIST II
1700

5205
REVENUE
SPECIALIST II
1700

6353
REVENUE
SPECIALIST II
1700

5337
REVENUE
SPECIALIST II
1700

4097
REVENUE
SPECIALIST III
1701

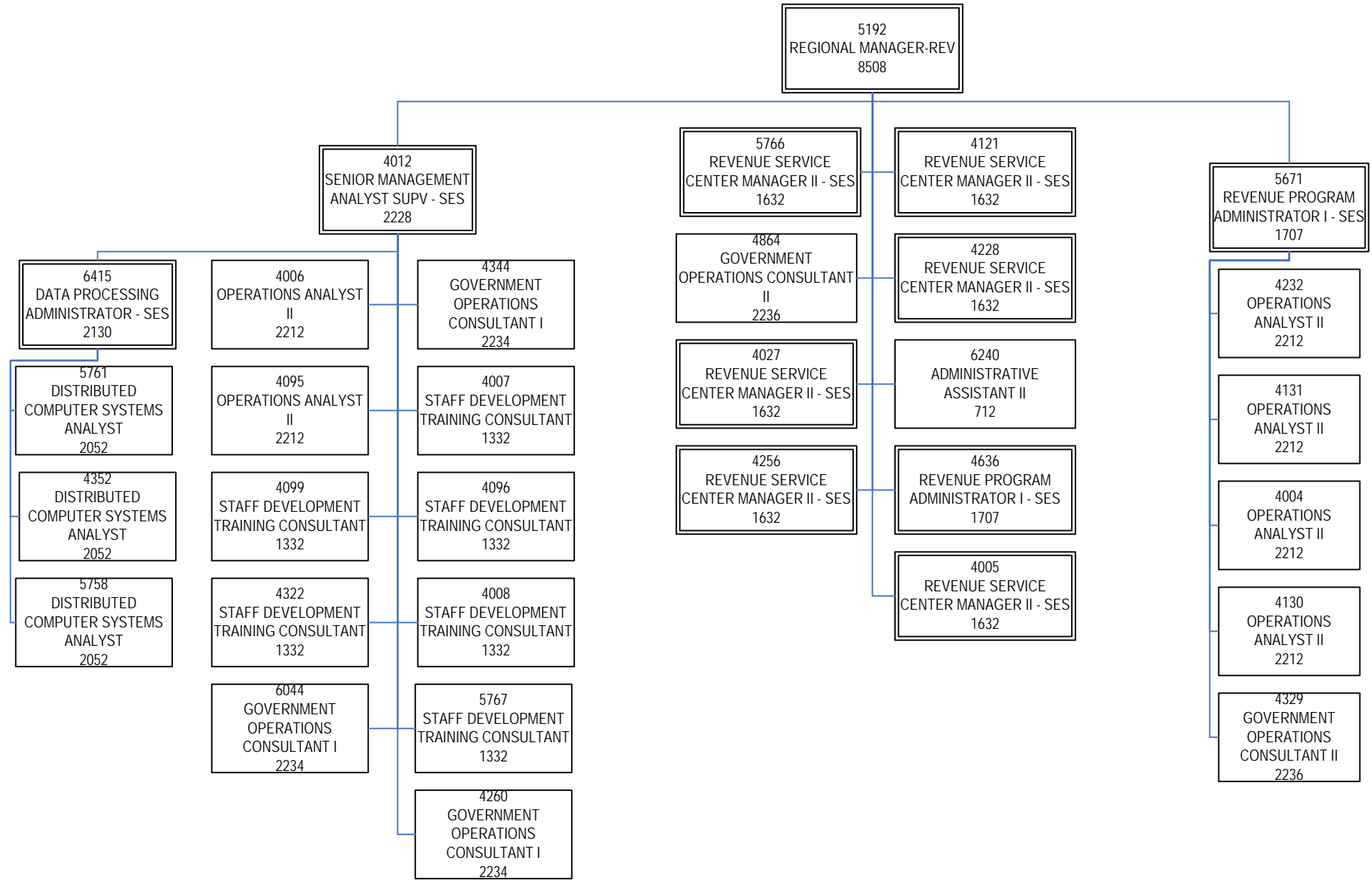
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SPECIALIST II
1700

5498
REVENUE
SPECIALIST II
1700

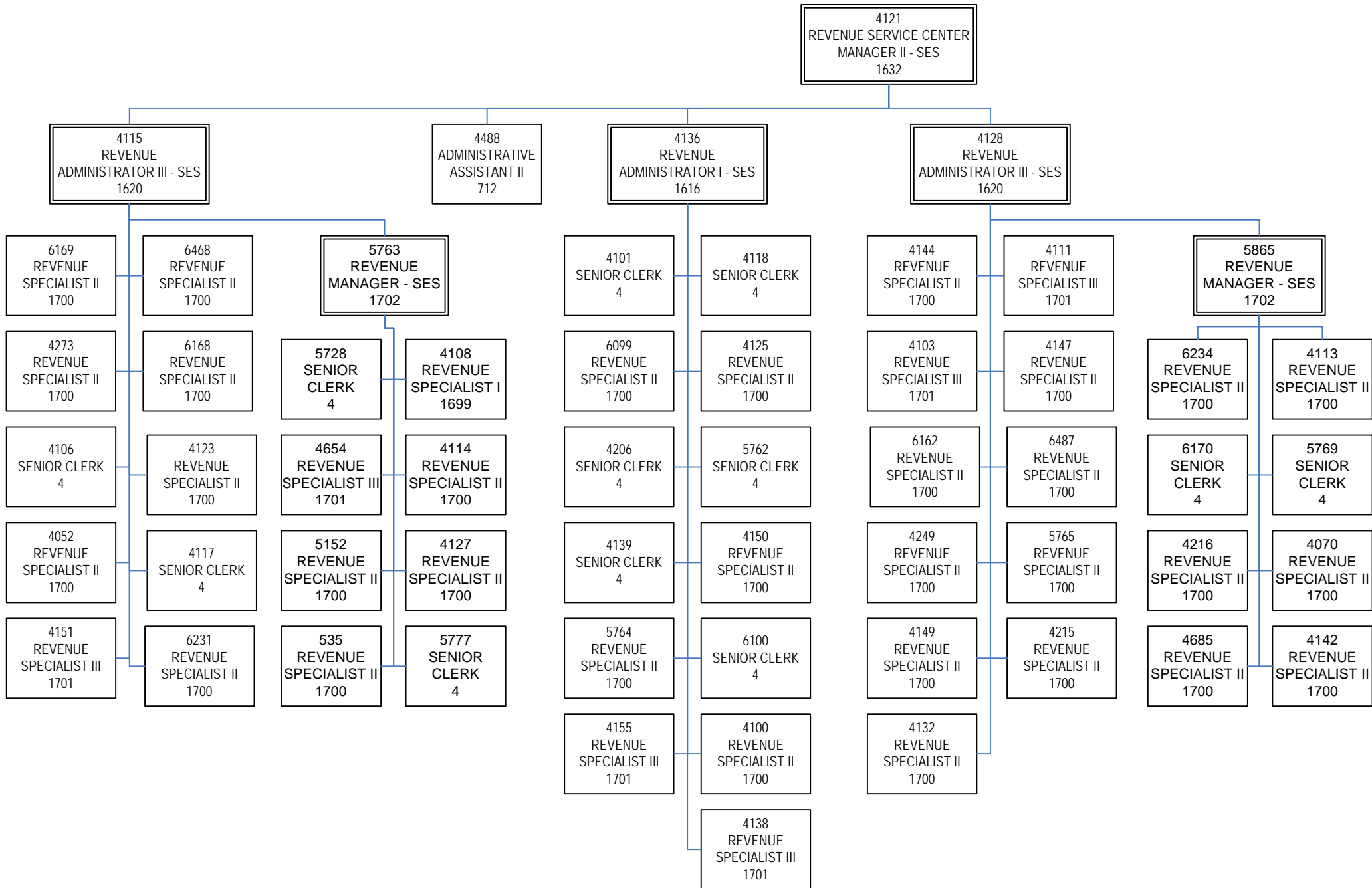
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SPECIALIST II
1700

6407
REVENUE
SPECIALIST II
1700

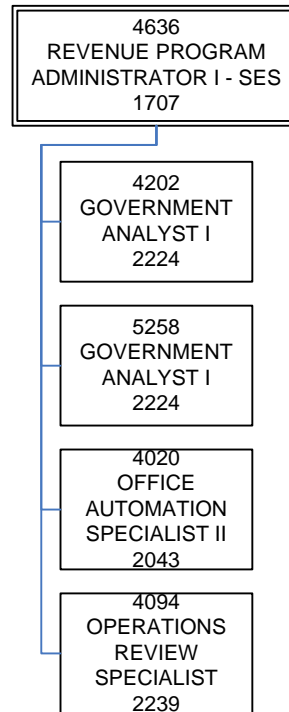
Region 1 Admin Establishment Carrier As of 07/01/2011



Tallahassee Service Center As of 07/01/2011



Tallahassee Service Center
As of 07/01/2011



Crestview Service Center As of 07/01/2011

4027
REVENUE SERVICE CENTER
MANAGER II - SES
1632

4085
REVENUE ADMINISTRATOR II -
SES
1618

6039
ADMINISTRATIVE
ASSISTANT II
712

4067
REVENUE ADMINISTRATOR II -
SES
1618

6233
REVENUE
SPECIALIST II
1700

4230
REVENUE
MANAGER - SES
1702

4087
REVENUE
SPECIALIST II
1700

4078
REVENUE
MANAGER - SES
1702

4090
REVENUE
SPECIALIST II
1700

4140
SENIOR CLERK
4

4084
REVENUE
SPECIALIST II
1700

4072
REVENUE
SPECIALIST II
1700

4258
SENIOR CLERK
4

4088
REVENUE
SPECIALIST II
1700

4069
REVENUE
SPECIALIST III
1701

4092
REVENUE
SPECIALIST II
1700

6223
REVENUE
SPECIALIST I
1699

4073
SENIOR CLERK
4

4062
REVENUE
SPECIALIST II
1700

4074
REVENUE
SPECIALIST III
1701

4071
REVENUE
SPECIALIST II
1700

4077
REVENUE
SPECIALIST II
1700

4089
REVENUE
SPECIALIST III
1701

4091
SENIOR CLERK
4

6023
REVENUE
SPECIALIST II
1700

4081
REVENUE
SPECIALIST II
1700

4065
ADMINISTRATIVE
SECRETARY
108

4064
REVENUE
SPECIALIST II
1700

6220
REVENUE
SPECIALIST II
1700

6222
REVENUE
SPECIALIST II
1700

4086
REVENUE
SPECIALIST II
1700

6205
REVENUE
SPECIALIST II
1700

4038
REVENUE
SPECIALIST II
1700

4156
REVENUE
SPECIALIST II
1700

6219
REVENUE
SPECIALIST I
1699

4075
REVENUE
SPECIALIST II
1700

4080
REVENUE
SPECIALIST II
1700

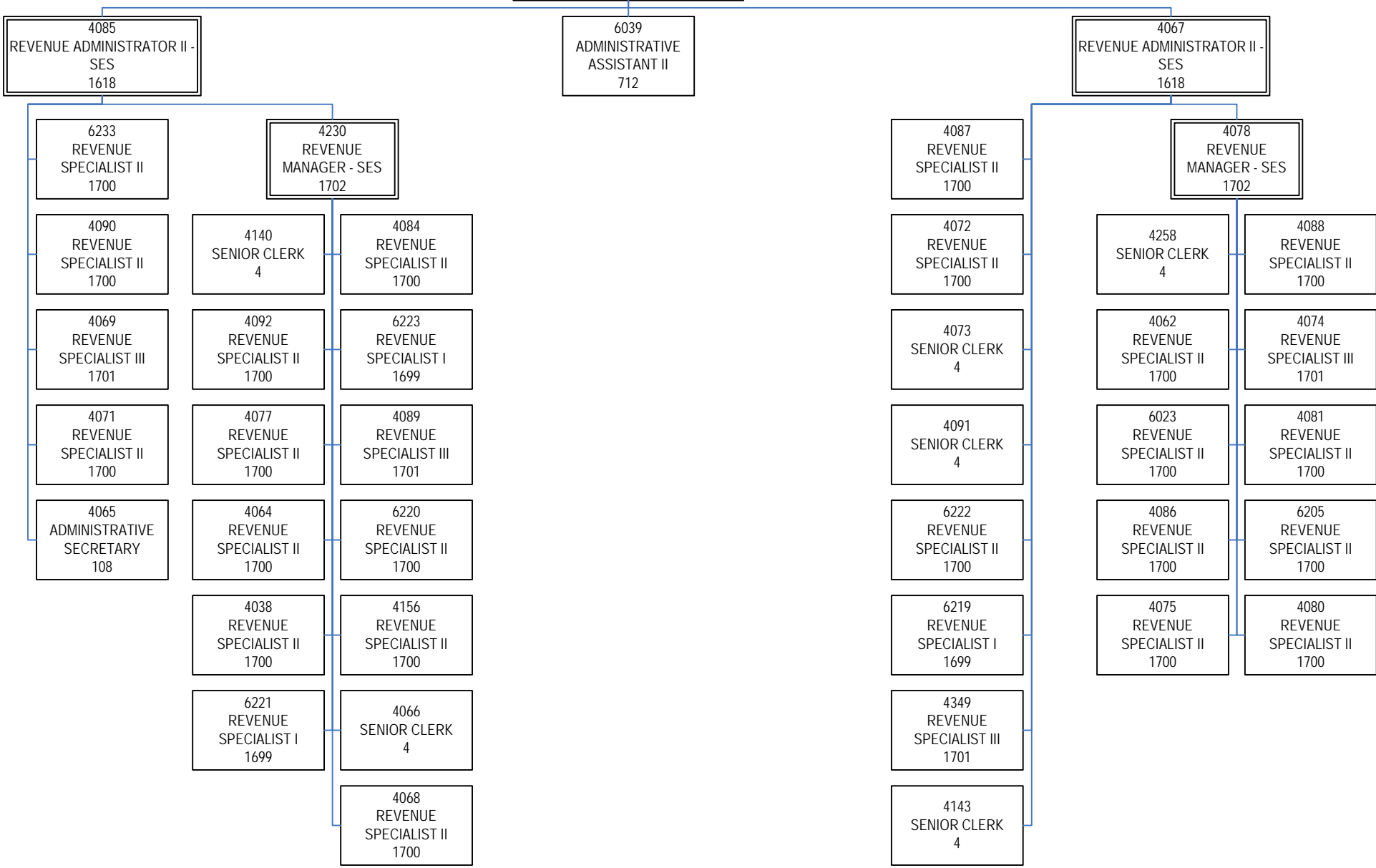
6221
REVENUE
SPECIALIST I
1699

4066
SENIOR CLERK
4

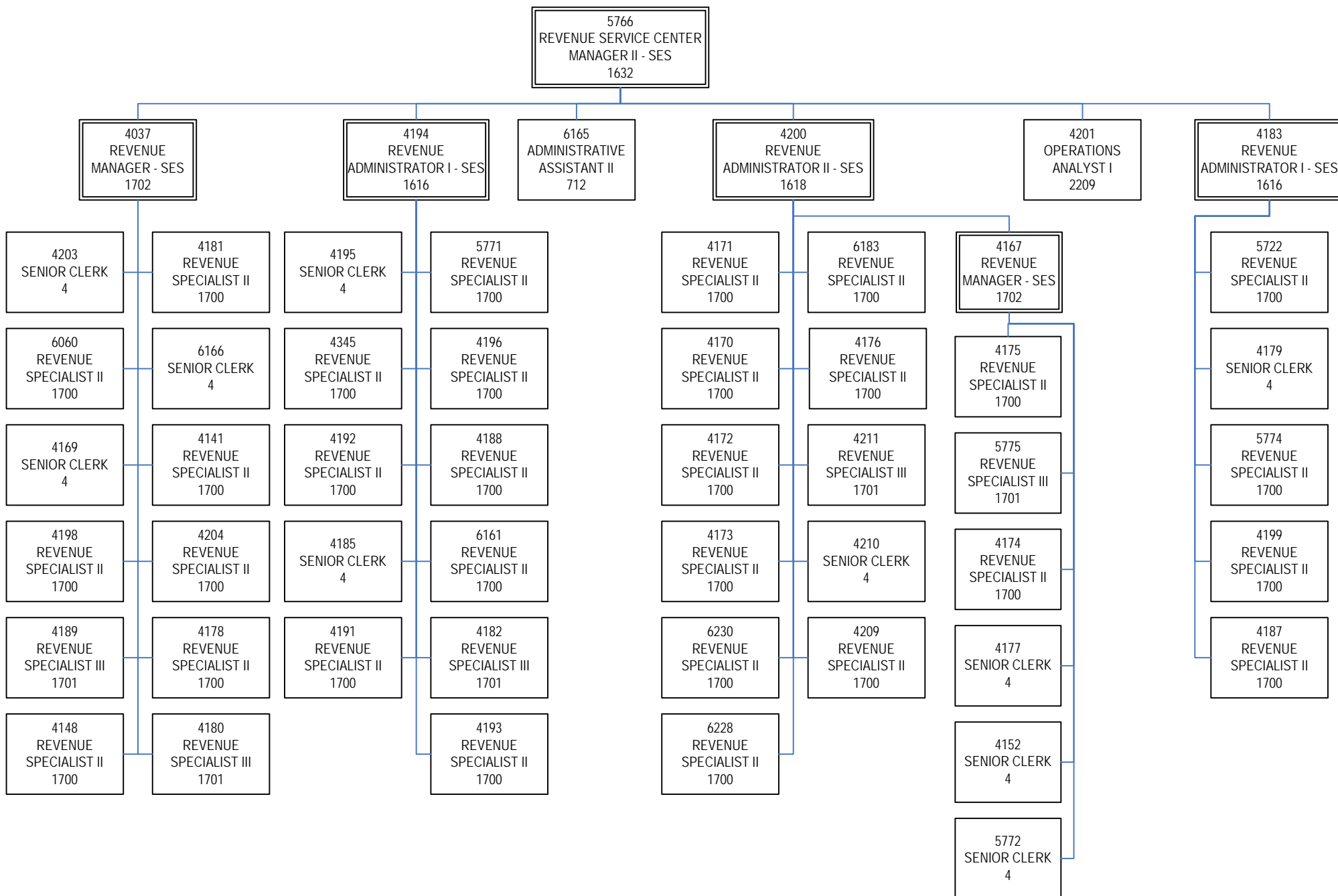
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REVENUE
SPECIALIST III
1701

4068
REVENUE
SPECIALIST II
1700

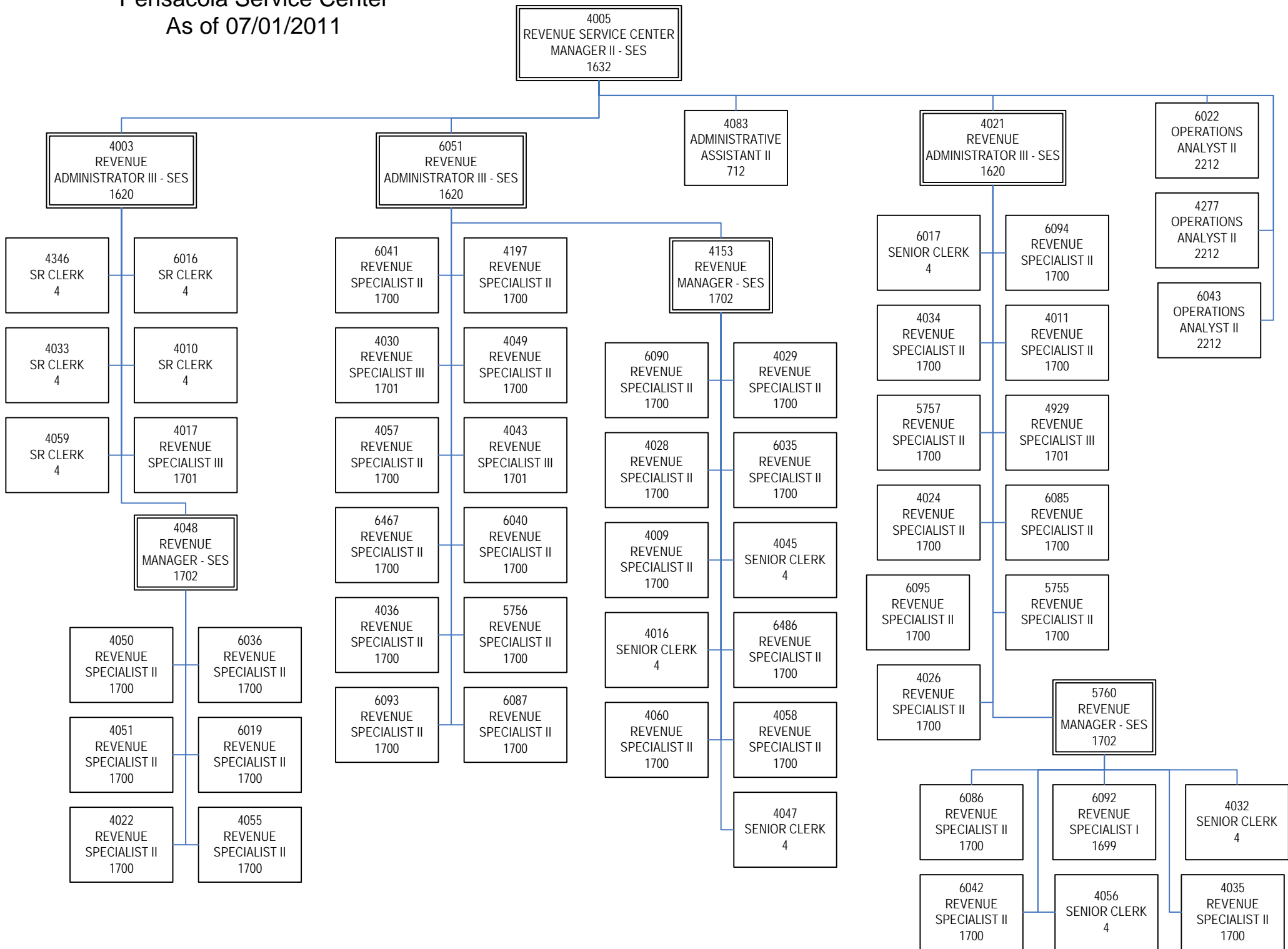
4143
SENIOR CLERK
4



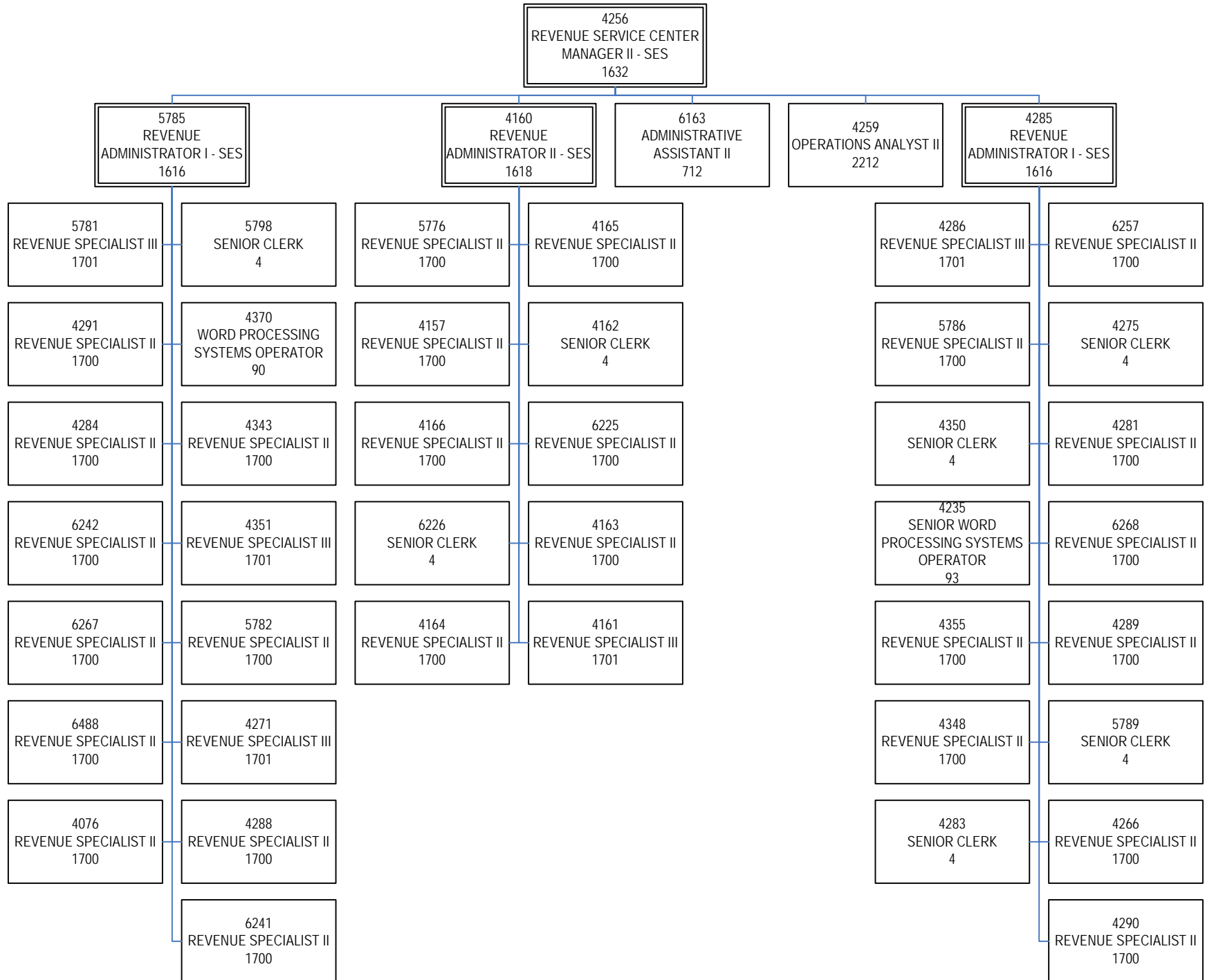
Panama City Service Center As of 07/01/2011



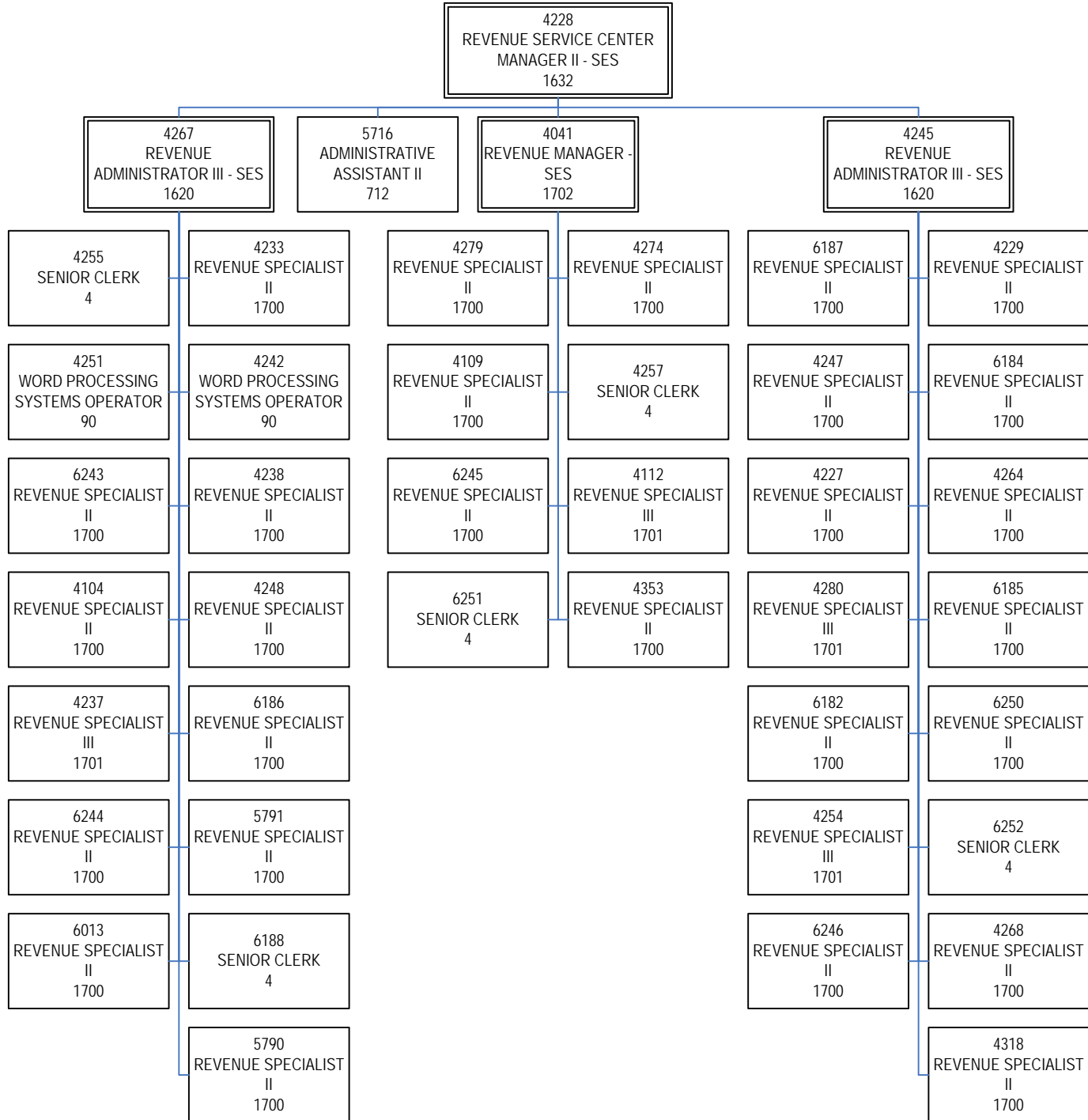
Pensacola Service Center As of 07/01/2011



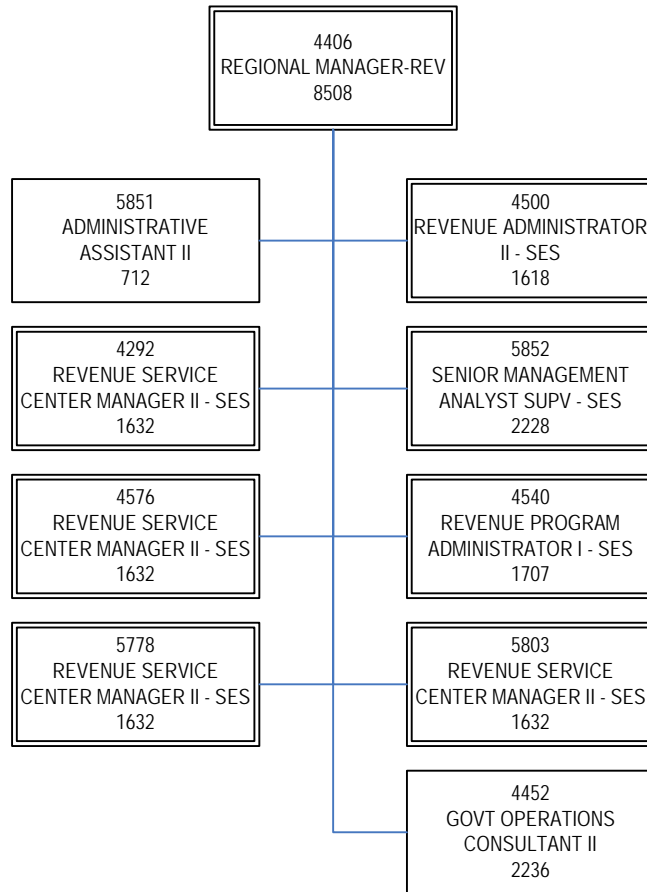
Lake City Service Center As of 07/01/2011



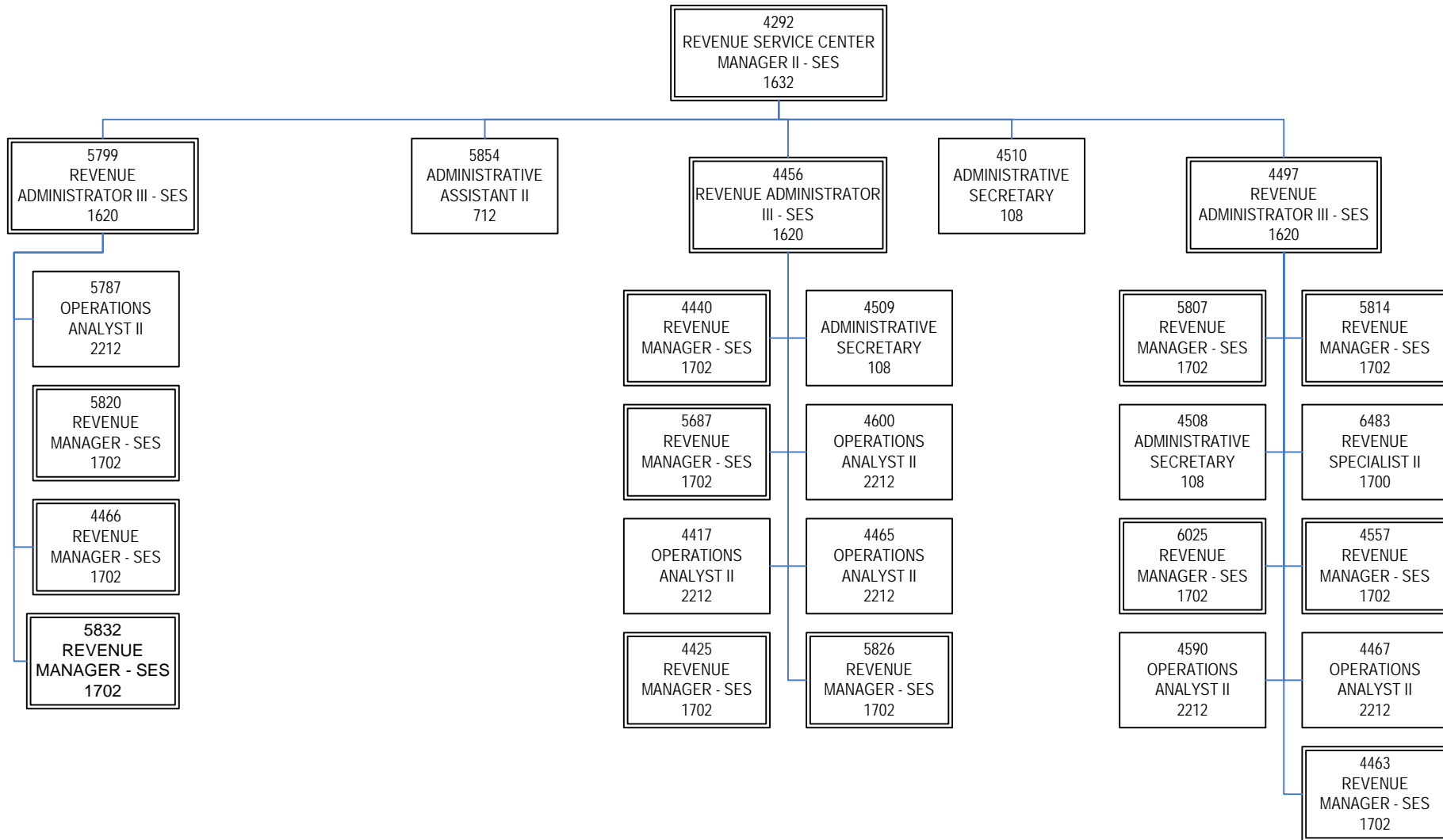
Gainesville Service Center As of 07/01/2011



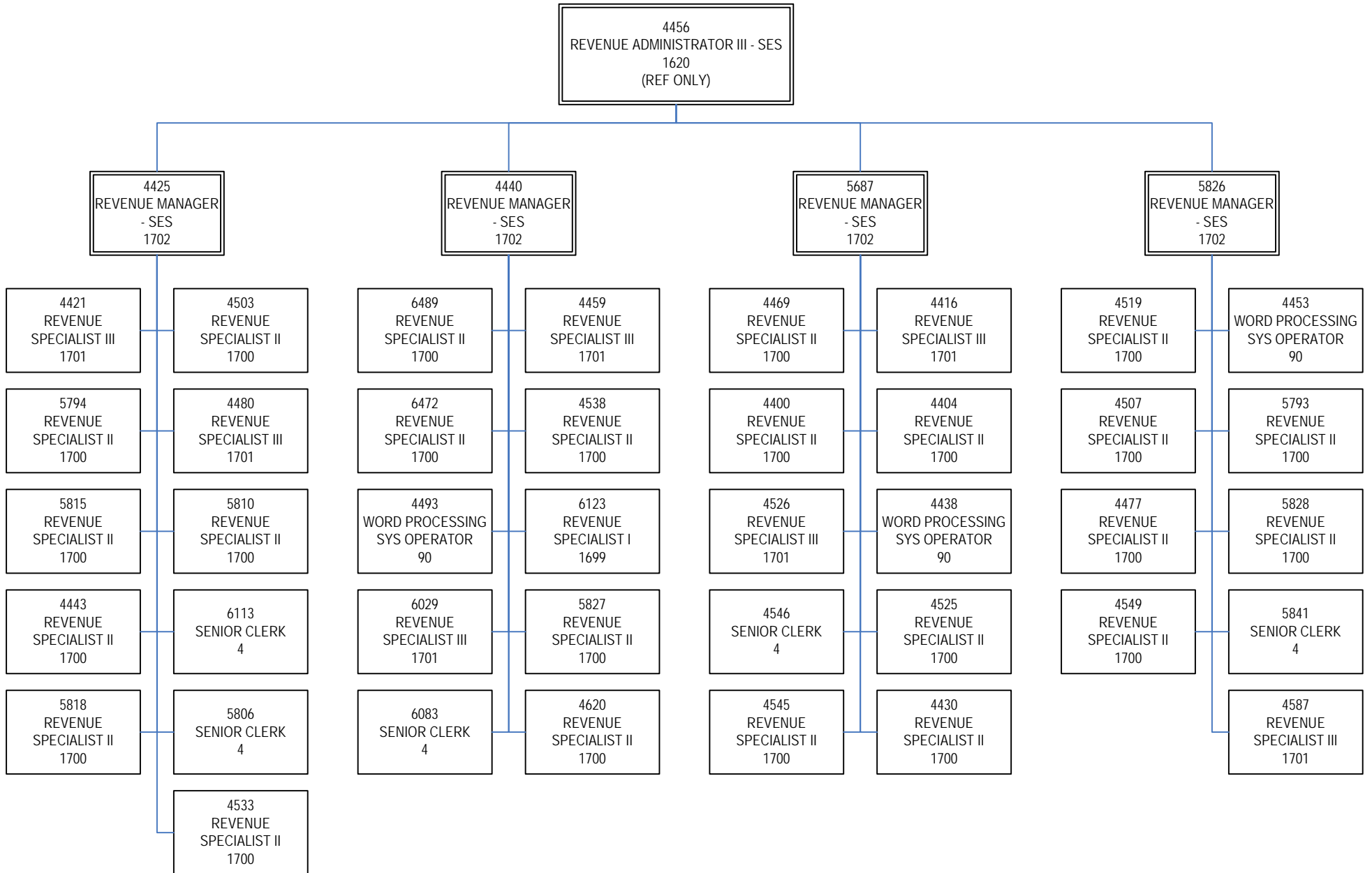
Region 2 Administrative Establishment
As of 07/01/2011



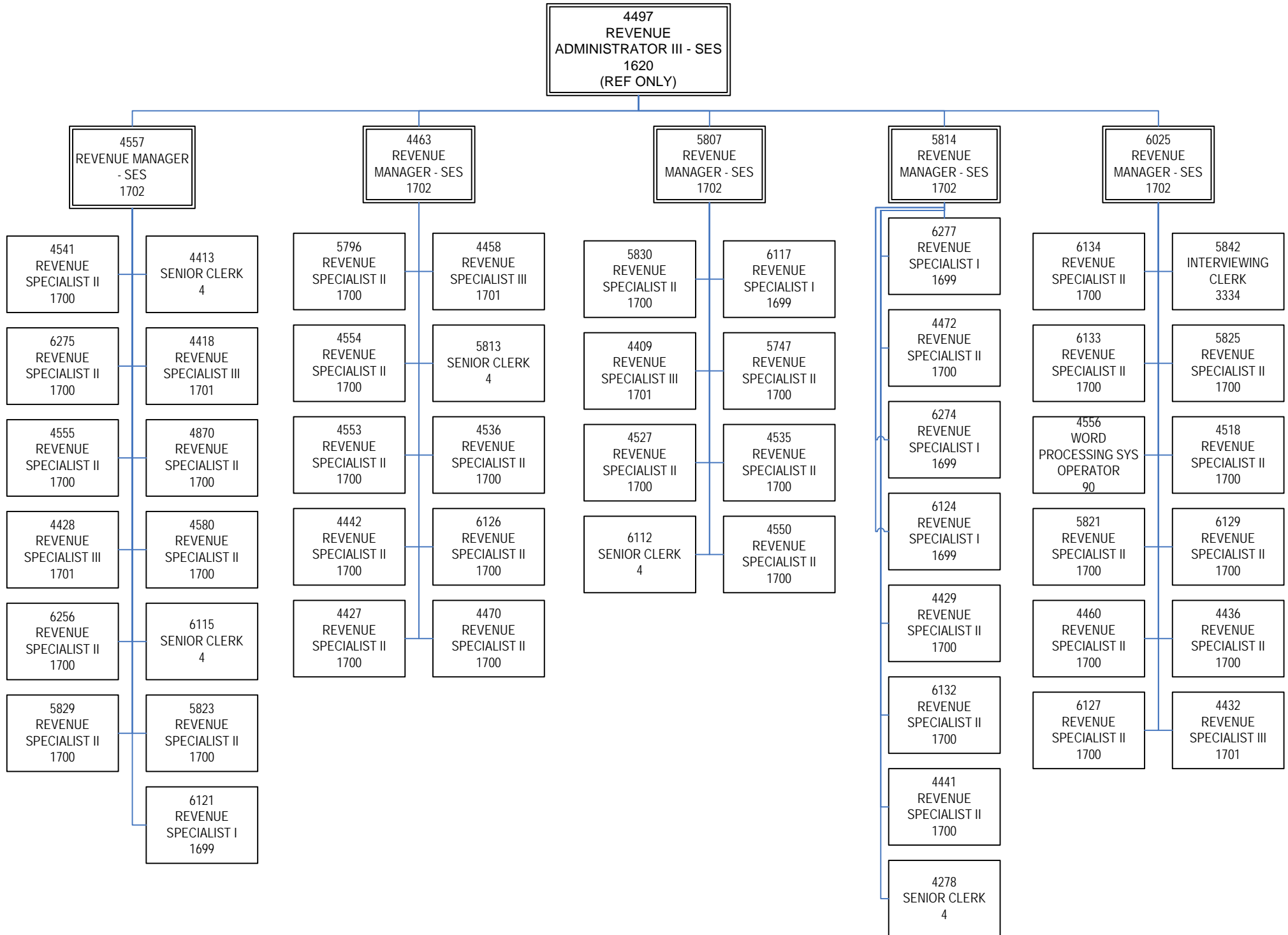
Jacksonville Service Center As of 07/01/2011



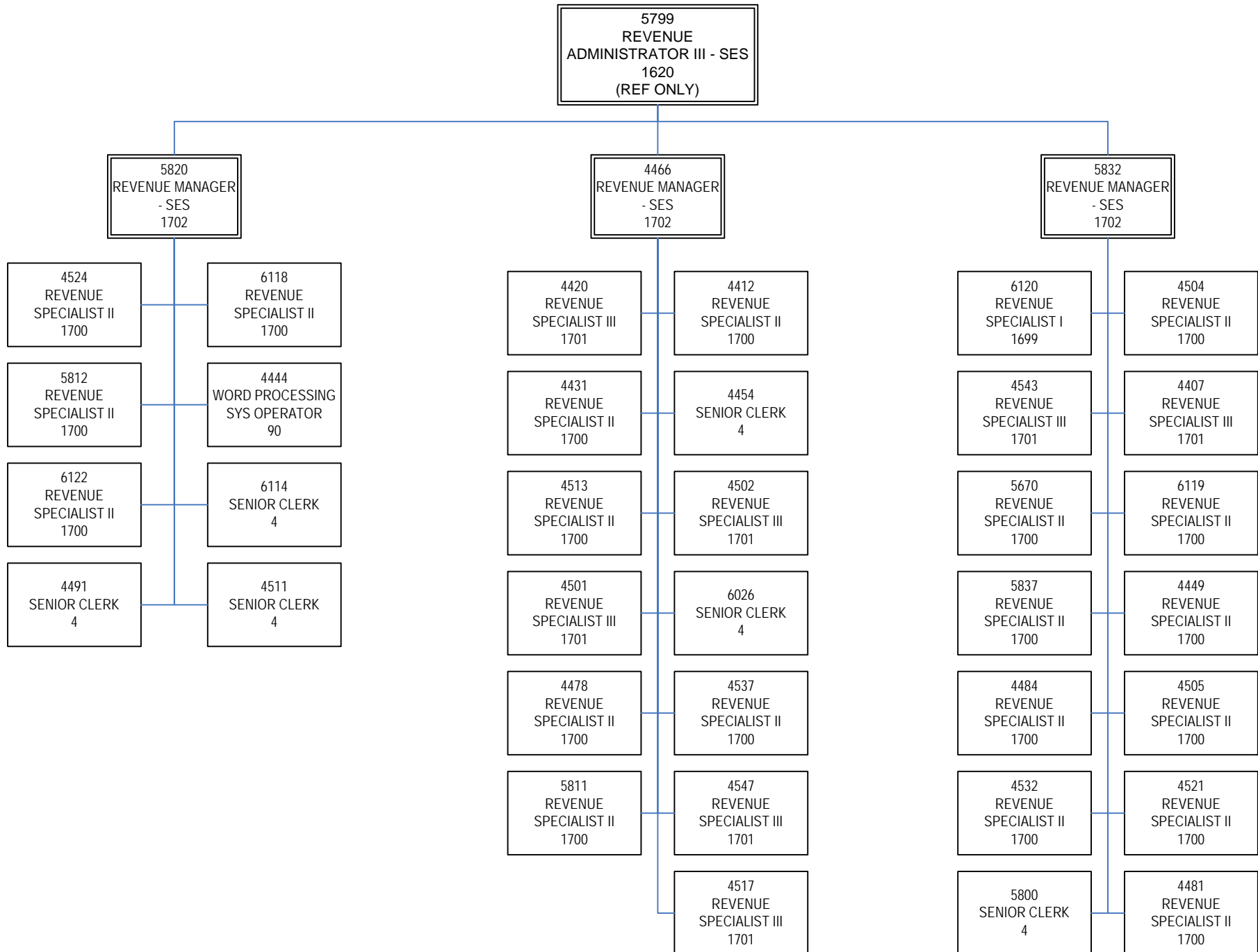
Jacksonville Service Center As of 07/01/2011



Jacksonville Service Center As of 07/01/2011



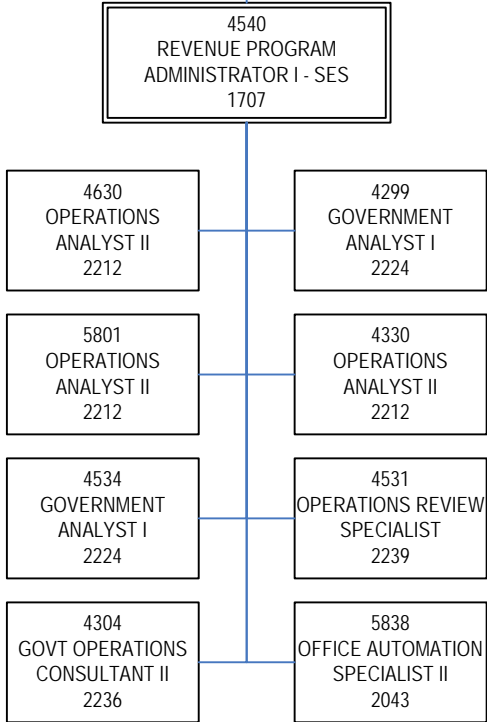
Jacksonville Service Center
As of 07/01/2011



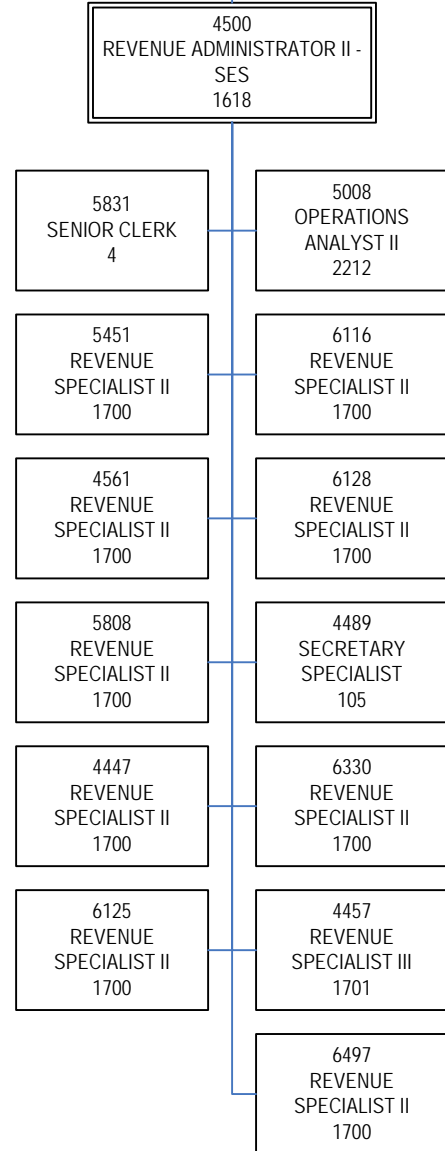
Daytona Beach Service Center As if 07/01/2011

4406
REGIONAL MANAGER-REV
8508
(REF ONLY)

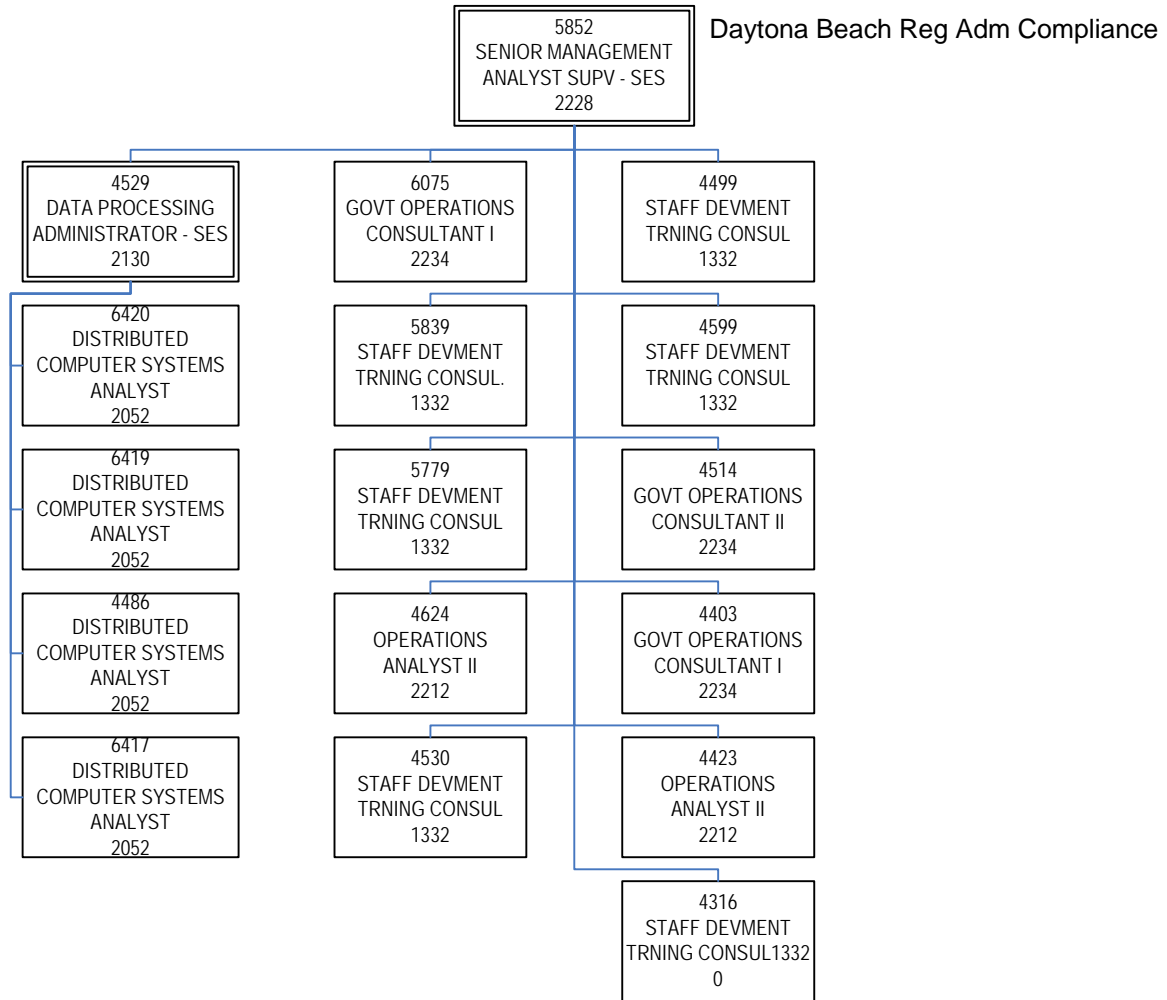
Daytona Beach Reg Admin Compliance



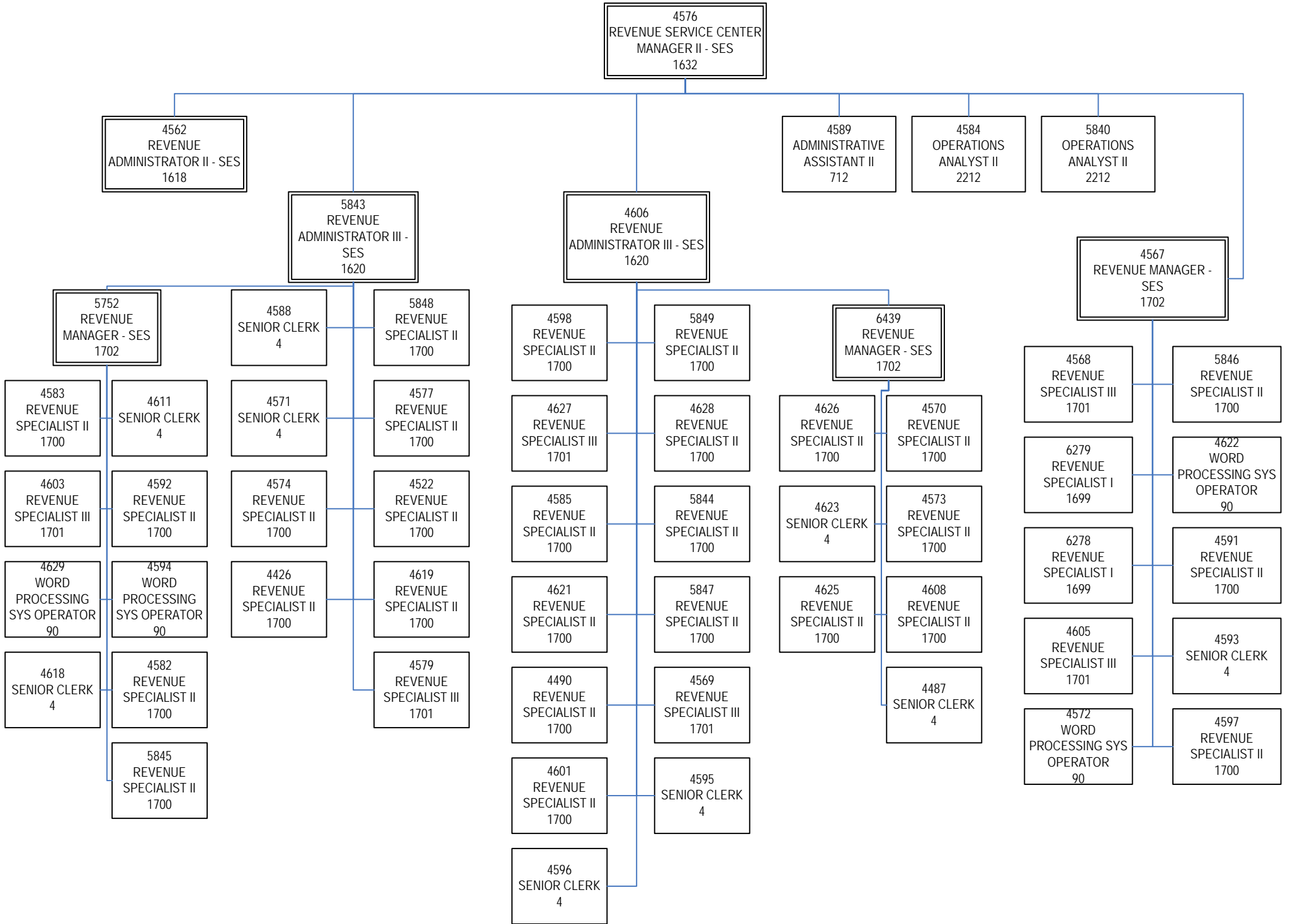
Centralized Locate Establishment



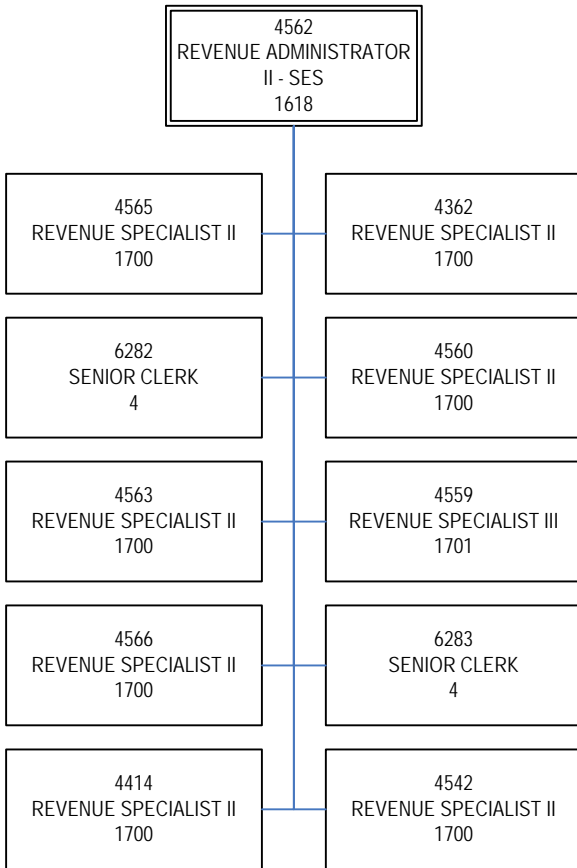
Daytona Beach Service Center As of 07/01/2011



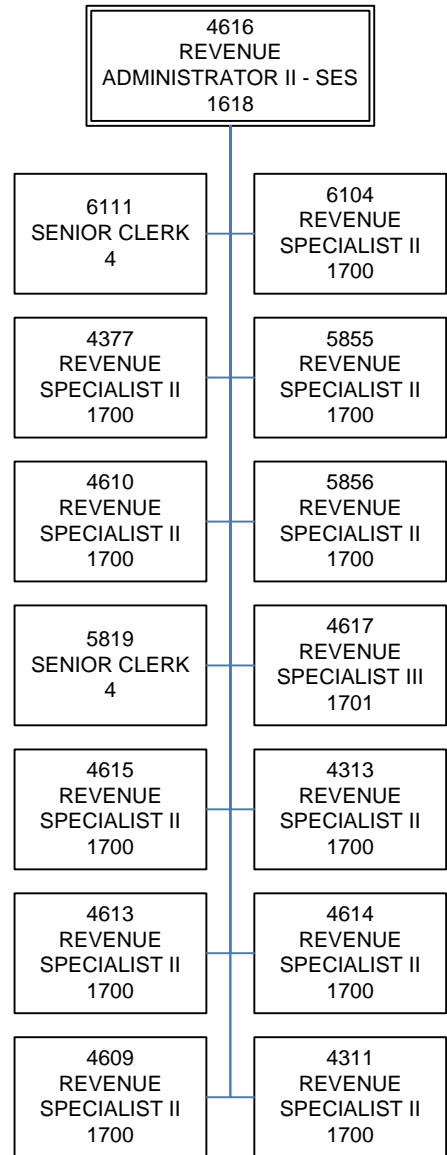
Daytona Beach Service Center As if 07/01/2011



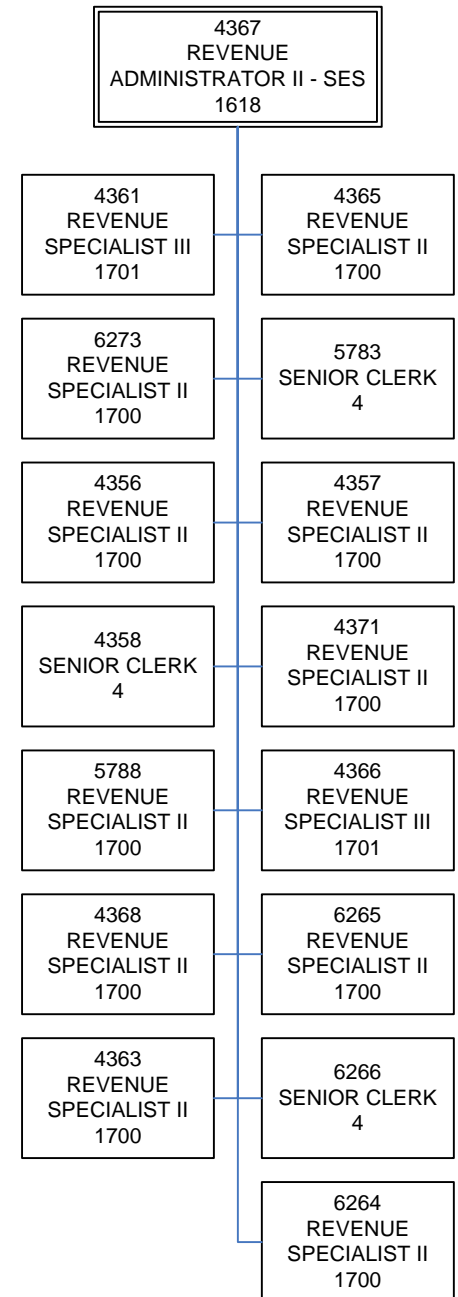
ST. Augustine Service Center
Case Processing Center
As of 07/01/2011



Orange Park Service Center
Case Processing
As of 07/01/2011

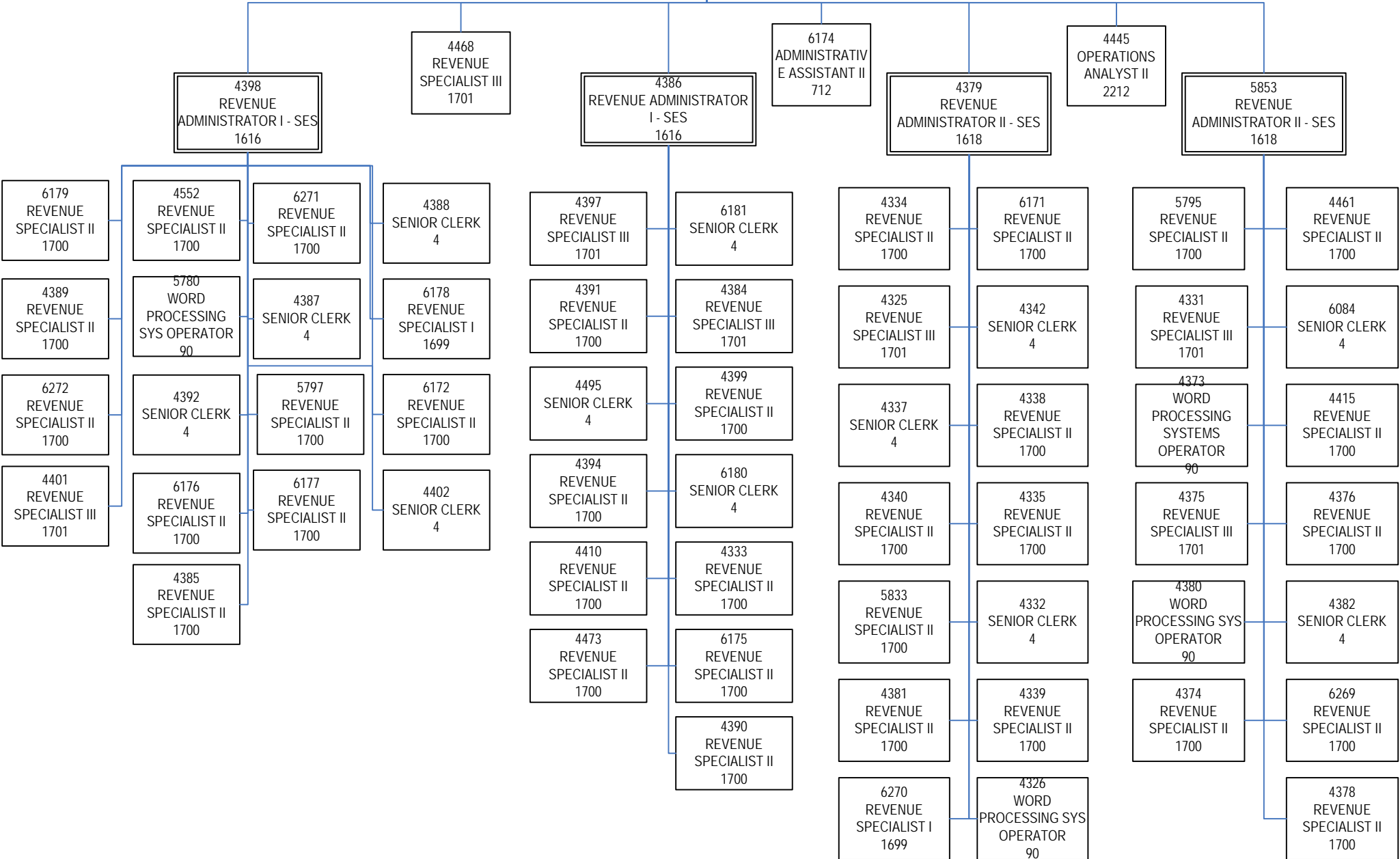


Palatka Service Center
Establishment Carrier
As of 07/01/2011

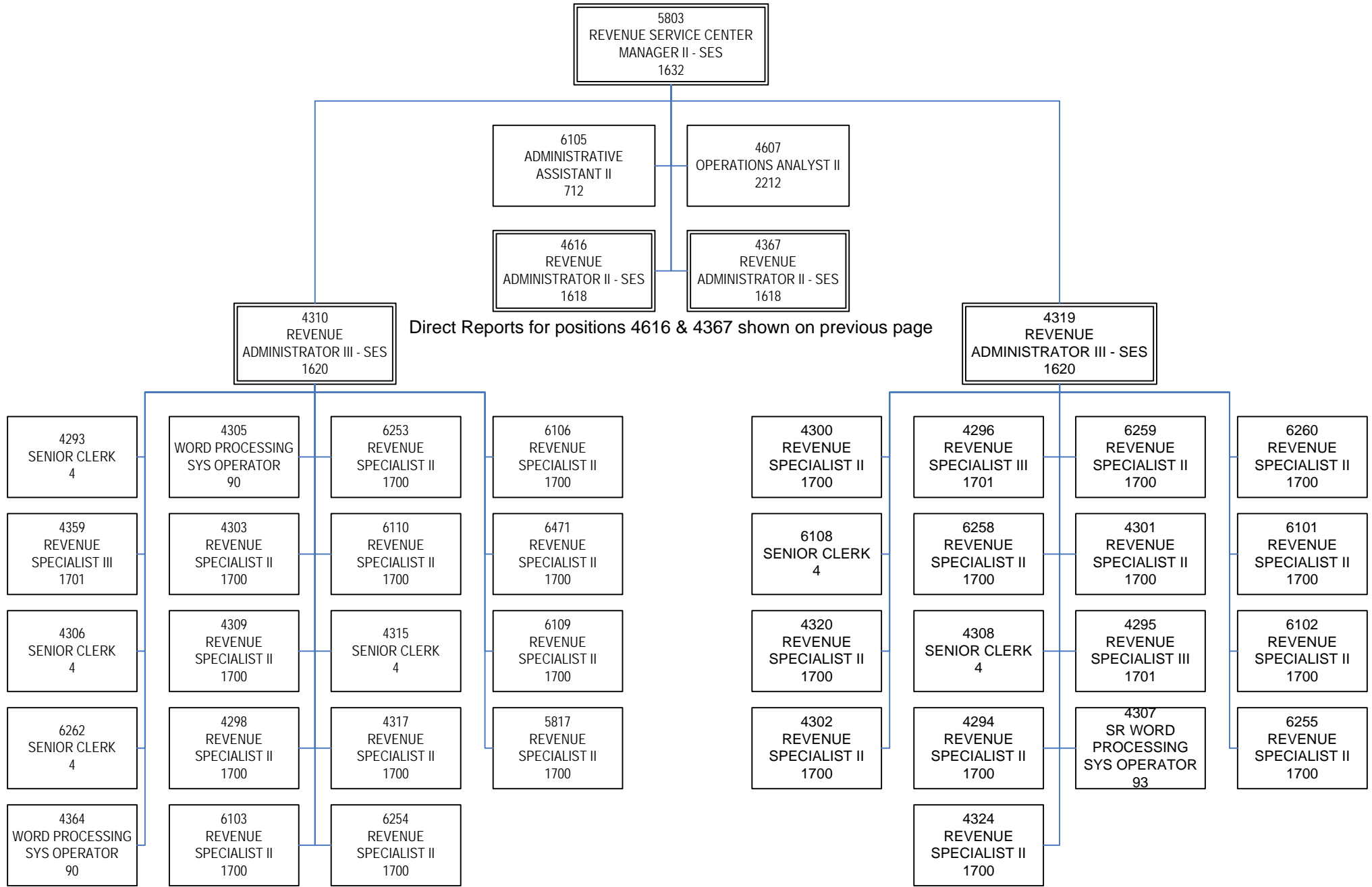


Leesburg Service Center As of 07/01/2011

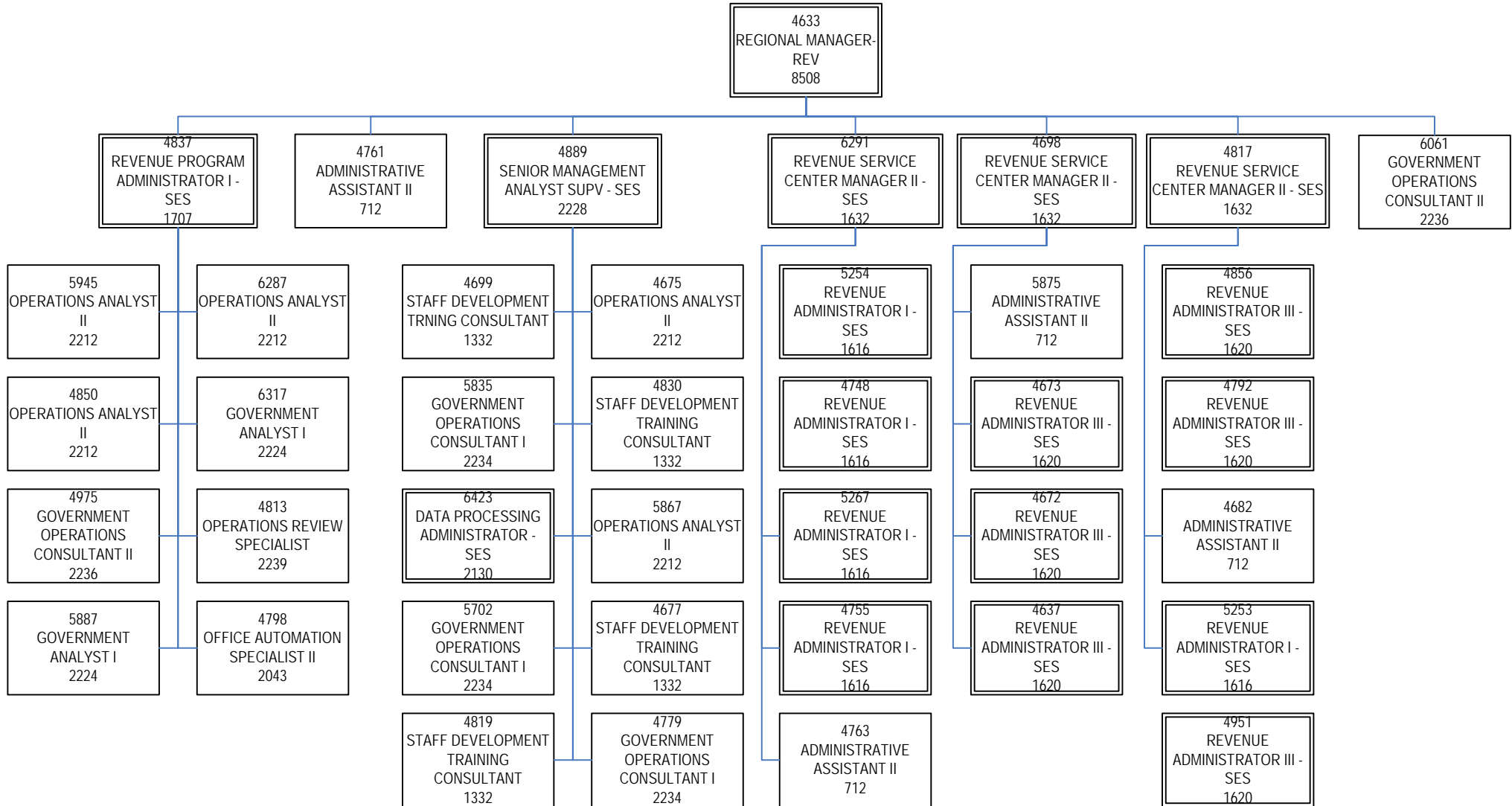
5778
REVENUE SERVICE
CENTER MANAGER II - SES
1632



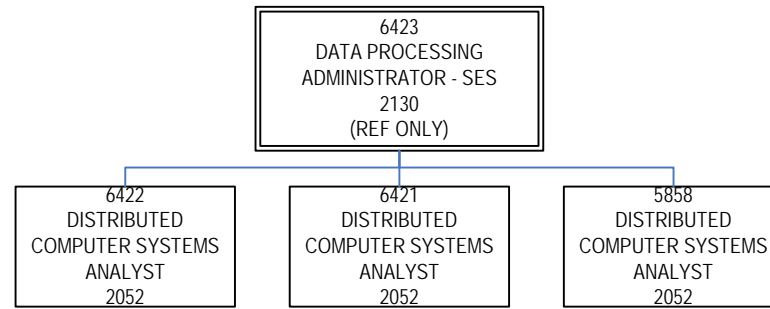
Ocala Service Center As of 07/01/2011



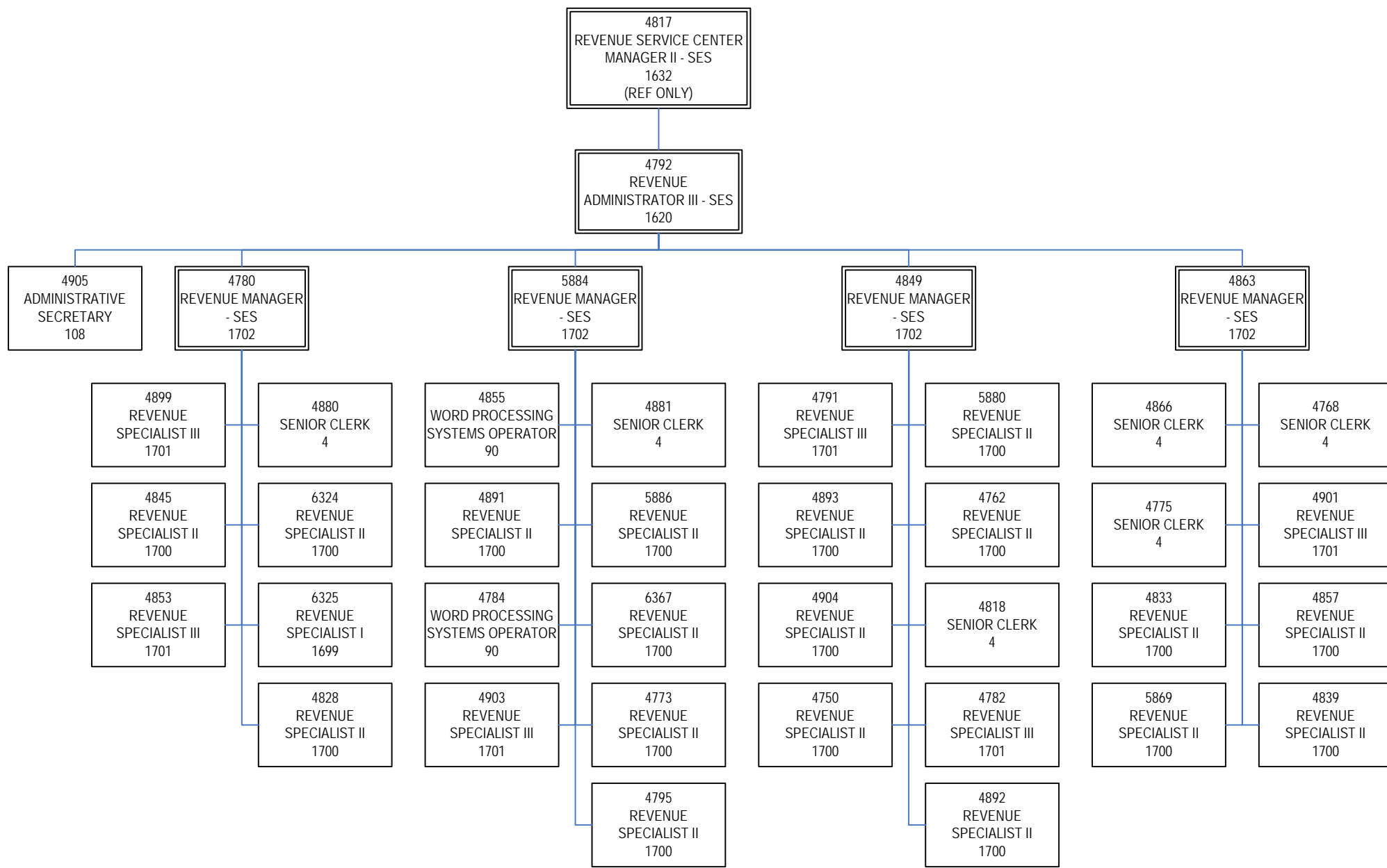
Region 3 Administrative Establishment As of 07/01/2011



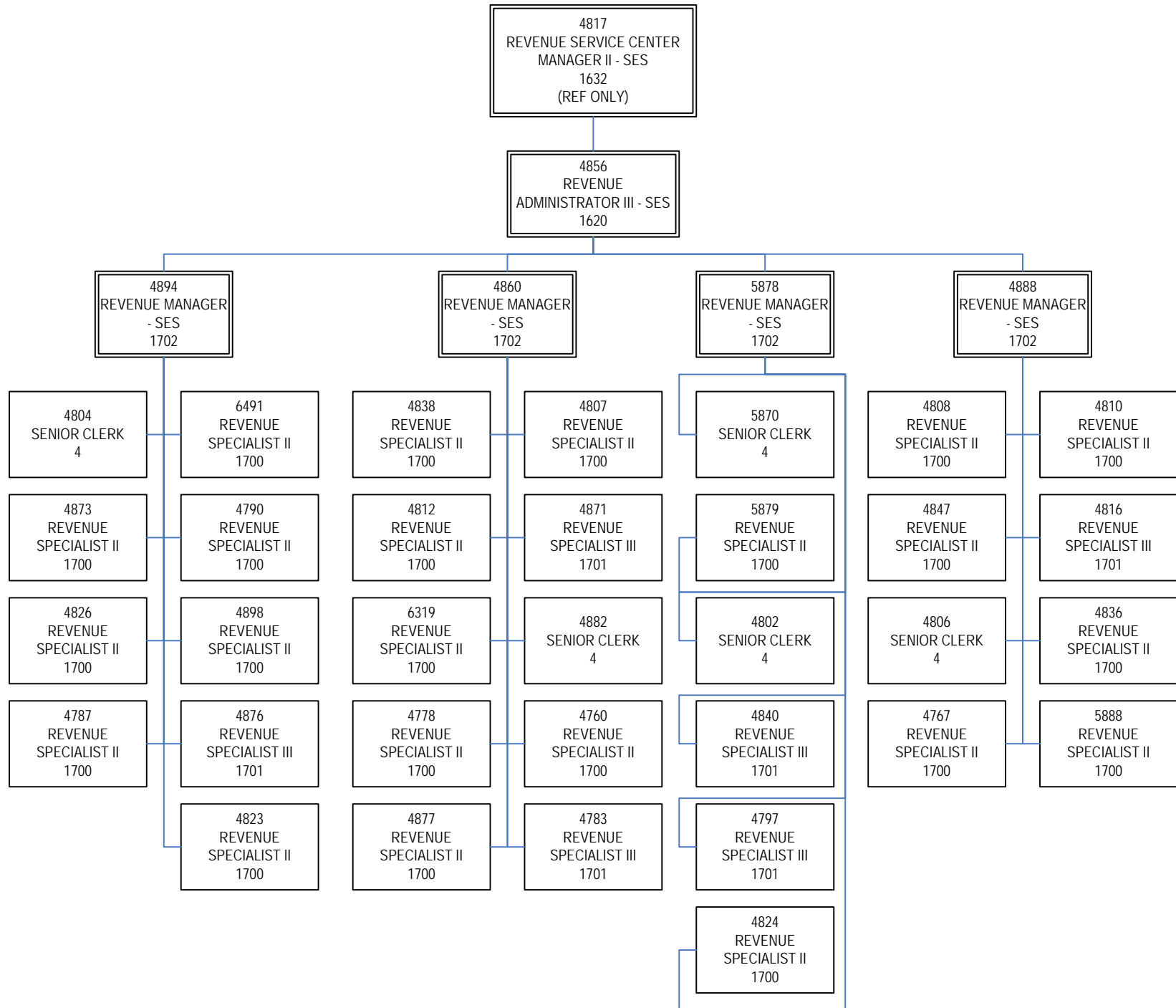
Tampa Reg Admin Establishment Carrier
As of 07/01/2011



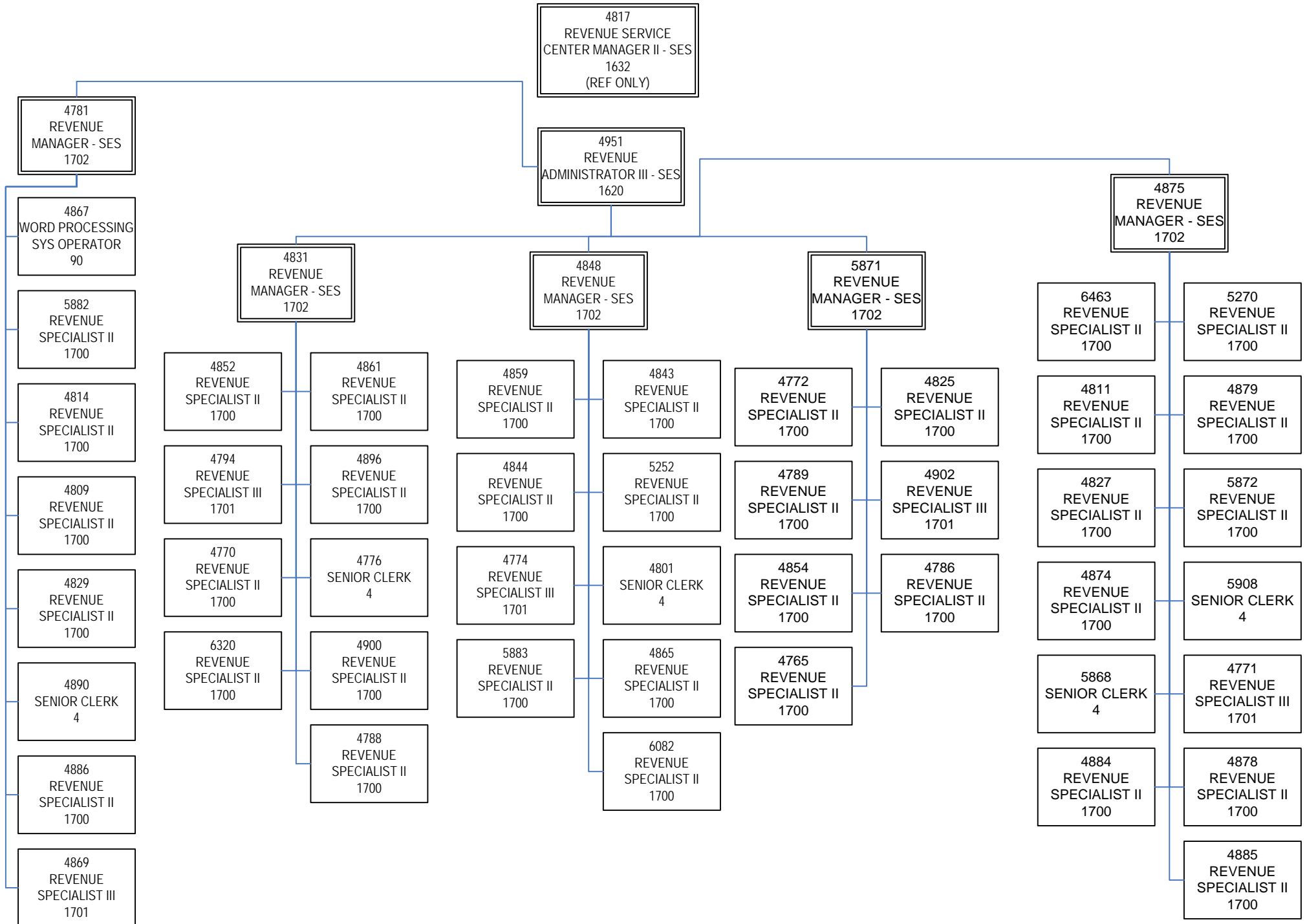
Tampa Service Center As of 07/01/2011



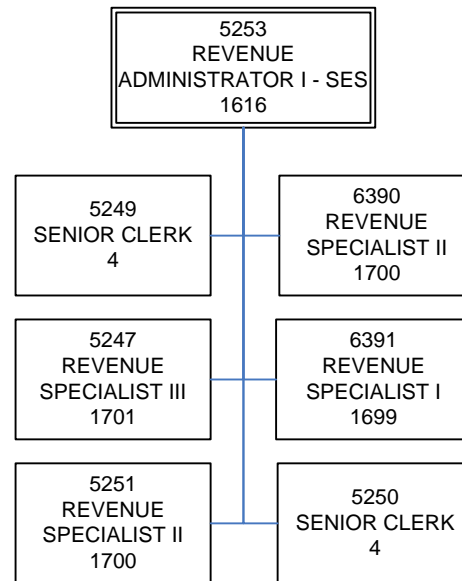
Tampa Service Center As of 07/01/2011



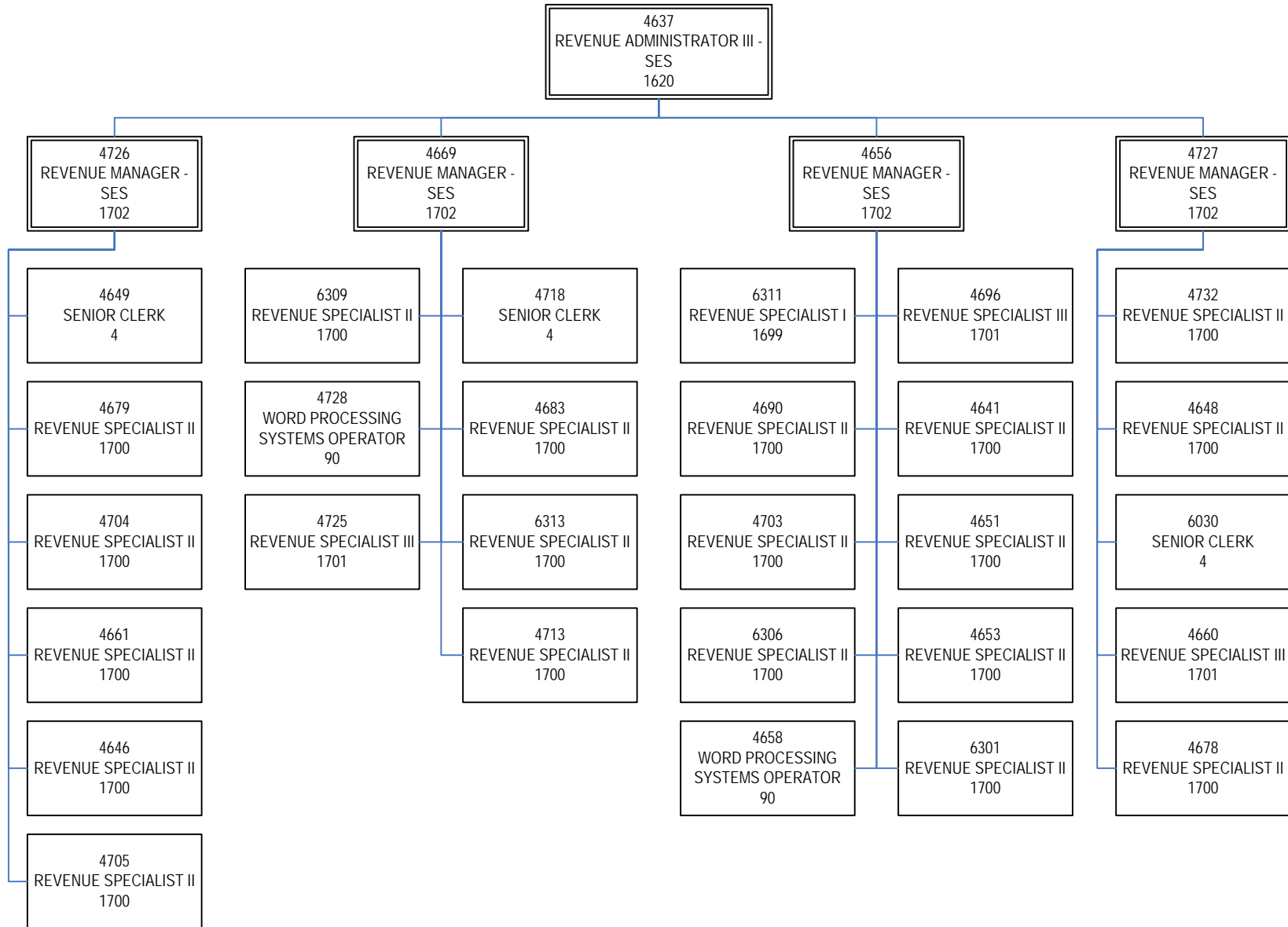
Tampa Service Center As of 07/01/2011



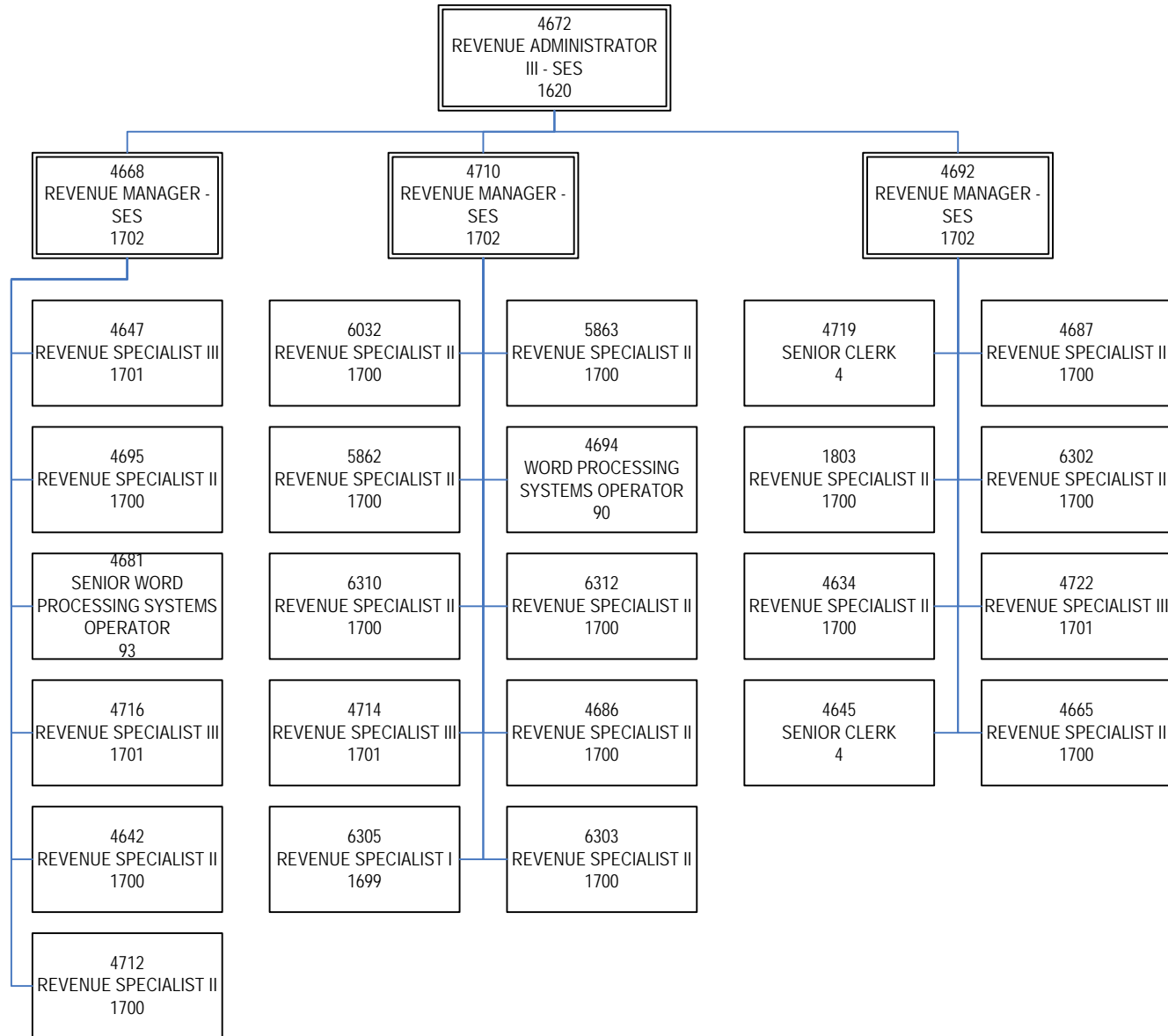
Arcadia Service Center
As of 07/01/2011



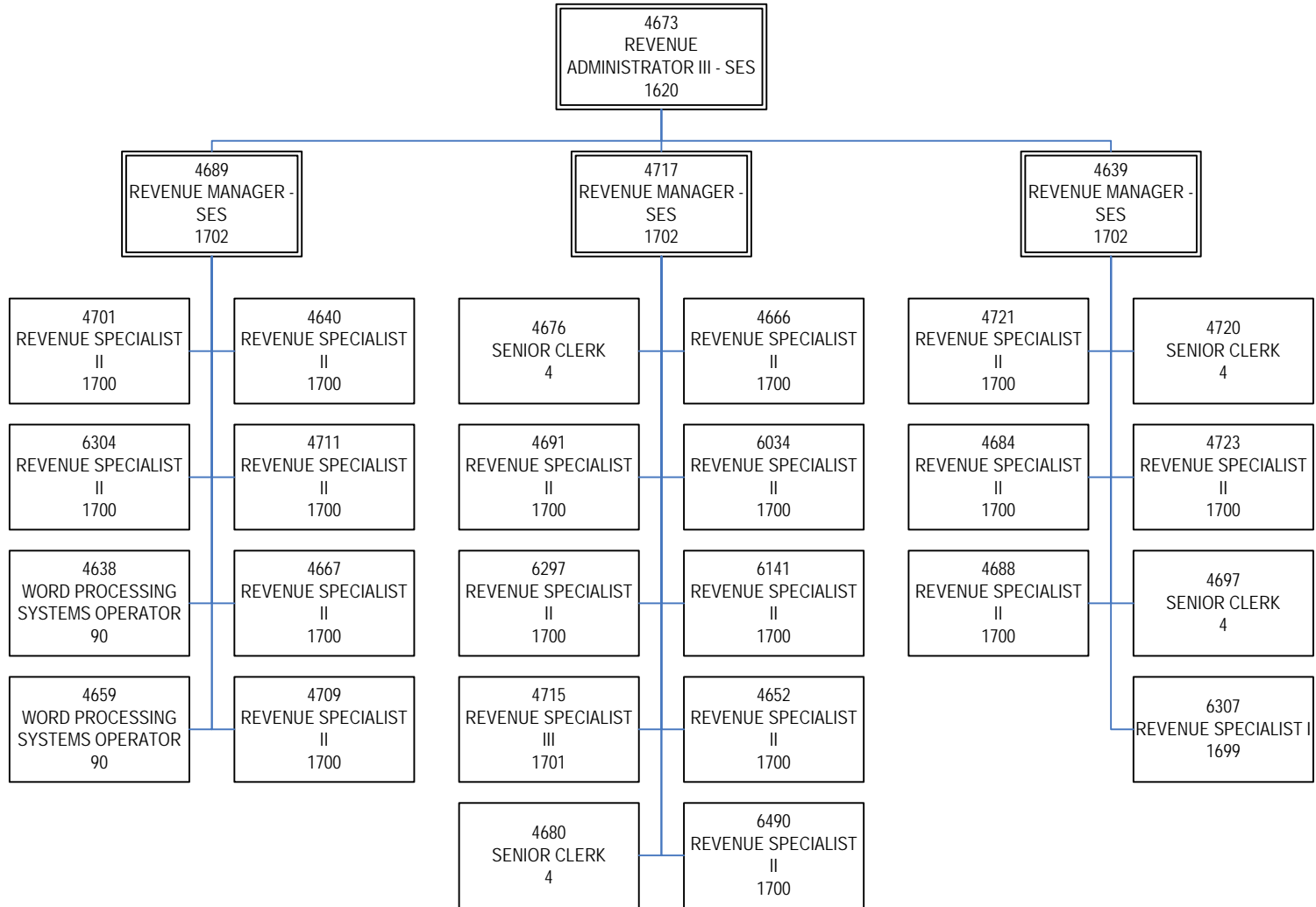
Clearwater Service Center As of 07/01/2011



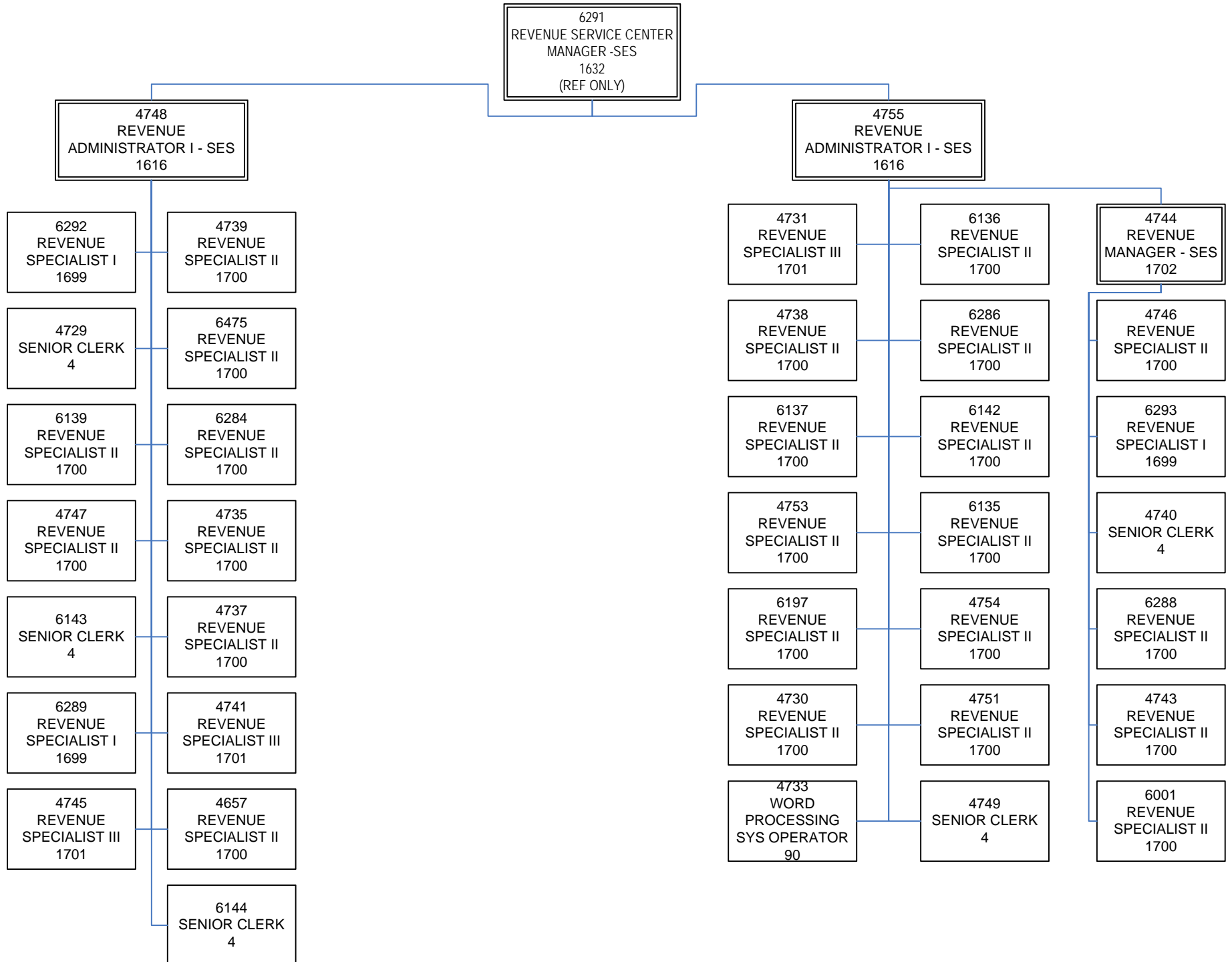
Clearwater Service Center As of 07/01/2011



Clearwater Service Center As of 07/01/2011



Port Richey Service Center As of 07/01/2011

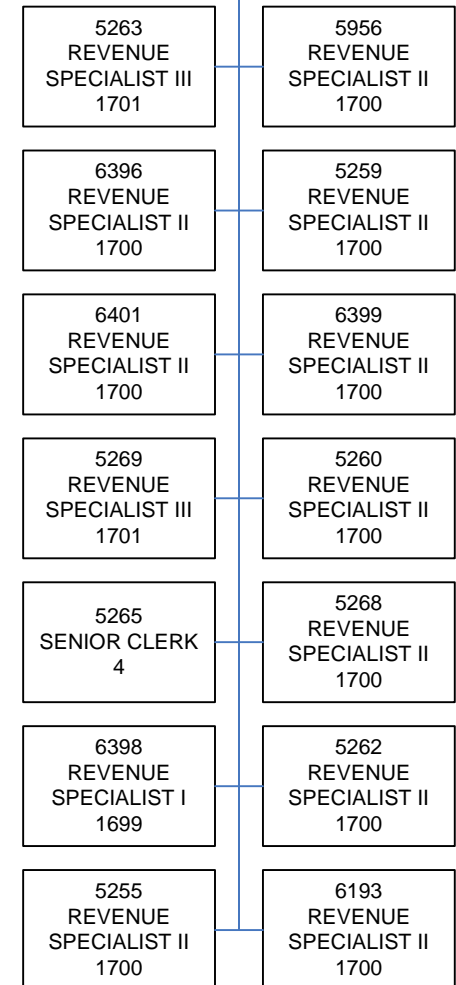
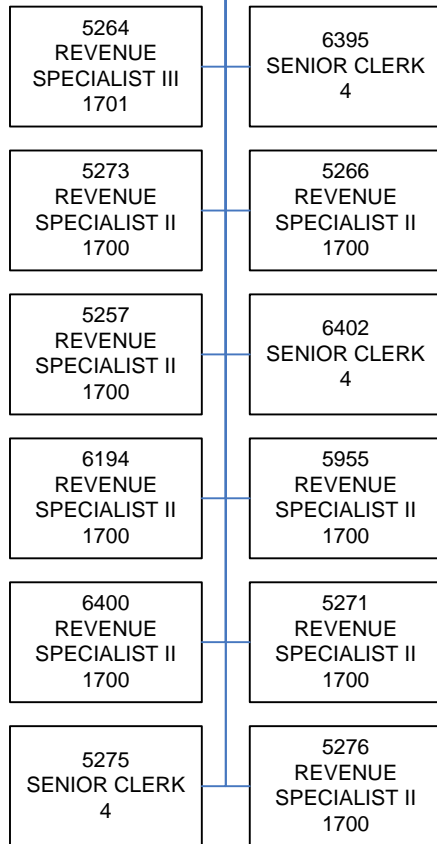


Sarasota Service Center As of 07/01/2011

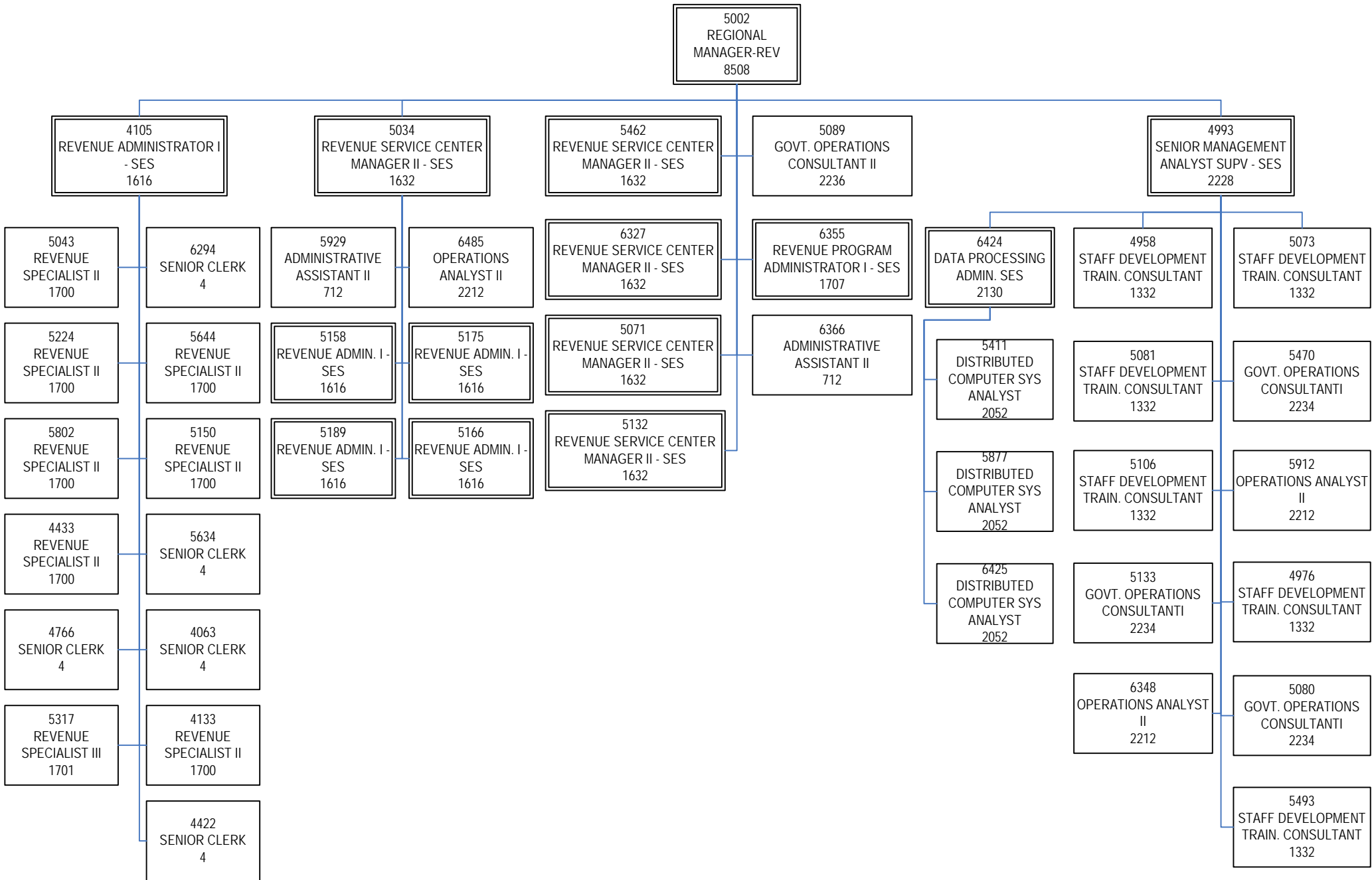
6291
REVENUE SERVICE CENTER
MANAGER -SES
1632
(REF ONLY)

5254
REVENUE
ADMINISTRATOR I - SES
1616

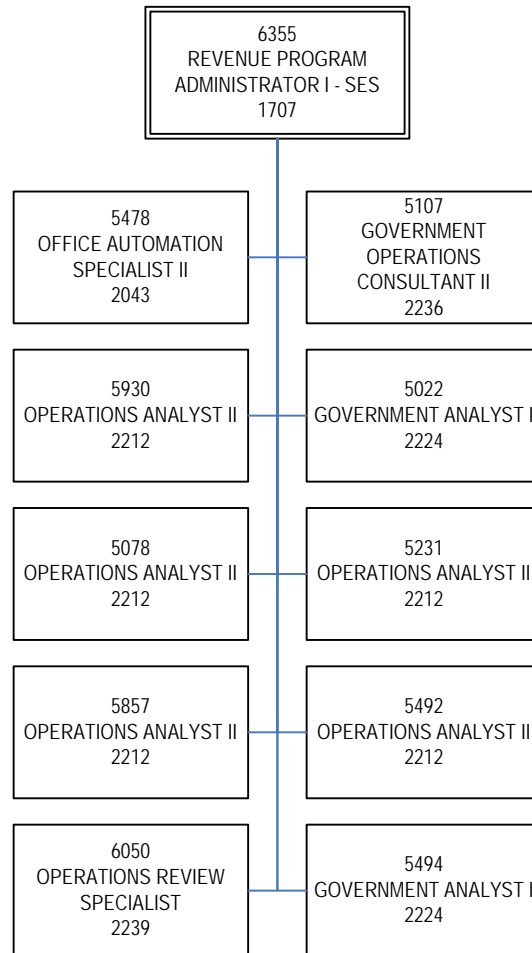
5267
REVENUE
ADMINISTRATOR I - SES
1616



Region 4 Administrative Establishment As of 07/01/2011



Region 4 Administrative Establishment
(Orlando)
As of 07/01/2011



Sandford Service Center As of 07/01/2011

5034
 REVENUE SERVICE CENTER
 MANAGER II - SES
 1632
 (REF ONLY)

Sandford Service Center Case Processing Carrier

Kissimmee Service Center Establishment Carrier

5175
 REVENUE
 ADMINISTRATOR I - SES
 1616

5189
 REVENUE
 ADMINISTRATOR I - SES
 1616

5158
 REVENUE
 ADMINISTRATOR I - SES
 1616

5166
 REVENUE
 ADMINISTRATOR I - SES
 1616

5174
 SENIOR CLERK
 4

6338
 REVENUE
 SPECIALIST II
 1700

5079
 REVENUE
 SPECIALIST II
 1700

5188
 REVENUE
 SPECIALIST II
 1700

5183
 REVENUE
 SPECIALIST II
 1700

5186
 REVENUE
 SPECIALIST III
 1701

5053
 SENIOR CLERK
 4

5181
 REVENUE
 SPECIALIST II
 1700

5179
 REVENUE
 SPECIALIST II
 1700

5191
 REVENUE
 SPECIALIST II
 1700

5739
 REVENUE
 SPECIALIST II
 1700

4758
 REVENUE
 SPECIALIST II
 1700

5182
 SENIOR CLERK
 4

5180
 REVENUE
 SPECIALIST II
 1700

5170
 REVENUE
 SPECIALIST II
 1700

5940
 REVENUE
 SPECIALIST II
 1700

5185
 REVENUE
 SPECIALIST II
 1700

5173
 REVENUE
 SPECIALIST II
 1700

5046
 REVENUE
 SPECIALIST II
 1700

5172
 SENIOR CLERK
 4

5187
 REVENUE
 SPECIALIST II
 1700

5190
 REVENUE
 SPECIALIST II
 1700

5184
 REVENUE
 SPECIALIST III
 1701

5165
 REVENUE SPECIALIST II
 1700

5157
 REVENUE SPECIALIST II
 1700

5162
 SENIOR CLERK
 4

5164
 REVENUE
 SPECIALIST II
 1700

5155
 REVENUE SPECIALIST II
 1700

5087
 REVENUE SPECIALIST II
 1700

6261
 REVENUE
 SPECIALIST II
 1700

5167
 REVENUE
 SPECIALIST III
 1701

5153
 REVENUE SPECIALIST II
 1700

4972
 REVENUE SPECIALIST II
 1700

4671
 REVENUE
 SPECIALIST II
 1700

4002
 REVENUE
 SPECIALIST II
 1700

5147
 SENIOR CLERK
 4

5156
 SENIOR CLERK
 4

5151
 REVENUE
 SPECIALIST II
 1700

5159
 REVENUE
 SPECIALIST II
 1700

5160
 REVENUE SPECIALIST III
 1701

6342
 SENIOR CLERK
 4

6018
 REVENUE
 SPECIALIST II
 1700

5479
 REVENUE
 SPECIALIST II
 1700

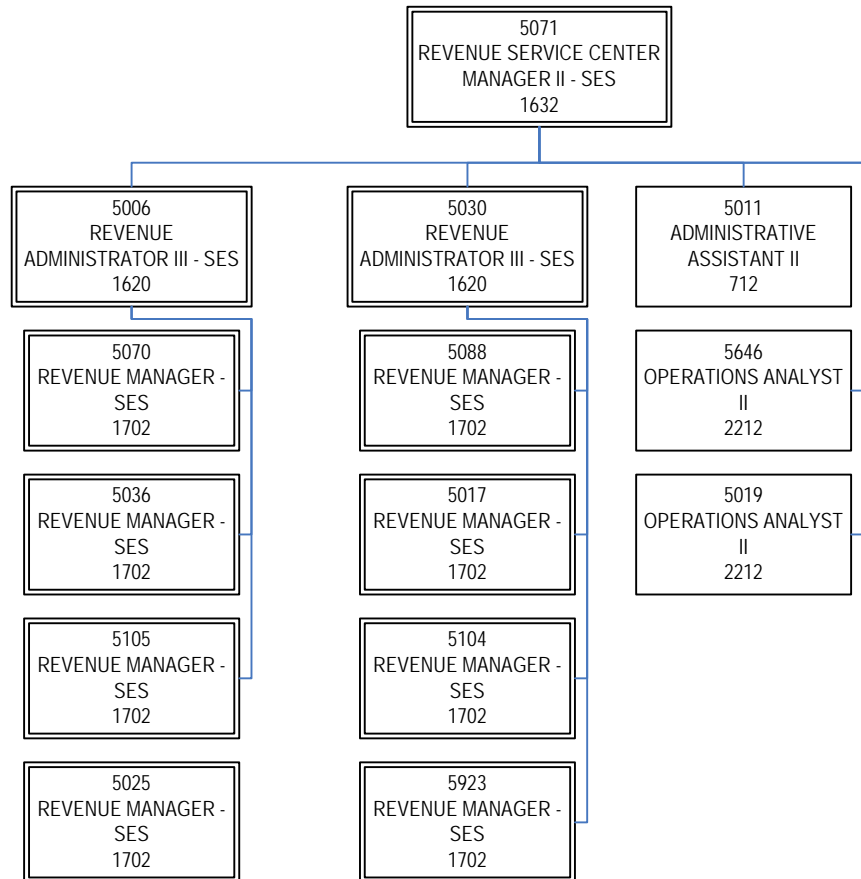
5943
 REVENUE
 SPECIALIST II
 1700

5102
 REVENUE
 SPECIALIST II
 1700

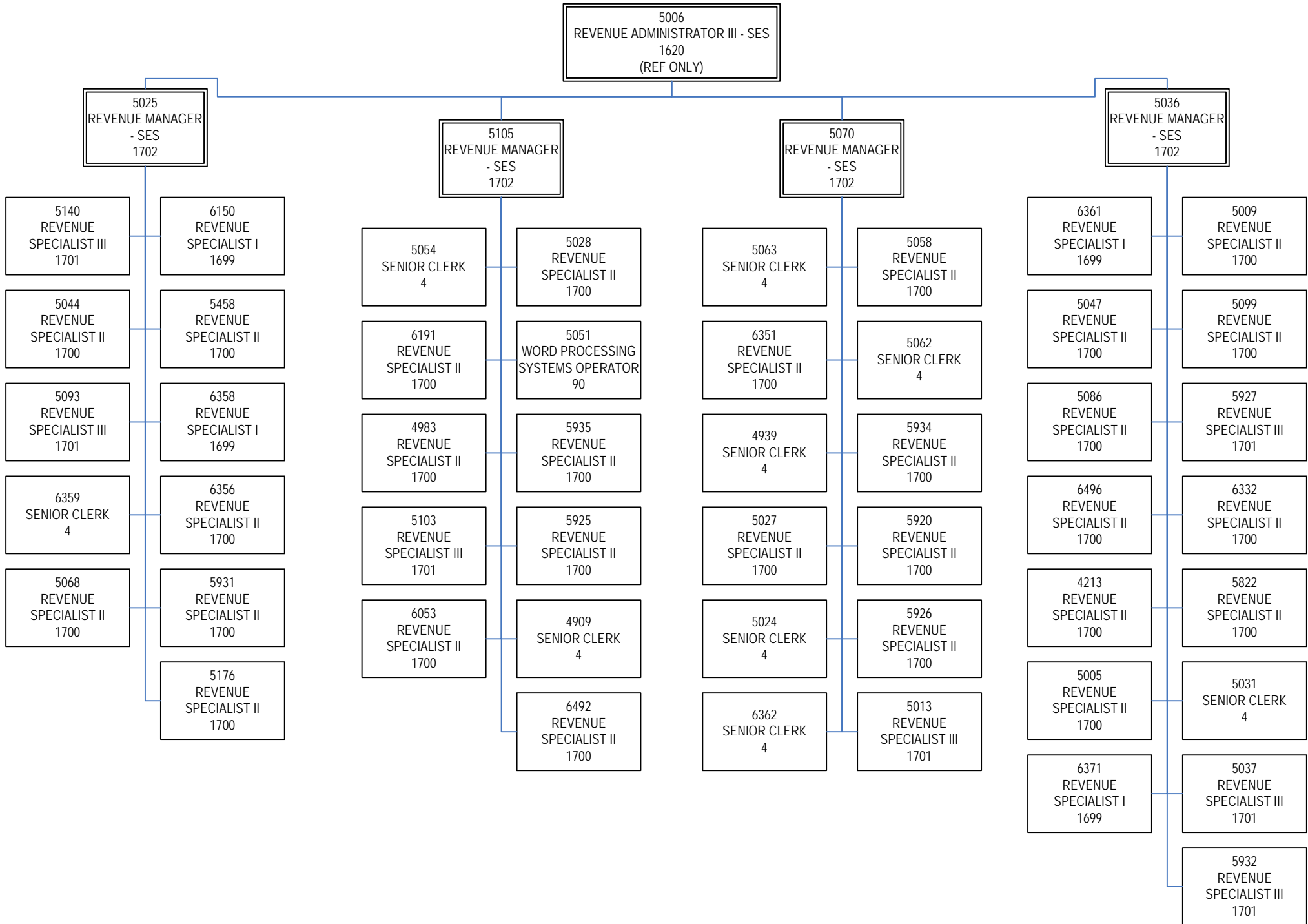
5161
 REVENUE
 SPECIALIST II
 1700

5163
 SENIOR CLERK
 4

Orlando Service Center
As of 07/01/2011



Orlando Service Center As of 07/01/2011



Orlando Service Center

As of 07/01/2011

5030
REVENUE ADMINISTRATOR
III - SES
1620
(REF ONLY)

5923
REVENUE MANAGER
- SES
1702

5104
REVENUE MANAGER
- SES
1702

5088
REVENUE MANAGER
- SES
1702

5017
REVENUE MANAGER
- SES
1702

6363
SENIOR CLERK
4

6336
SENIOR CLERK
4

5069
REVENUE
SPECIALIST II
1700

5029
REVENUE
SPECIALIST III
1701

5084
REVENUE
SPECIALIST II
1700

5066
SENIOR CLERK
4

6360
REVENUE
SPECIALIST II
1700

5049
SENIOR CLERK
4

5938
SENIOR CLERK
4

5041
REVENUE
SPECIALIST II
1700

5095
REVENUE
SPECIALIST II
1700

5061
REVENUE
SPECIALIST II
1700

5672
REVENUE
SPECIALIST II
1700

5032
SENIOR CLERK
4

4250
REVENUE
SPECIALIST II
1700

5012
REVENUE
SPECIALIST III
1701

6334
REVENUE
SPECIALIST II
1700

5021
REVENUE
SPECIALIST III
1701

6299
REVENUE
SPECIALIST II
1700

5055
SENIOR CLERK
4

5045
REVENUE
SPECIALIST II
1700

5050
SENIOR CLERK
4

5091
REVENUE
SPECIALIST II
1700

6335
REVENUE
SPECIALIST I
1699

5096
REVENUE
SPECIALIST II
1700

5056
REVENUE
SPECIALIST II
1700

5115
REVENUE
SPECIALIST II
1700

5039
REVENUE
SPECIALIST II
1700

6333
REVENUE
SPECIALIST II
1700

5018
REVENUE
SPECIALIST II
1700

5919
REVENUE
SPECIALIST II
1700

4369
REVENUE
SPECIALIST II
1700

5064
SENIOR CLERK
4

5074
SENIOR CLERK
4

5101
REVENUE
SPECIALIST II
1700

4938
REVENUE
SPECIALIST II
1700

5003
REVENUE
SPECIALIST II
1700

5040
REVENUE
SPECIALIST II
1700

5020
REVENUE
SPECIALIST III
1701

5059
REVENUE
SPECIALIST II
1700

5060
REVENUE
SPECIALIST II
1700

5014
REVENUE
SPECIALIST II
1700

5015
REVENUE
SPECIALIST II
1700

5057
REVENUE
SPECIALIST II
1700

5033
SENIOR CLERK
4

5038
REVENUE
SPECIALIST II
1700

5094
REVENUE
SPECIALIST II
1700

5098
REVENUE
SPECIALIST II
1700

5082
REVENUE
SPECIALIST II
1700

5067
REVENUE
SPECIALIST II
1700

4159
REVENUE
SPECIALIST II
1700

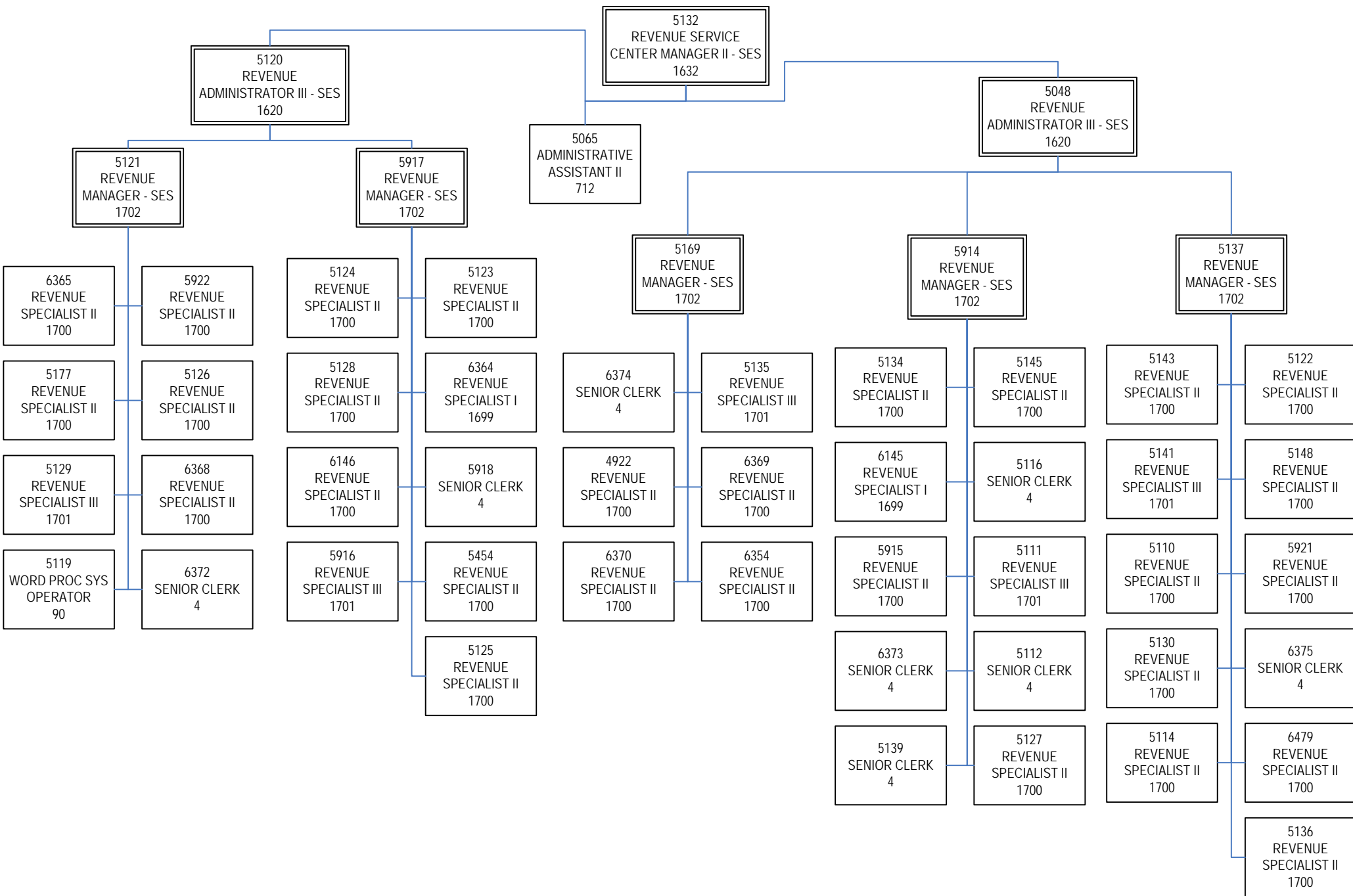
6011
SENIOR CLERK
4

6149
REVENUE
SPECIALIST II
1700

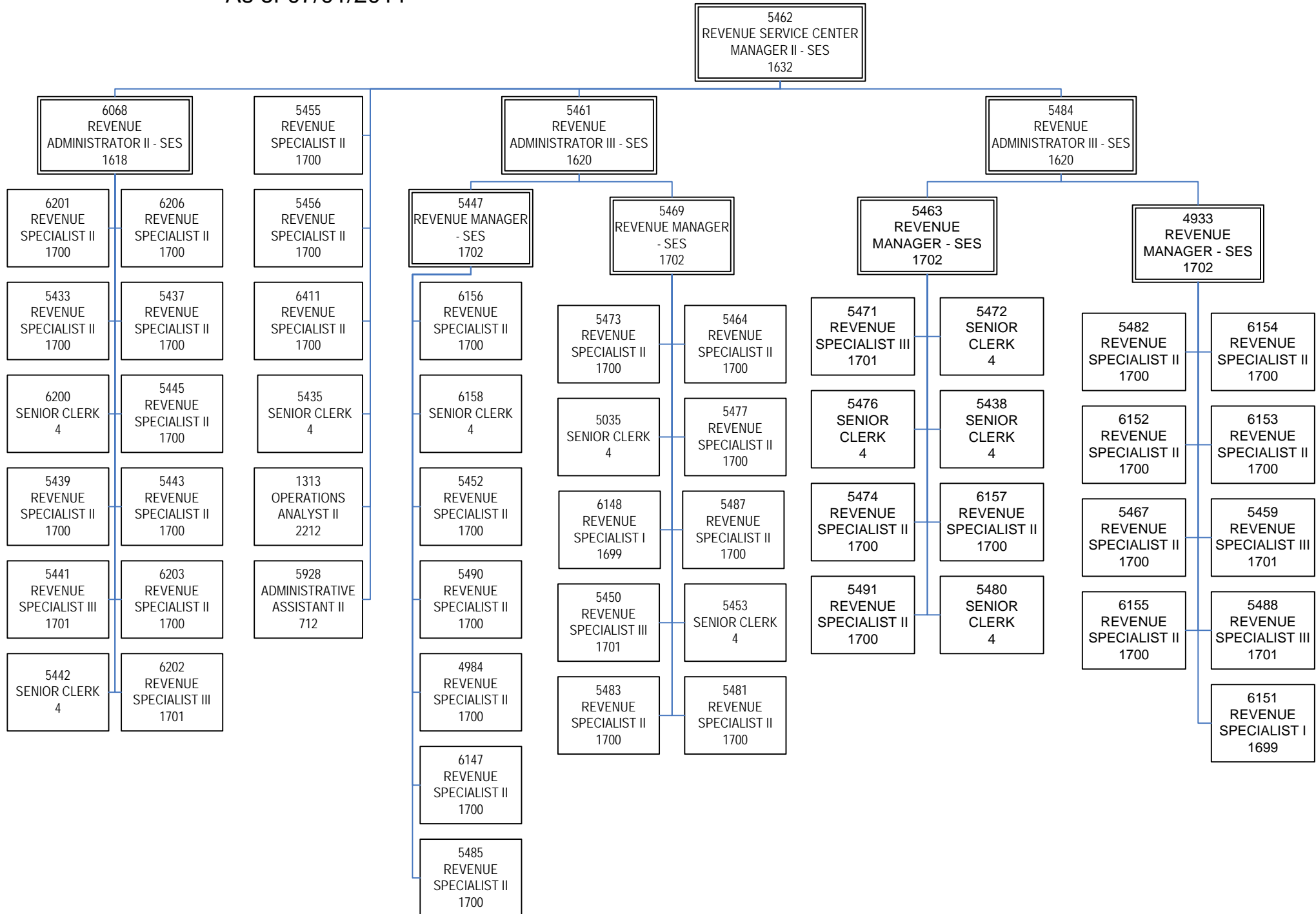
5085
REVENUE
SPECIALIST III
1701

6069
REVENUE
SPECIALIST II
1700

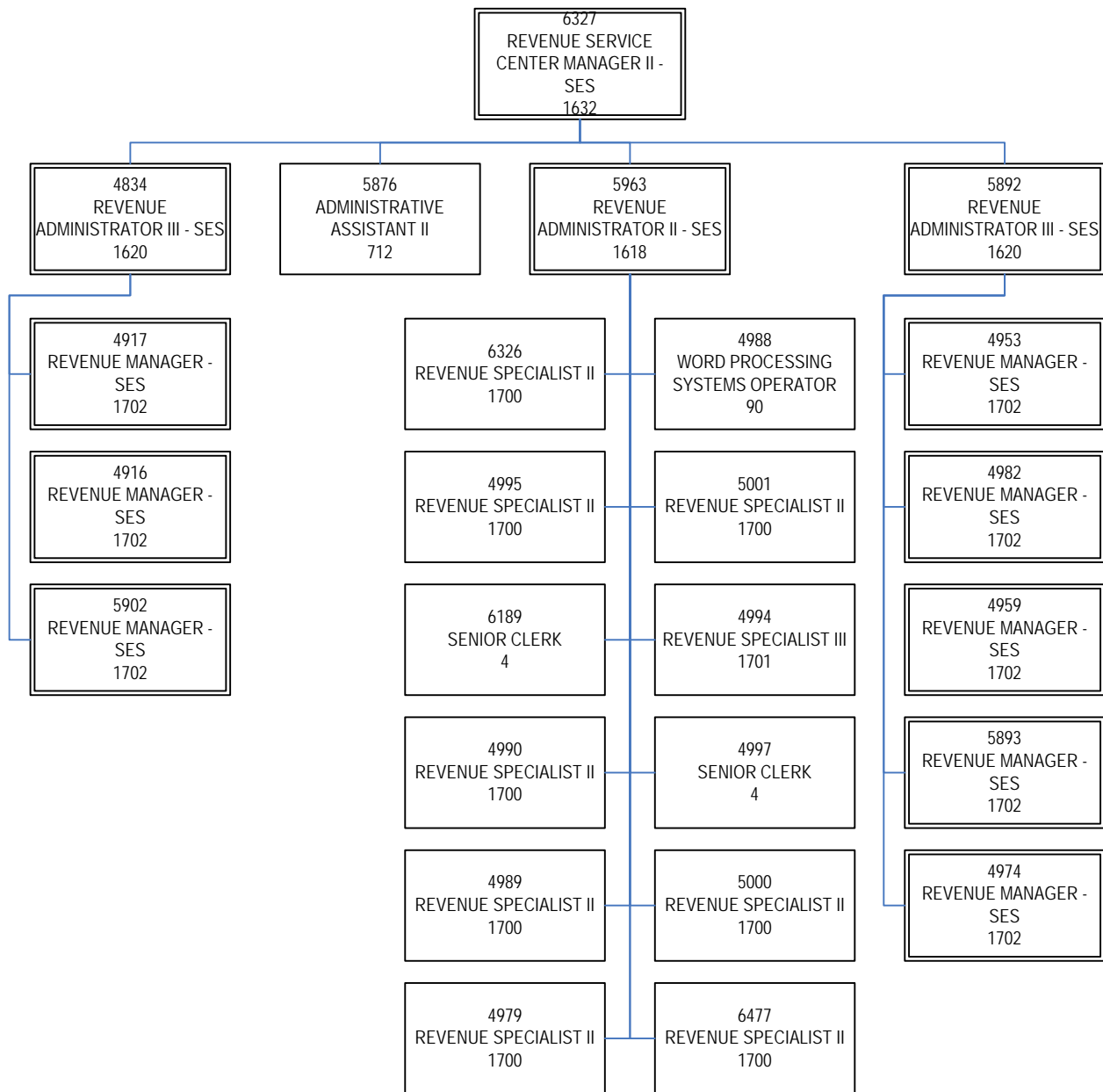
Cocoa Service Center As of 07/01/2011



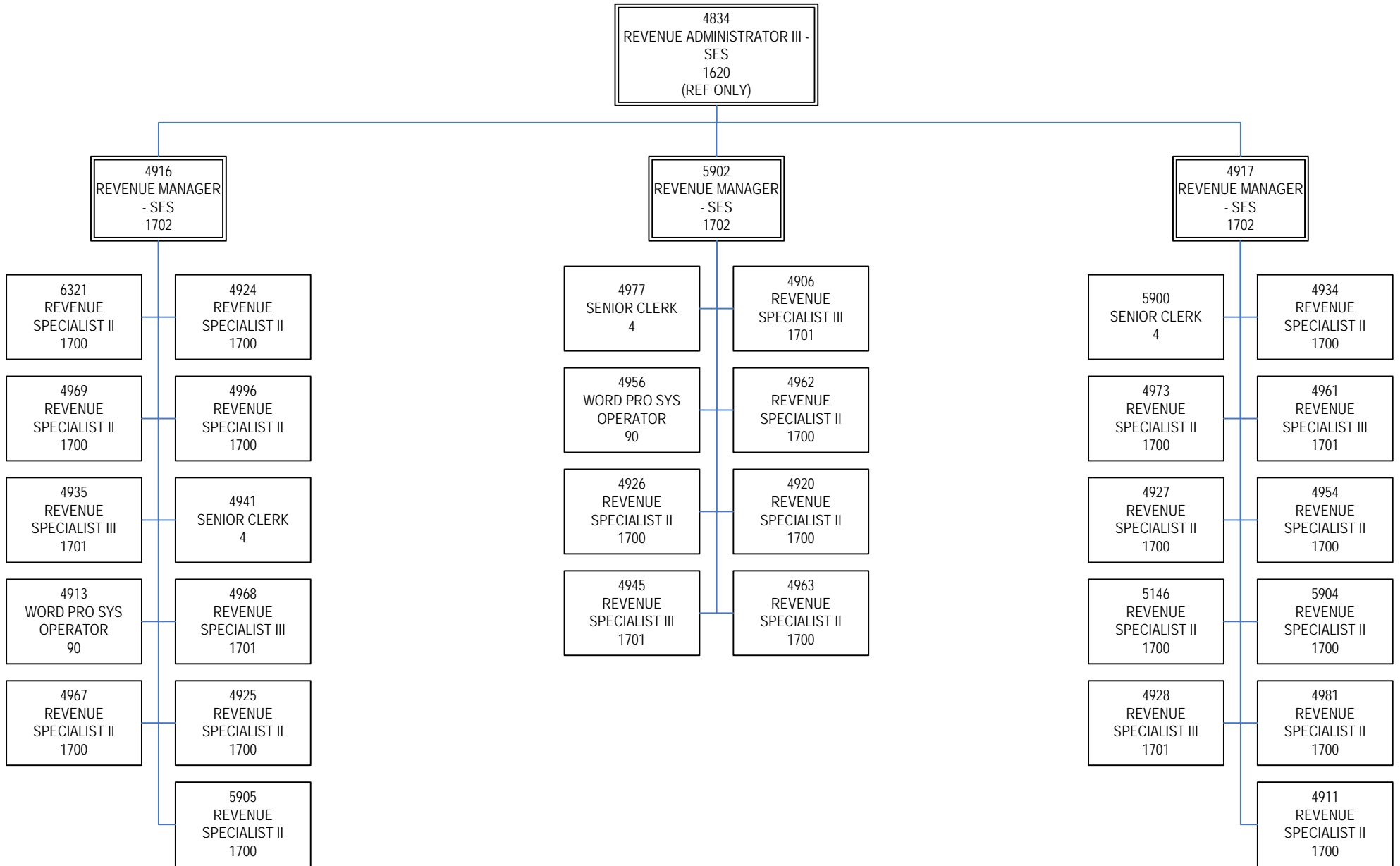
Fort Pierce Service Center As of 07/01/2011



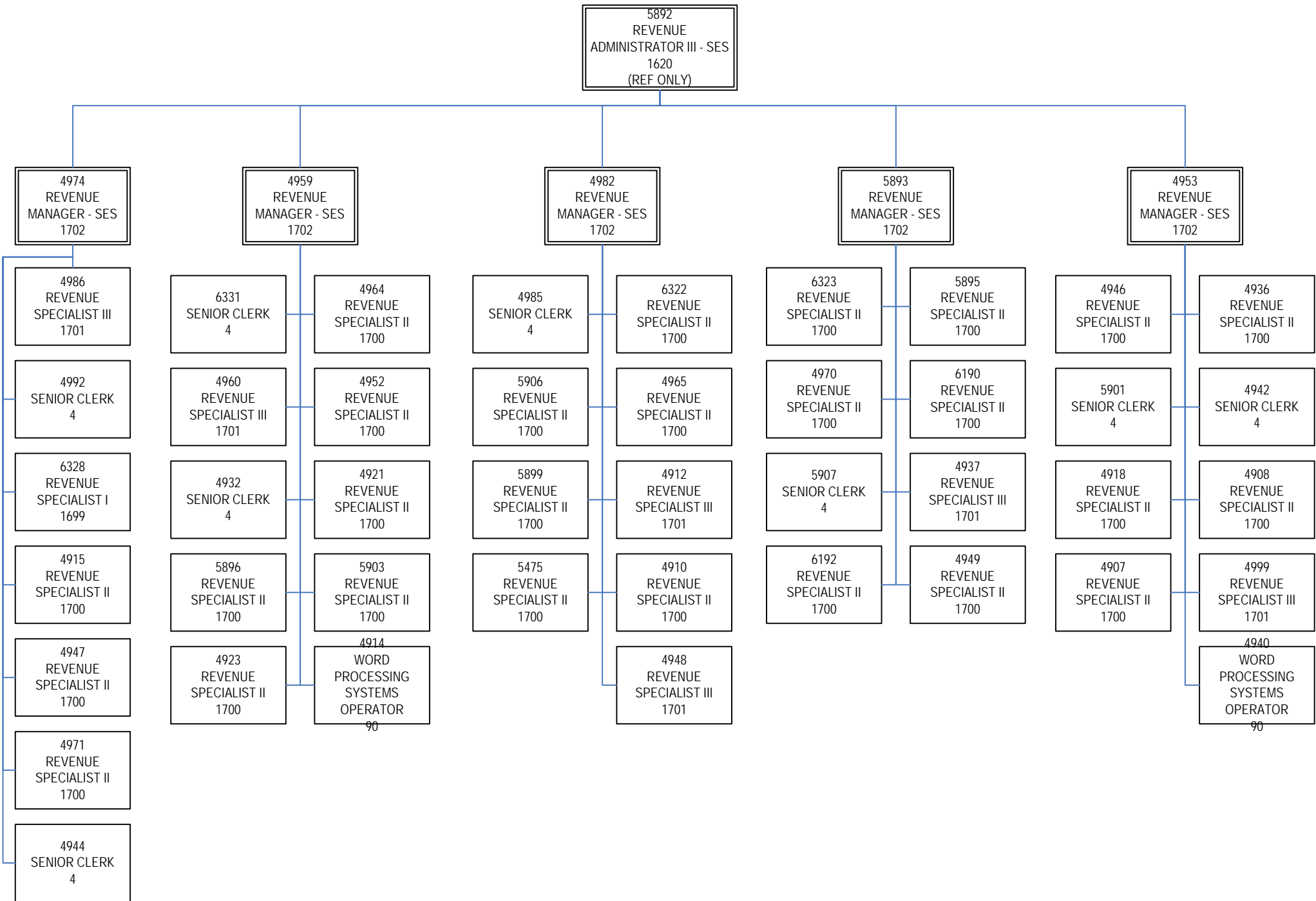
Lakeland Service Center As of 07/01/2011



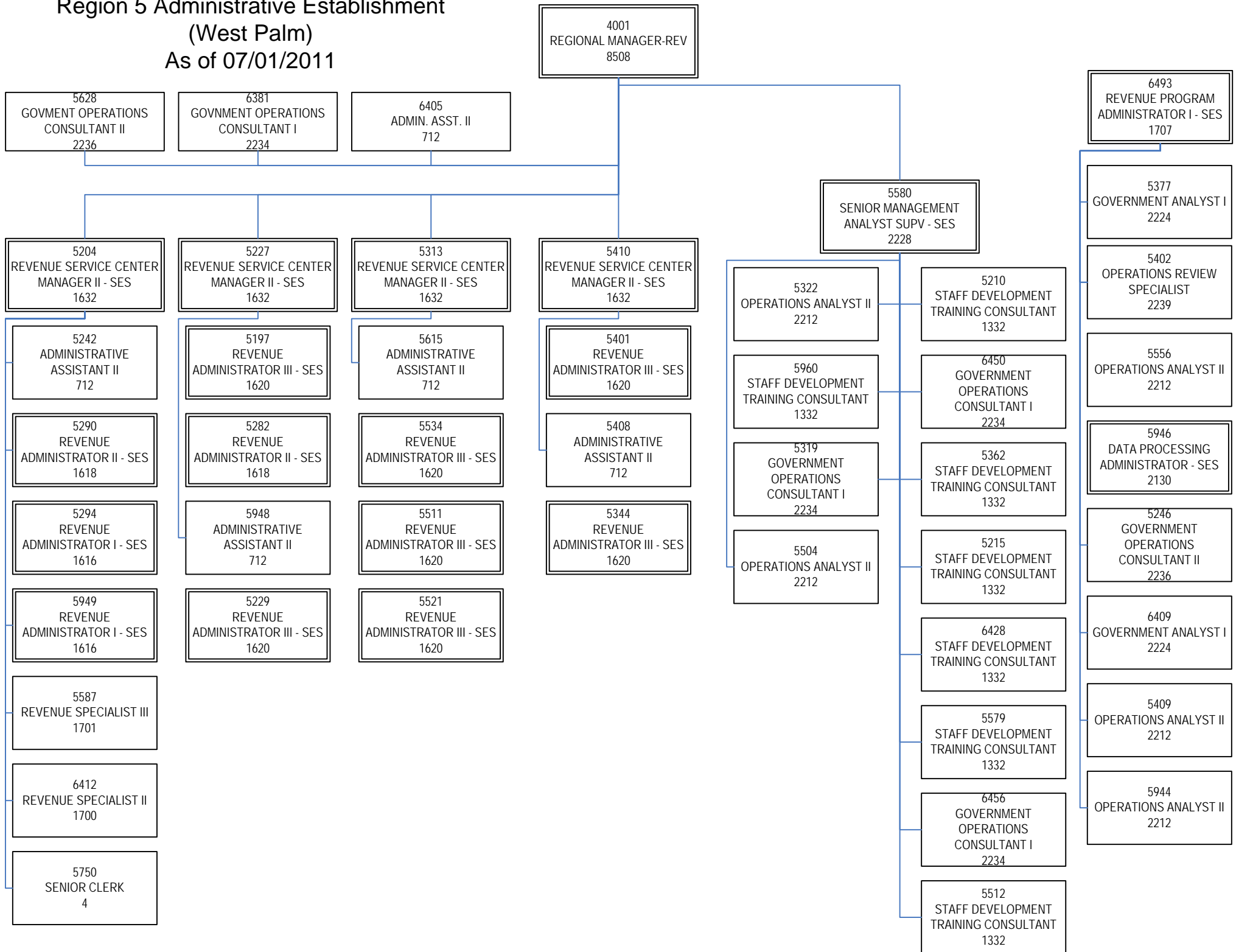
Lakeland Service Center As of 07/01/2011



Lakeland Service Center As of 07/01/2011



Region 5 Administrative Establishment (West Palm) As of 07/01/2011



West Palm Beach Service Center As of 07/01/2011

5410
REVENUE SERVICE CENTER
MANAGER II - SES
1632
(REF ONLY)

5401
REVENUE
ADMINISTRATOR III - SES
1620

5422
REVENUE
MANAGER - SES
1702

5400
REVENUE
MANAGER - SES
1702

5418
REVENUE
SPECIALIST II
1700

5349
REVENUE
MANAGER - SES
1702

5436
REVENUE
MANAGER - SES
1702

5426
REVENUE
SPECIALIST II
1700

5329
REVENUE
SPECIALIST II
1700

5397
REVENUE
SPECIALIST II
1700

5416
REVENUE
SPECIALIST II
1700

5415
REVENUE
SPECIALIST II
1700

5427
REVENUE
SPECIALIST II
1700

5380
REVENUE
SPECIALIST III
1701

5367
REVENUE
SPECIALIST II
1700

5424
REVENUE
SPECIALIST II
1700

5332
WORD PROC.
SYSTEMS
OPERATOR
90

6410
PARALEGAL
SPECIALIST
7703

5403
REVENUE
SPECIALIST II
1700

5375
REVENUE
SPECIALIST III
1701

5406
OPERATIONS
ANALYST II
2212

5214
REVENUE
SPECIALIST II
1700

5428
REVENUE
SPECIALIST II
1700

5604
REVENUE
SPECIALIST II
1700

5361
SENIOR WORD
PROC. SYSTEMS
OPERATOR
93

5326
WORD PROC.
SYSTEMS
OPERATOR
90

5384
REVENUE
SPECIALIST II
1700

5381
REVENUE
SPECIALIST II
1700

5355
WORD
PROCESSING
SYSTEMS
OPERATOR
90

5964
OPERATIONS
ANALYST II
2212

6404
REVENUE
SPECIALIST II
1700

5371
REVENUE
SPECIALIST II
1700

6073
SENIOR CLERK
4

5366
REVENUE
SPECIALIST II
1700

5449
REVENUE
SPECIALIST II
1700

5421
REVENUE
SPECIALIST II
1700

5430
REVENUE
SPECIALIST II
1700

4604
REVENUE
SPECIALIST III
1701

6393
SENIOR CLERK
4

6406
REVENUE
SPECIALIST II
1700

5345
REVENUE
SPECIALIST III
1701

5335
REVENUE
SPECIALIST II
1700

5356
WORD PROC.
SYSTEMS
OPERATOR
90

5417
REVENUE
SPECIALIST II
1700

5431
REVENUE
SPECIALIST III
1701

West Palm Service Center As of 07/01/2011

5410
REVENUE SERVICE CENTER
MANAGER II - SES
1632
(REF ONLY)

5344
REVENUE ADMINISTRATOR III -
SES
1620

5350
REVENUE MANAGER -
SES
1702

5407
WORD PROCESSING SYS
OPERATOR
90

5318
WORD PROCESSING SYS
OPERATOR
90

5324
REVENUE MANAGER -
SES
1702

5374
WORD PROCESSING SYS
OPERATOR
90

5414
REVENUE MANAGER -
SES
1702

5327
REVENUE MANAGER -
SES
1702

5388
REVENUE SPECIALIST
II
1700

5385
REVENUE SPECIALIST
II
1700

5379
REVENUE SPECIALIST
II
1700

5394
REVENUE SPECIALIST
II
1700

5343
REVENUE SPECIALIST
III
1701

6408
REVENUE SPECIALIST
II
1700

5413
SENIOR CLERK
4

5405
SENIOR CLERK
4

5429
REVENUE SPECIALIST
II
1700

5360
SENIOR CLERK
4

5420
REVENUE SPECIALIST
II
1700

6403
REVENUE SPECIALIST
II
1700

5412
REVENUE SPECIALIST
III
1701

6482
REVENUE SPECIALIST
II
1700

5382
REVENUE SPECIALIST
II
1700

5325
SENIOR WORD
PROCESSING
SYSTEMS OPERATOR
93

5372
REVENUE SPECIALIST
II
1700

5395
REVENUE SPECIALIST
II
1700

5392
REVENUE SPECIALIST
II
1700

5359
SENIOR CLERK
4

5328
REVENUE SPECIALIST
II
1700

5351
REVENUE SPECIALIST
II
1700

5340
REVENUE SPECIALIST
III
1701

5334
REVENUE SPECIALIST
II
1700

5386
REVENUE SPECIALIST
II
1700

5368
REVENUE SPECIALIST
III
1701

5390
REVENUE SPECIALIST
II
1700

5342
REVENUE SPECIALIST
II
1700

5357
REVENUE SPECIALIST
II
1700

5393
REVENUE SPECIALIST
III
1701

5396
REVENUE SPECIALIST
III
1701

5341
REVENUE SPECIALIST
II
1700

5973
REVENUE SPECIALIST
II
1700

5389
REVENUE SPECIALIST
II
1700

5486
REVENUE SPECIALIST
II
1700

5391
REVENUE SPECIALIST
II
1700

6494
REVENUE SPECIALIST
II
1700

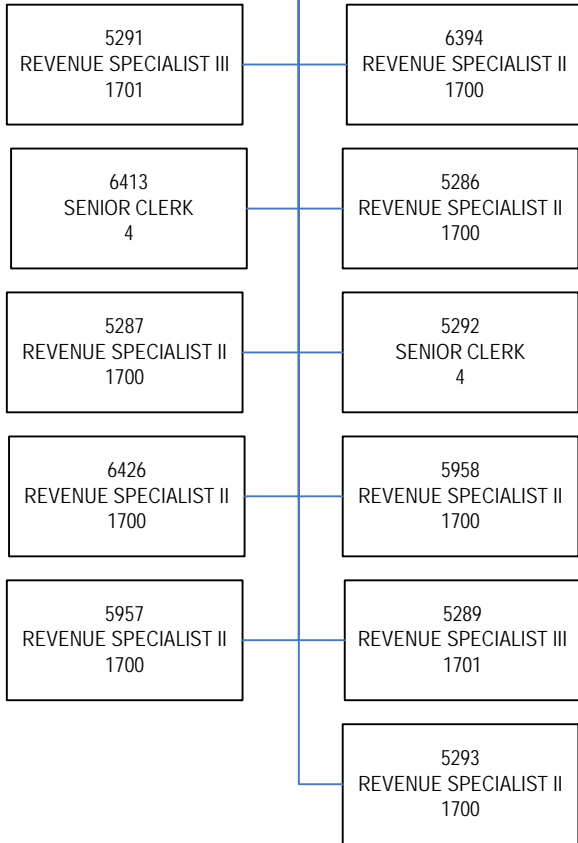
5387
REVENUE SPECIALIST
II
1700

West Palm Service Center As of 07/01/2011

5204
REVENUE SERVICE CENTER
MANAGER II - SES
1632
(REF ONL)

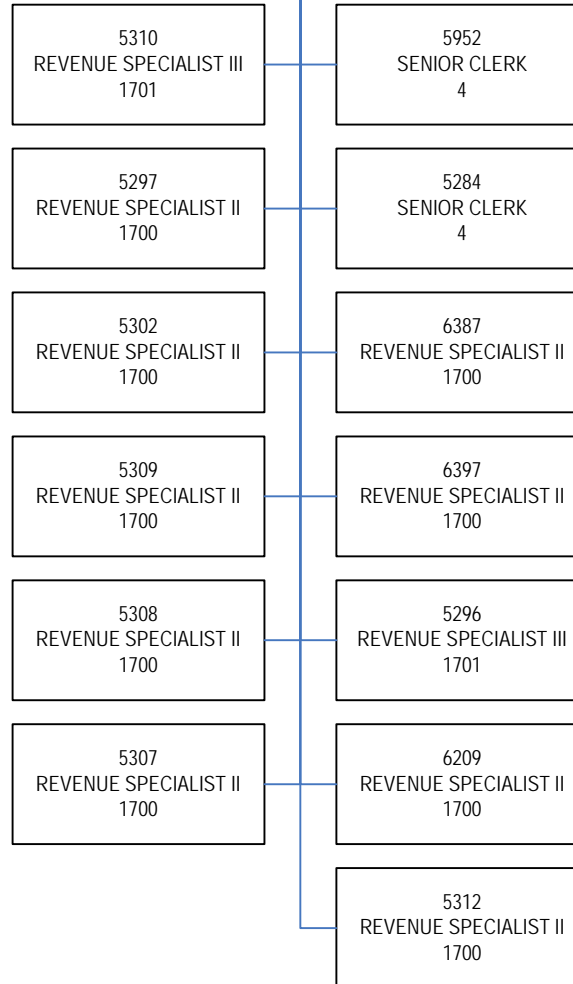
Port Charlotte Service Center

5290
REVENUE
ADMINISTRATOR II - SES
1618

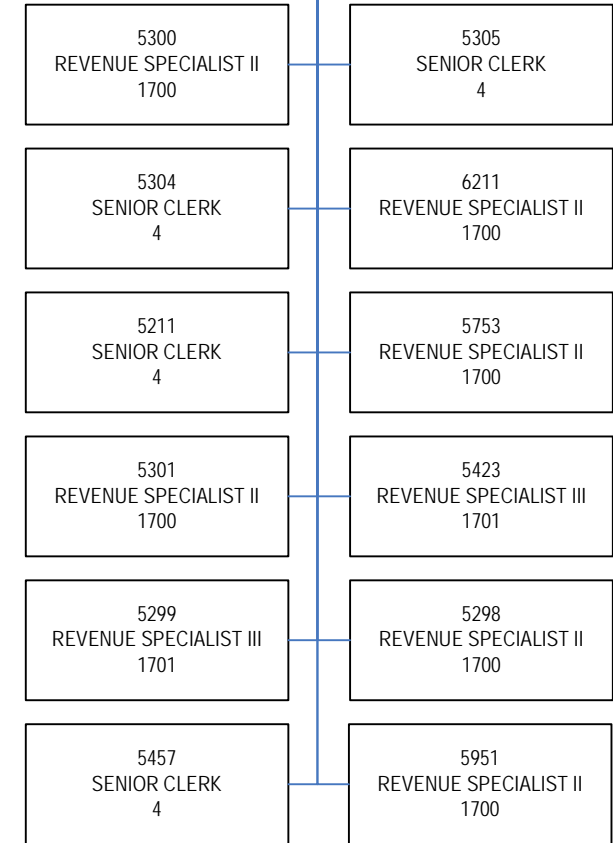


Naples Service Center

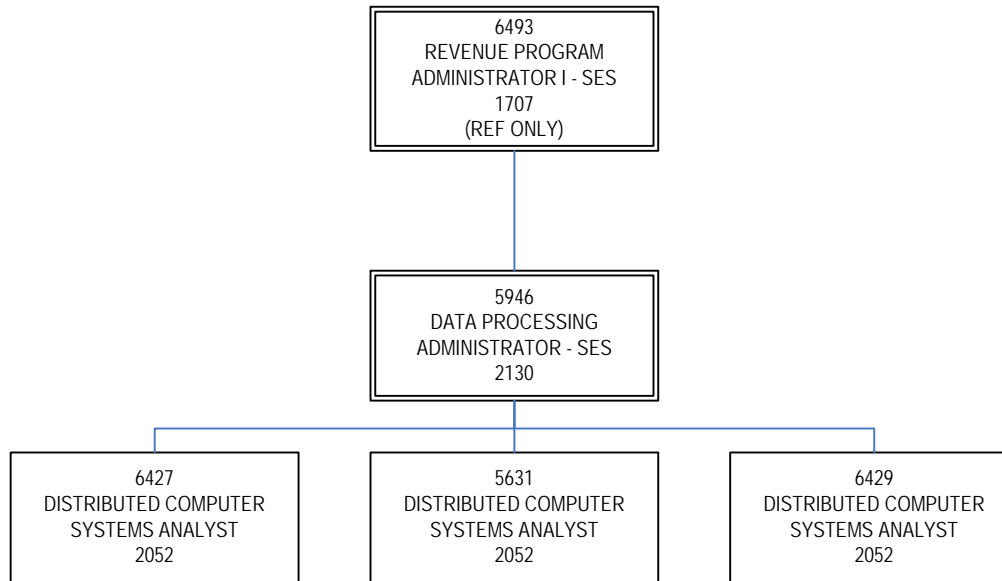
5294
REVENUE ADMINISTRATOR I -
SES
1616



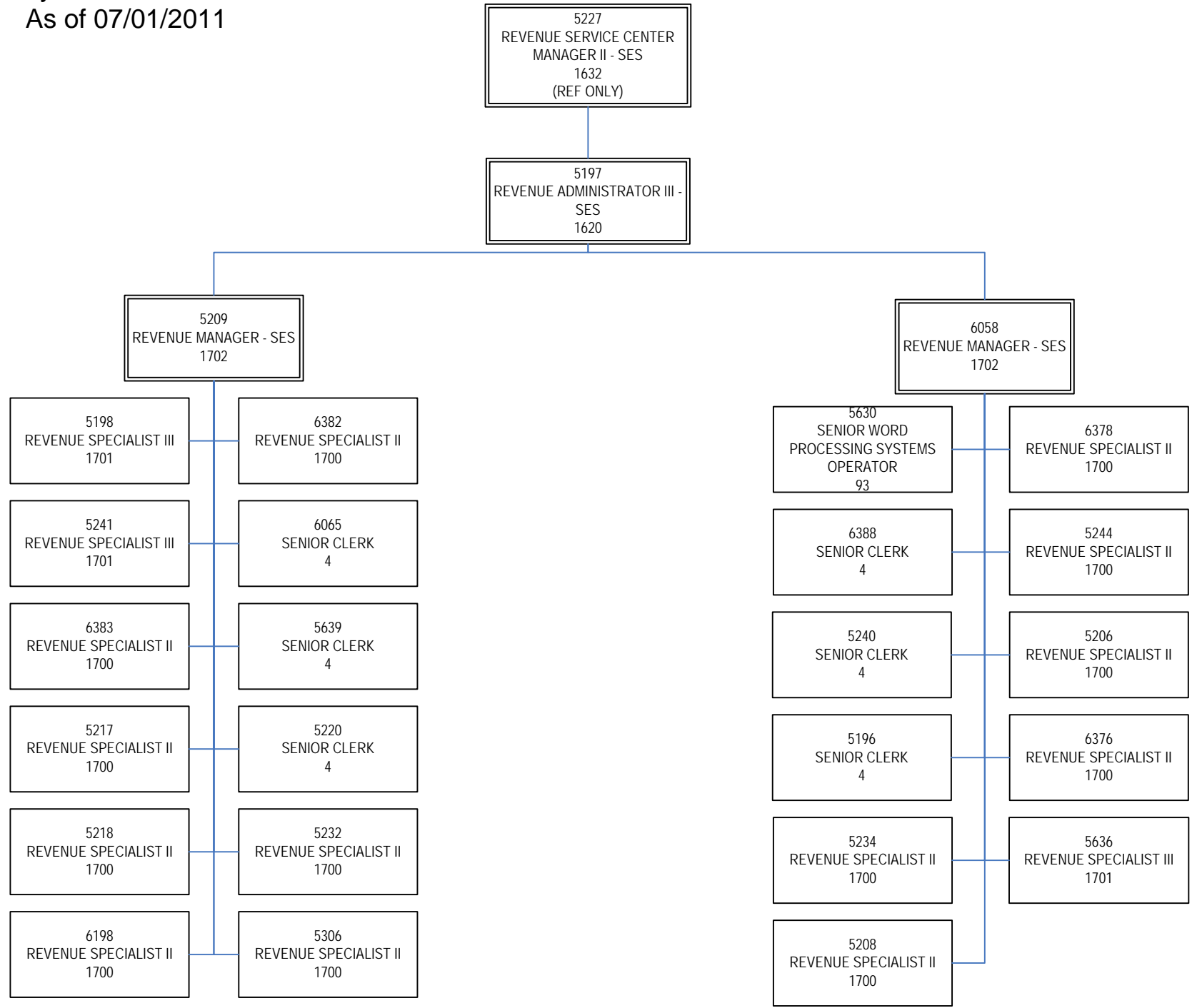
5949
REVENUE ADMINISTRATOR I -
SES
1616



West Palm Service Center
As of July 01/2011



Ft. Myers Service Center
As of 07/01/2011



Ft. Myers Service Center
As of 07/01/2011

5227
REVENUE SERVICE CENTER
MANAGER II - SES
1632
(REF ONLY)

5229
REVENUE
ADMINISTRATOR III - SES
1620

5239
REVENUE MANAGER -
SES
1702

5399
REVENUE MANAGER -
SES
1702

6379
REVENUE SPECIALIST II
1700

5272
REVENUE SPECIALIST II
1700

5751
REVENUE SPECIALIST II
1700

5959
REVENUE SPECIALIST III
1701

6076
REVENUE SPECIALIST II
1700

5202
REVENUE SPECIALIST II
1700

5230
SENIOR CLERK
4

6481
REVENUE SPECIALIST II
1700

5203
REVENUE SPECIALIST II
1700

5216
REVENUE SPECIALIST II
1700

5221
REVENUE SPECIALIST II
1700

5200
SENIOR CLERK
4

5243
REVENUE SPECIALIST II
1700

5207
REVENUE SPECIALIST III
1701

5201
SENIOR CLERK
4

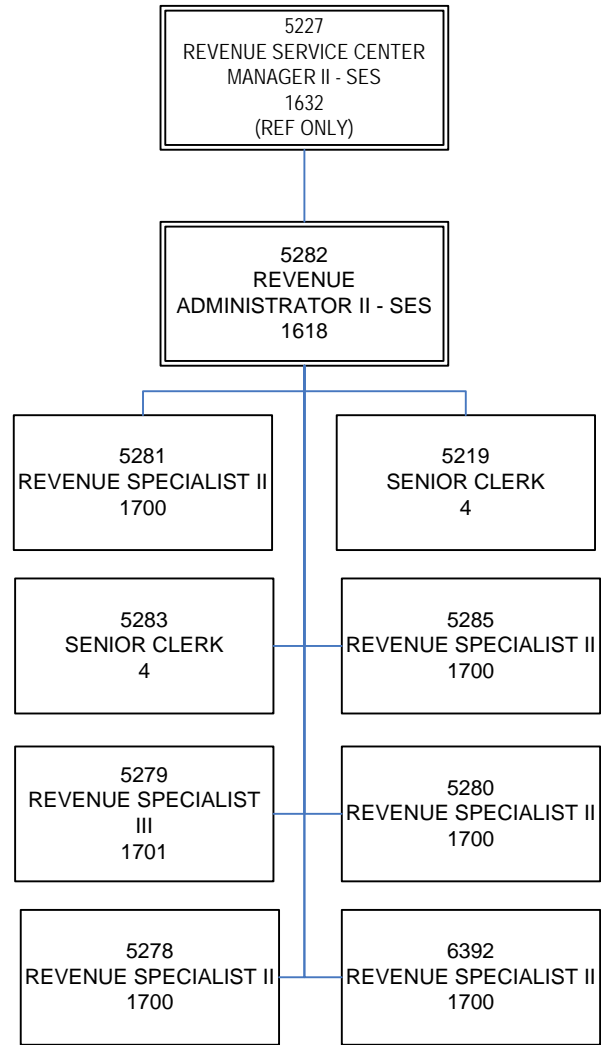
5233
REVENUE SPECIALIST III
1701

5235
REVENUE SPECIALIST II
1700

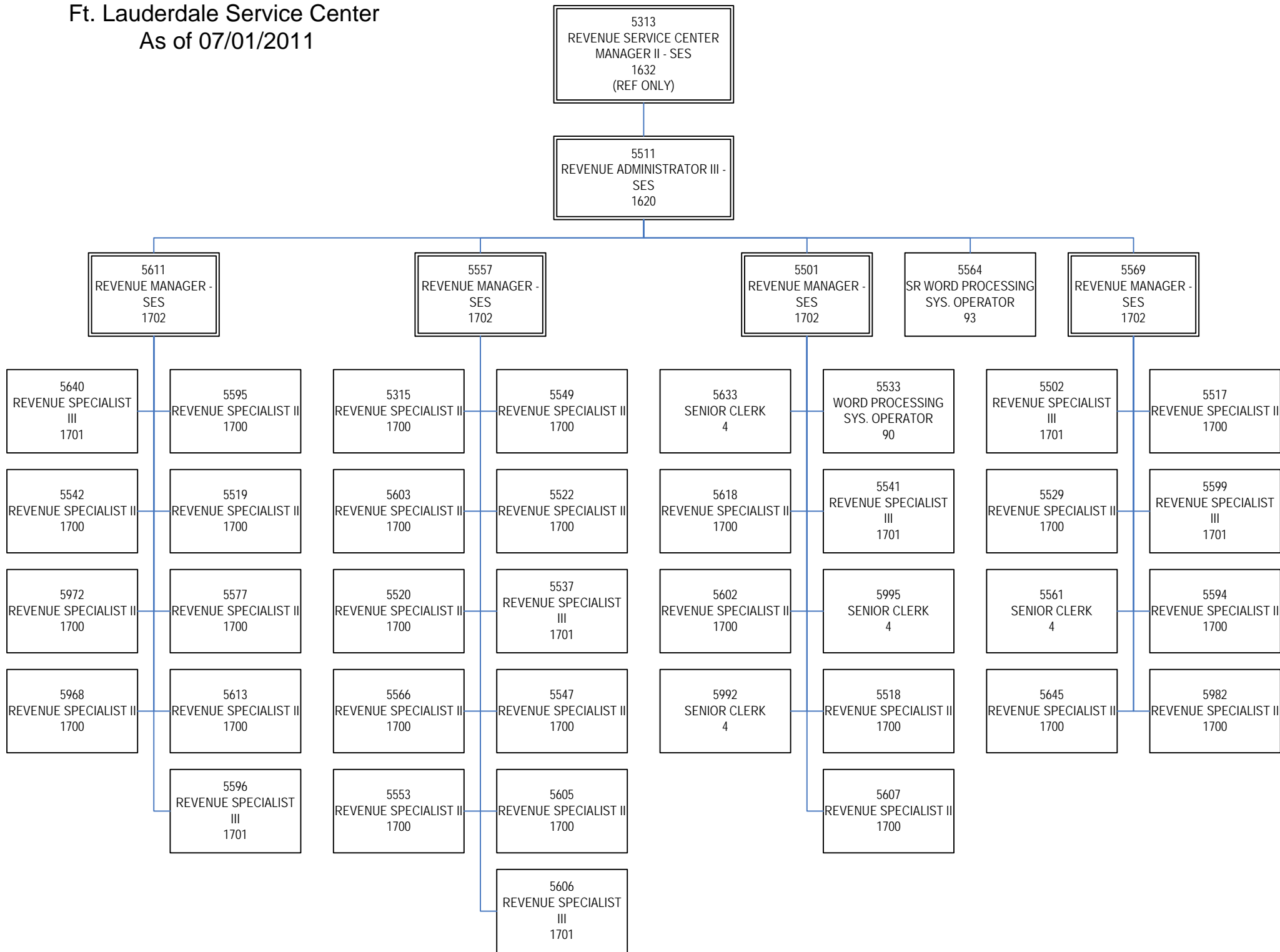
5226
REVENUE SPECIALIST II
1700

6377
REVENUE SPECIALIST II
1700

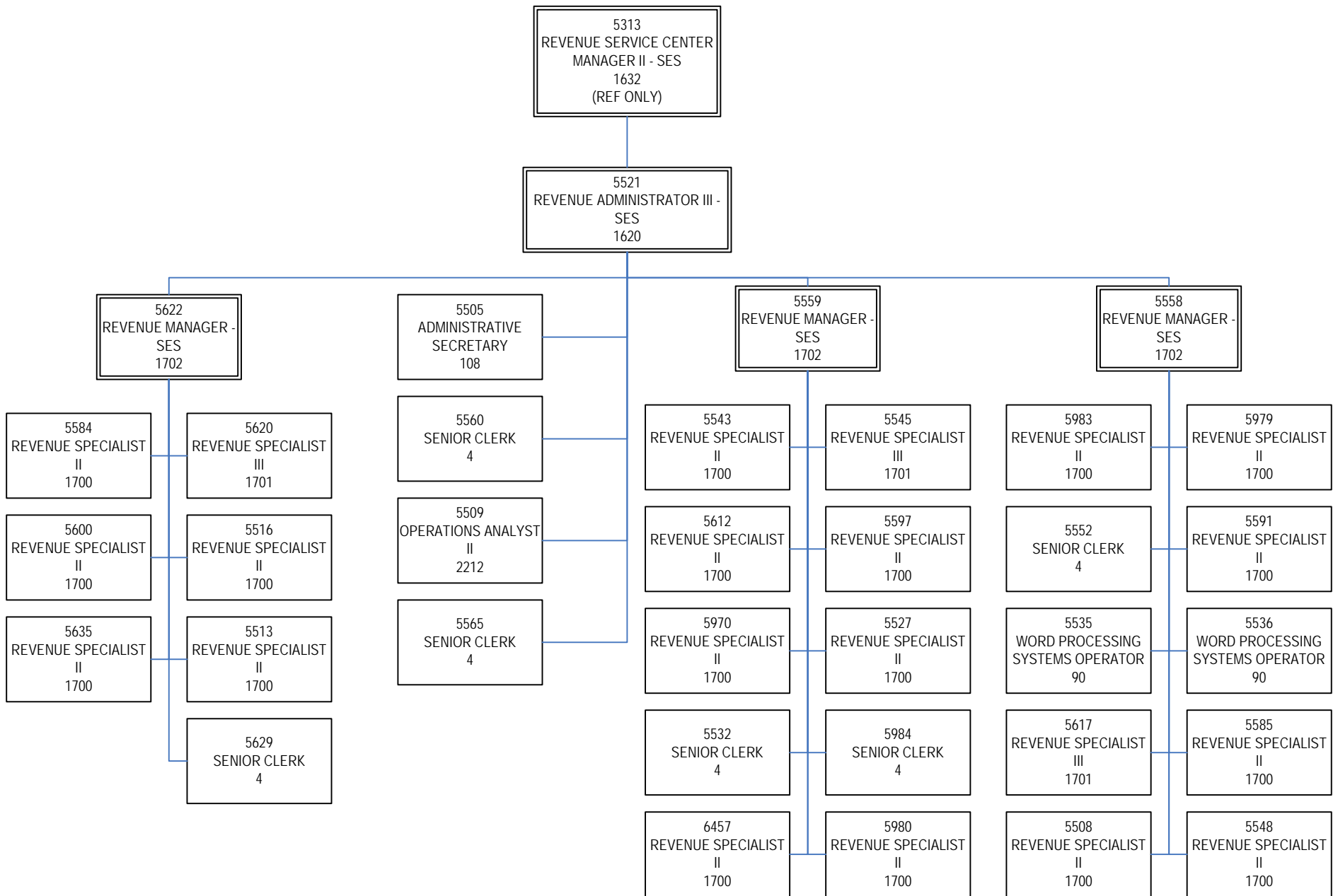
Clewiston Service Center
As of 07/01/2011



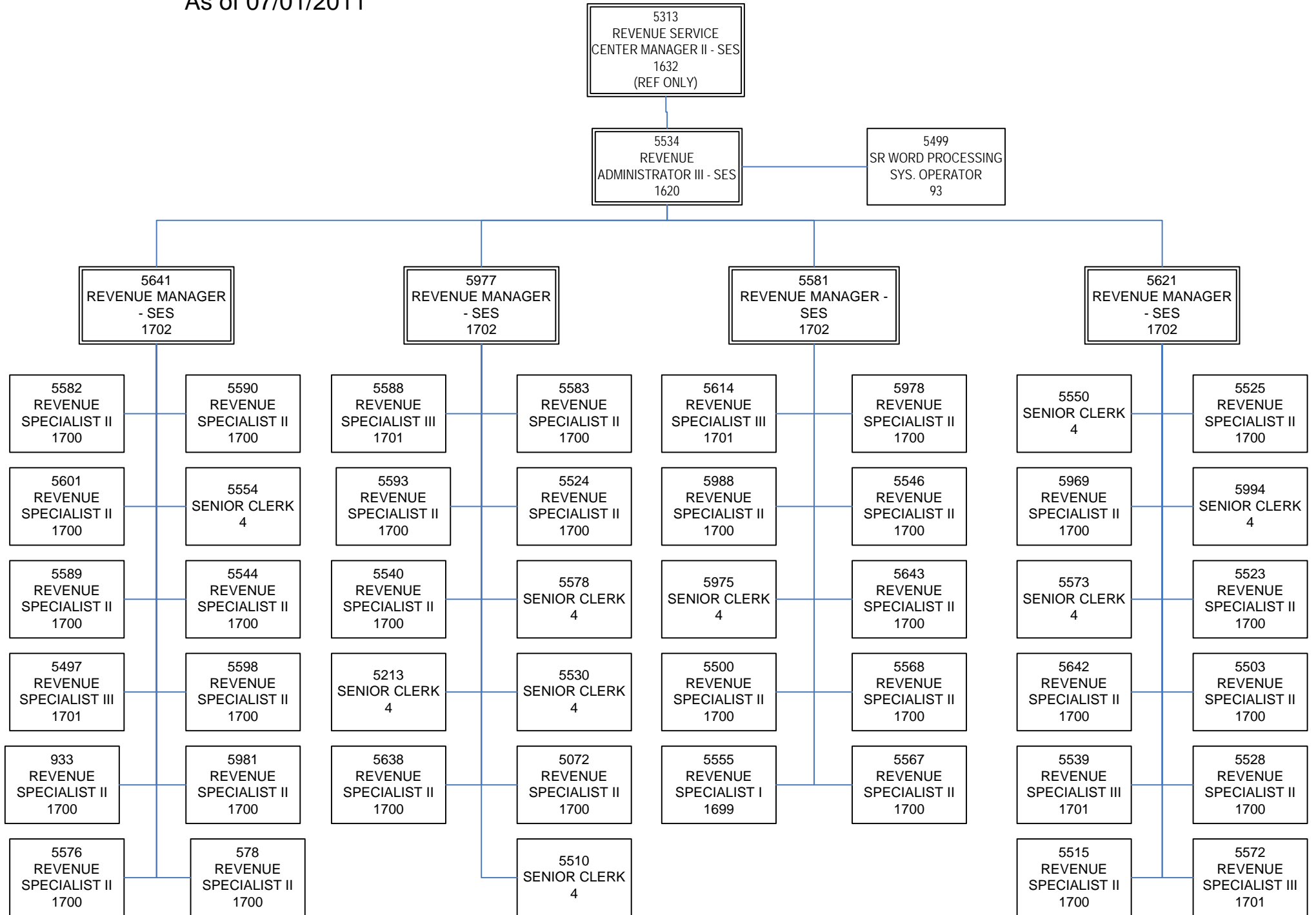
Ft. Lauderdale Service Center
As of 07/01/2011



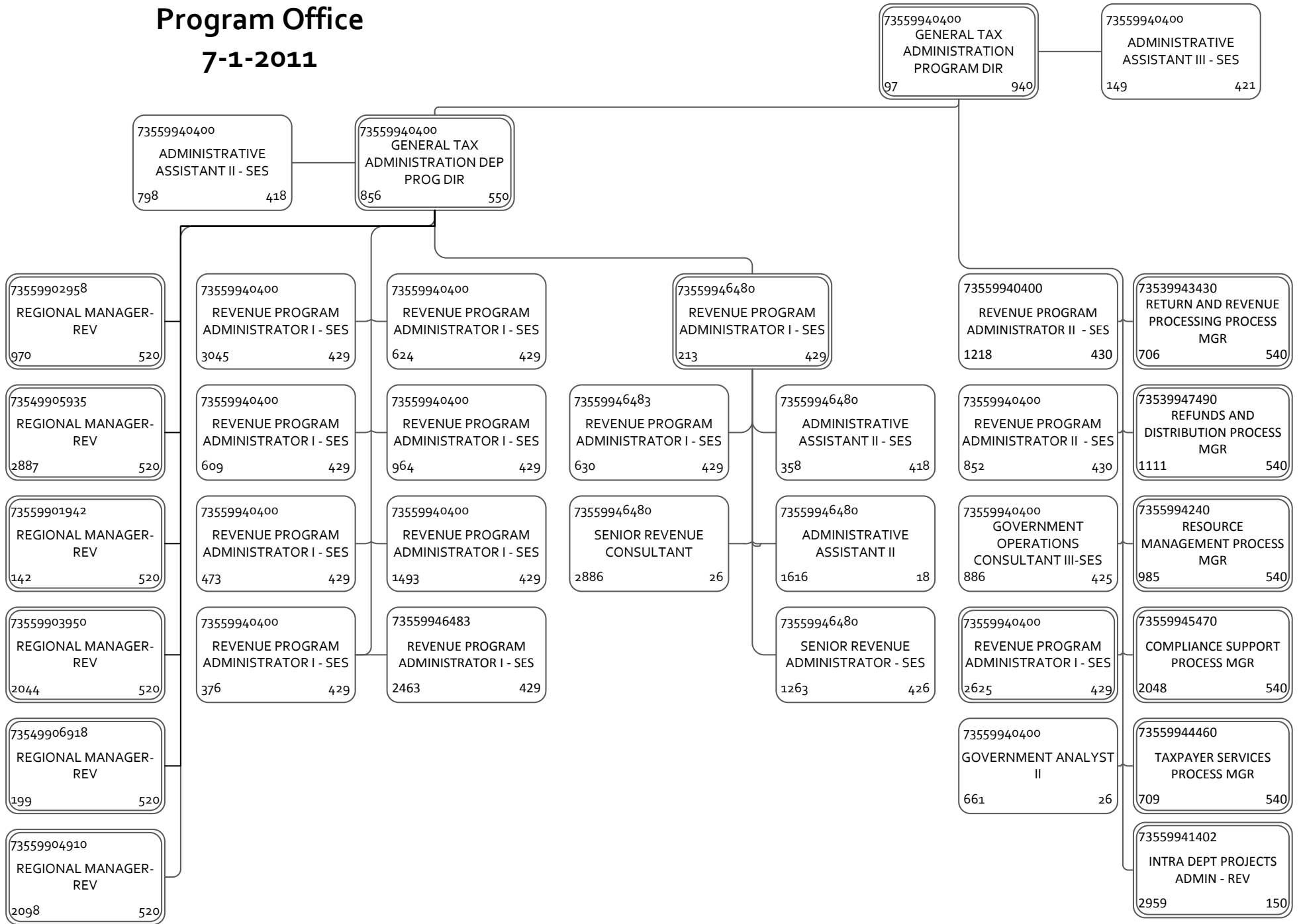
Ft. Lauderdale Service Center
As of 07/01/2011



Ft. Lauderdale Service Center As of 07/01/2011



General Tax Administration Program Office 7-1-2011

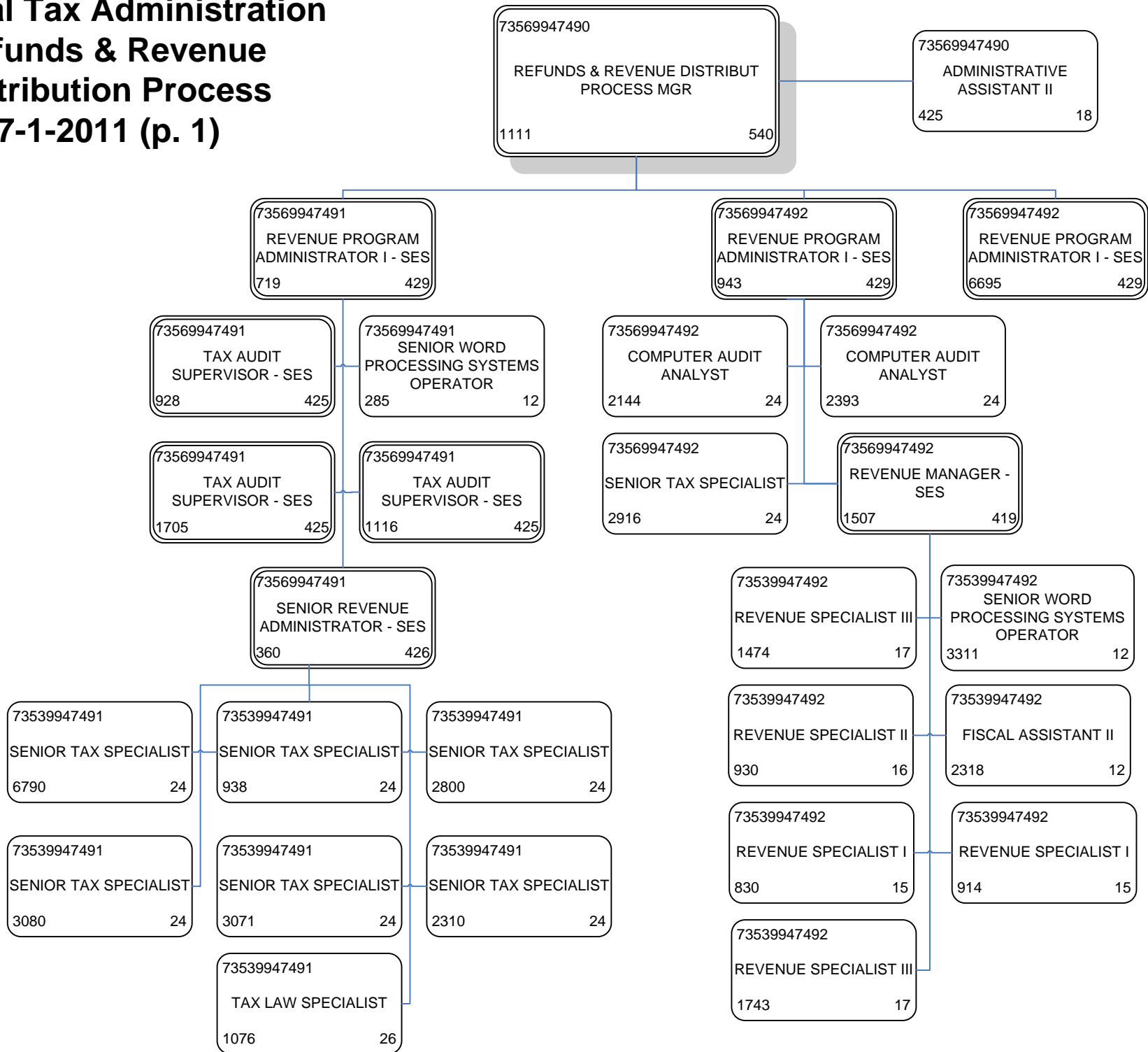


General Tax Administration

Refunds & Revenue

Distribution Process

7-1-2011 (p. 1)



General Tax Administration

Refunds & Revenue

Distribution Process

7-1-2011 (p. 2)

73569947491
 REVENUE PROGRAM ADMINISTRATOR
 719 429

73569947491
 SENIOR TAX AUDIT ADMINISTRATOR - SES
 360 427

73569947491
 TAX AUDIT SUPERVISOR - SES
 928 425

73569947491
 TAX AUDIT SUPERVISOR - SES
 1116 425

73569947491
 TAX AUDIT SUPERVISOR - SES
 1705 425

73569947491
 TAX AUDITOR II
 6510 20

73569947491
 TAX AUDITOR IV
 2610 23

73569947491
 TAX AUDITOR II
 1672 20

73569947491
 TAX AUDITOR III
 720 22

73569947491
 SENIOR WORD PROCESSING SYSTEMS OPERATOR
 740 12

73569947491
 TAX AUDITOR III
 2376 22

73569947491
 TAX AUDITOR II
 6791 20

73569947491
 TAX AUDITOR III
 777 22

73569947491
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 1525 20

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 2079 22

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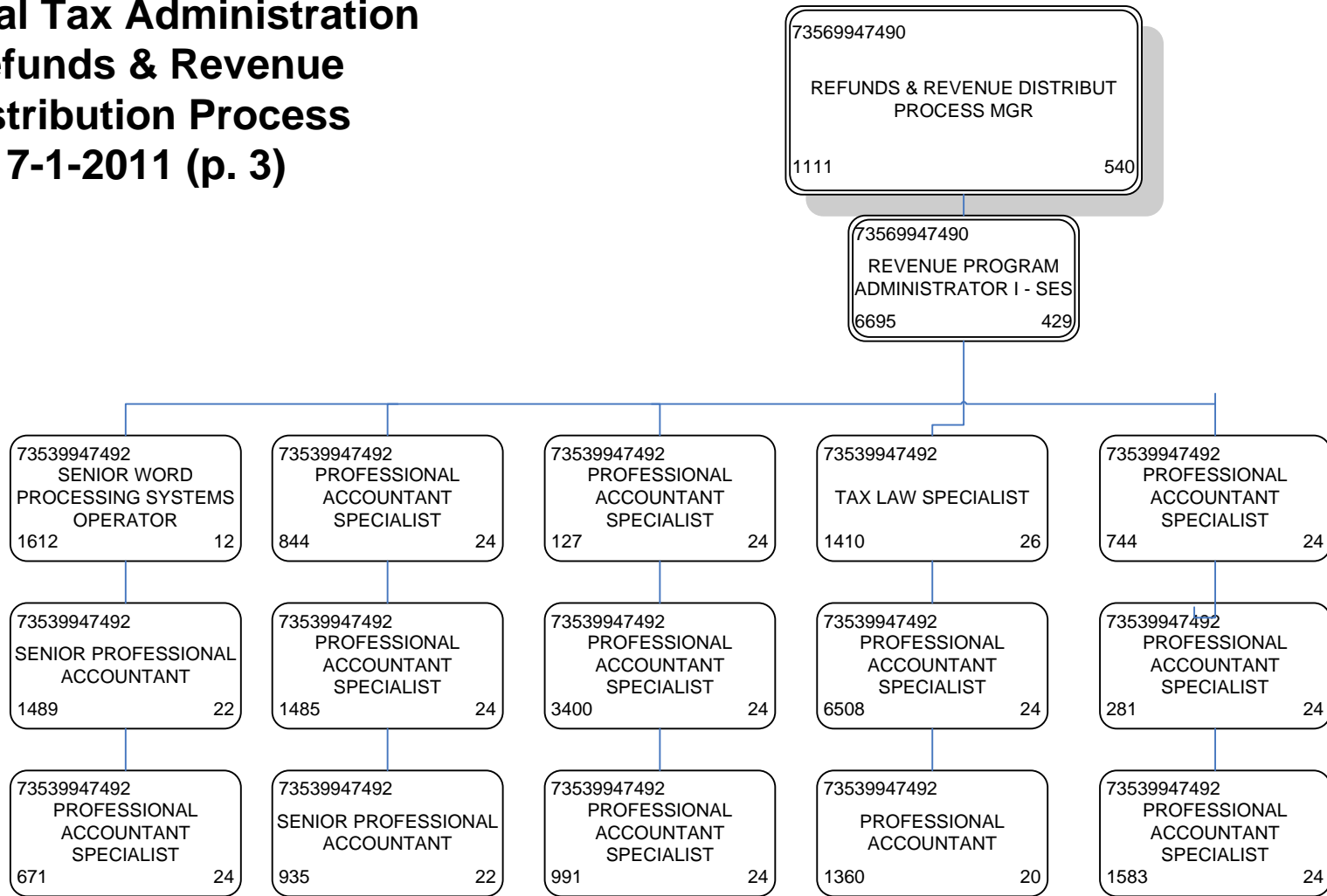
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General Tax Administration

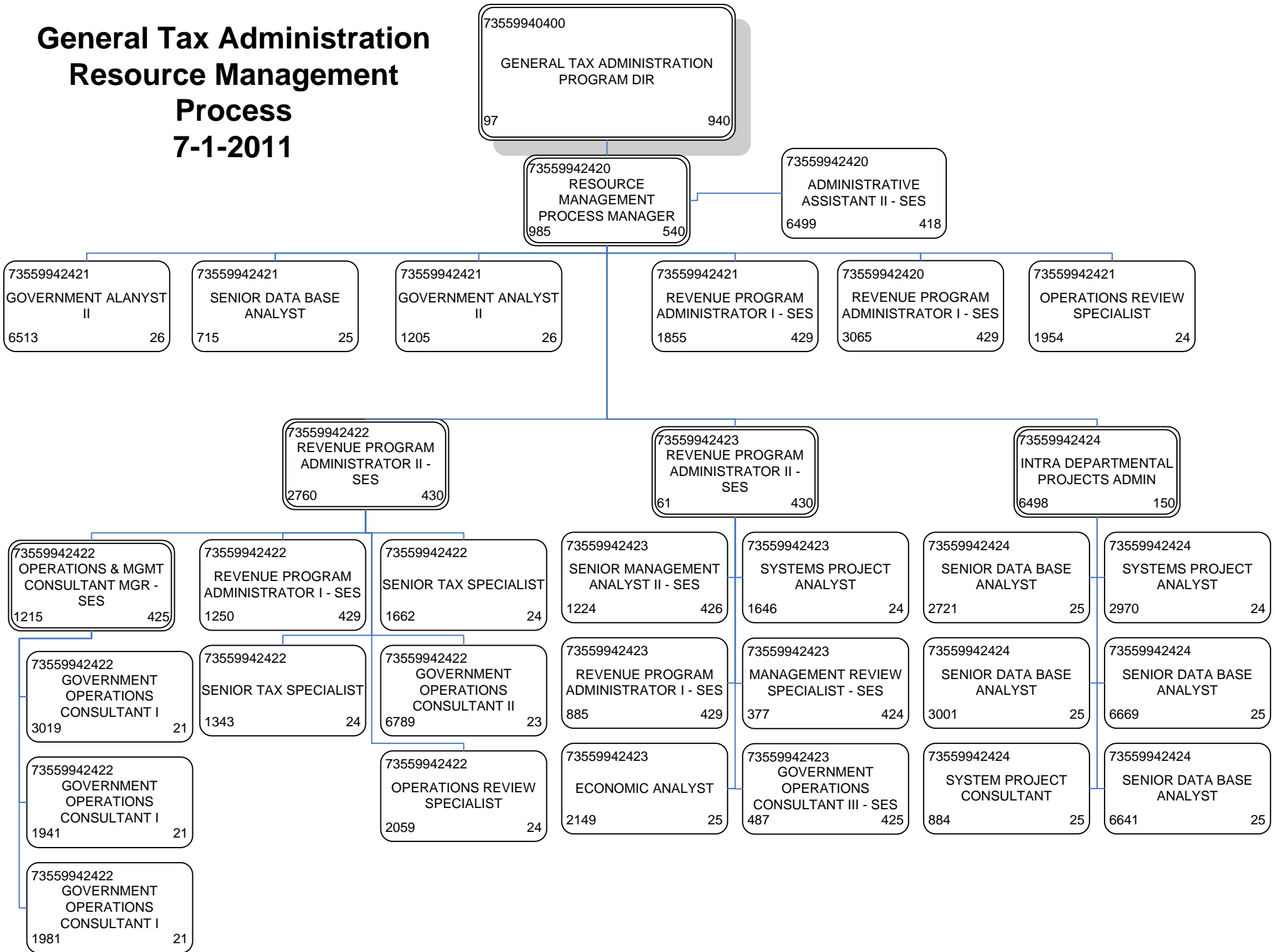
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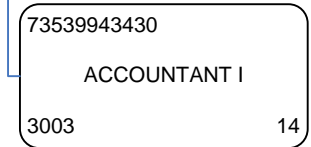
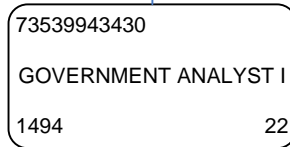
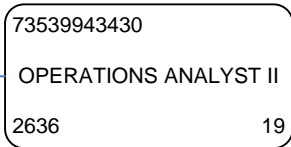
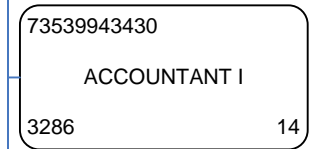
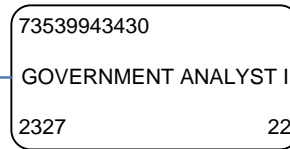
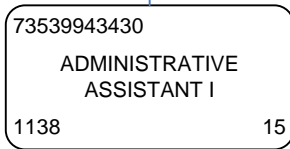
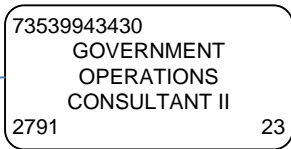
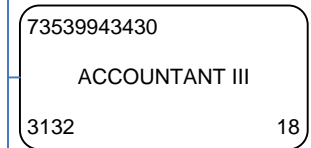
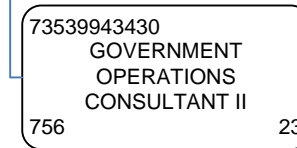
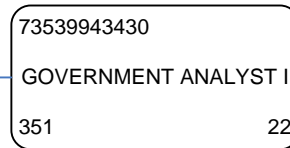
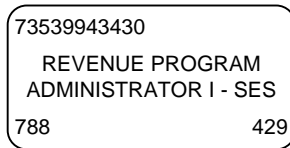
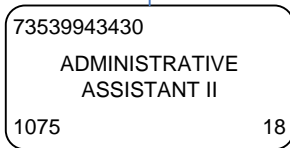
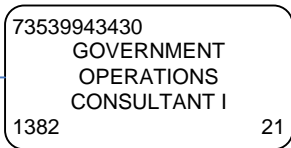
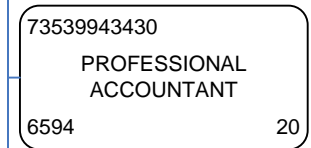
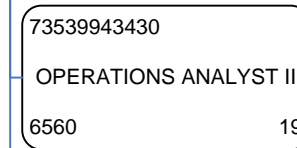
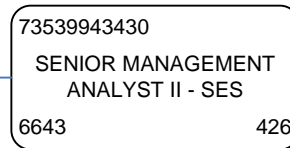
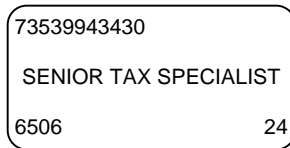
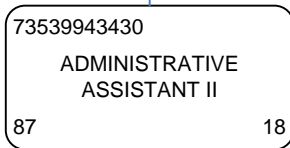
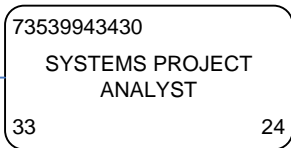
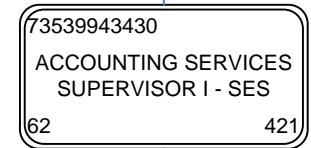
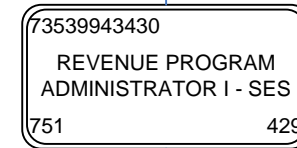
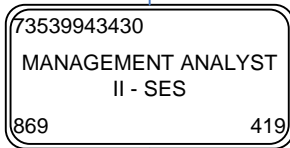
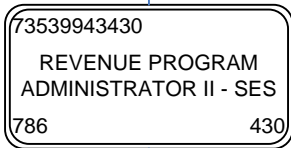
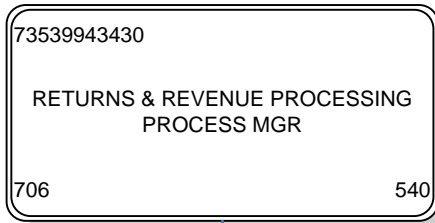
7-1-2011 (p. 3)



General Tax Administration Resource Management Process 7-1-2011



General Tax Administration Returns & Revenue Process Process Manager 7-1-2011



General Tax Administration Returns & Revenue Process Data Capture & Management 7-1-2011 (pg 1)

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RETURNS & REVENUE PROCESSING
PROCESS MGR
706 540

73539943437
OPERATIONS & MGMT
CONSULTANT MGR - SES
1381 425

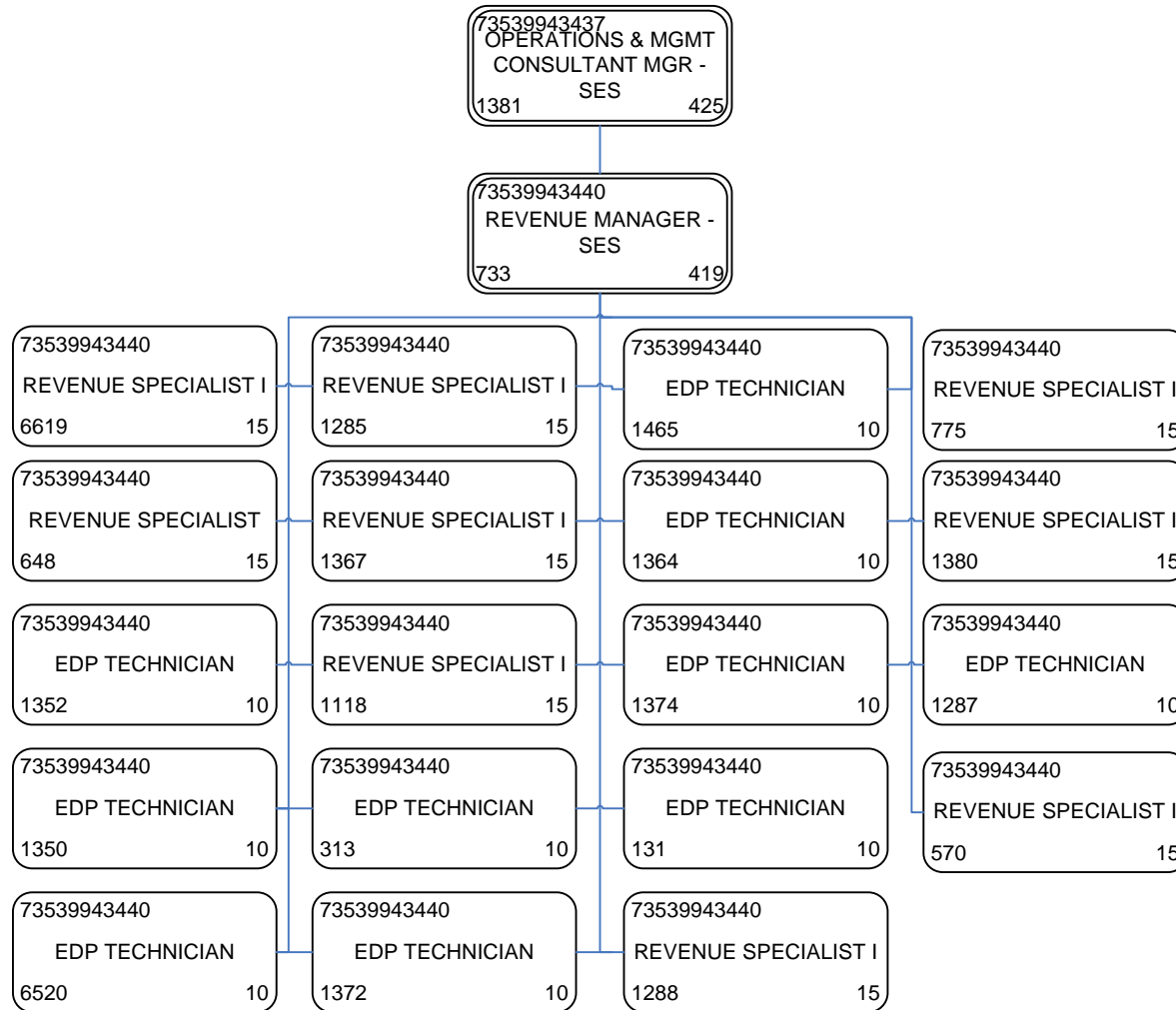
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SES
6547 419

73539943440
REVENUE MANAGER -
SES
82 419

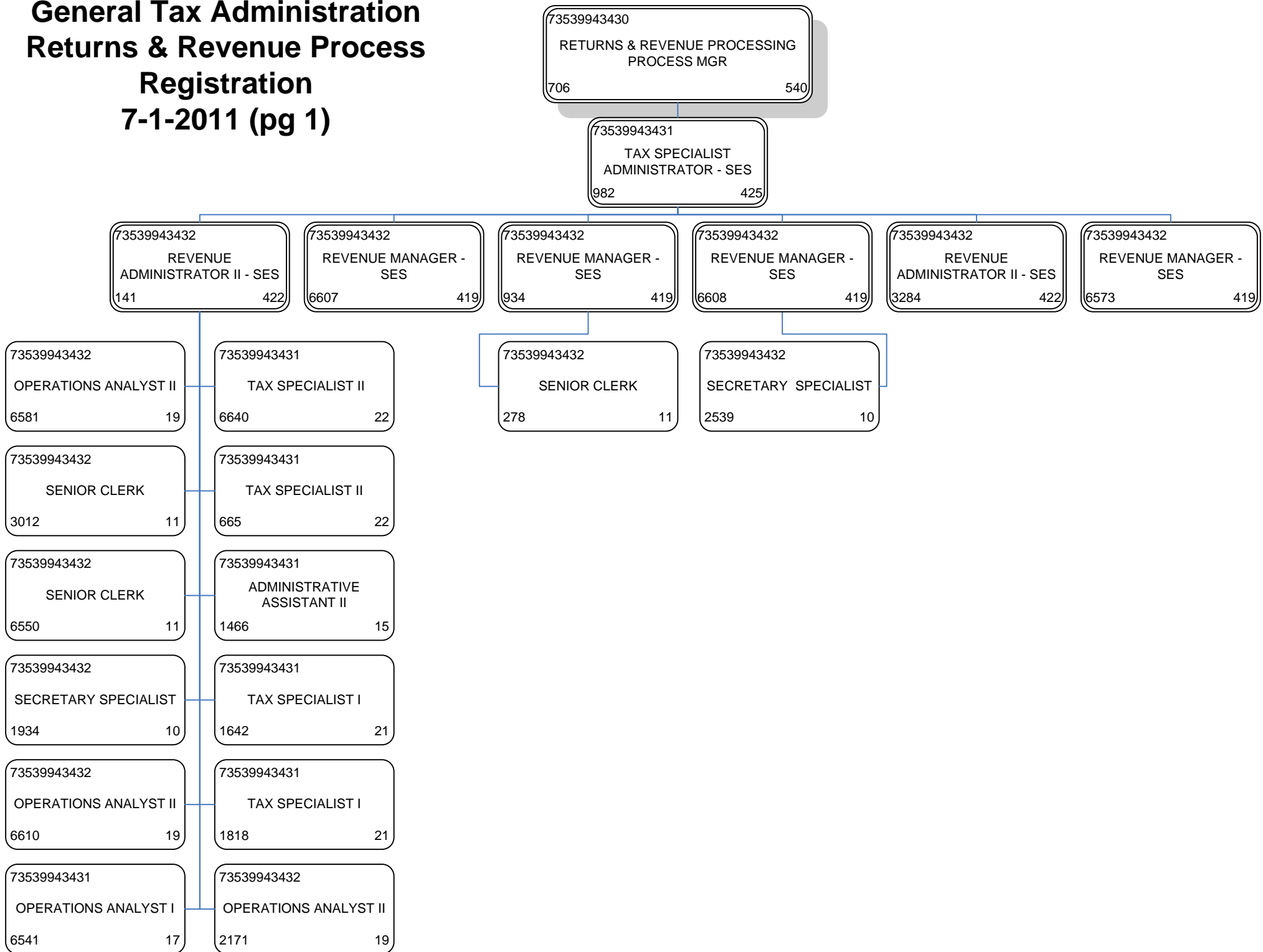
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73539943440 REVENUE SPECIALIST I 757 15	73539943440 REVENUE SPECIALIST I 86 15
73539943440 SENIOR CLERK 961 11	73539943440 REVENUE SPECIALIST I 1719 15
73539943440 REVENUE SPECIALIST I 6544 15	73539943440 EDP TECHNICIAN 6531 10
73539943440 REVENUE SPECIALIST I 364 15	73539943440 REVENUE SPECIALIST I 1339 15
73539943440 EDP TECHNICIAN 3177 10	73539943440 REVENUE SPECIALIST I 1282 15
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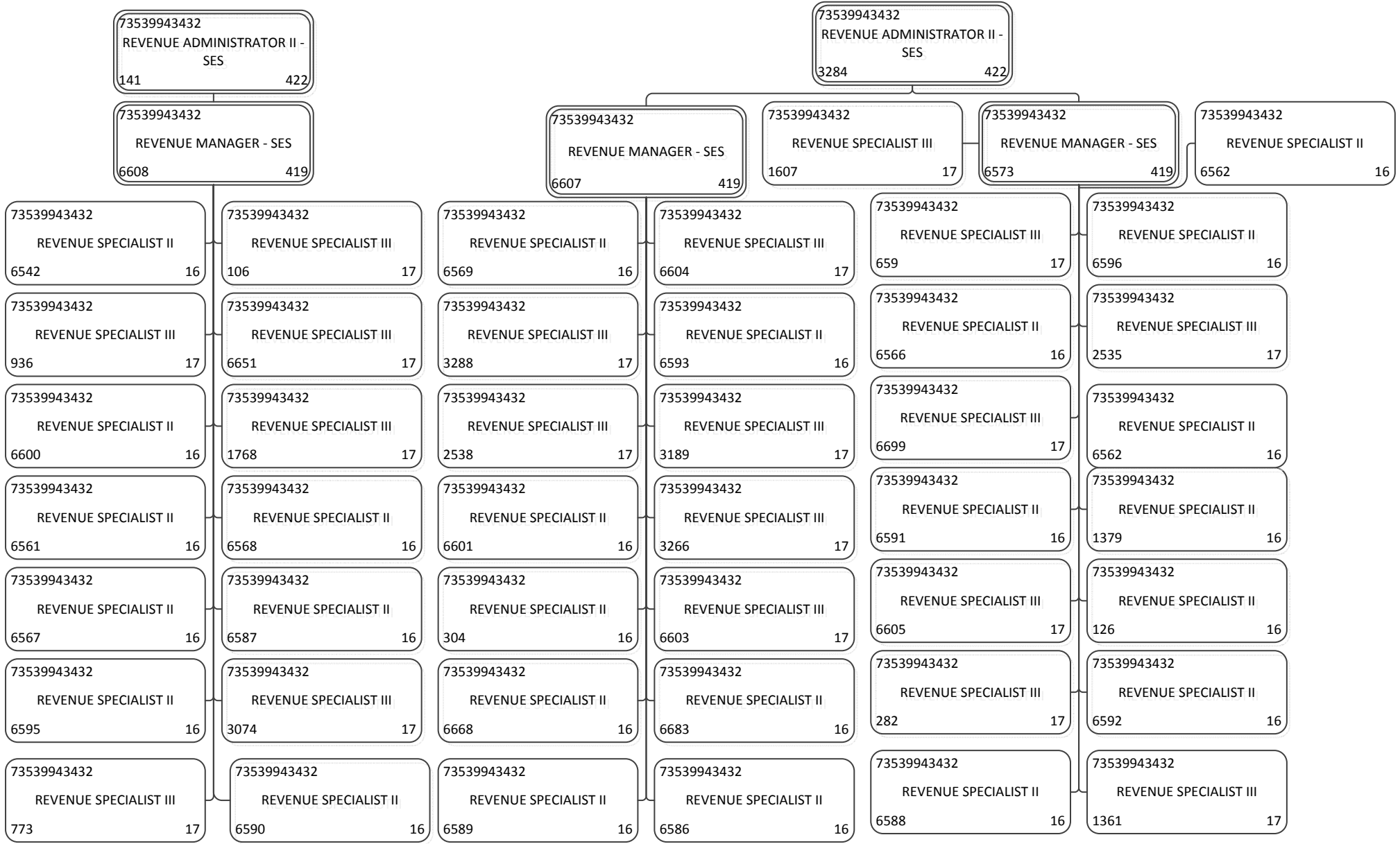
General Tax Administration Returns & Revenue Process Data Capture & Management 7-1-2011 (pg 2)



General Tax Administration Returns & Revenue Process Registration 7-1-2011 (pg 1)



General Tax Administration Returns & Revenue Process Registration 7-1-2011 (pg 2)



General Tax Administration Returns & Revenue Process Return Reconciliation 7-1-2011 (p. 1)

73539943430
RETURNS & REVENUE PROCESSING
PROCESS MGR
706 540

73559943462
TAX SPECIALIST
ADMINISTRATOR - SES
759 425

73559943462
REVENUE MANAGER -
SES
1725 419

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TAX SPECIALIST I
2290 21

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GOVERNMENT
OPERATIONS
CONSULTANT I
6693 21

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ADMINISTRATIVE
SECRETARY
2714 12

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REVENUE MANAGER -
SES
669 419

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REVENUE SPECIALIST II
6677 16

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REVENUE SPECIALIST II
6680 16

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REVENUE SPECIALIST II
1452 16

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REVENUE SPECIALIST II
1320 16

73559943462
OPERATIONS ANALYST II
1972 19

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REVENUE SPECIALIST II
820 16

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REVENUE SPECIALIST II
411 16

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REVENUE SPECIALIST II
6671 16

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REVENUE SPECIALIST II
6678 16

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REVENUE SPECIALIST II
1724 16

73559943462
REVENUE SPECIALIST II
1443 16

73559943462
CLERK SPECIALIST
114 7

73559943462
REVENUE SPECIALIST II
1329 16

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REVENUE SPECIALIST II
6673 16

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REVENUE SPECIALIST II
6672 16

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REVENUE SPECIALIST II
151 16

73559943462
REVENUE SPECIALIST II
1356 16

73559943462
FISCAL ASSISTANT II
1147 12

73559943462
SENIOR WORD
PROCESSING SYSTEMS
OPERATOR
371 12

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REVENUE SPECIALIST II
6665 16

73559943462
REVENUE SPECIALIST II
136 16

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REVENUE SPECIALIST II
1279 16

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REVENUE SPECIALIST II
1324 16

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SENIOR CLERK
3322 11

73559943462
REVENUE SPECIALIST II
1292 16

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6679 16

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REVENUE SPECIALIST II
2533 16

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REVENUE SPECIALIST II
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REVENUE SPECIALIST II
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WORD PROCESSING
SYSTEMS OPERATOR
704 10

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REVENUE SPECIALIST II
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277 16

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2108 16

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REVENUE SPECIALIST II
132 16

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6675 16

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REVENUE SPECIALIST II
3281 16

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REVENUE SPECIALIST II
1053 16

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REVENUE SPECIALIST I
370 16

General Tax Administration

Returns & Revenue Process

Return Reconciliation

7-1-2011 (p. 2)

73539943430
 RETURNS & REVENUE PROCESSING
 PROCESS MGR
 706 540

73559943462
 TAX SPECIALIST ADMINISTRATOR - SES
 759 425

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 REVENUE ADMINISTRATOR I - SES
 6663 421

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 REVENUE ADMINISTRATOR I - SES
 853 421

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 REVENUE SPECIALIST III
 997 17

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 3370 17

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 CLERK SPECIALIST
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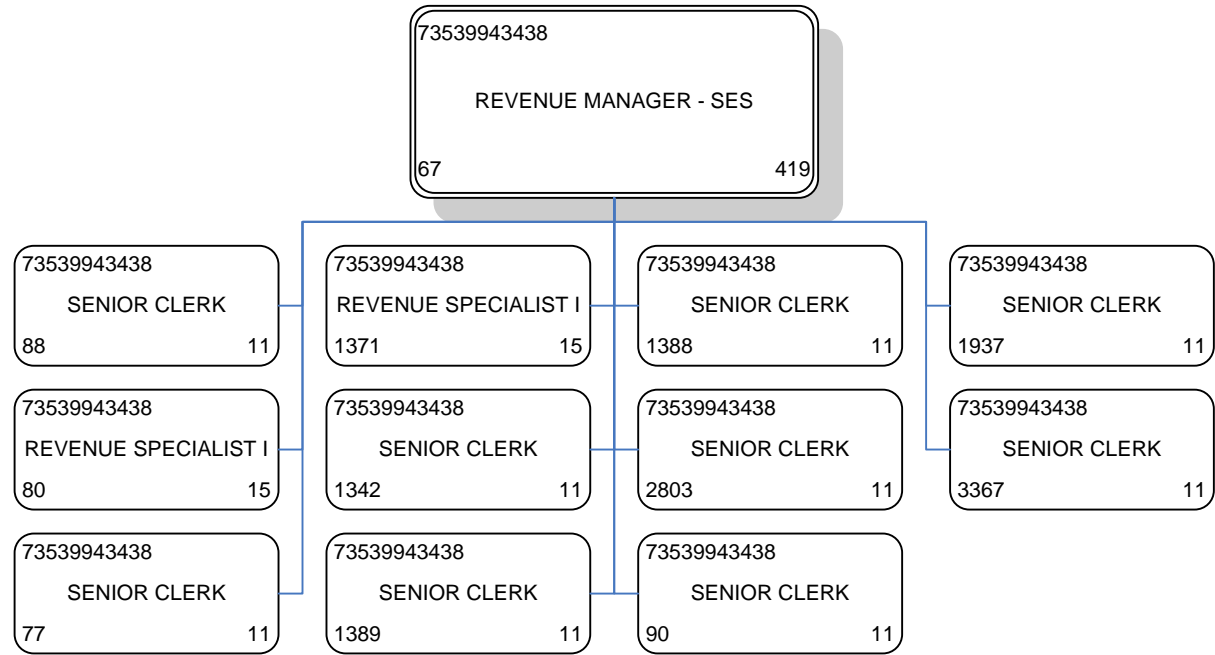
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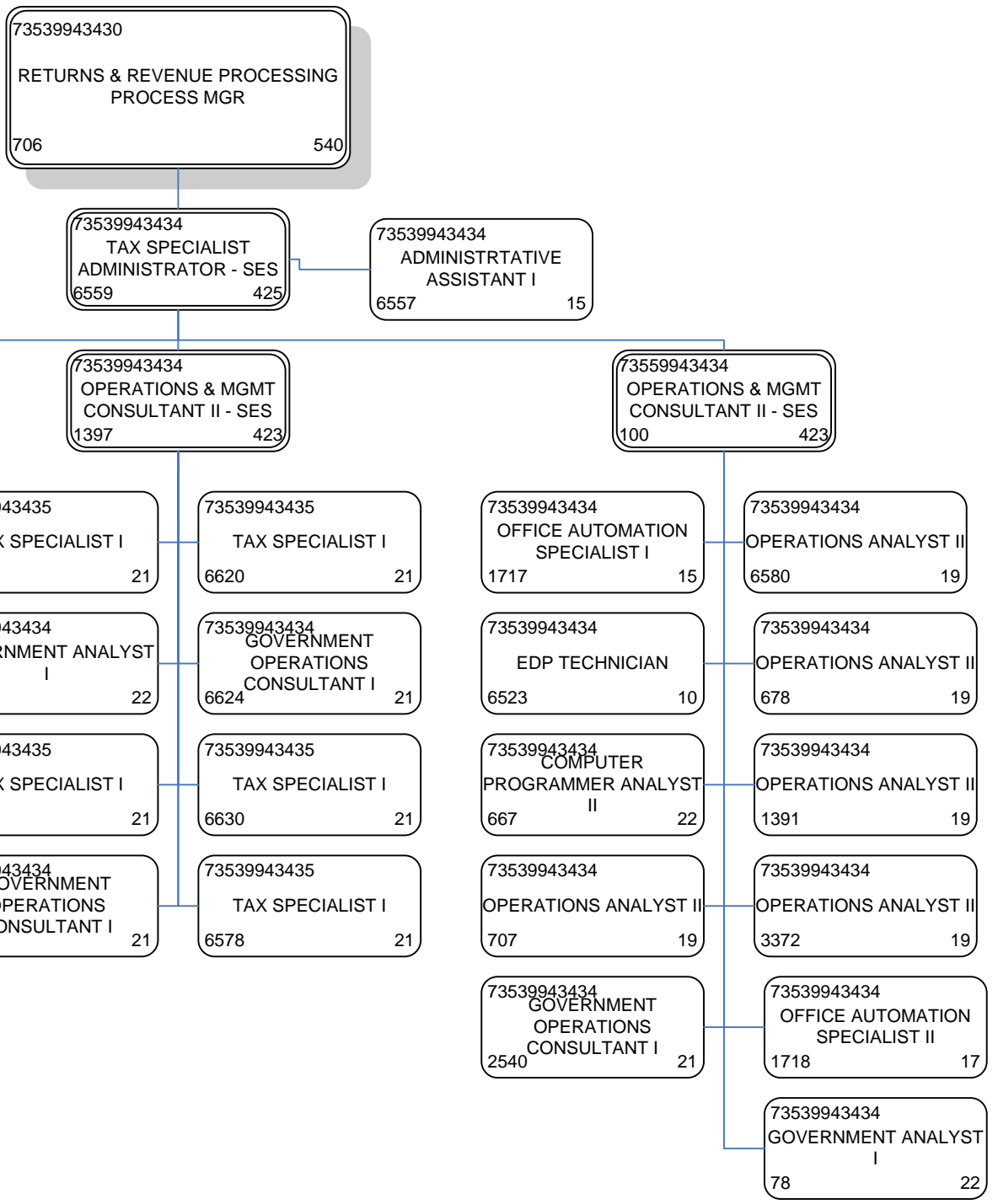
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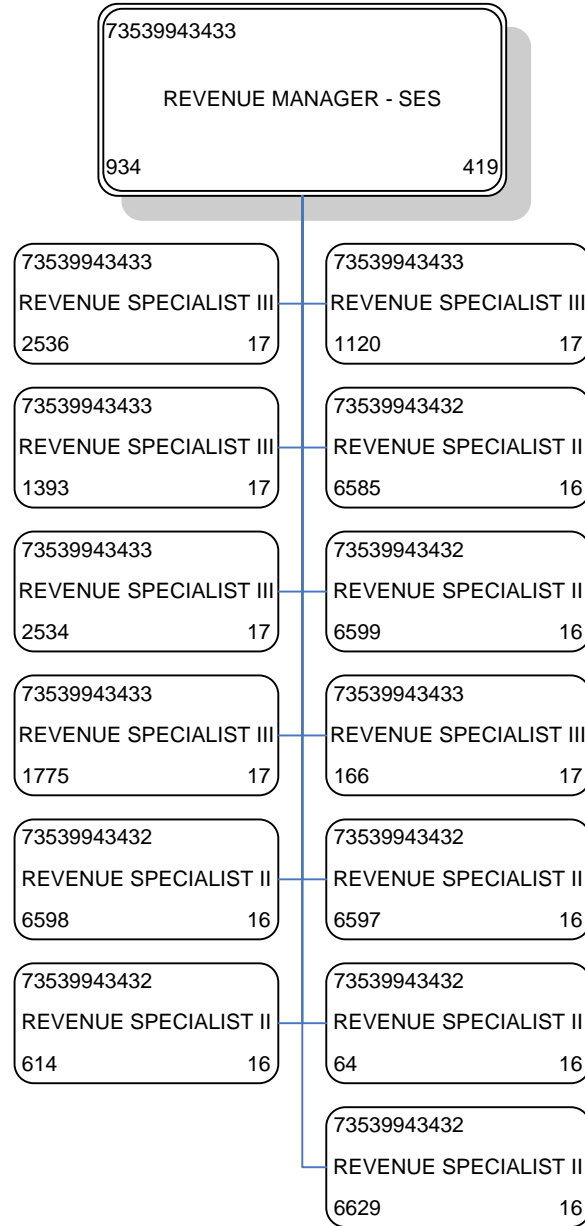
General Tax Administration Returns & Revenue Process Proof & Deposit 7-1-2011



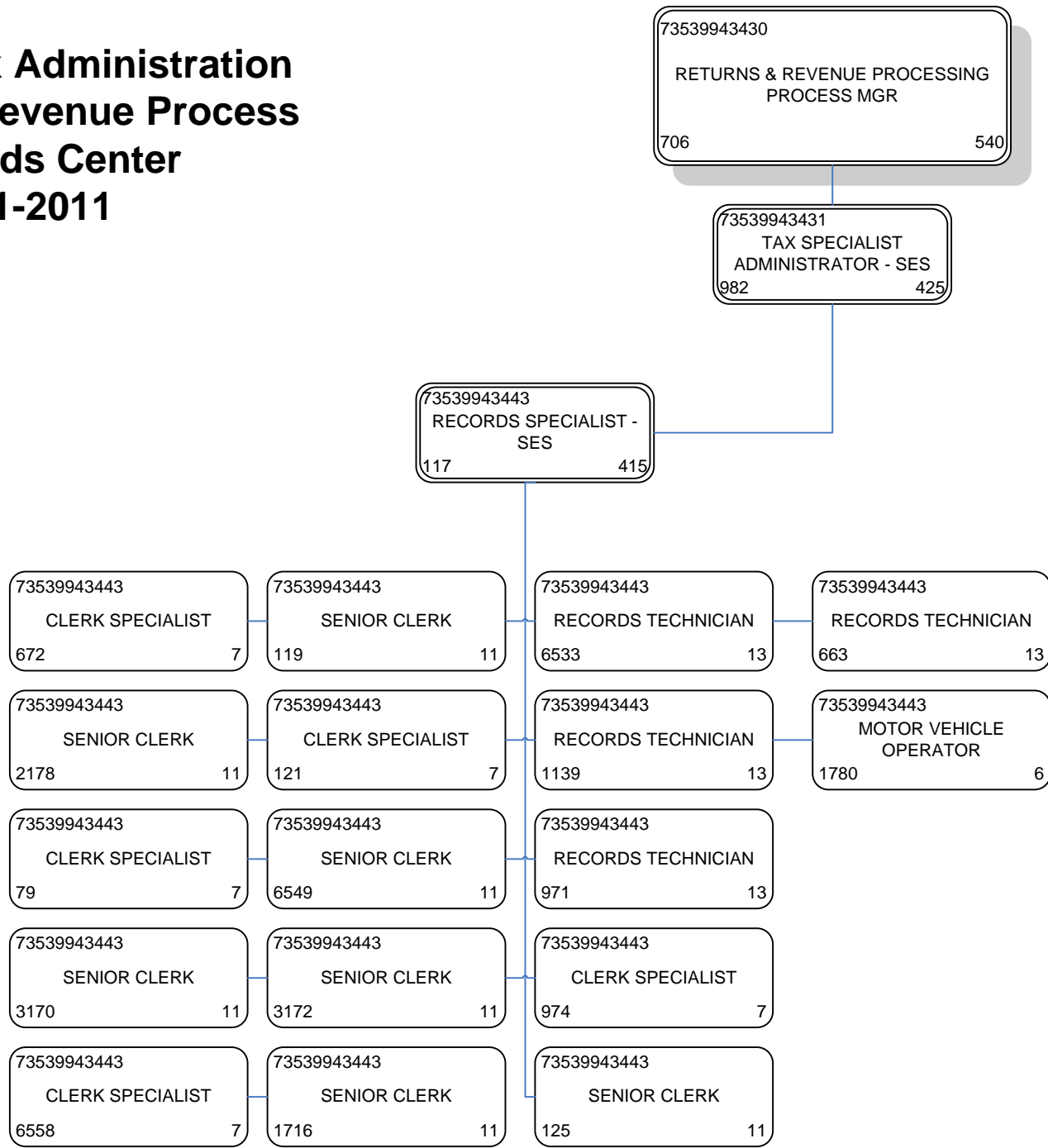
General Tax Administration Returns & Revenue Process Information Processing & E-Services 7-1-2011



General Tax Administration Returns & Revenue Process Exemptions 7-1-2011



General Tax Administration Returns & Revenue Process Records Center 7-1-2011



General Tax Administration Returns & Revenue Process

7-1-2011

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RETURNS & REVENUE PROCESSING
PROCESS MGR
706 540

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SENIOR REVENUE
ADMINISTRATOR - SES
91 426

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REVENUE MANAGER -
SES
6577 419

73539943449
REVENUE MANAGER -
SES
2792 419

73539943444
OPERATIONS ANALYST I
194 17

73539943444
DISTRIBUTED COMPUTER
SYSTEM ANALYST
6642 22

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SES
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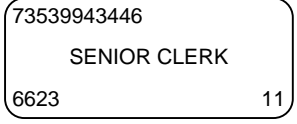
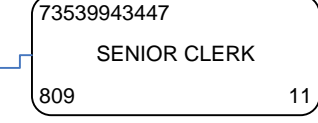
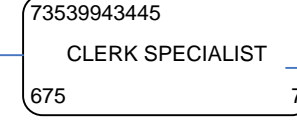
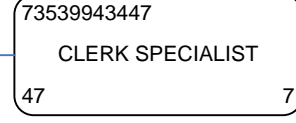
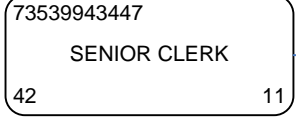
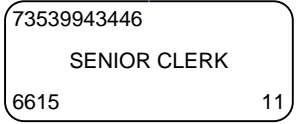
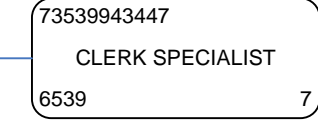
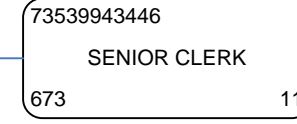
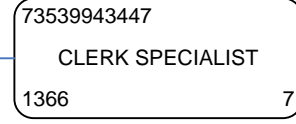
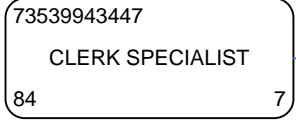
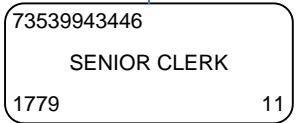
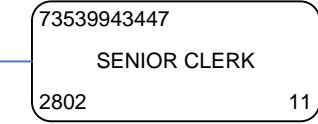
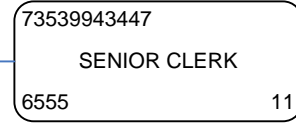
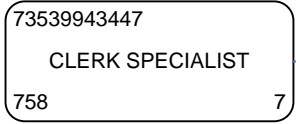
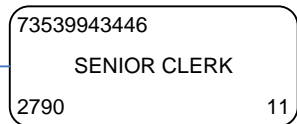
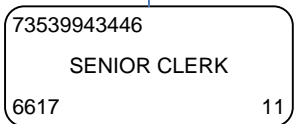
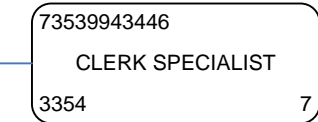
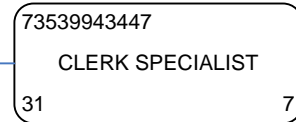
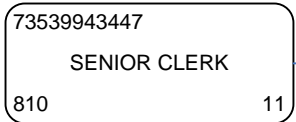
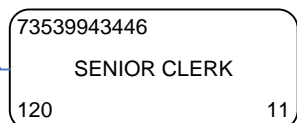
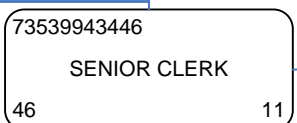
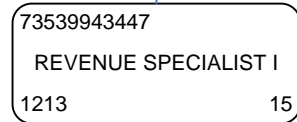
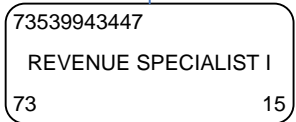
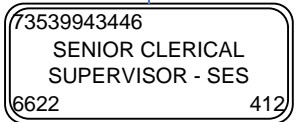
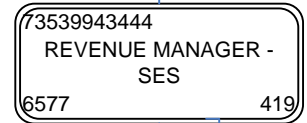
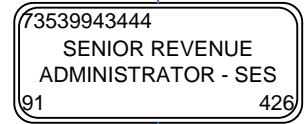
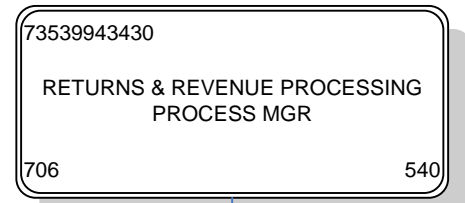
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ASSISTANT I
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SECRETARY SPECIALIST
26 10

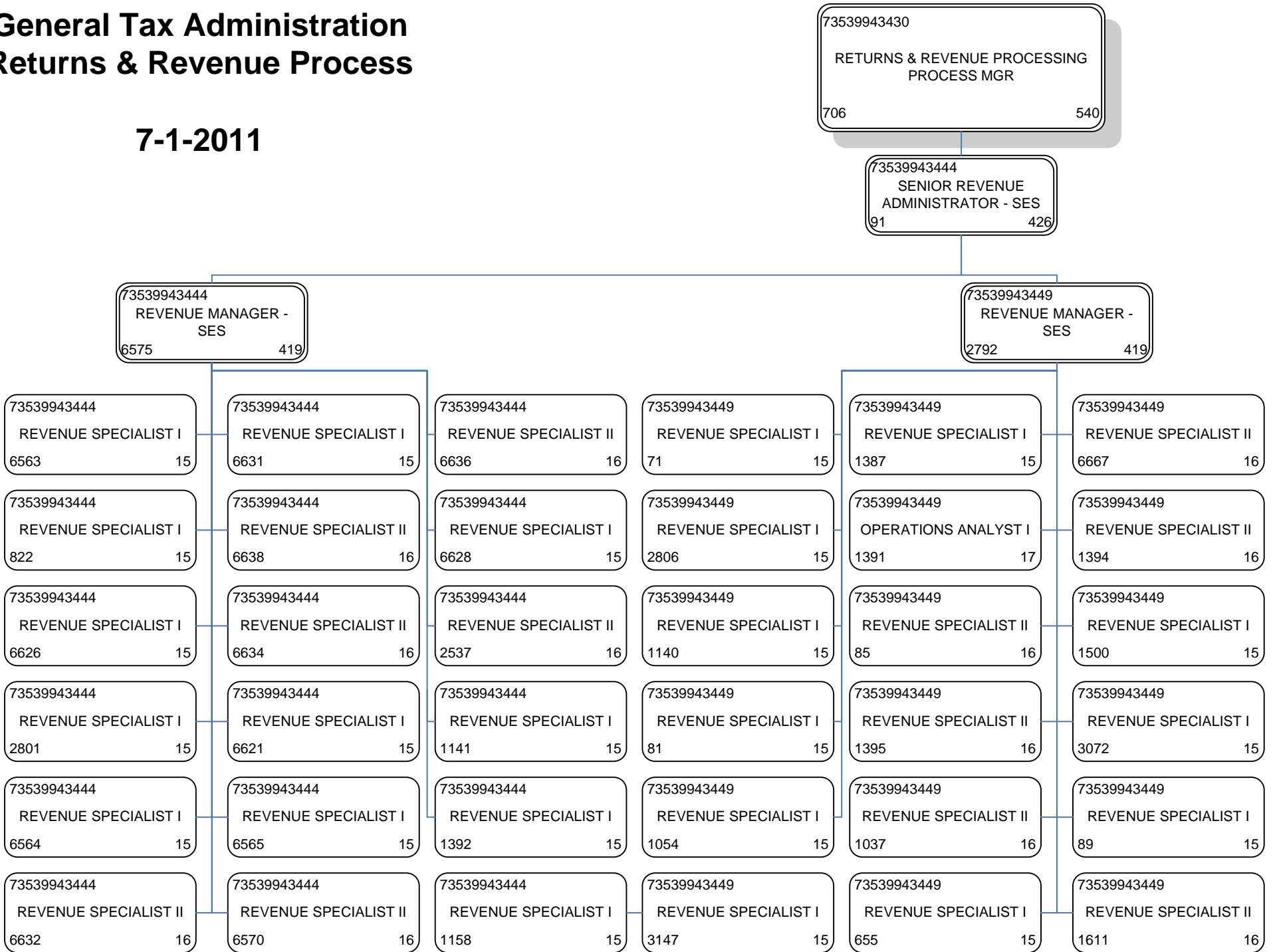
General Tax Administration Returns & Revenue Process

7-1-2011



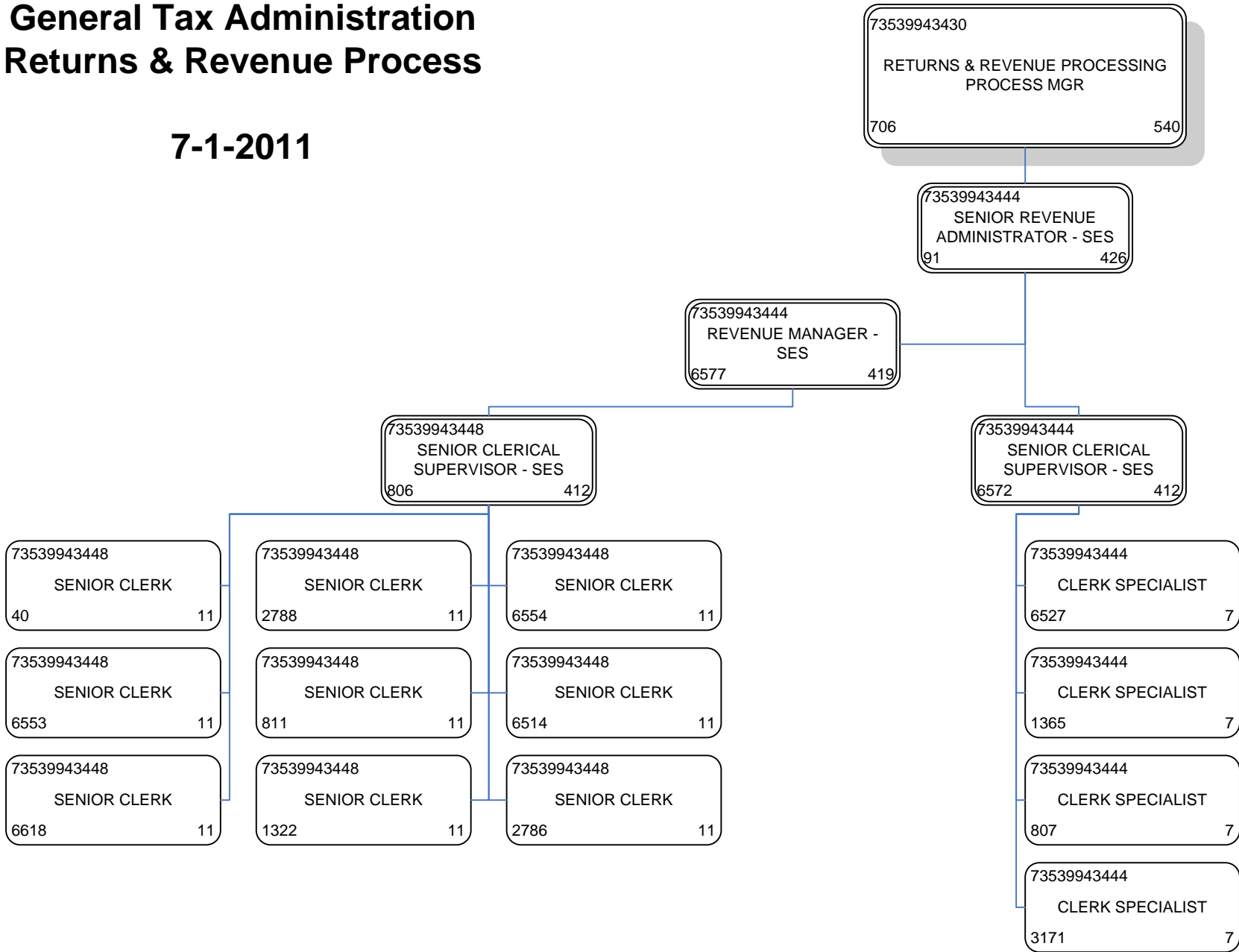
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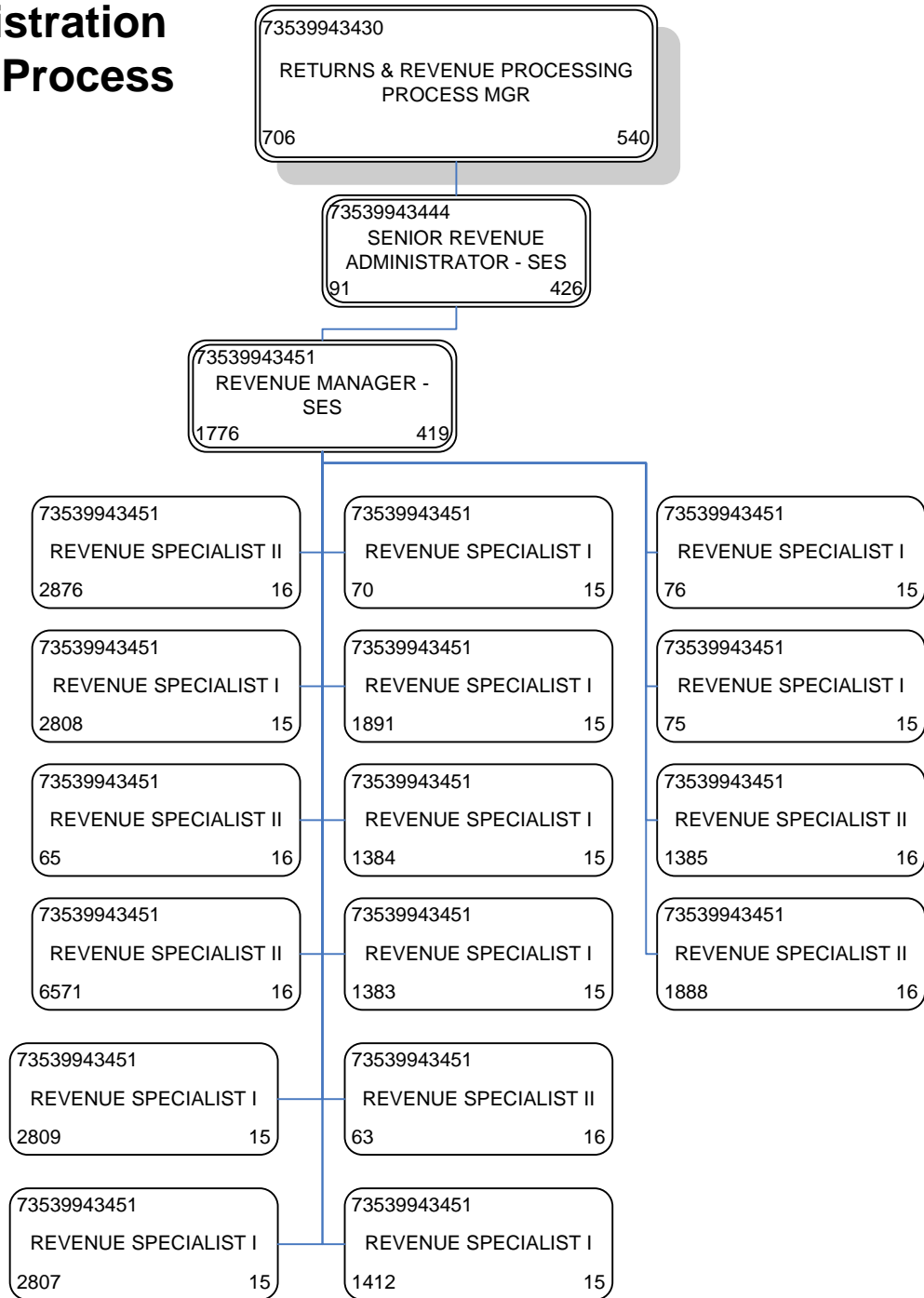
General Tax Administration Returns & Revenue Process

7-1-2011



General Tax Administration Returns & Revenue Process

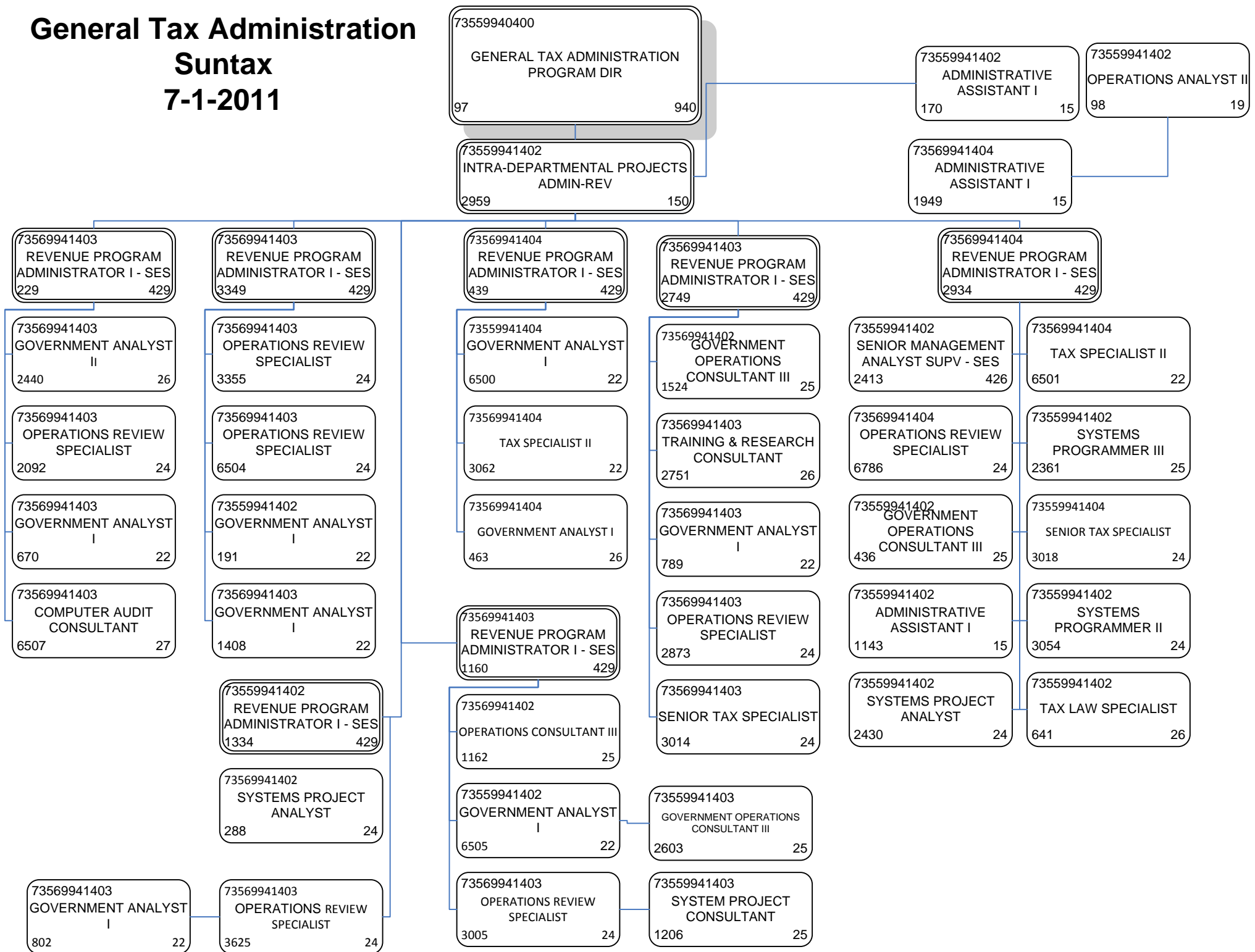
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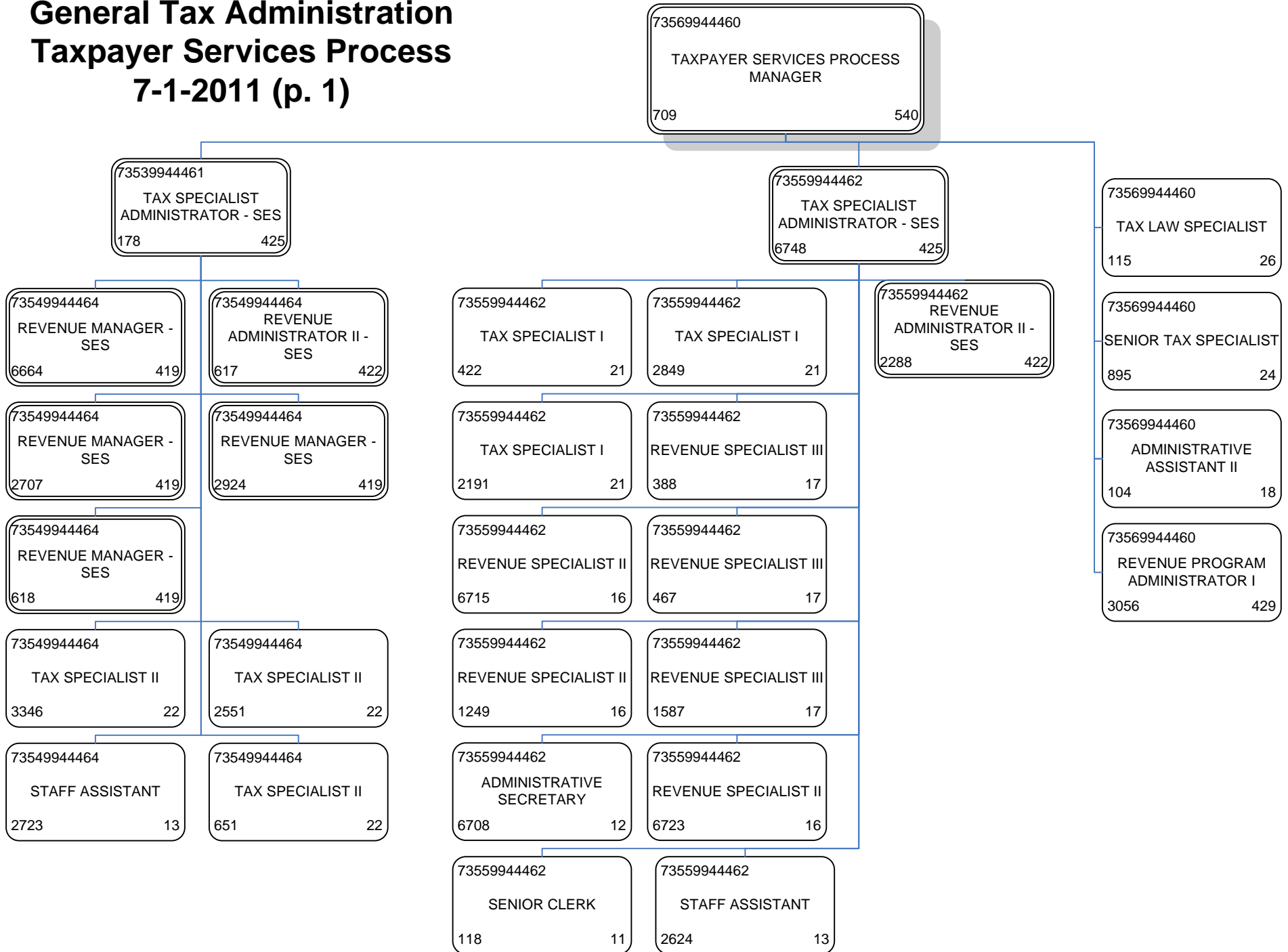
General Tax Administration

Sntax

7-1-2011



General Tax Administration Taxpayer Services Process 7-1-2011 (p. 1)



General Tax Administration Taxpayer Services Process 7-1-2011 (p. 2)

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TAX SPECIALIST
ADMINISTRATOR - SES
178 425

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REVENUE MANAGER -
SES
618 419

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REVENUE MANAGER -
SES
2707 419

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REVENUE MANAGER -
SES
6664 419

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6647 16

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2940 16

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1746 16

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REVENUE SPECIALIST II
6652 16

General Tax Administration Taxpayer Services Process 7-1-2011 (p. 3)

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SES
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SES
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TAX SPECIALIST I
2555 21

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TAX SPECIALIST I
2569 21

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TAX SPECIALIST I
6686 21

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TAX SPECIALIST I
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TAX SPECIALIST I
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TAX SPECIALIST I
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TAX SPECIALIST I
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TAX SPECIALIST I
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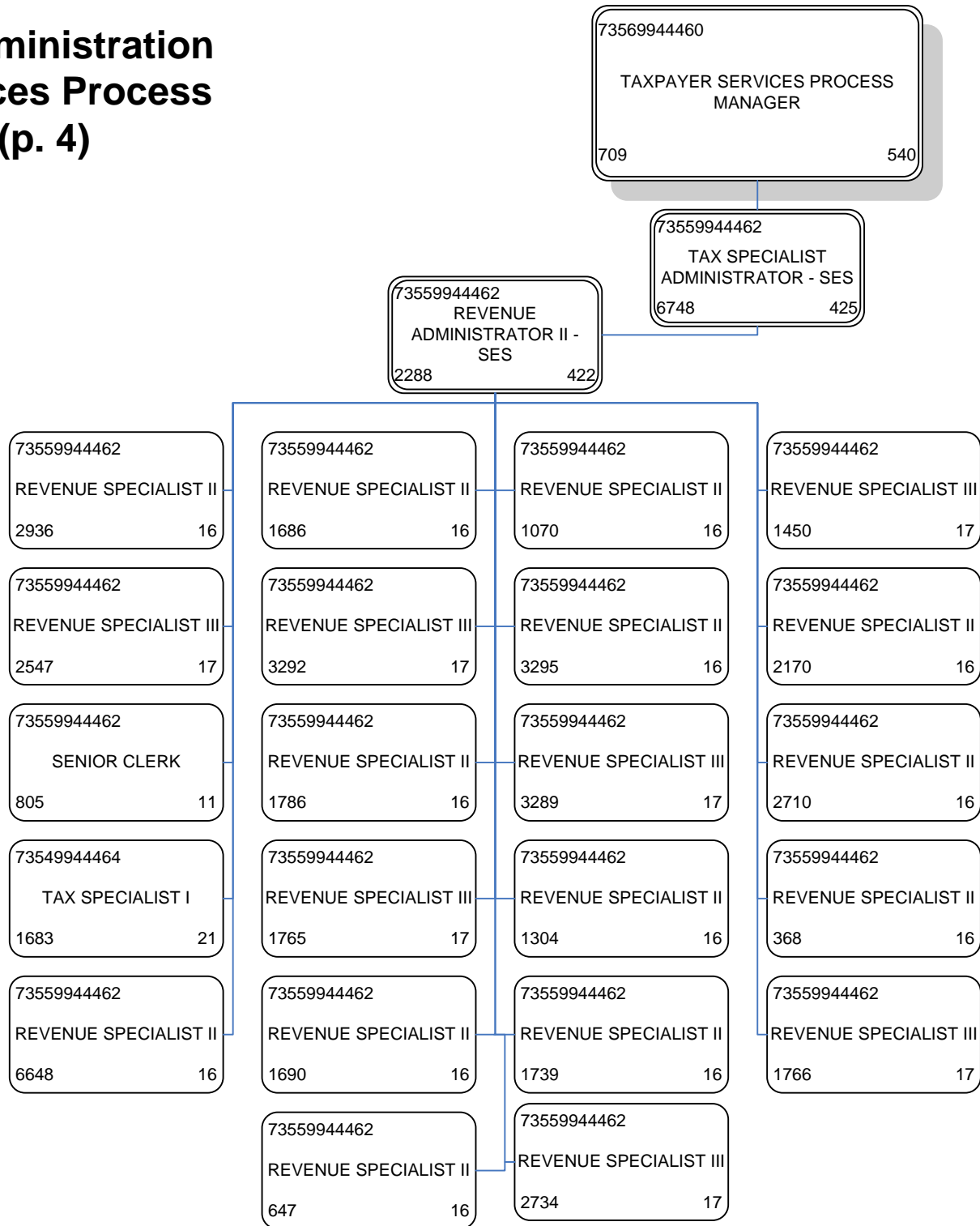
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ACCOUNTANT I
3210 14

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1685 11

General Tax Administration Taxpayer Services Process 7-1-2011 (p. 4)



General Tax Administration Taxpayer Services Process Contact Center 7-1-2011 (p. 1)

73569944460
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MANAGER
709 540

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TAX SPECIALIST
ADMINISTRATOR - SES
1074 425

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STAFF ASSISTANT
3291 13

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REVENUE MANAGER -
SES
2722 419

73559944466
REVENUE MANAGER -
SES
1691 419

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3271 16

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REVENUE SPECIALIST II
284 16

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REVENUE SPECIALIST II
1309 16

73559944466
TAX SPECIALIST II
1829 22

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REVENUE SPECIALIST II
1325 16

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REVENUE SPECIALIST II
2184 16

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1688 16

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REVENUE SPECIALIST II
1790 16

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1788 16

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2804 16

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3339 22

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REVENUE SPECIALIST II
1791 16

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REVENUE SPECIALIST II
2929 16

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REVENUE SPECIALIST II
1744 16

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REVENUE SPECIALIST II
1771 16

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REVENUE SPECIALIST II
3287 16

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REVENUE SPECIALIST II
3276 16

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TAX SPECIALIST II
200 22

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339 16

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1310 16

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REVENUE SPECIALIST II
652 16

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REVENUE SPECIALIST II
769 16

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REVENUE SPECIALIST II
2724 16

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REVENUE SPECIALIST II
1620 16

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REVENUE SPECIALIST II
2733 16

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37 16

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REVENUE SPECIALIST II
3268 16

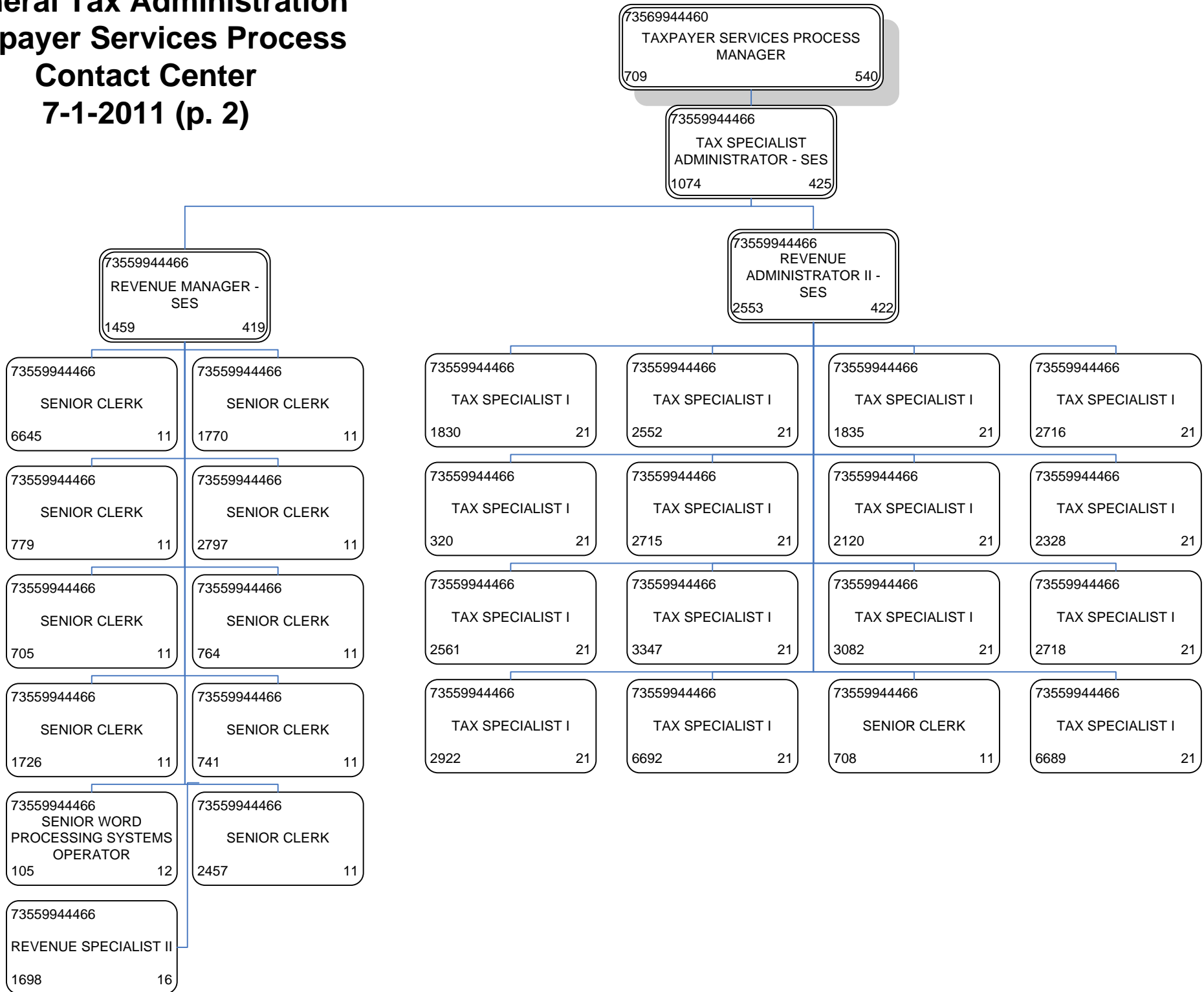
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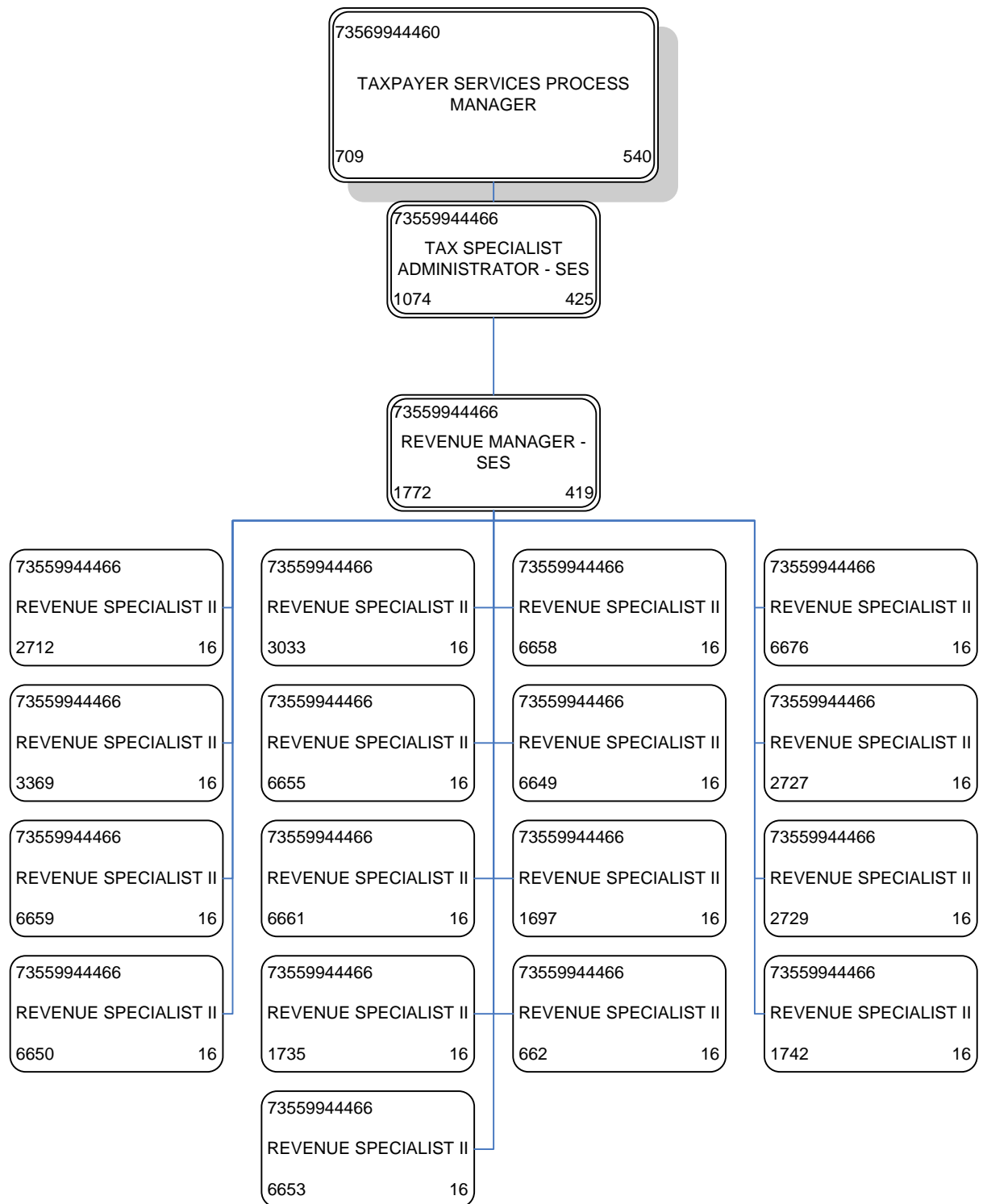
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776 16

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3283 16

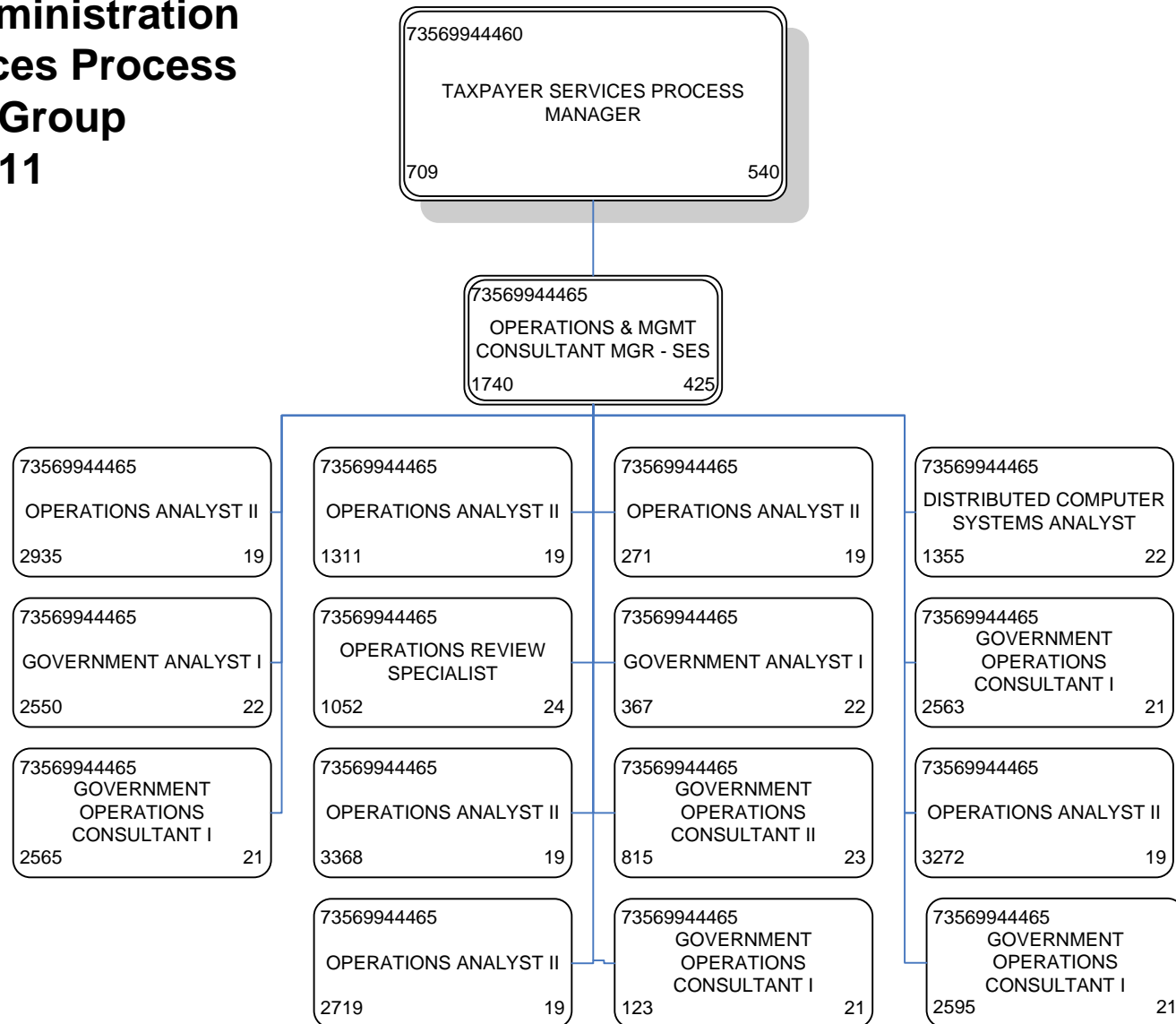
General Tax Administration Taxpayer Services Process Contact Center 7-1-2011 (p. 2)



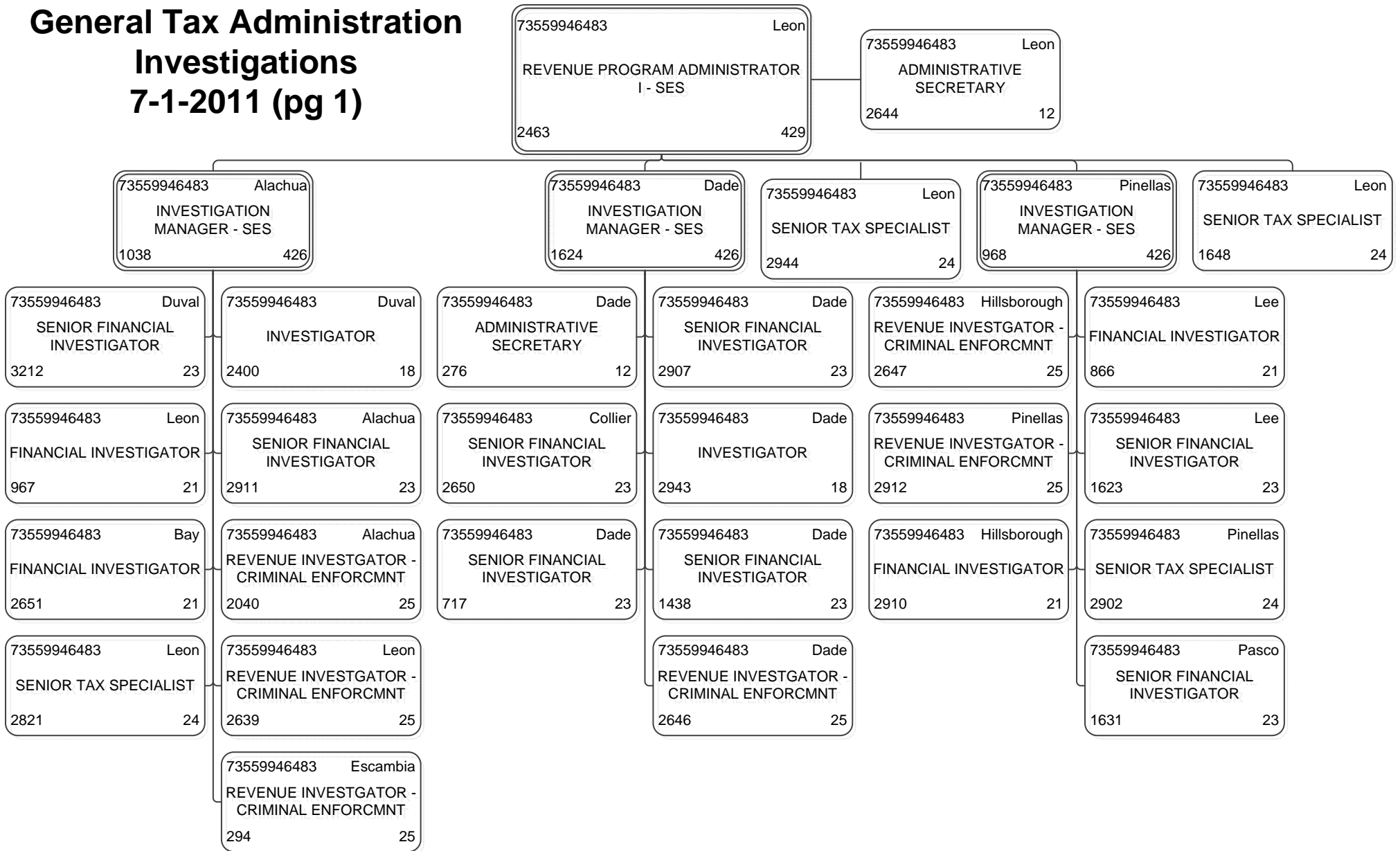
General Tax Administration Taxpayer Services Process Contact Center 7-1-2011 (p. 3)



General Tax Administration Taxpayer Services Process Research Group 7-1-2011



General Tax Administration Investigations 7-1-2011 (pg 1)



General Tax Administration Investigations 7-1-2011 (pg 2)

73559946483 Leon
REVENUE PROGRAM ADMINISTRATOR
I - SES
2463 429

73559946483 Polk
INVESTIGATION
MANAGER - SES
1655 426

73559946483 Broward
INVESTIGATION
MANAGER - SES
1629 426

73559946483 Volusia
SENIOR FINANCIAL
INVESTIGATOR
2189 23

73559946483 Orange
FINANCIAL INVESTIGATOR
1931 21

73559946483 Orange
SENIOR TAX SPECIALIST
2901 24

73559946483 Orange
REVENUE INVESTGATOR -
CRIMINAL ENFORCMNT
2946 25

73559946483 Polk
SENIOR FINANCIAL
INVESTIGATOR
1622 23

73559946483 Orange
REVENUE INVESTGATOR -
CRIMINAL ENFORCMNT
2157 25

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FINANCIAL INVESTIGATOR
2648 21

73559946483 Broward
SENIOR FINANCIAL
INVESTIGATOR
1630 23

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INVESTIGATOR
1040 18

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ADMINISTRATIVE
SECRETARY
1627 12

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INVESTIGATOR
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REVENUE INVESTGATOR -
CRIMINAL ENFORCMNT
2469 25

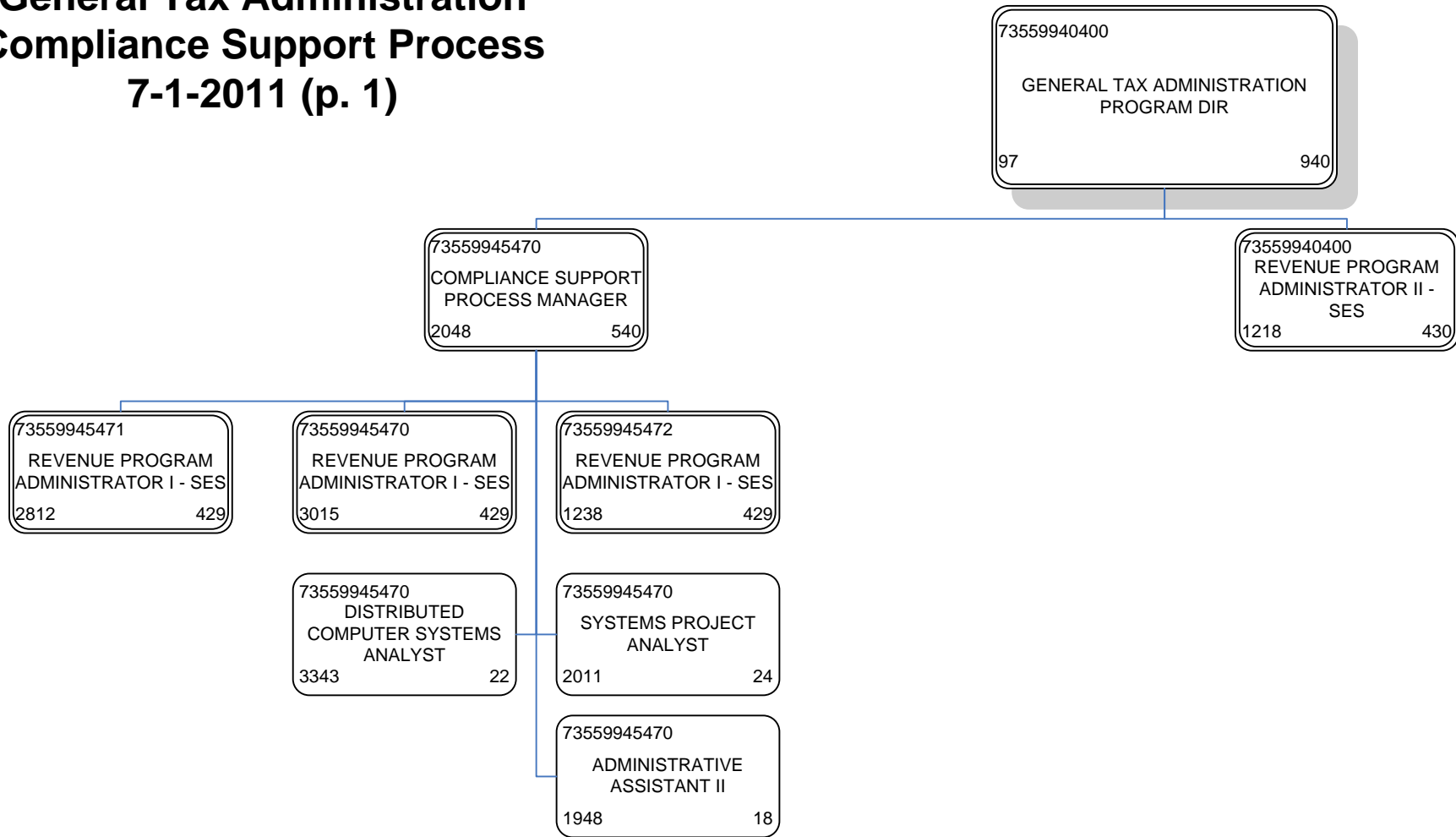
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CRIMINAL ENFORCMNT
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SENIOR FINANCIAL
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INVESTIGATOR
2197 18

73559946483 Palm Beach
REVENUE INVESTGATOR -
CRIMINAL ENFORCMNT
2945 25

General Tax Administration Compliance Support Process 7-1-2011 (p. 1)



General Tax Administration Compliance Support Process 7-1-2011 (p. 2)

73559940400
GENERAL TAX ADMINISTRATION
PROGRAM DIR
97 940

73559945470
COMPLIANCE SUPPORT
PROCESS MANAGER
2048 540

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ADMINISTRATOR I - SES
3015 429

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FISCAL ASSISTANT II
2442 12

73559945472
REVENUE PROGRAM
ADMINISTRATOR I - SES
1238 429

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TAX LAW SPECIALIST
3169 26

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TAX LAW SPECIALIST
1695 26

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TAX LAW SPECIALIST
1275 26

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SENIOR TAX SPECIALIST
3063 24

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CONSULTANT
3009 25

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3209 24

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1933 26

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II
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PROGRAMMER III
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CONSULTANT
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SECRETARY
363 12

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1932 26

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SENIOR TAX SPECIALIST
2309 24

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RESEARCH ECONOMIST
2750 27

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PROGRAMMER I
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1842 24

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783 24

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3058 17

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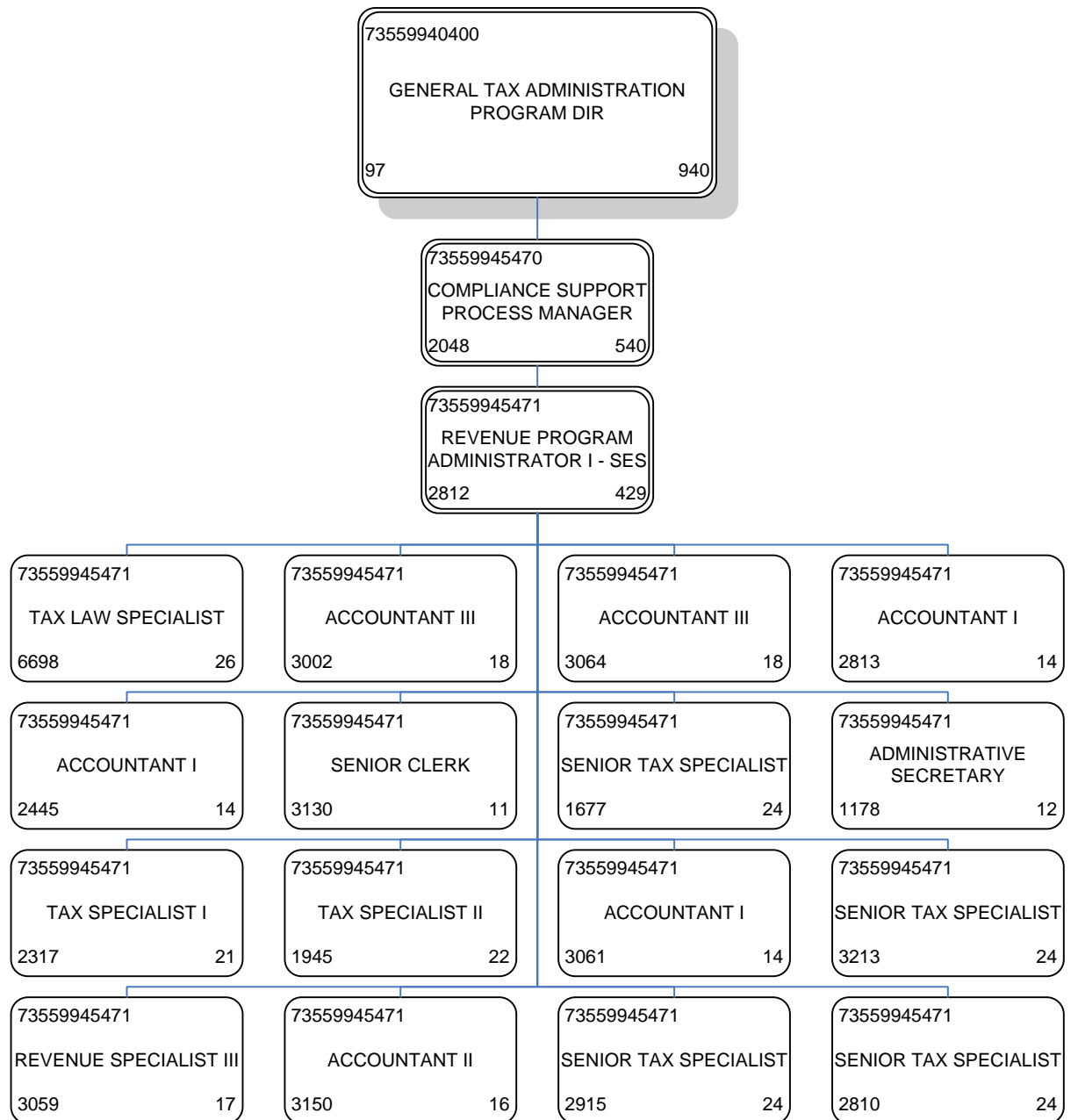
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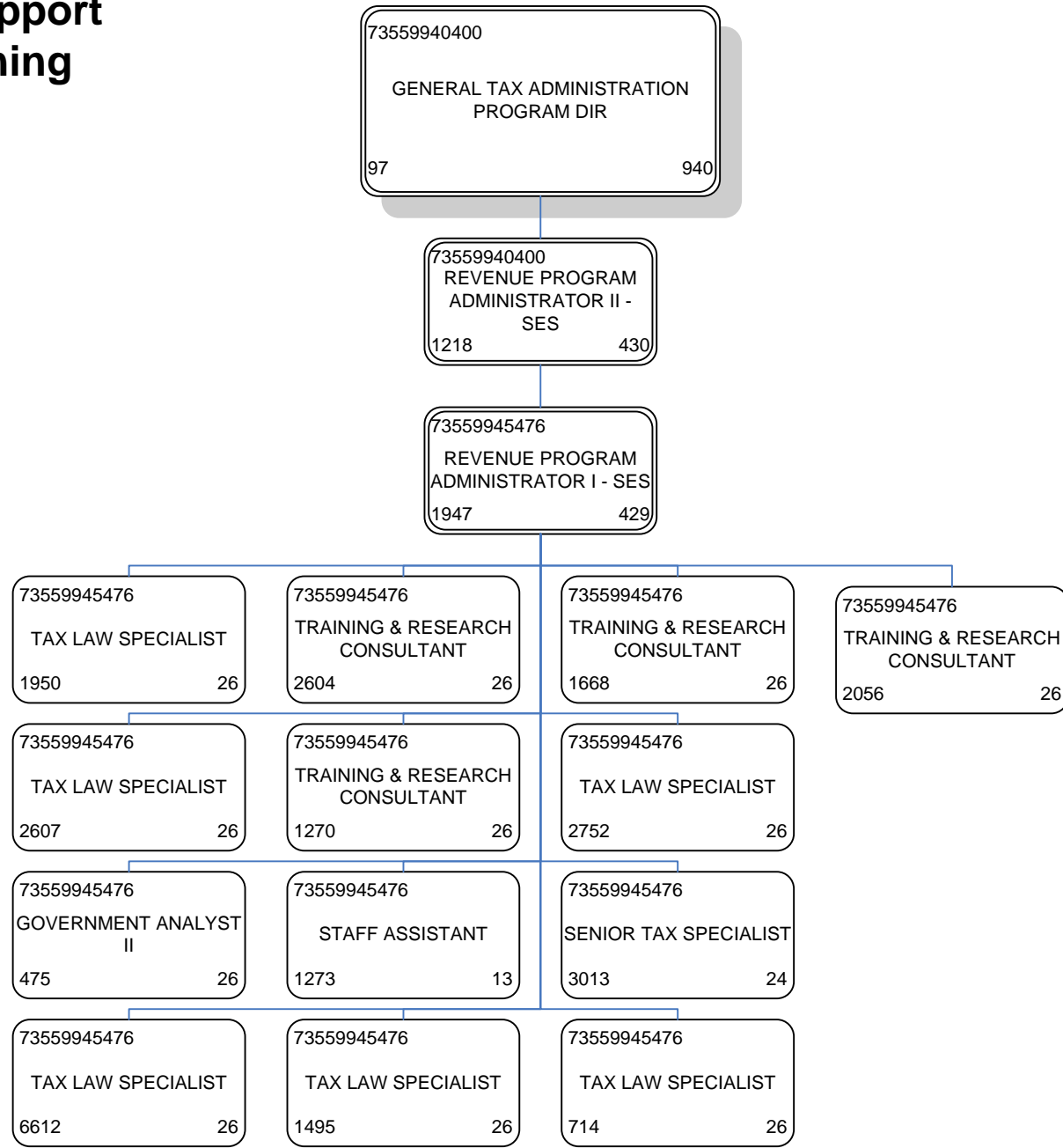
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General Tax Administration Compliance Support Process 7-1-2011 (p. 3)



General Tax Administration Compliance Support Program Training 7-1-2011



General Tax Administration Alachua Service Center 7-1-2011

73549901016
REVENUE SERVICE CENTER MANAGER I - SES
378 426

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REVENUE ADMINISTRATOR II - SES
2668 422

73559901216
TAX AUDIT SUPERVISOR - SES
2417 425

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196 16

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REVENUE SPECIALIST II
2116 16

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1970 24

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6714 20

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2210 17

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1814 16

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846 14

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3222 23

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TAX SPECIALIST I
2211 21

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REVENUE SPECIALIST II
1418 16

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SYSTEMS PROGRAMMER II
898 24

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926 22

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3251 22

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1550 17

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TAX SPECIALIST I
198 21

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1958 22

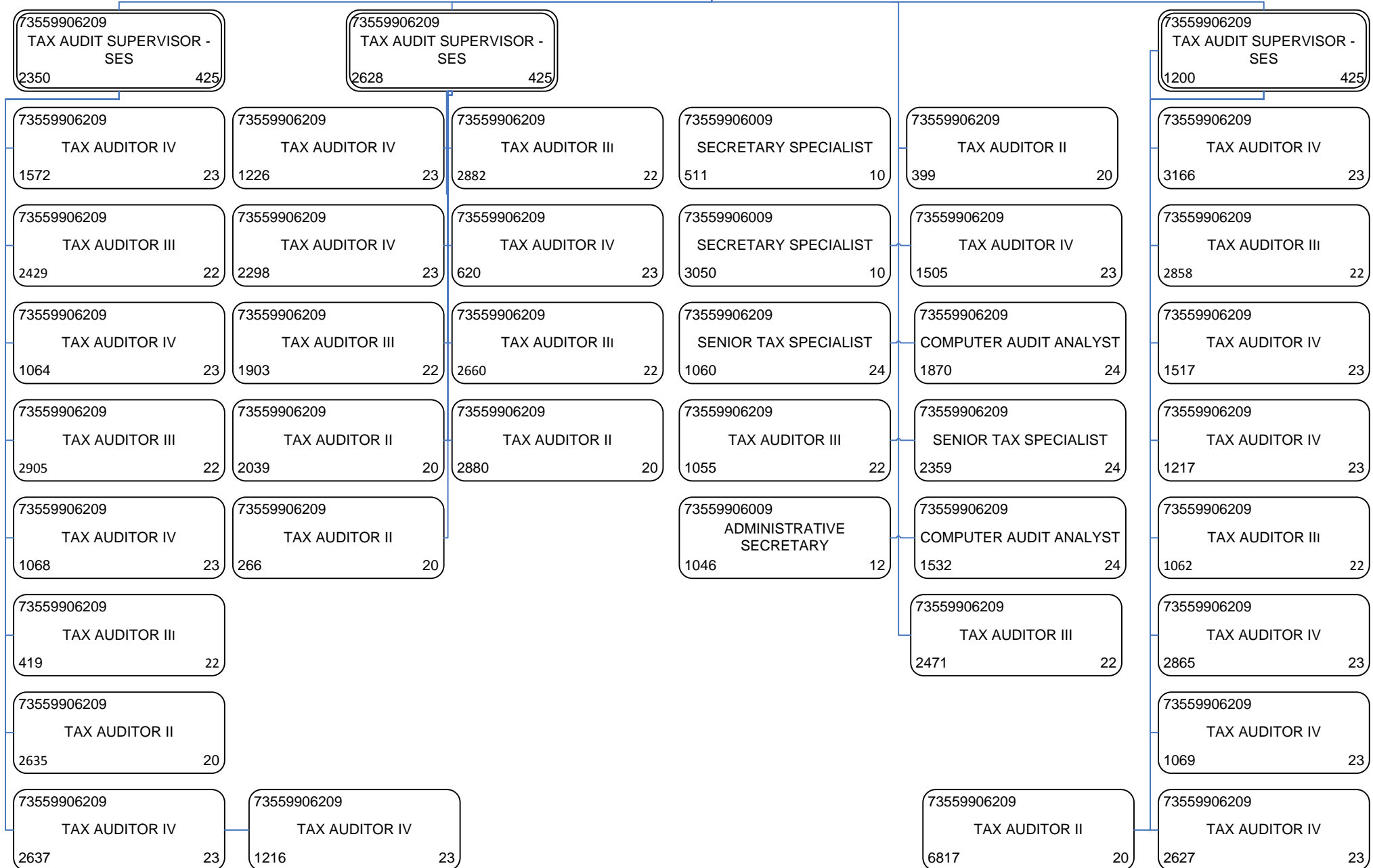
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1813 16

General Tax Administration Atlanta Service Center 7-1-2011

73559906009
REVENUE SERVICE CENTER MANAGER II -
SES
448 427



General Tax Administration

Chicago Service Center

7-1-2011

73549906918
 REGIONAL MANAGER-REV
 199 520

73549906918
 COMPUTER AUDIT ANALYST
 2408 24

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 ADMINISTRATIVE ASSISTANT I
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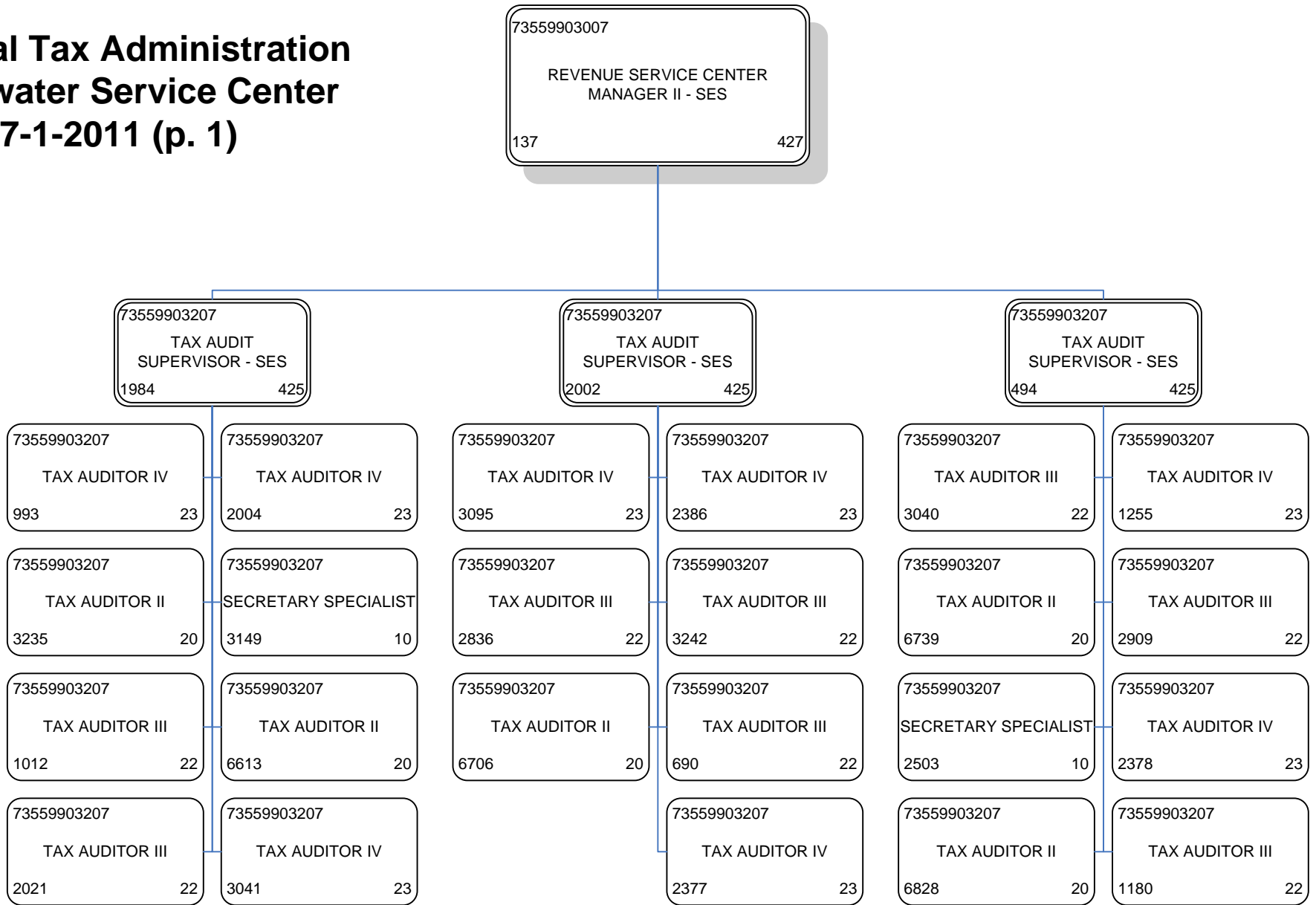
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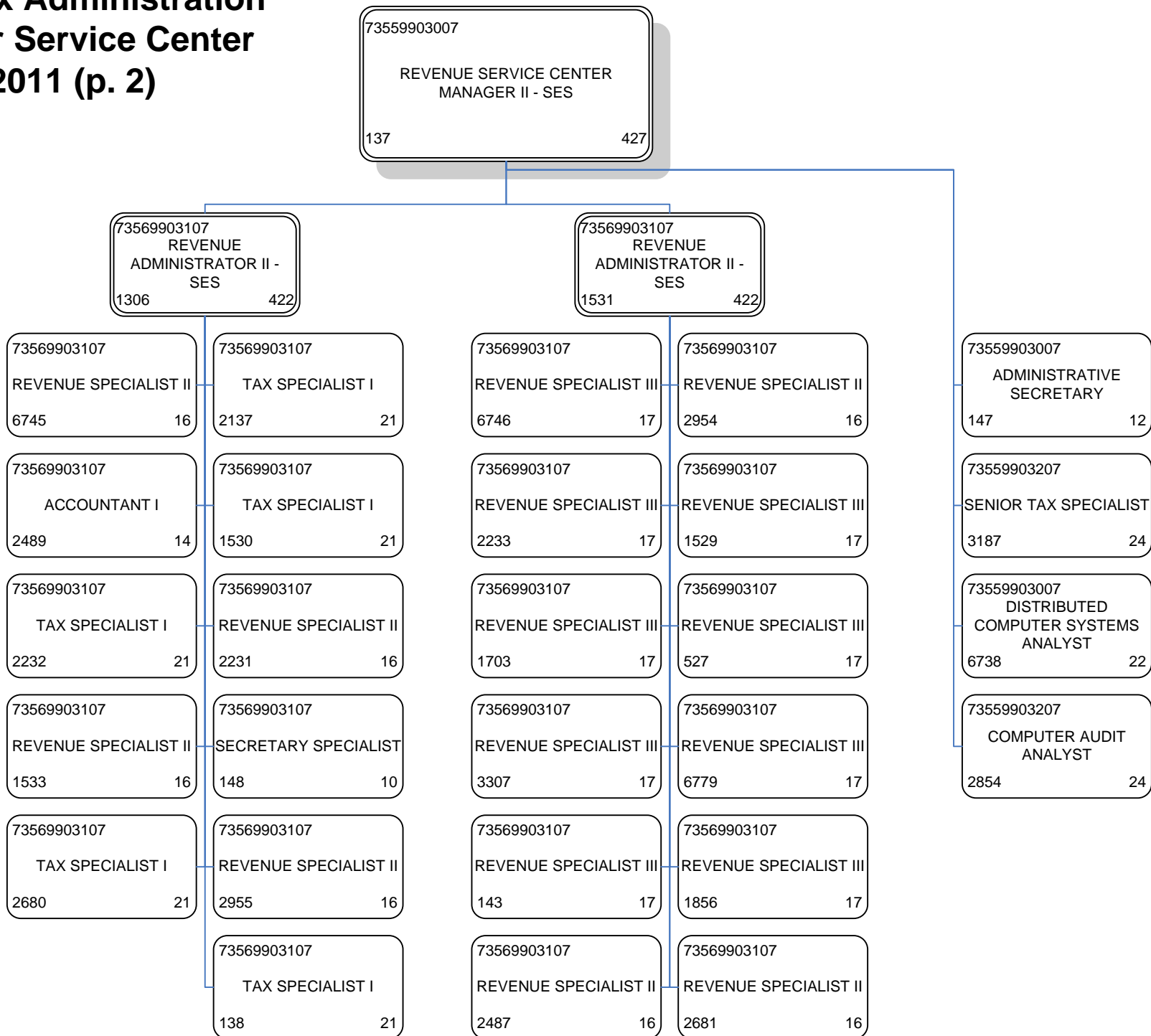
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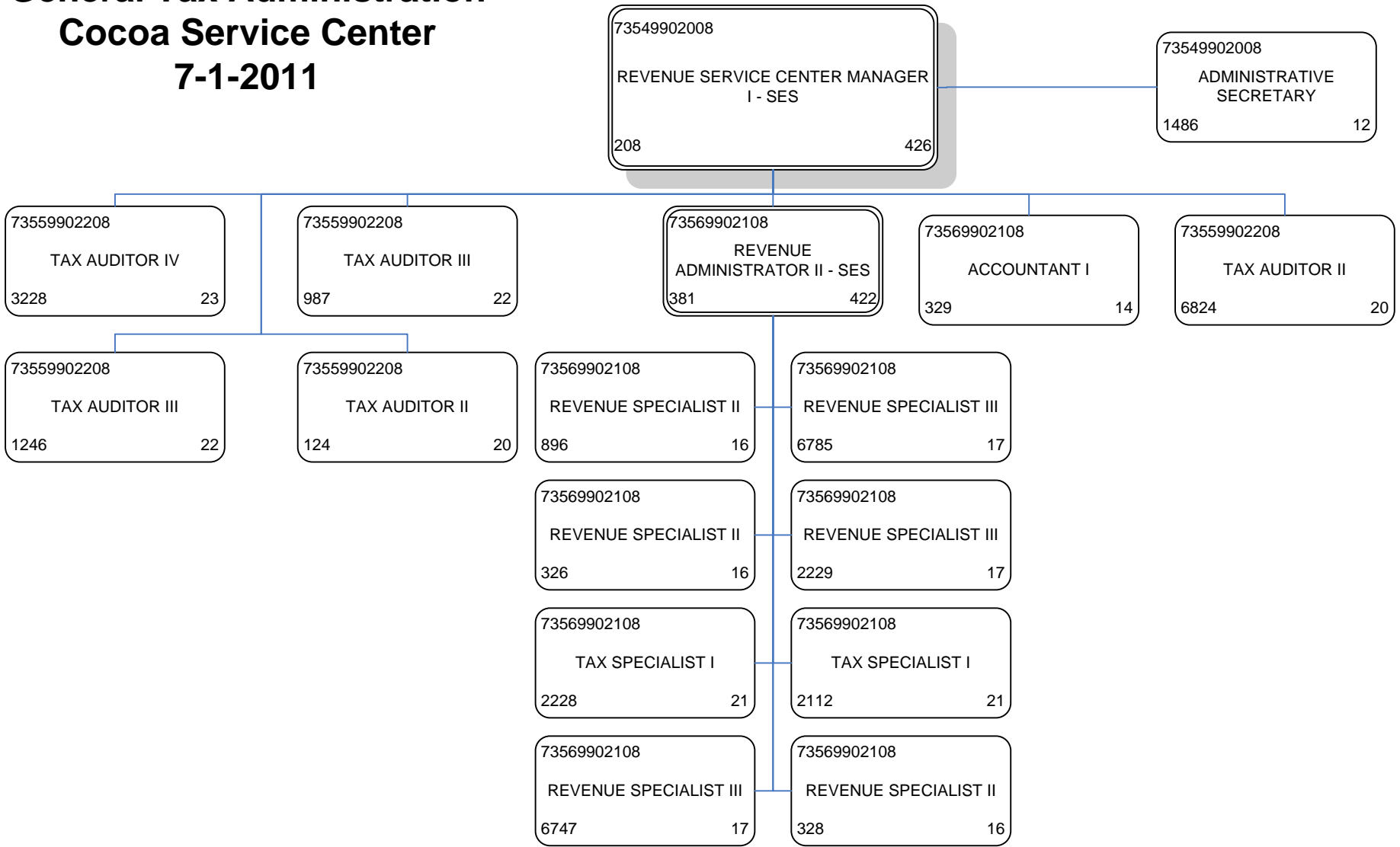
General Tax Administration Clearwater Service Center 7-1-2011 (p. 1)



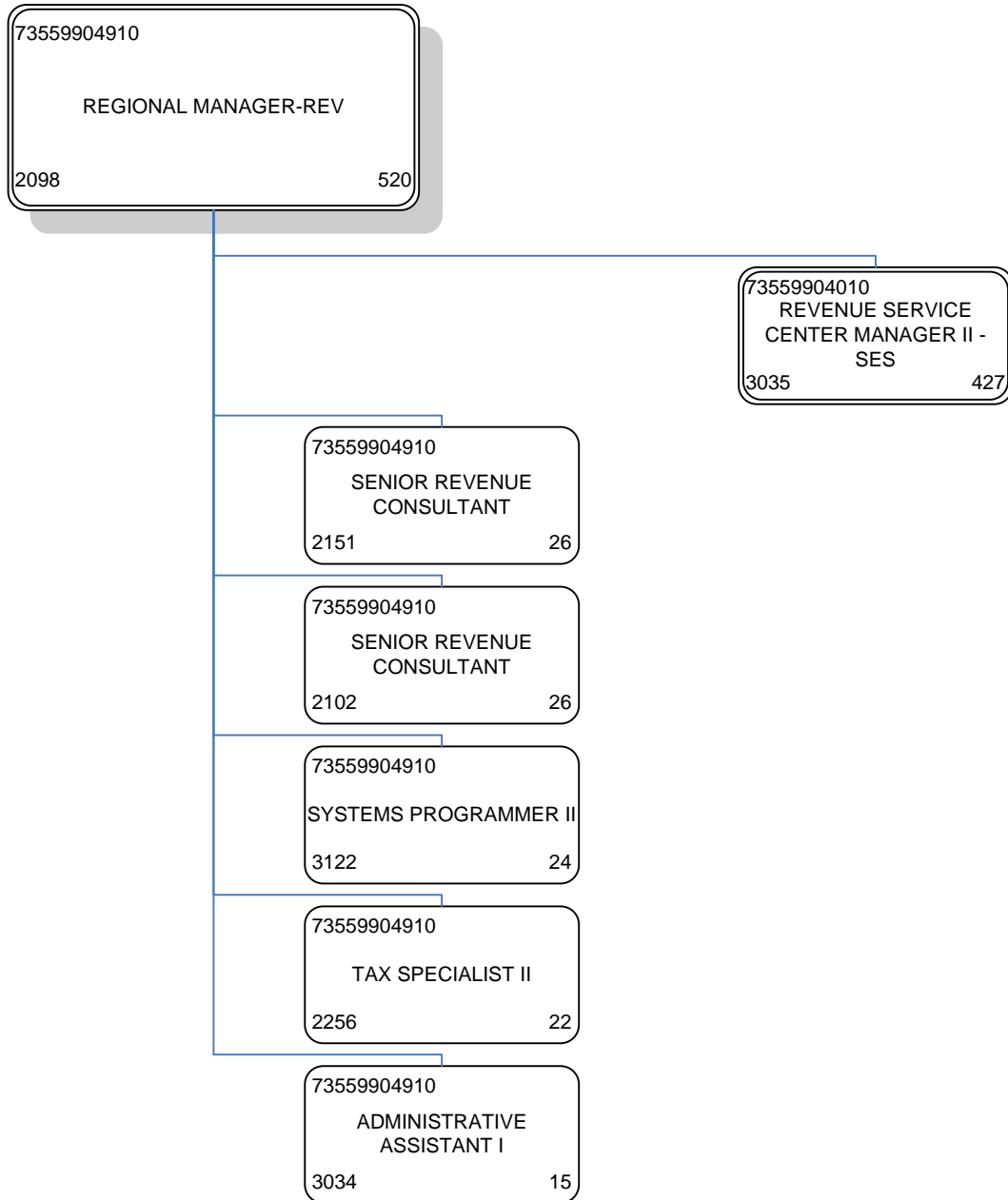
General Tax Administration Clearwater Service Center 7-1-2011 (p. 2)



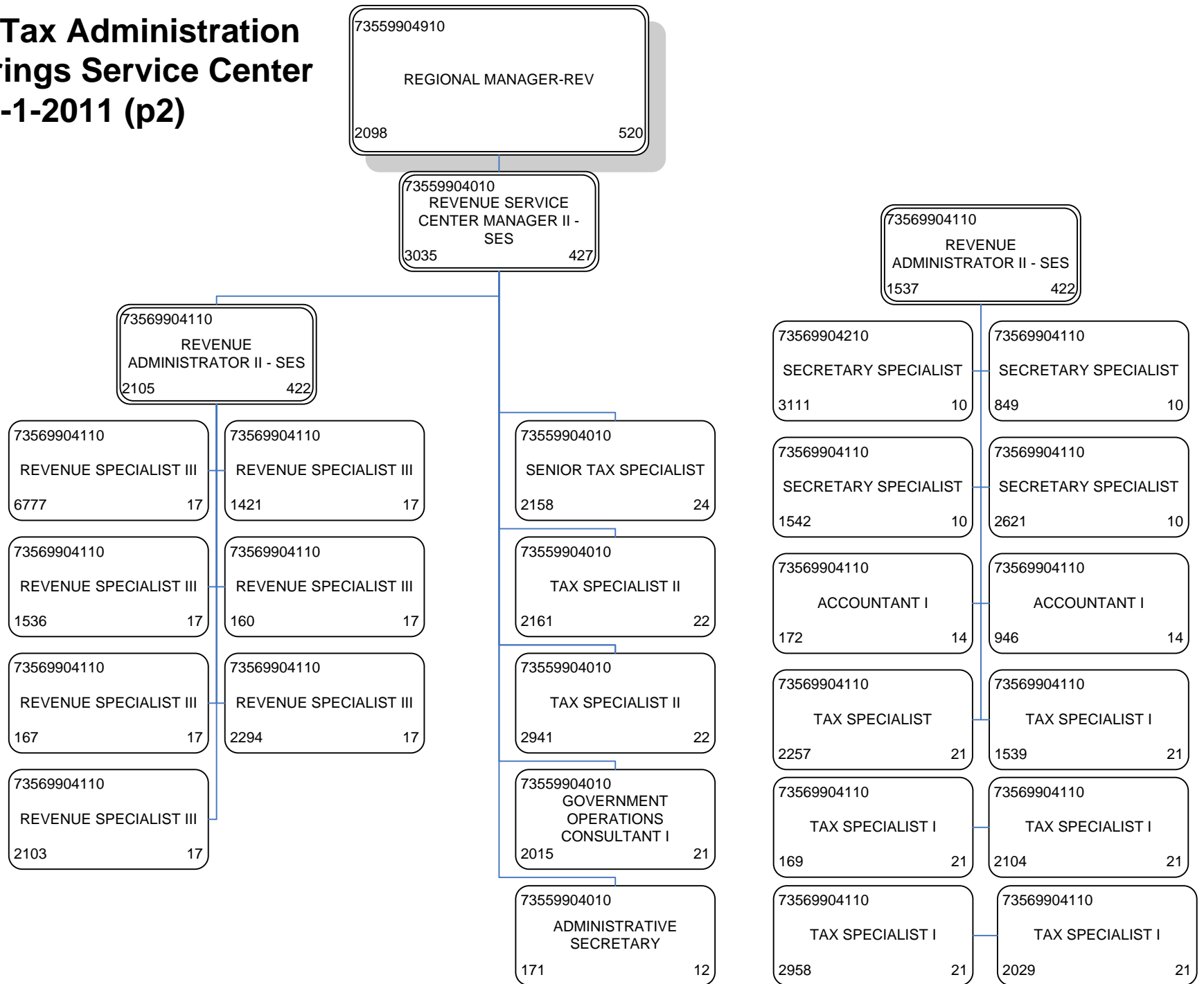
General Tax Administration Cocoa Service Center 7-1-2011



**General Tax Administration
Coral Springs Service Center
7-1-2011 (p1)**



General Tax Administration Coral Springs Service Center 7-1-2011 (p2)



General Tax Administration Coral Springs Service Center 7-1-2011 (p3)

73559904910
REGIONAL MANAGER-REV
2098 520

73559904010
REVENUE SERVICE
CENTER MANAGER II -
SES
3035 427

73559904210
TAX AUDIT SUPERVISOR -
SES
3194 425

73569904110
REVENUE
ADMINISTRATOR II - SES
1230 422

73559904210
TAX AUDIT SUPERVISOR -
SES
2025 425

73559904210
COMPUTER AUDIT
ANALYST
913 24

73559904210
TAX AUDITOR II
6743 20

73569904110
REVENUE SPECIALIST II
6757 16

73569904110
REVENUE SPECIALIST II
6784 16

73559904210
TAX AUDITOR III
3255 22

73559904210
TAX AUDITOR II
2416 20

73559904210
TAX AUDITOR IV
3159 23

73559904210
TAX AUDITOR III
1229 22

73569904110
REVENUE SPECIALIST II
2107 16

73569904110
REVENUE SPECIALIST II
2251 16

73559904210
TAX AUDITOR III
3087 22

73559904210
TAX AUDITOR III
3188 22

73559904210
TAX AUDITOR IV
1526 23

73559904210
TAX AUDITOR III
6752 22

73569904110
REVENUE SPECIALIST II
2252 16

73569904110
REVENUE SPECIALIST II
2254 16

73559904210
TAX AUDITOR IV
1228 23

73559904210
TAX AUDITOR III
3086 22

73559904210
TAX AUDITOR IV
3190 23

73569904110
REVENUE SPECIALIST II
2957 16

73559904010
TAX AUDITOR IV
1673 23

General Tax Administration Coral Springs Service Center 7-1-2011 (p4)

73559904910
REGIONAL MANAGER-REV
2098 520

73559904010
REVENUE SERVICE
CENTER MANAGER II -
SES
3035 427

73569904110
REVENUE
ADMINISTRATOR II - SES
1338 422

73559904210
TAX AUDIT SUPERVISOR -
SES
1227 425

73559904210
TAX AUDIT SUPERVISOR -
SES
460 425

73569904110
REVENUE SPECIALIST II
168 16

73569904110
REVENUE SPECIALIST II
6749 16

73559904210
COMPUTER AUDIT
ANALYST
2842 24

73559904210
TAX AUDITOR III
3088 22

73559904210
TAX AUDITOR III
3192 22

73559904210
TAX AUDITOR III
6710 22

73569904110
REVENUE SPECIALIST II
179 16

73569904110
REVENUE SPECIALIST II
2698 16

73559904210
TAX AUDITOR IV
3200 23

73559904210
TAX AUDITOR IV
3160 23

73559904210
TAX AUDITOR IV
2300 23

73559904210
SENIOR TAX SPECIALIST
3051 24

73559904210
REVENUE SPECIALIST II
2148 16

73569904110
REVENUE SPECIALIST II
1231 16

73559904210
TAX AUDITOR III
1906 22

73559904210
TAX AUDITOR IV
3157 23

73559904210
ADMINISTRATIVE
SECRETARY
171 12

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TAX AUDITOR II
3193 20

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TAX SPECIALIST I
325 21

73569904110
REVENUE SPECIALIST II
2101 16

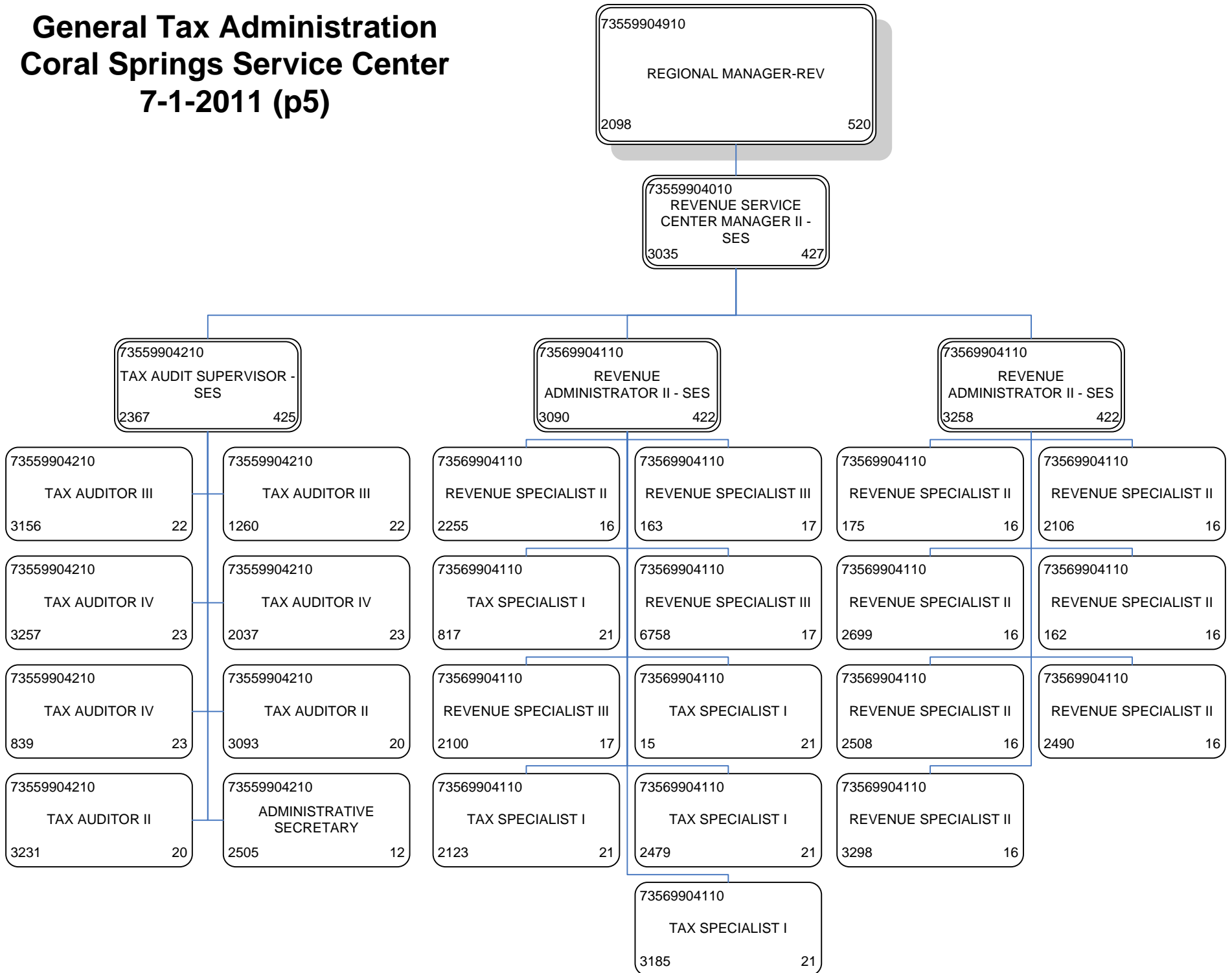
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1661 20

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SENIOR TAX SPECIALIST
2472 24

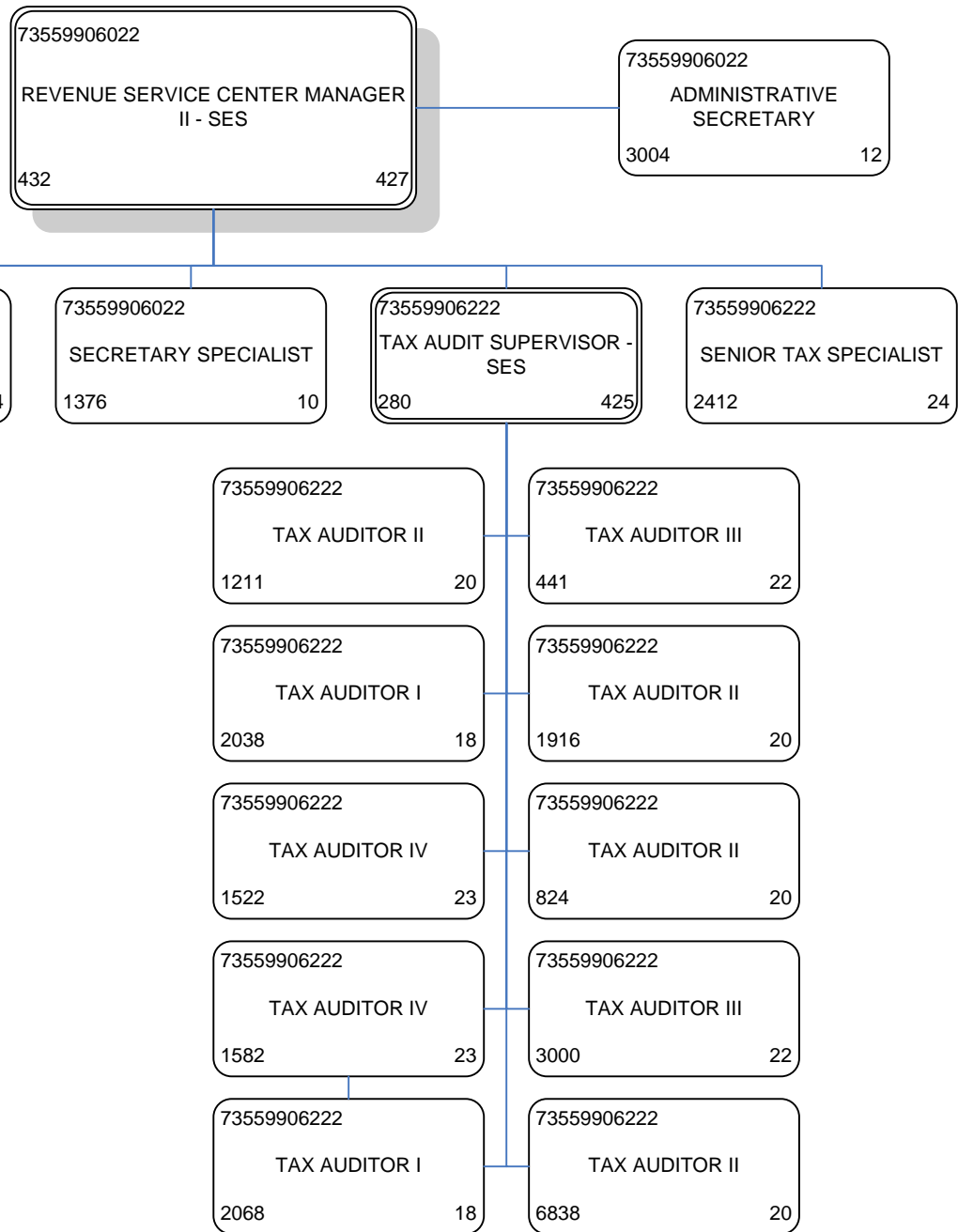
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3199 22

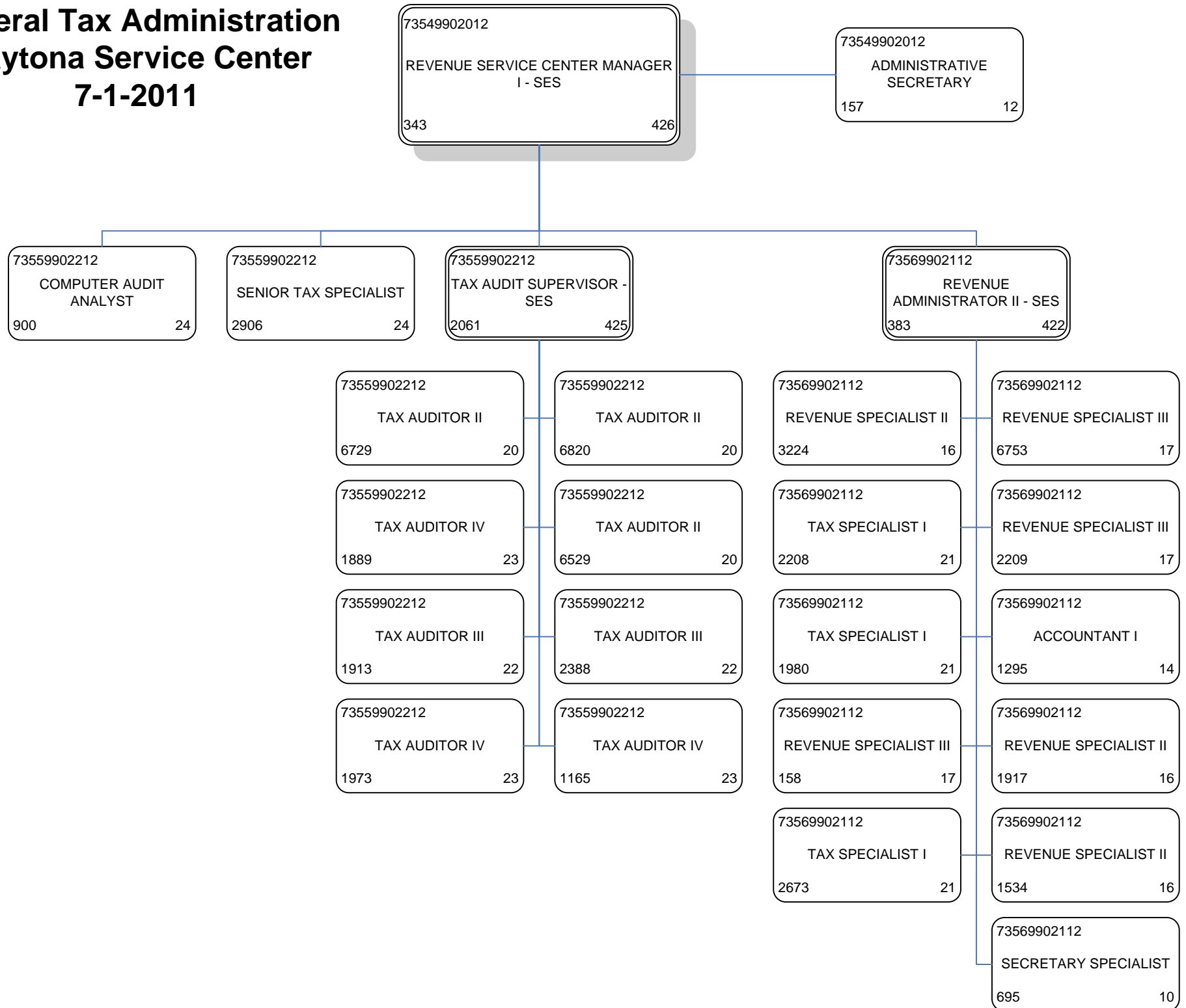
General Tax Administration Coral Springs Service Center 7-1-2011 (p5)



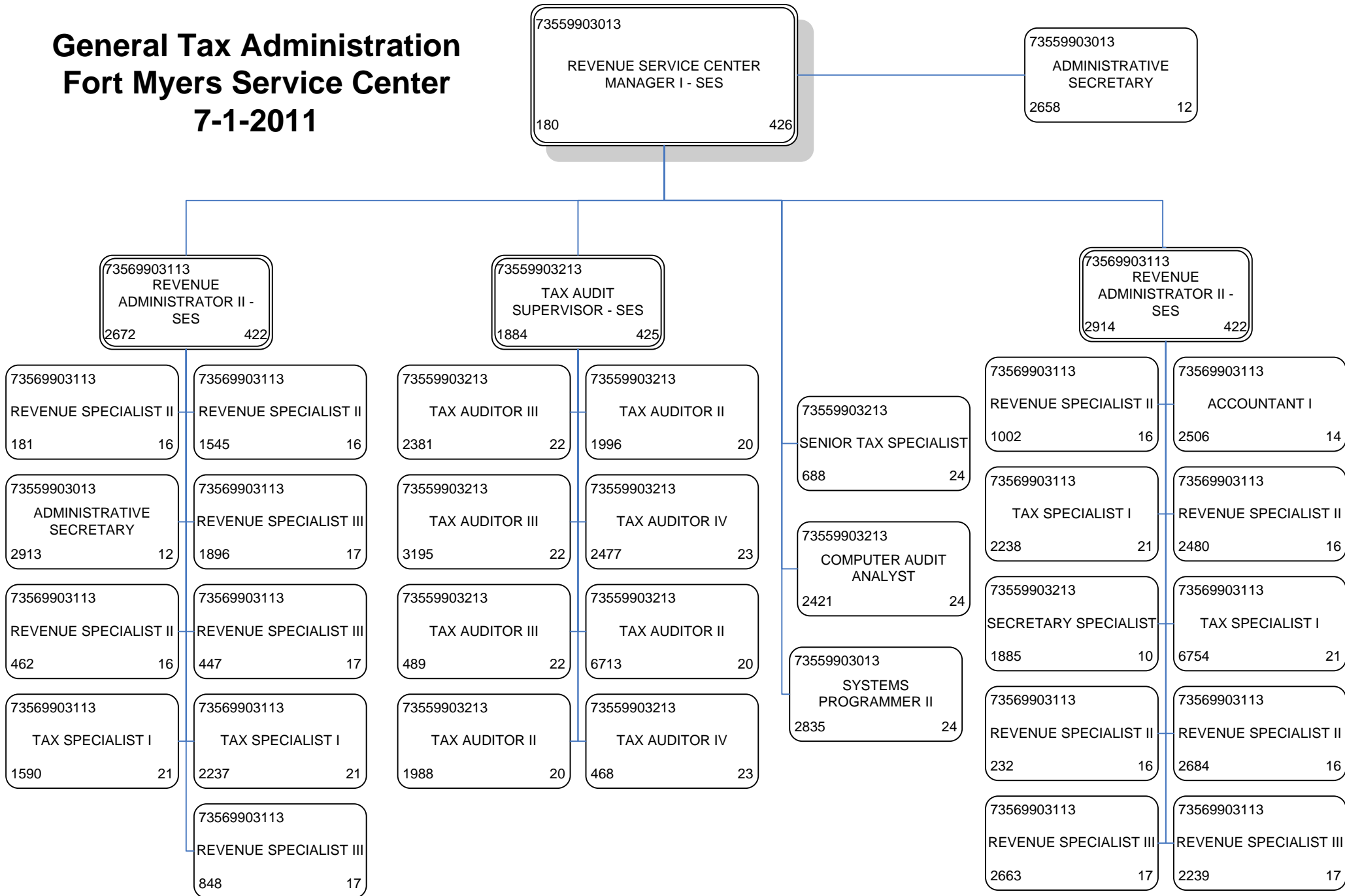
General Tax Administration Dallas Service Center 7-1-2011



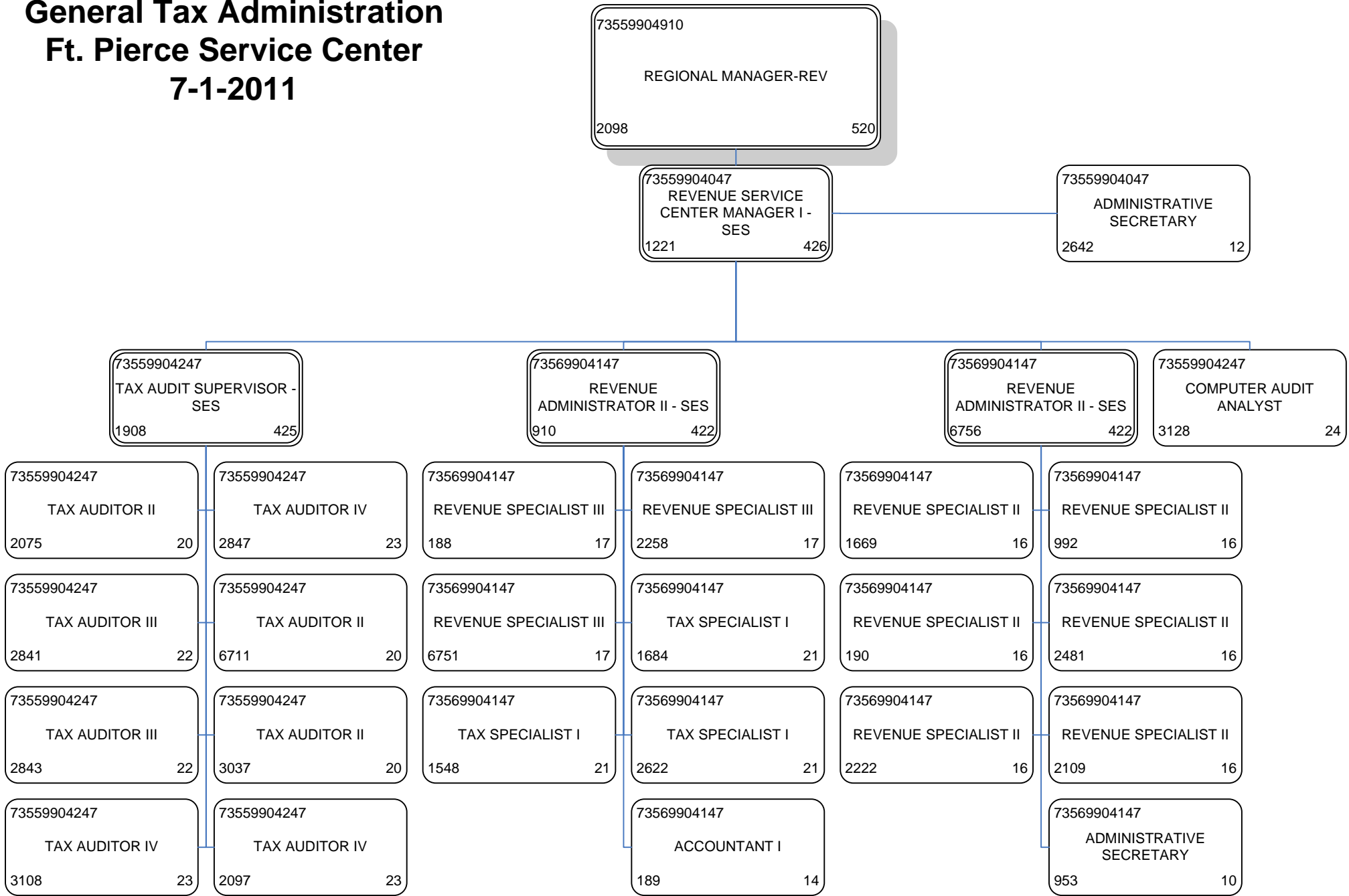
General Tax Administration Daytona Service Center 7-1-2011



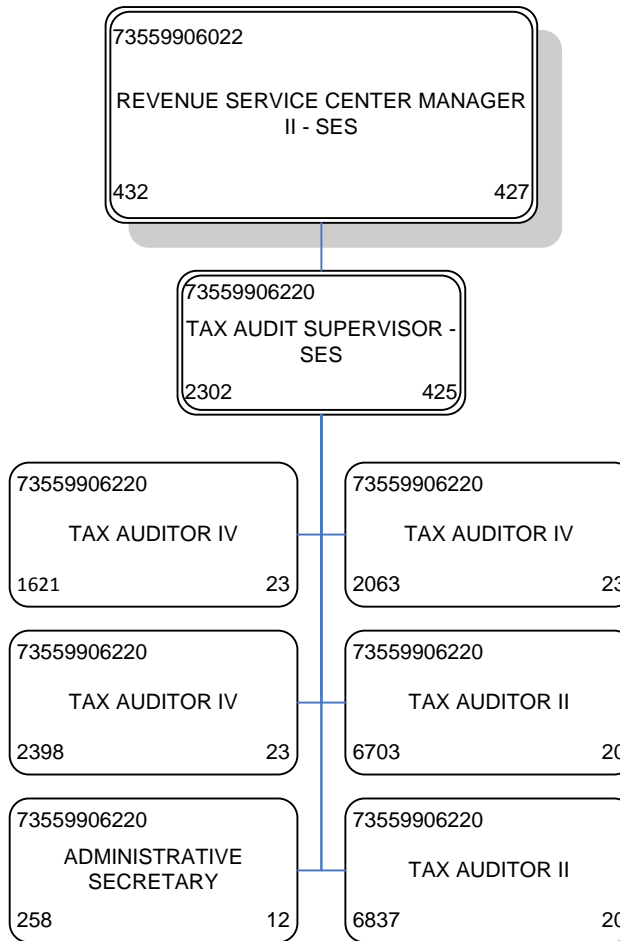
General Tax Administration Fort Myers Service Center 7-1-2011



General Tax Administration Ft. Pierce Service Center 7-1-2011



**General Tax Administration
Houston Service Center
7-1-2011**



General Tax Administration Jacksonville Service Center 7-1-2011 (p. 1)

73549901023
REVENUE SERVICE CENTER MANAGER
II - SES
676 427

73569901123
REVENUE
ADMINISTRATOR II - SES
6759 422

73569901123
REVENUE
ADMINISTRATOR II - SES
2110 422

73559901223
TAX AUDIT SUPERVISOR -
SES
401 425

73559901223
SENIOR TAX SPECIALIST
995 24

73569901123
REVENUE SPECIALIST II
1659 16

73569901123
REVENUE SPECIALIST III
6761 17

73569901123
REVENUE SPECIALIST II
1556 16

73569901123
REVENUE SPECIALIST II
2212 16

73559901223
TAX AUDITOR IV
1480 23

73559901223
SECRETARY SPECIALIST
2196 10

73569901123
REVENUE SPECIALIST II
872 16

73569901123
REVENUE SPECIALIST II
206 16

73569901123
REVENUE SPECIALIST III
1298 17

73569901123
REVENUE SPECIALIST III
2492 17

73559901223
TAX AUDITOR IV
408 23

73559901223
TAX AUDITOR II
989 20

73569901123
REVENUE SPECIALIST II
6760 16

73569901123
TAX SPECIALIST II
6762 22

73569901123
ADMINISTRATIVE
SECRETARY
212 12

73569901123
REVENUE SPECIALIST II
318 16

73559901223
TAX AUDITOR III
521 22

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TAX AUDITOR III
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2947 17

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REVENUE SPECIALIST II
1557 16

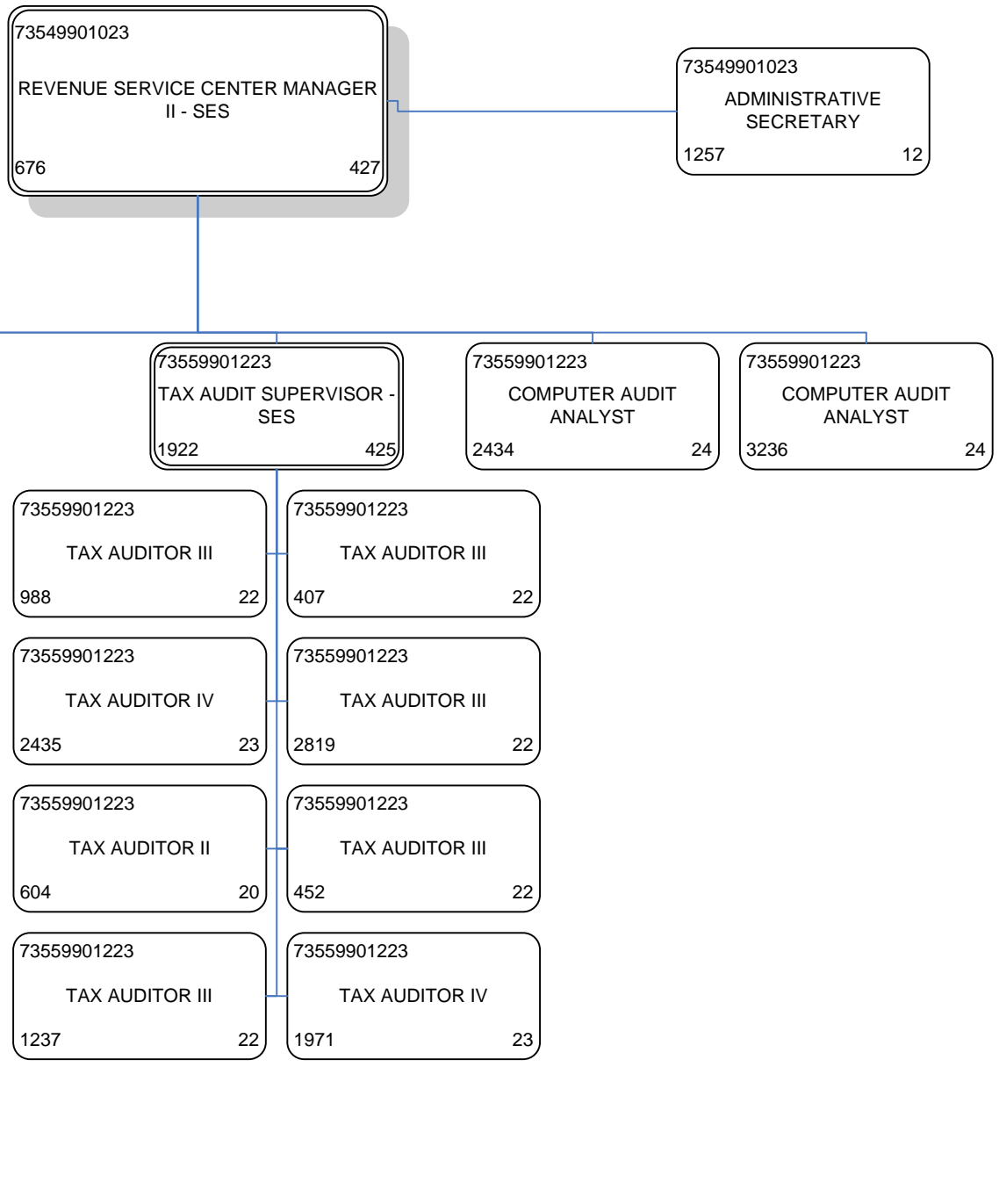
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2693 17

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REVENUE SPECIALIST II
3301 16

73559901223
TAX AUDITOR II
6815 20

73559901223
TAX AUDITOR III
1914 22

General Tax Administration Jacksonville Service Center 7-1-2011 (p. 2)



General Tax Administration Jacksonville Service Center 7-1-2011 (p. 3)

73549901023
REVENUE SERVICE CENTER MANAGER
II - SES
676 427

73559901223
TAX AUDIT SUPERVISOR -
SES
826 425

73559901223
TAX AUDIT SUPERVISOR -
SES
1960 425

73559901223
TAX AUDIT SUPERVISOR -
SES
3221 425

73559901223
TAX AUDITOR IV
3232 23

73559901223
TAX AUDITOR II
6718 20

73559901423
SENIOR TAX SPECIALIST
2476 24

73559901223
TAX AUDITOR IV
3143 23

73559901223
TAX AUDITOR IV
403 23

73559901223
SECRETARY SPECIALIST
1961 10

73559901223
TAX AUDITOR III
406 22

73559901423
TAX SPECIALIST I
2890 21

73559901223
TAX AUDITOR IV
639 23

73559901223
TAX AUDITOR III
2853 22

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TAX AUDITOR IV
3220 23

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TAX AUDITOR IV
3144 23

73559901423
TAX SPECIALIST I
1653 21

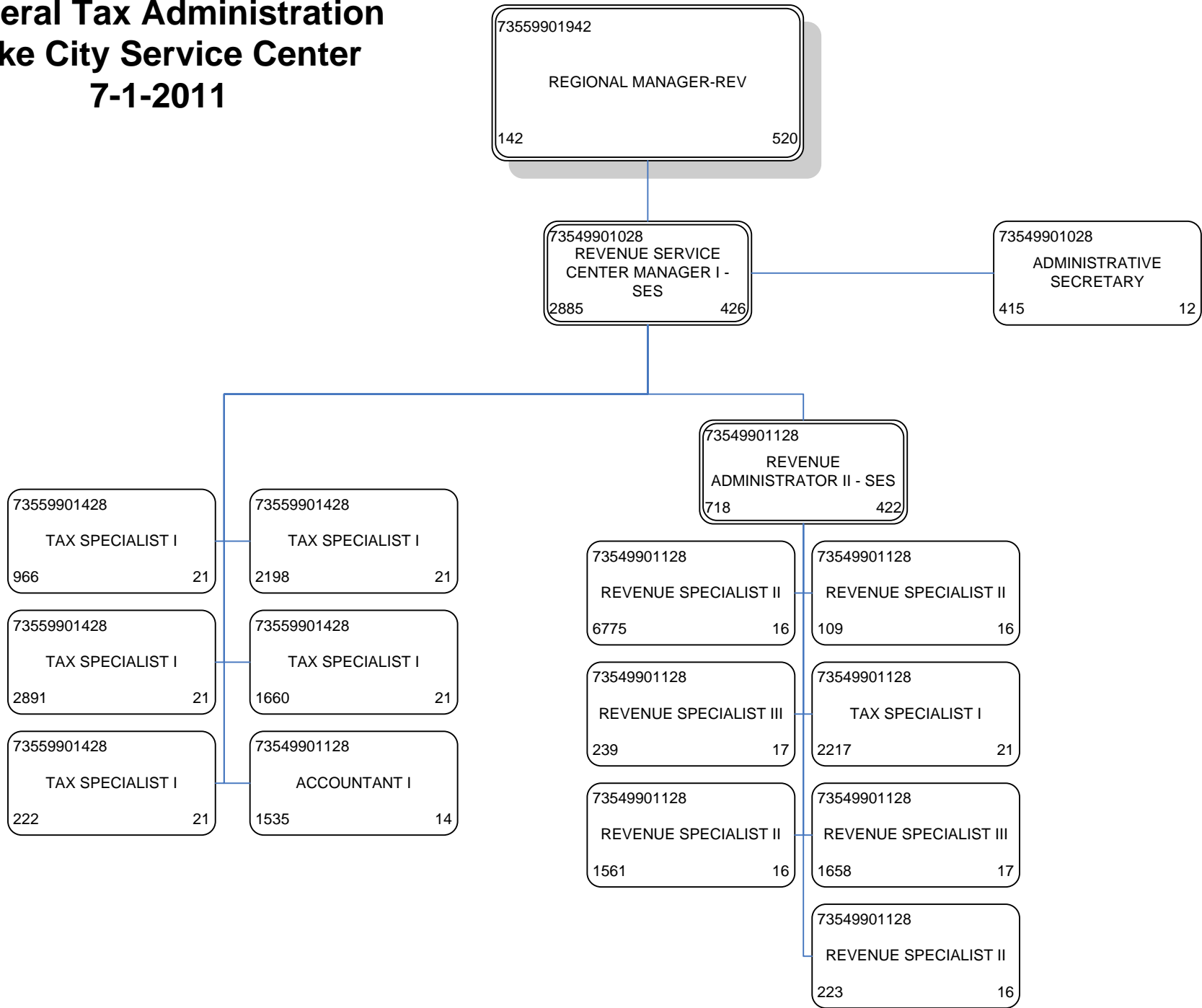
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TAX AUDITOR II
2375 20

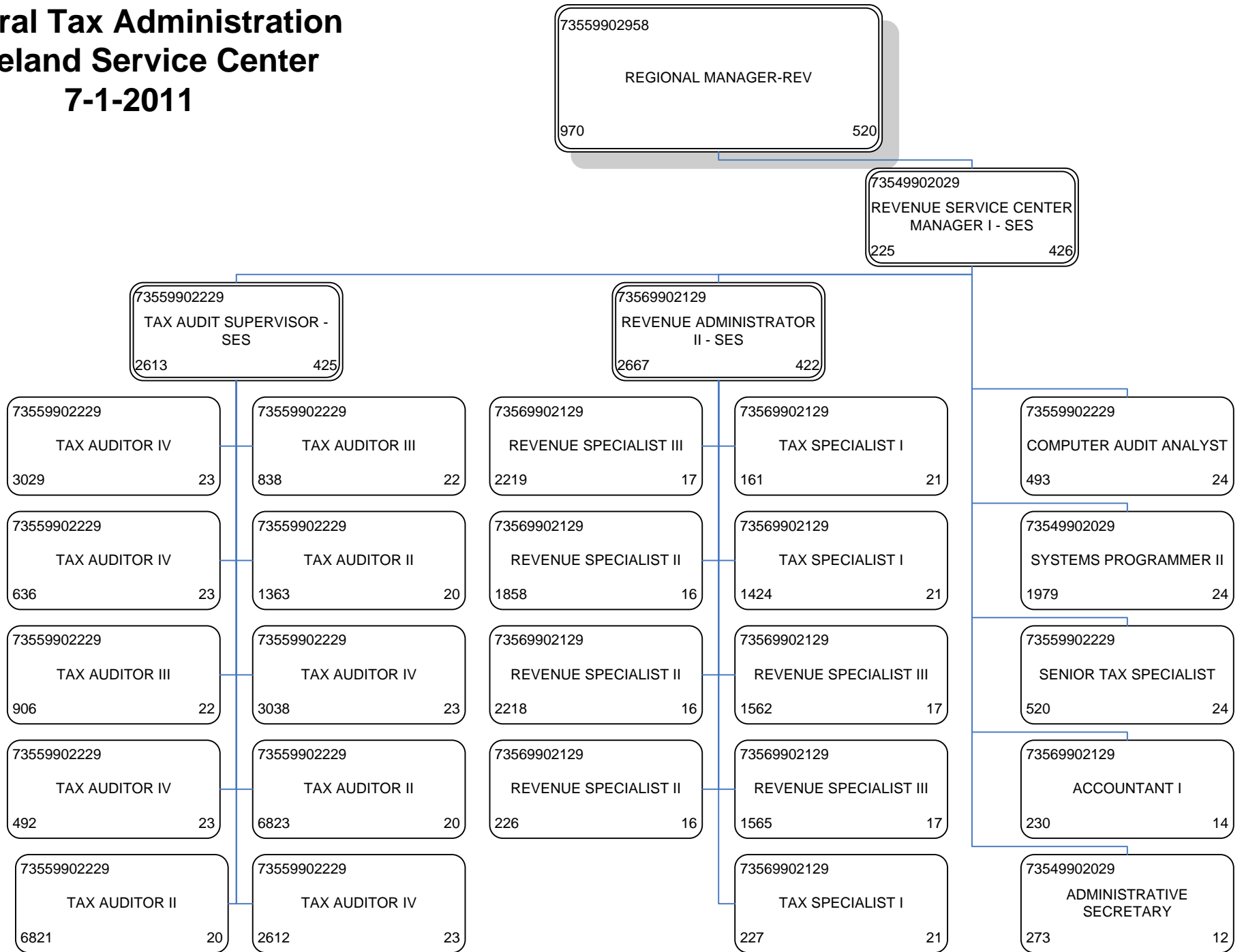
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TAX SPECIALIST I
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73559901423
SENIOR TAX SPECIALIST
1440 24

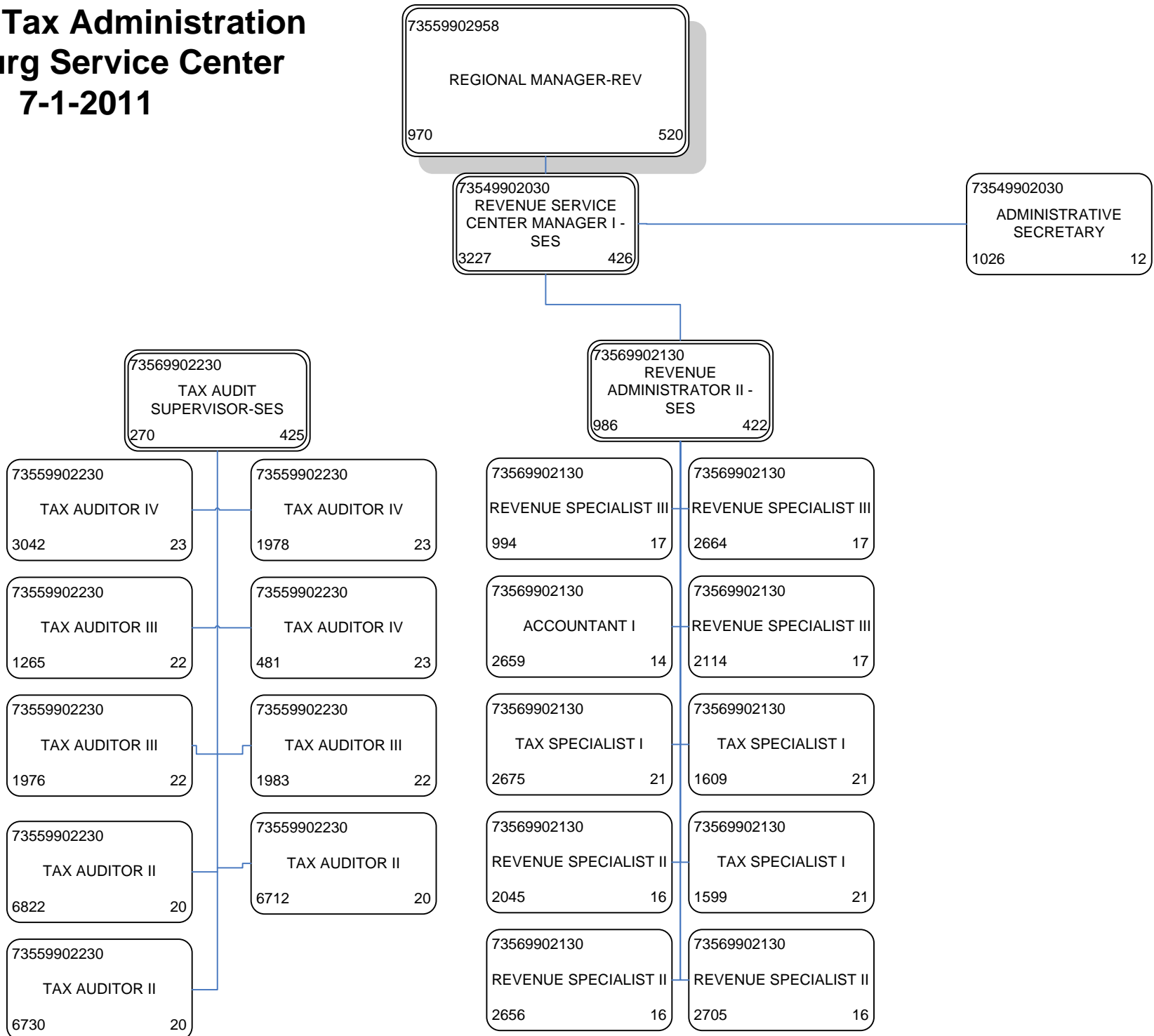
General Tax Administration Lake City Service Center 7-1-2011



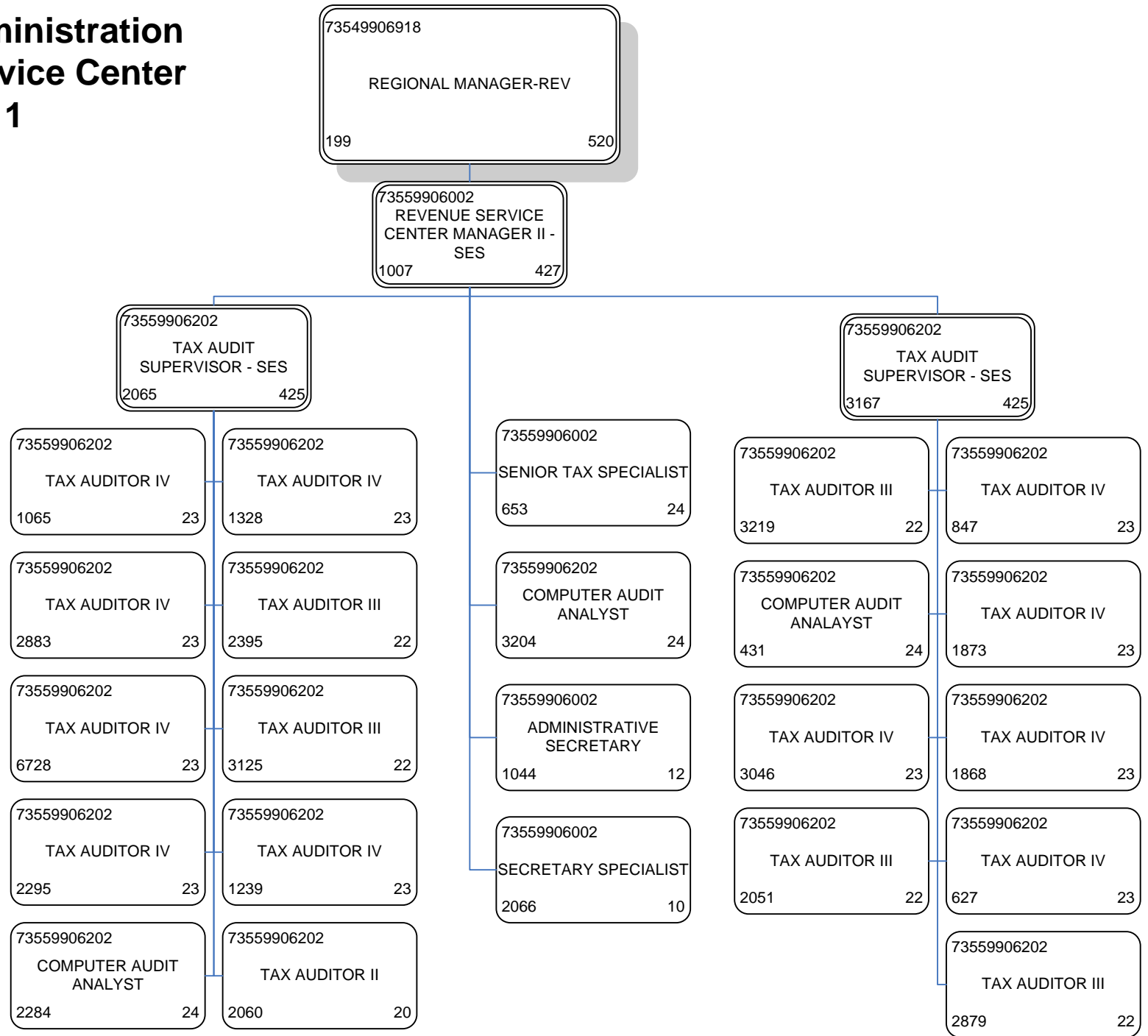
General Tax Administration Lakeland Service Center 7-1-2011



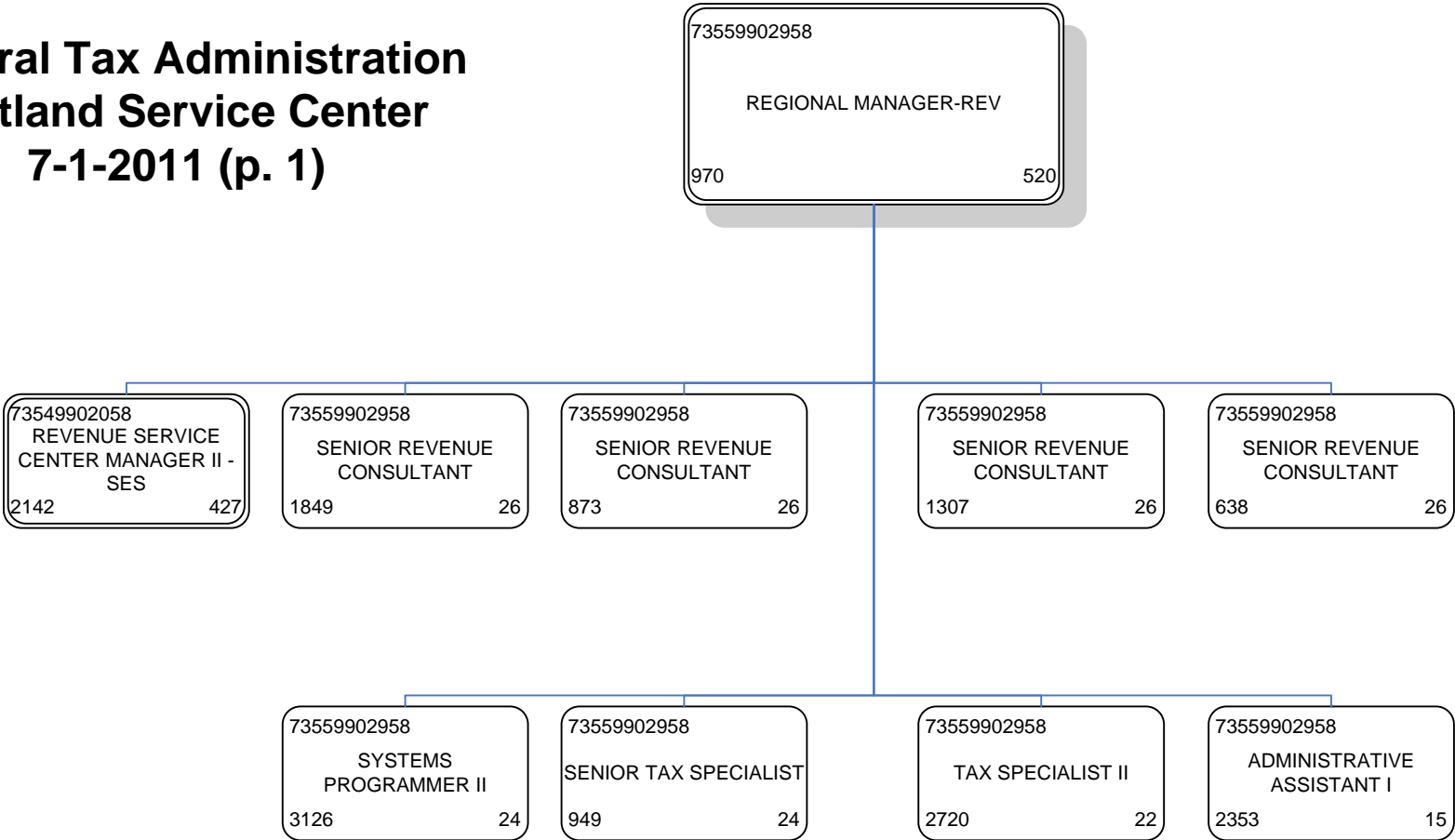
General Tax Administration Leesburg Service Center 7-1-2011



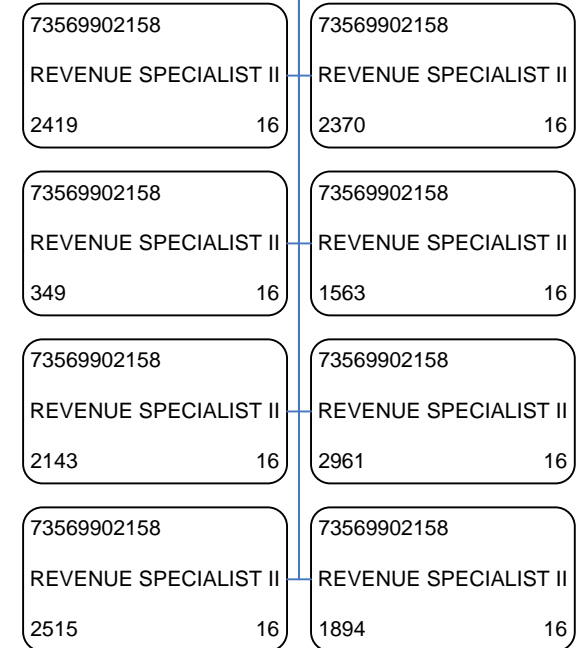
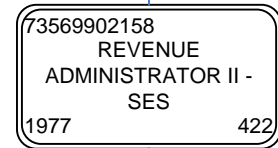
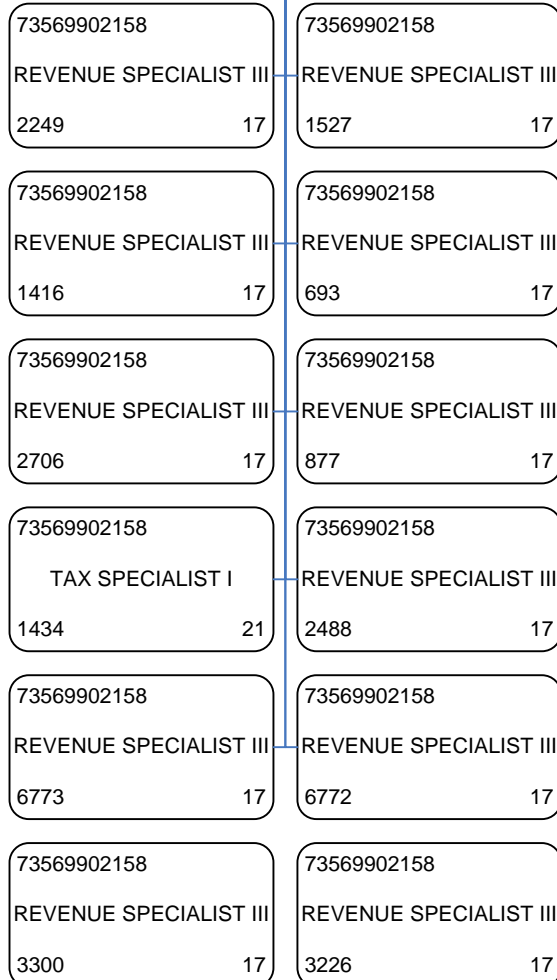
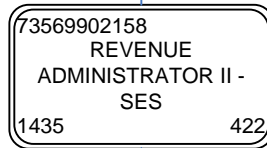
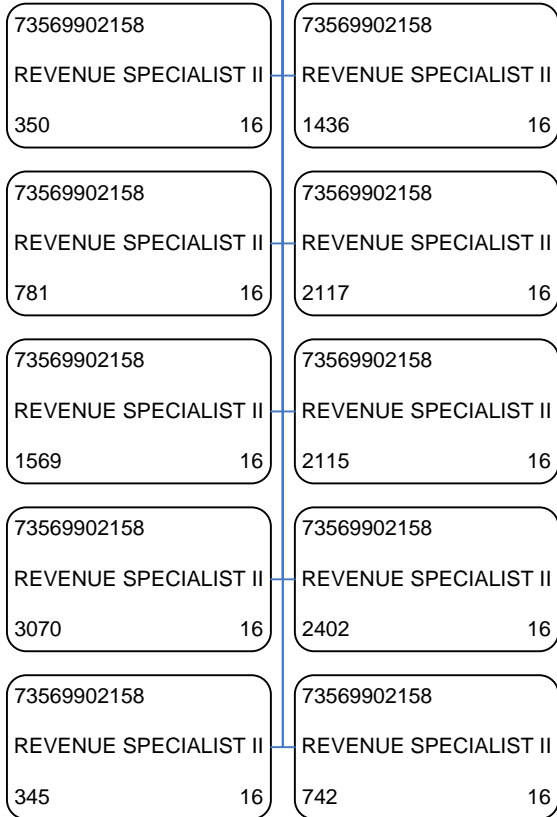
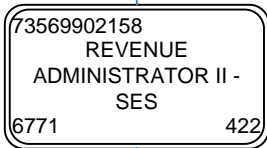
General Tax Administration Los Angeles Service Center 7-1-2011



**General Tax Administration
Maitland Service Center
7-1-2011 (p. 1)**

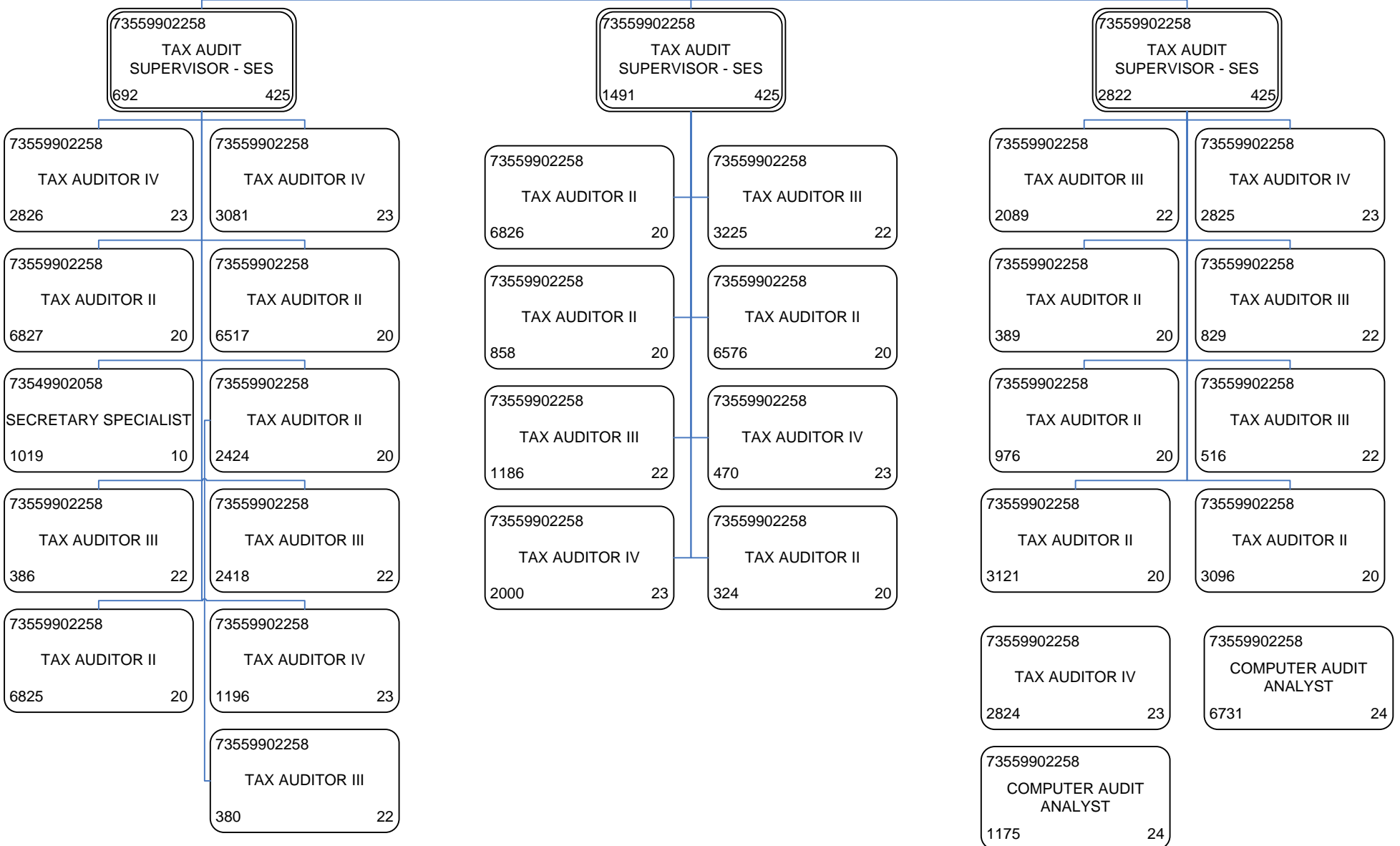


General Tax Administration Maitland Service Center 7-1-2011 (p. 2)

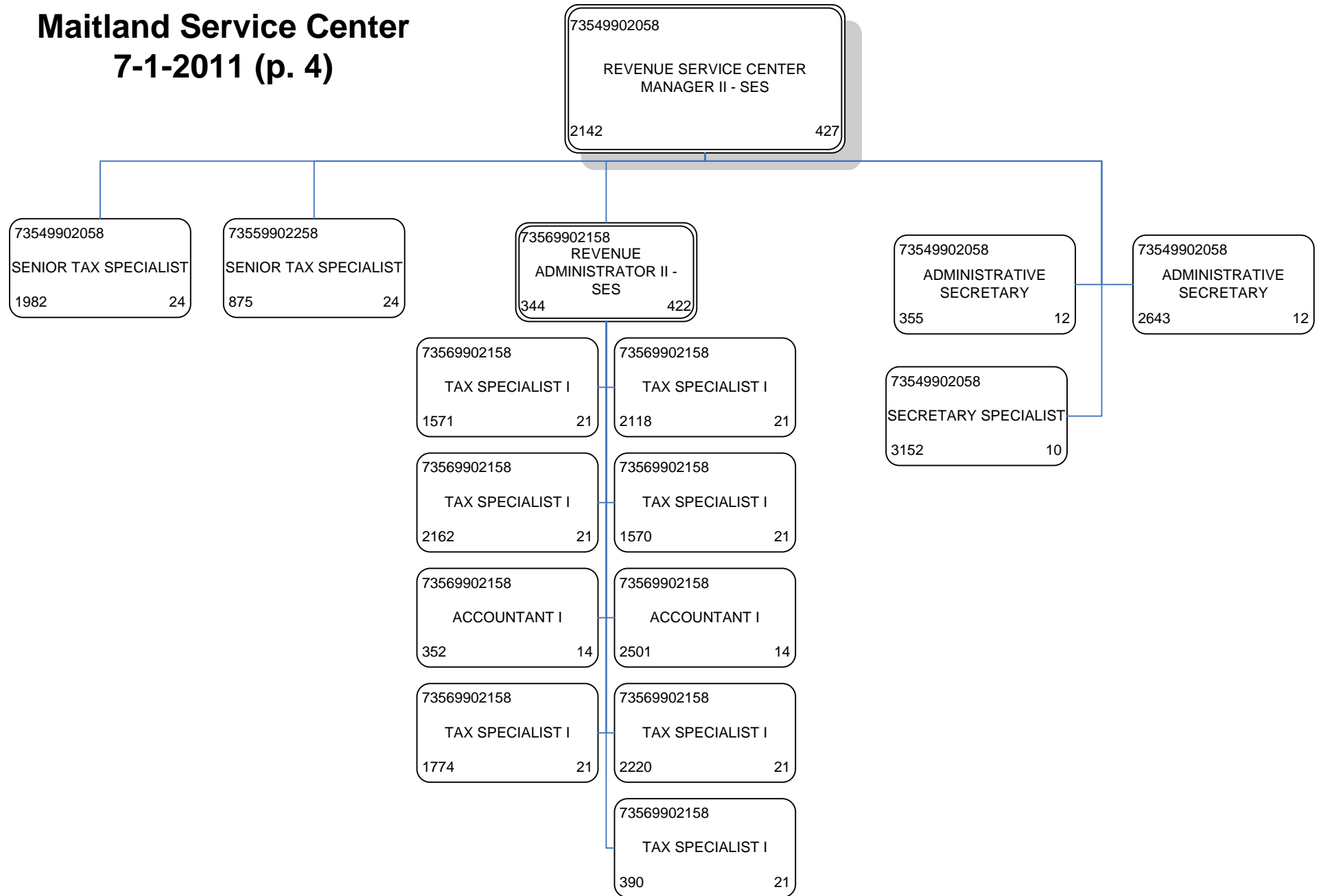


General Tax Administration Maitland Service Center 7-1-2011 (p. 3)

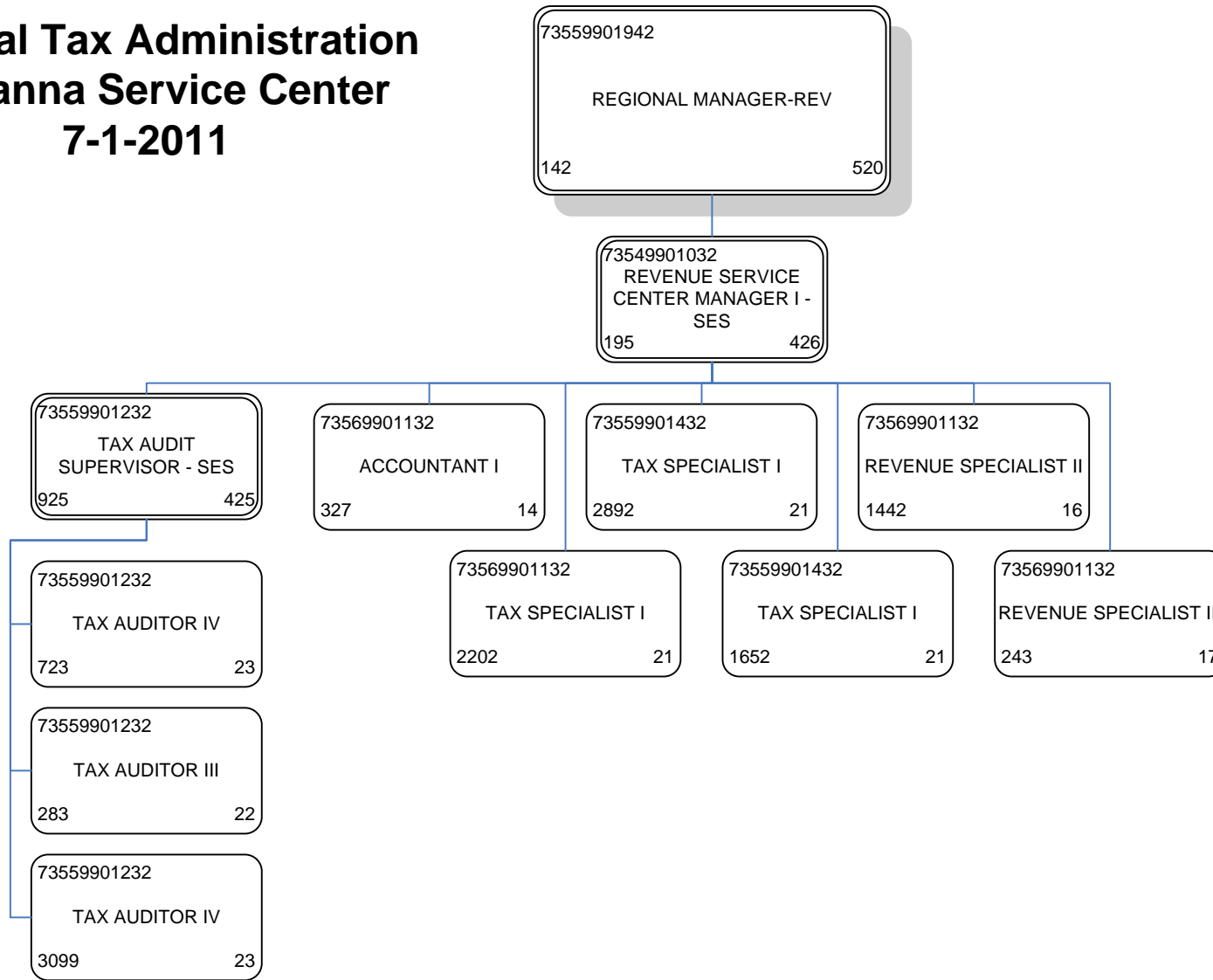
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REVENUE SERVICE CENTER
MANAGER II - SES
2142 427



General Tax Administration Maitland Service Center 7-1-2011 (p. 4)



General Tax Administration Marianna Service Center 7-1-2011



General Tax Administration Miami North Service Center 7-1-2011 (p. 1)

73549905935
REGIONAL MANAGER-REV
2887 520

73559905034
REVENUE SERVICE
CENTER MANAGER II -
SES
244 427

73559905234
TAX AUDIT
SUPERVISOR - SES
897 425

73559905034
SECRETARY SPECIALIST
275 10

73559905034
SECRETARY SPECIALIST
2509 10

73569905134
REVENUE
ADMINISTRATOR II -
SES
247 422

73559905234
TAX AUDITOR II
1994 20

73559905234
TAX AUDITOR III
1473 22

73559905234
TAX AUDITOR II
186 20

73559905234
TAX AUDITOR IV
2009 23

73559905234
TAX AUDITOR III
522 22

73559905234
TAX AUDITOR IV
2179 23

73559905234
TAX AUDITOR III
3245 22

73559905234
TAX AUDITOR IV
1240 23

73569905134
TAX SPECIALIST I
1439 21

73569905134
ACCOUNTANT I
297 14

73569905134
REVENUE SPECIALIST III
2276 17

73569905134
REVENUE SPECIALIST II
1425 16

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REVENUE SPECIALIST II
1579 16

73569905134
REVENUE SPECIALIST II
2125 16

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TAX SPECIALIST I
3297 21

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REVENUE SPECIALIST II
2273 16

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TAX SPECIALIST I
268 21

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REVENUE SPECIALIST II
2269 16

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REVENUE SPECIALIST III
3303 17

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REVENUE SPECIALIST III
3310 17

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REVENUE SPECIALIST II
2122 16

73569905134
ACCOUNTANT I
184 14

73569905134
REVENUE SPECIALIST II
2125 16

73569905134
REVENUE SPECIALIST II
2267 16

General Tax Administration Miami North Service Center 7-1-2011 (p.2)

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REGIONAL MANAGER-REV
2887 520

73559905034
REVENUE SERVICE
CENTER MANAGER II -
SES
244 427

73569905134
REVENUE
ADMINISTRATOR II -
SES
245 422

73559905234
TAX AUDIT
SUPERVISOR - SES
455 425

73569905134
REVENUE SPECIALIST III
2124 17

73569905134
REVENUE SPECIALIST II
2951 16

73569905134
REVENUE SPECIALIST II
254 16

73569905134
REVENUE SPECIALIST III
2164 17

73559905234
TAX AUDITOR II
6644 20

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TAX AUDITOR II
2160 20

73559905034
SENIOR TAX SPECIALIST
680 24

73569905134
REVENUE SPECIALIST II
2126 16

73569905134
REVENUE SPECIALIST III
261 17

73569905134
REVENUE SPECIALIST II
1577 16

73569905134
REVENUE SPECIALIST III
1816 17

73559905234
TAX AUDITOR IV
3247 23

73559905234
TAX AUDITOR IV
2620 23

73559905234
COMPUTER AUDIT
ANALYST
2618 24

73569905134
REVENUE SPECIALIST II
255 16

73569905134
REVENUE SPECIALIST II
2127 16

73569905134
REVENUE SPECIALIST II
1578 16

73569905134
REVENUE SPECIALIST II
267 16

73559905234
SECRETARY SPECIALIST
3265 10

73559905234
TAX AUDITOR II
3304 20

73559905034
ADMINISTRATIVE
SECRETARY
269 12

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REVENUE SPECIALIST II
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REVENUE SPECIALIST III
2275 17

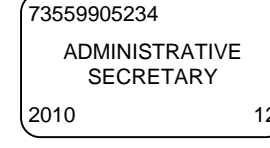
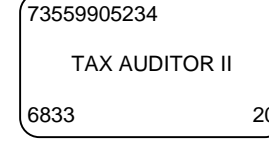
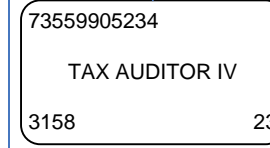
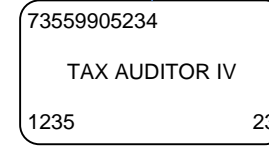
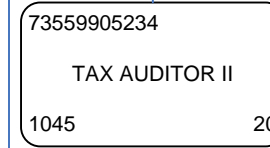
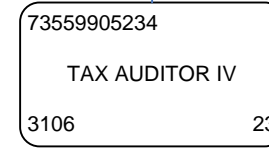
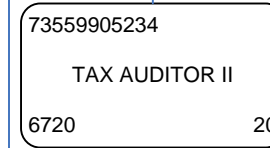
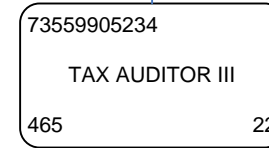
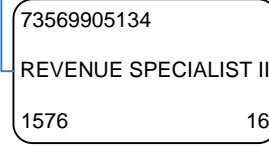
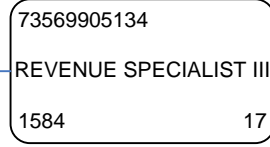
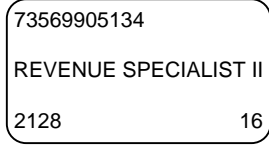
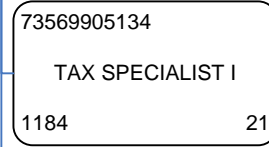
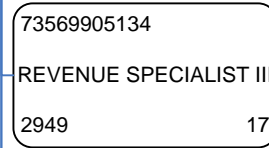
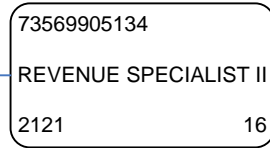
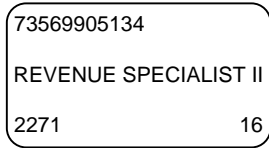
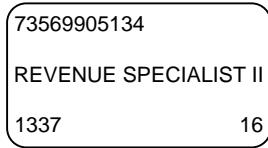
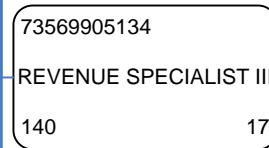
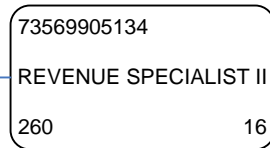
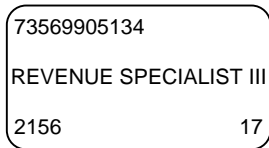
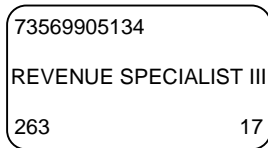
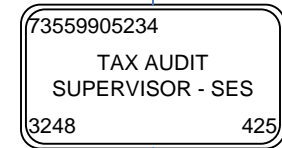
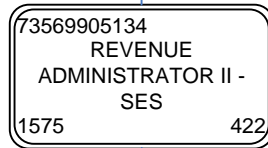
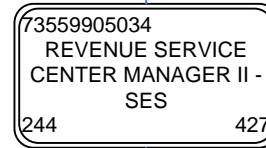
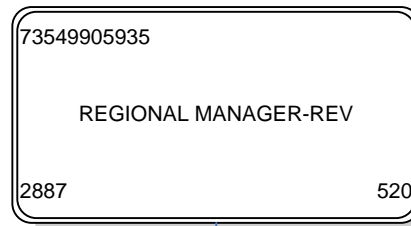
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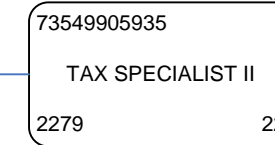
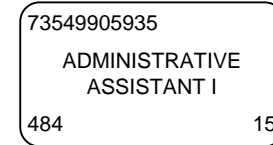
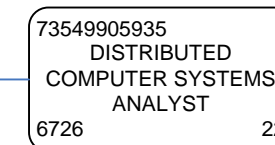
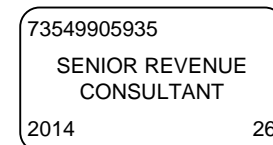
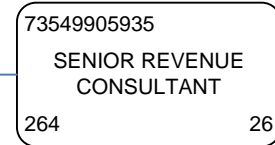
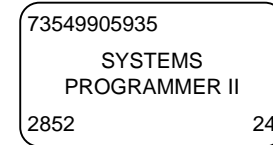
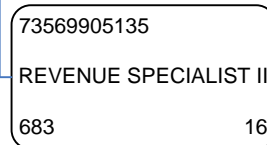
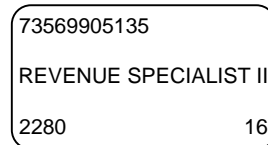
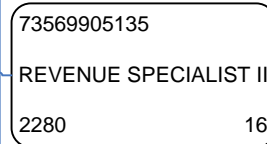
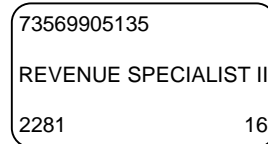
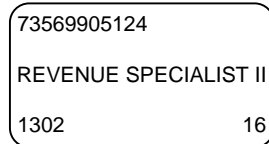
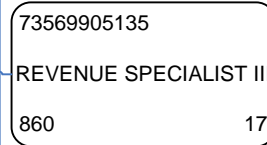
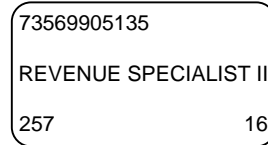
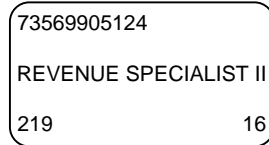
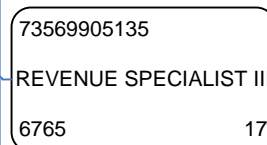
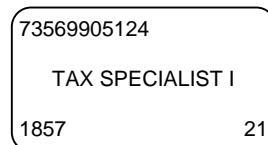
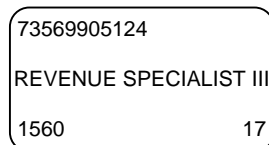
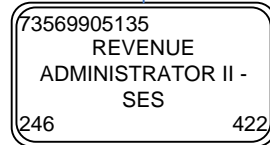
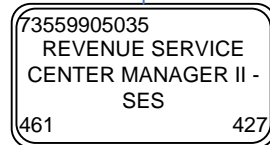
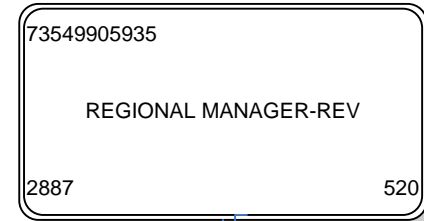
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391 22

General Tax Administration Miami North Service Center 7-1-2011 (p. 3)



General Tax Administration Miami South Service Center 7-1-2011 (p. 1)



General Tax Administration Miami South Service Center 7-1-2011 (p. 2)

73549905935
REGIONAL MANAGER-REV
2887 520

73559905035
REVENUE SERVICE
CENTER MANAGER II -
SES
461 427

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TAX AUDIT
SUPERVISOR - SES
2850 425

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SENIOR TAX SPECIALIST
1234 24

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TAX AUDIT
SUPERVISOR - SES
833 425

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ADMINISTRATIVE
SECRETARY
156 12

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SECRETARY
2167 12

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TAX AUDIT
SUPERVISOR - SES
6767 425

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TAX AUDITOR IV
3116 23

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TAX AUDITOR III
6721 22

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TAX AUDITOR III
6834 22

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TAX AUDITOR IV
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6768 16

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REVENUE SPECIALIST II
319 16

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TAX AUDITOR III
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REVENUE SPECIALIST III
2278 17

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2700 16

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251 17

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3262 23

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TAX AUDITOR III
3260 22

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TAX AUDITOR IV
3161 23

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SECRETARY SPECIALIST
342 10

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REVENUE SPECIALIST III
6769 17

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REVENUE SPECIALIST II
2130 16

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TAX AUDITOR III
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6766 16

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REVENUE SPECIALIST II
841 16

General Tax Administration Miami South Service Center 7-1-2011 (p. 3)

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2887 520

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REVENUE SERVICE
CENTER MANAGER II -
SES
461 427

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TAX AUDIT
SUPERVISOR - SES
3264 425

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COMPUTER AUDIT
ANALYST
2369 24

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TAX AUDIT
SUPERVISOR - SES
6722 425

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TAX AUDITOR III
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TAX AUDITOR II
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SECRETARY SPECIALIST
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ACCOUNTANT I
903 14

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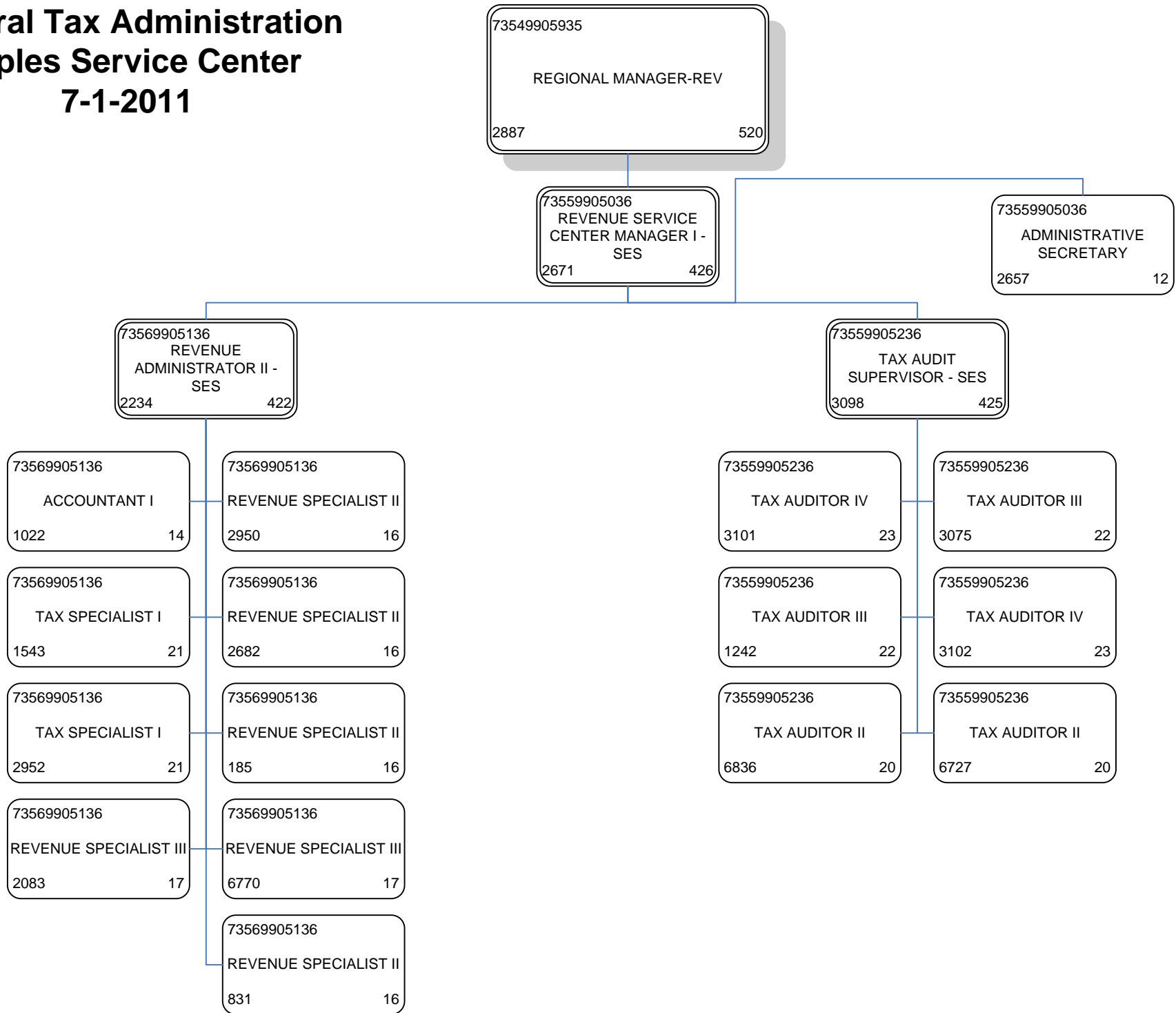
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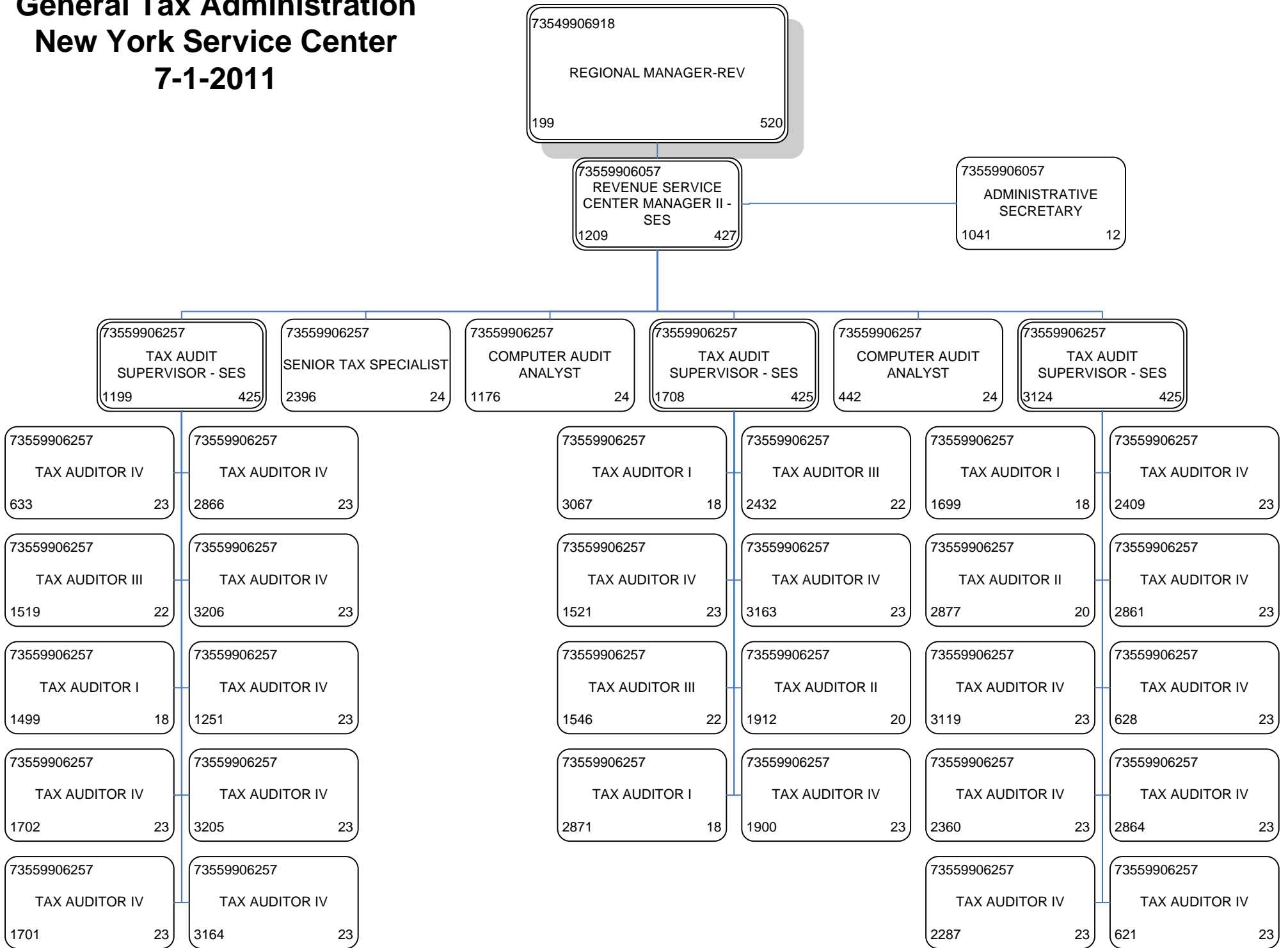
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General Tax Administration Naples Service Center 7-1-2011



General Tax Administration New York Service Center 7-1-2011



General Tax Administration Panama City Service Center 7-1-2011

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REGIONAL MANAGER-REV
142 520

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REVENUE SERVICE
CENTER MANAGER I -
SES
400 426

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ANALYST
2299 24

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SECRETARY
1153 12

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SUPERVISOR - SES
1056 425

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ADMINISTRATOR II -
SES
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COMPUTER SYSTEMS
ANALYST
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TAX AUDITOR II
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REVENUE SPECIALIST II
289 16

General Tax Administration Pensacola Service Center 7-1-2011

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CONSULTANT
202 26

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2703 22

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CONSULTANT
418 26

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SECRETARY
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General Tax Administration Pittsburgh Service Center 7-1-2011

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SUPERVISOR - SES
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SUPERVISOR - SES
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ANALYST
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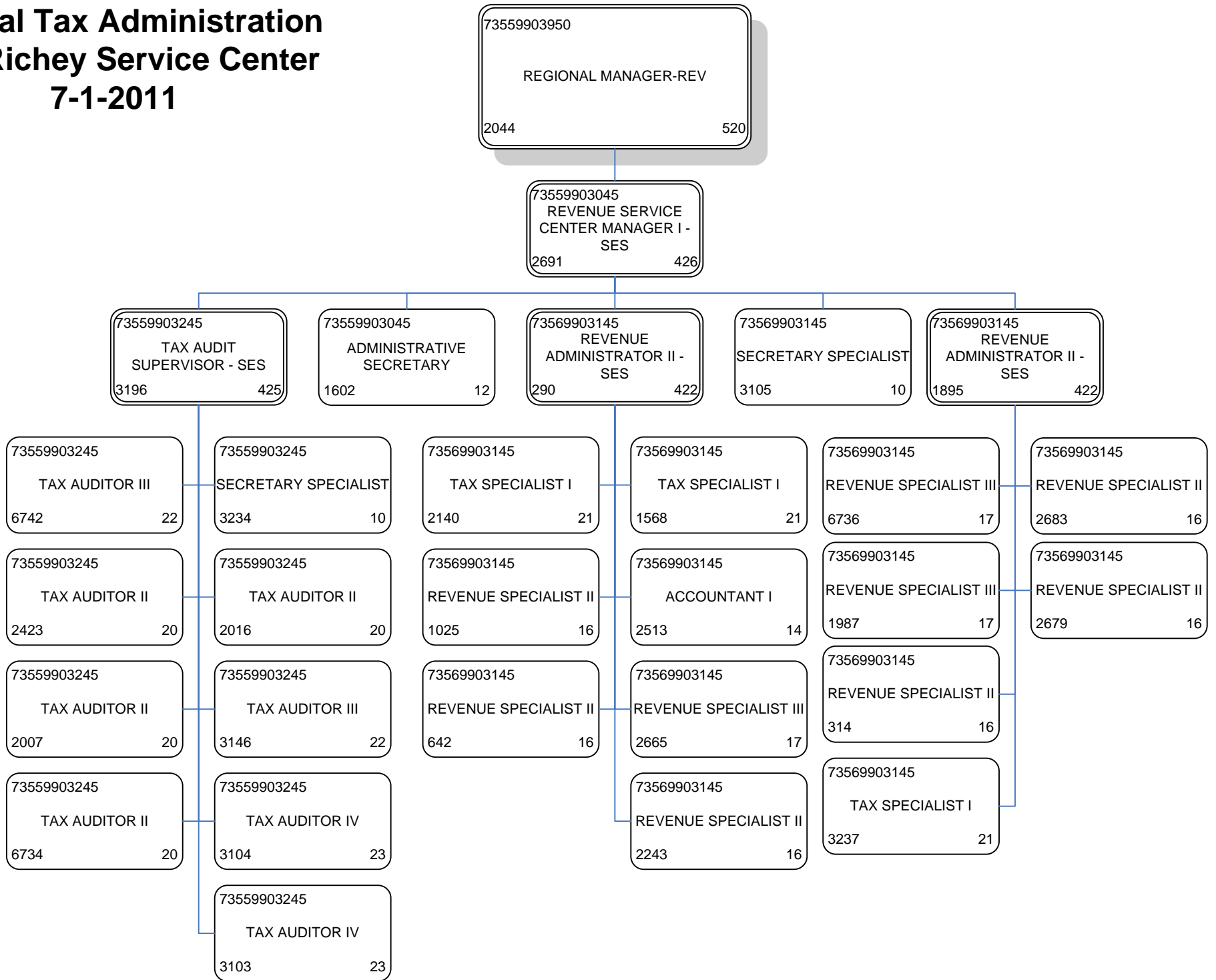
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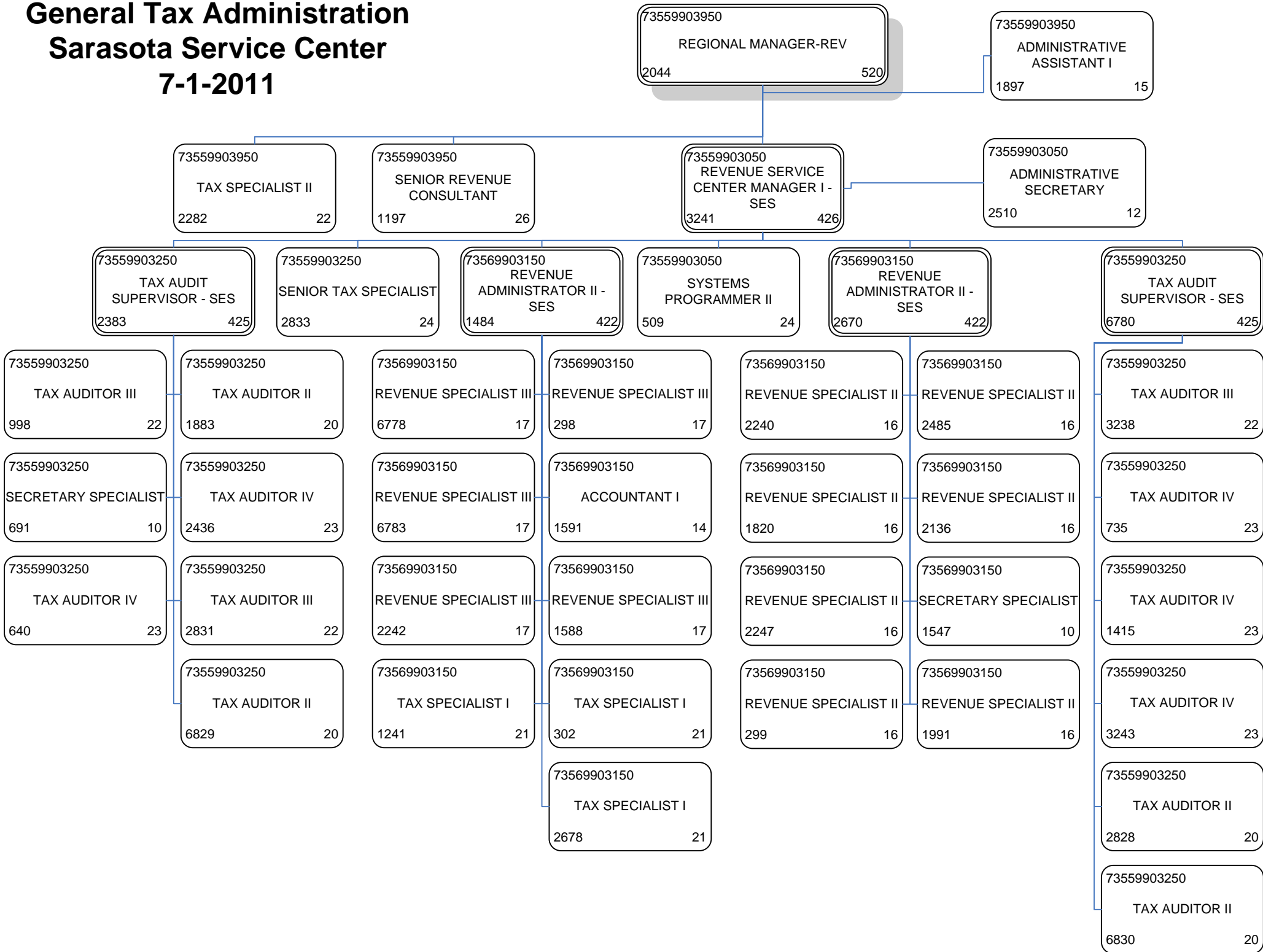
General Tax Administration Port Richey Service Center 7-1-2011



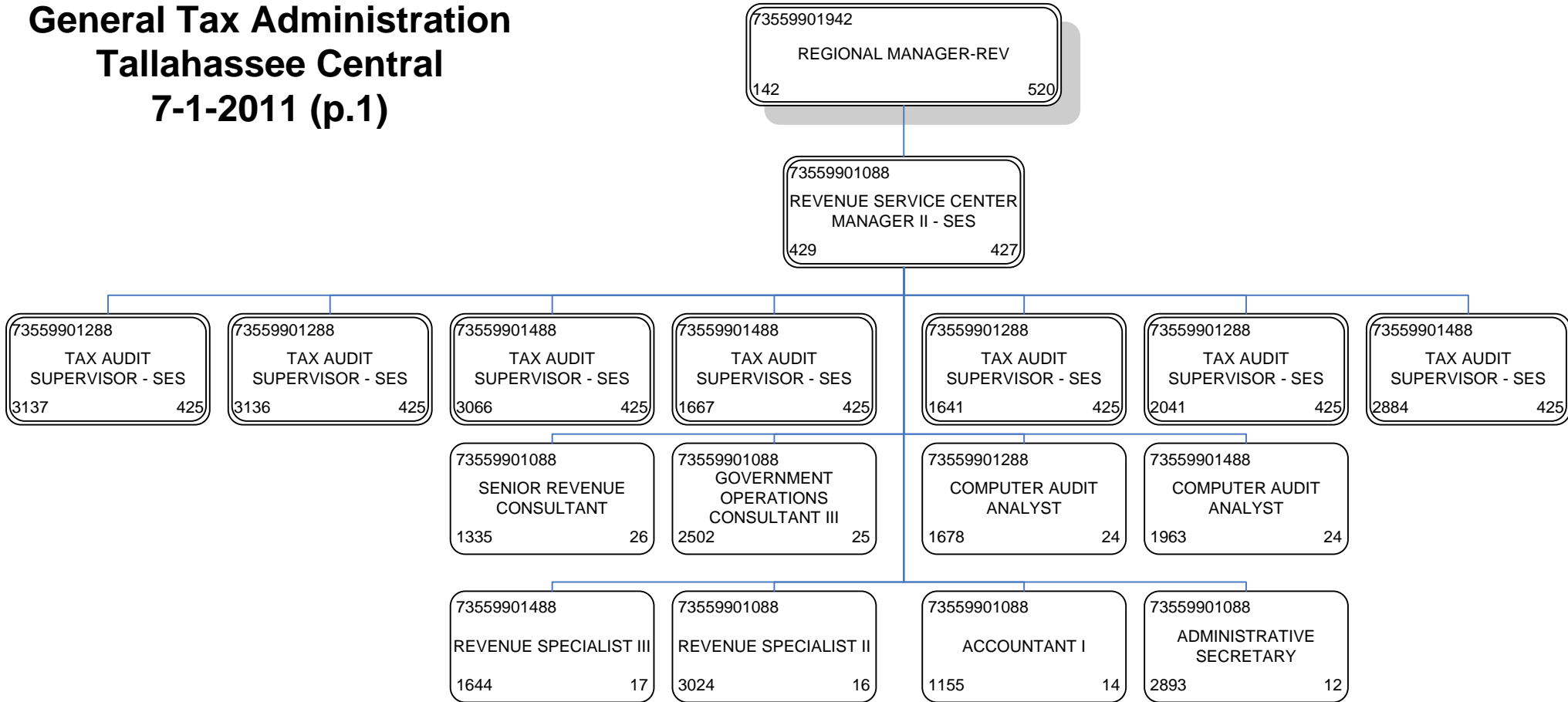
General Tax Administration

Sarasota Service Center

7-1-2011



General Tax Administration Tallahassee Central 7-1-2011 (p.1)



General Tax Administration Tallahassee Central 7-1-2011 (p.2)

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142 520

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CENTER MANAGER II -
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429 427

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TAX AUDIT
SUPERVISOR - SES
3137 425

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TAX AUDIT
SUPERVISOR - SES
3136 425

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TAX AUDIT
SUPERVISOR - SES
3066 425

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3182 20

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TAX AUDITOR III
428 22

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TAX AUDITOR III
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TAX AUDITOR II
2389 20

73559901488
SENIOR TAX SPECIALIST
2654 24

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SENIOR TAX SPECIALIST
1638 24

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TAX AUDITOR I
2404 18

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TAX AUDITOR II
449 20

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TAX AUDITOR IV
2070 23

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TAX AUDITOR IV
3141 23

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SENIOR TAX SPECIALIST
1665 24

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SENIOR TAX SPECIALIST
2894 24

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TAX AUDITOR II
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TAX AUDITOR I
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TAX AUDITOR IV
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TAX AUDITOR II
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TAX AUDITOR III
2896 22

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SENIOR TAX SPECIALIST
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952 18

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1574 18

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TAX AUDITOR III
1862 22

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TAX AUDITOR III
3021 22

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SENIOR TAX SPECIALIST
1649 24

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TAX AUDITOR III
334 22

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1437 18

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TAX AUDITOR III
3216 22

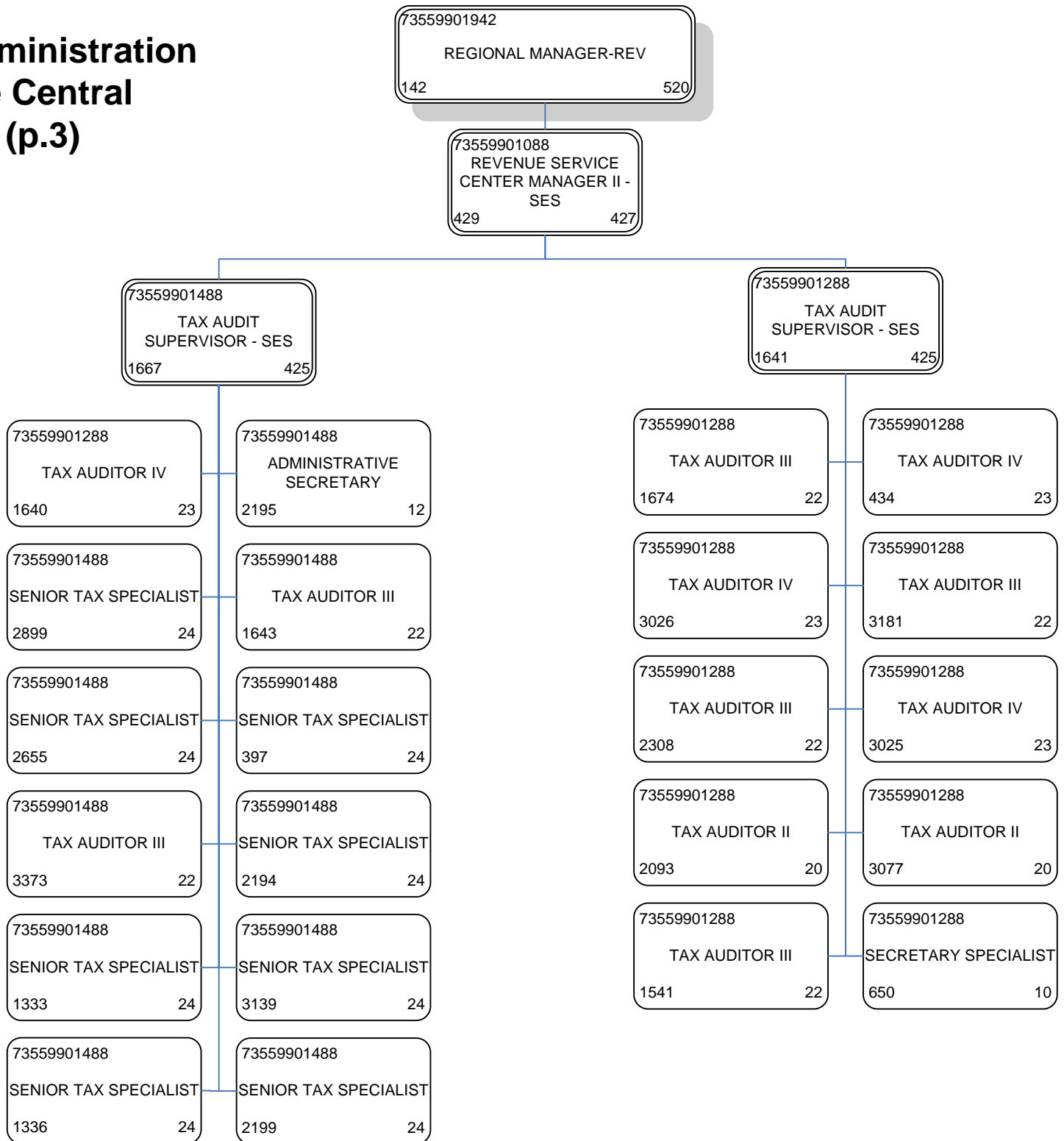
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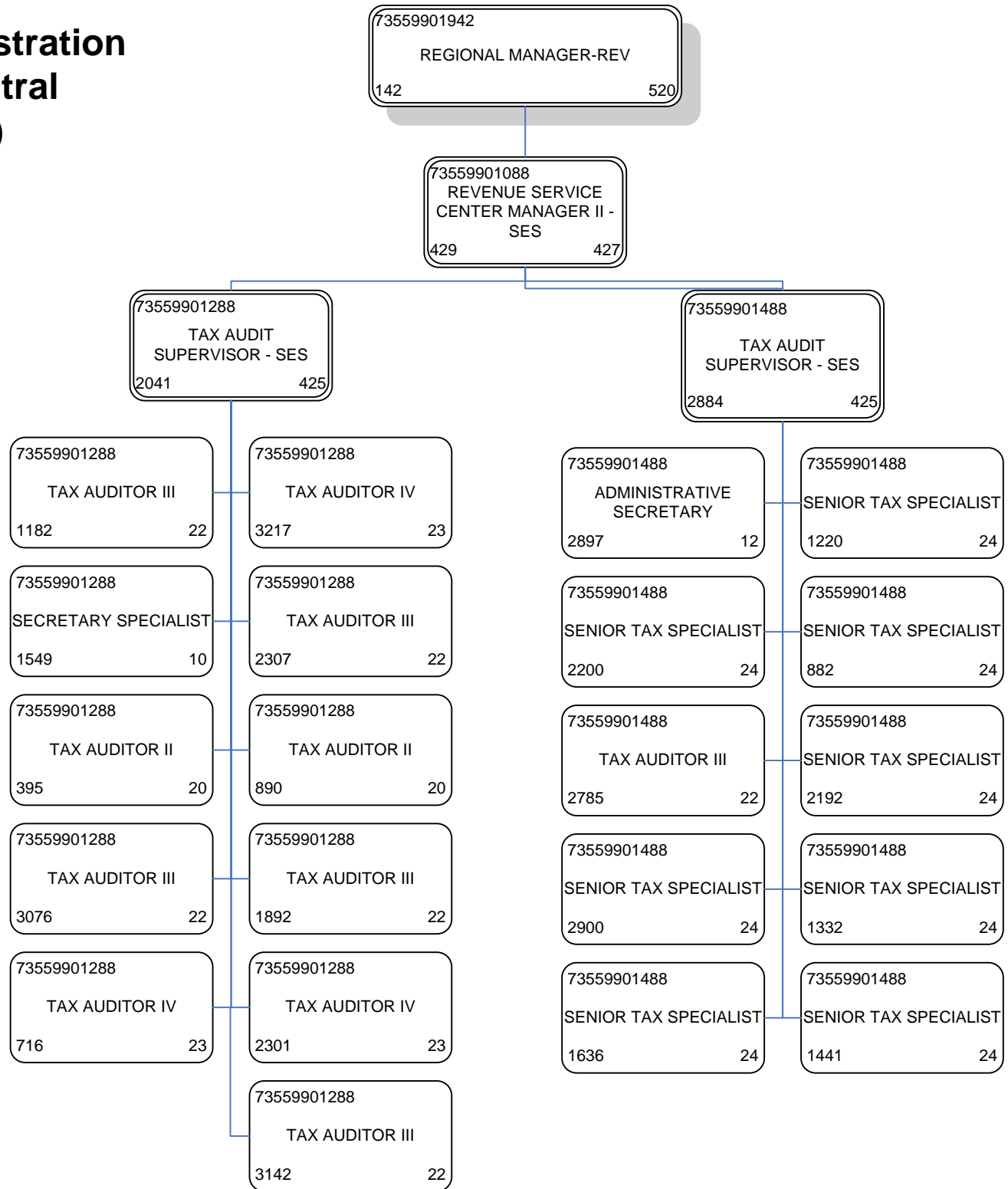
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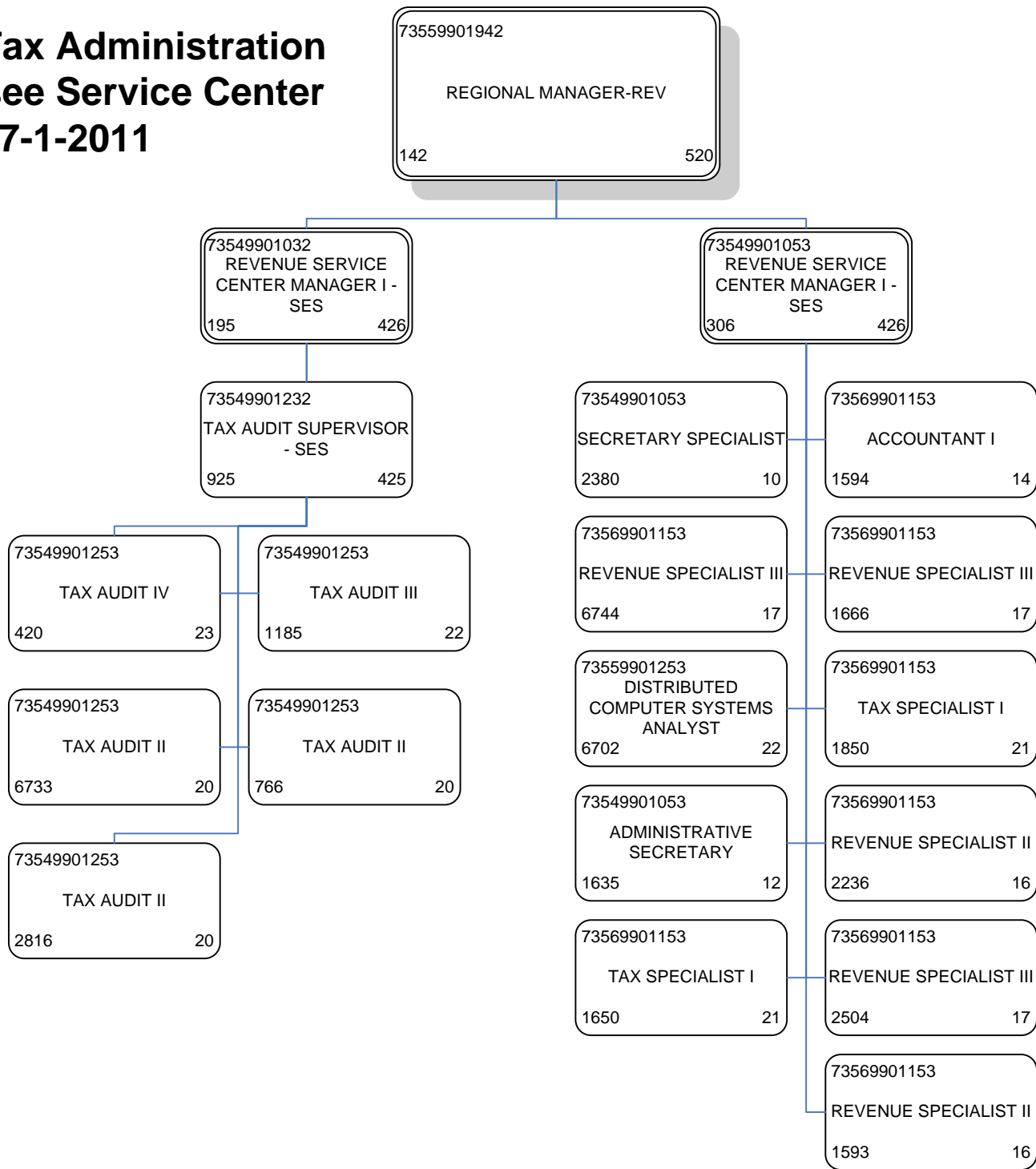
**General Tax Administration
Tallahassee Central
7-1-2011 (p.3)**



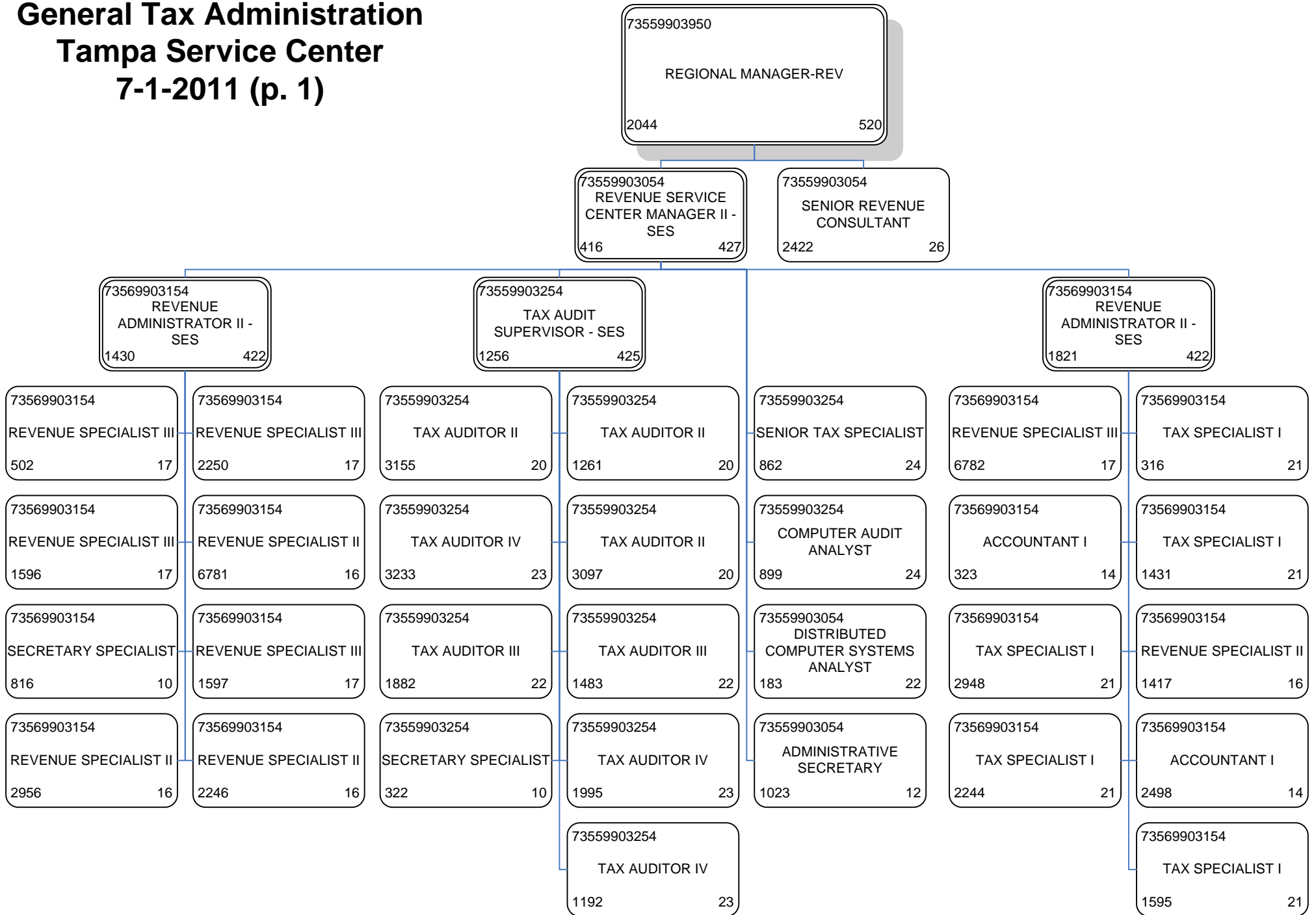
**General Tax Administration
Tallahassee Central
7-1-2011 (p.4)**



General Tax Administration Tallahassee Service Center 7-1-2011



General Tax Administration Tampa Service Center 7-1-2011 (p. 1)



General Tax Administration Tampa Service Center 7-1-2011 (p. 2)

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REGIONAL MANAGER-REV
2044 520

73559903007
SENIOR REVENUE
CONSULTANT
6787 26

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REVENUE SERVICE
CENTER MANAGER II -
SES
416 427

73559903007
SENIOR REVENUE
CONSULTANT
2422 26

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TAX SPECIALIST II
2282 22

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REVENUE
ADMINISTRATOR II -
SES
312 422

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TAX AUDIT
SUPERVISOR - SES
904 425

73559903254
TAX AUDIT
SUPERVISOR - SES
1373 425

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REVENUE SPECIALIST II
2139 16

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REVENUE SPECIALIST III
864 17

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REVENUE SPECIALIST II
197 16

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REVENUE SPECIALIST III
2692 17

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REVENUE SPECIALIST II
2486 16

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REVENUE SPECIALIST III
2248 17

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144 16

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SECRETARY SPECIALIST
2499 10

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REVENUE SPECIALIST III
321 17

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1918 20

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TAX AUDITOR II
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908 22

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727 22

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445 23

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TAX AUDITOR III
499 22

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SECRETARY SPECIALIST
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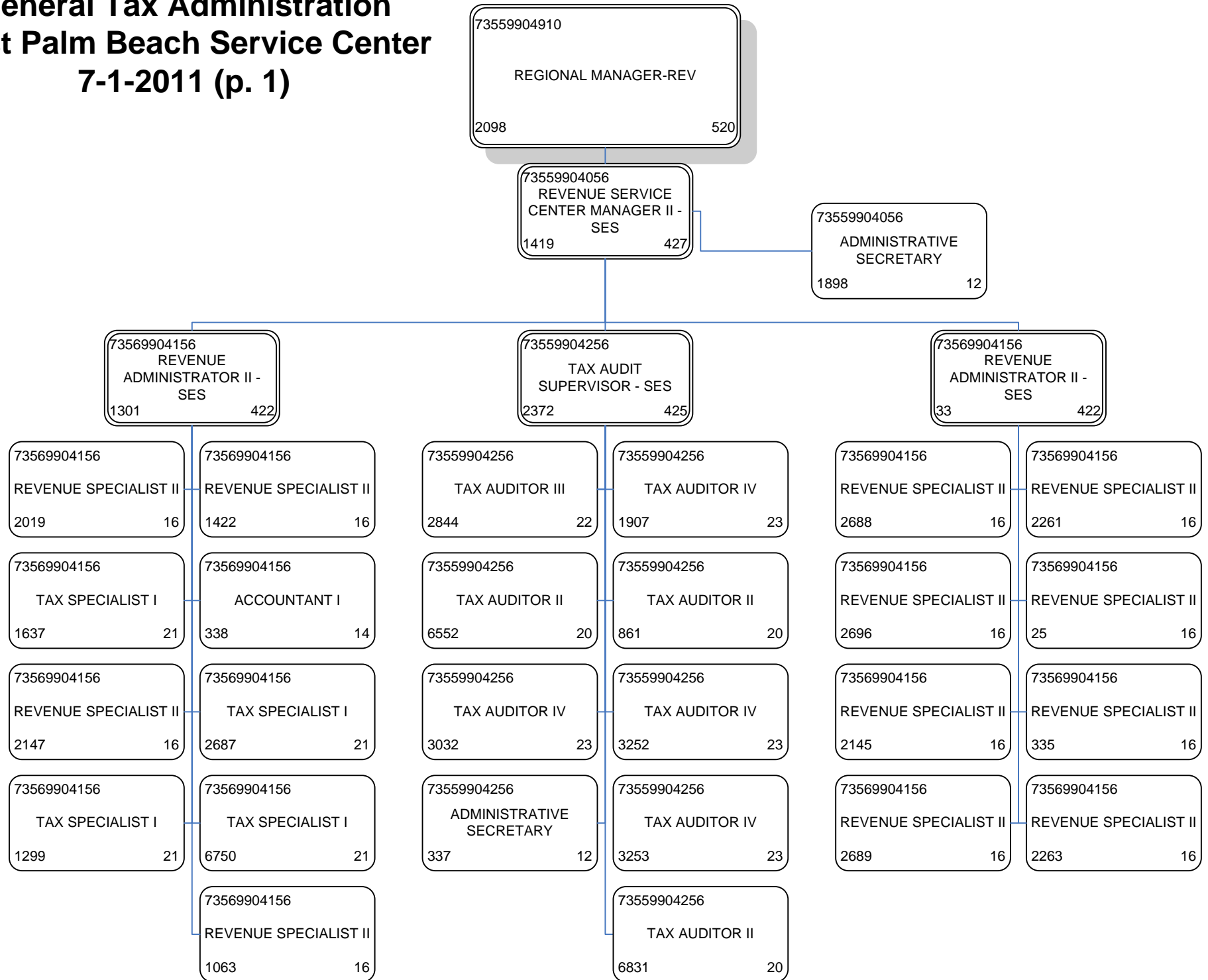
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TAX AUDITOR III
6740 22

General Tax Administration West Palm Beach Service Center 7-1-2011 (p. 1)



General Tax Administration West Palm Beach Service Center 7-1-2011 (p. 2)

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CENTER MANAGER II -
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SENIOR TAX SPECIALIST
3114 24

73559904256
COMPUTER AUDIT
ANALYST
837 24

73559904056
DISTRIBUTED
COMPUTER SYSTEMS
ANALYST
2036 22

73559904256
TAX AUDIT
SUPERVISOR - SES
3109 425

73559904256
TAX AUDITOR IV
1181 23

73559904256
TAX AUDITOR III
495 22

73559904256
TAX AUDITOR IV
2425 23

73559904256
TAX AUDITOR II
2034 20

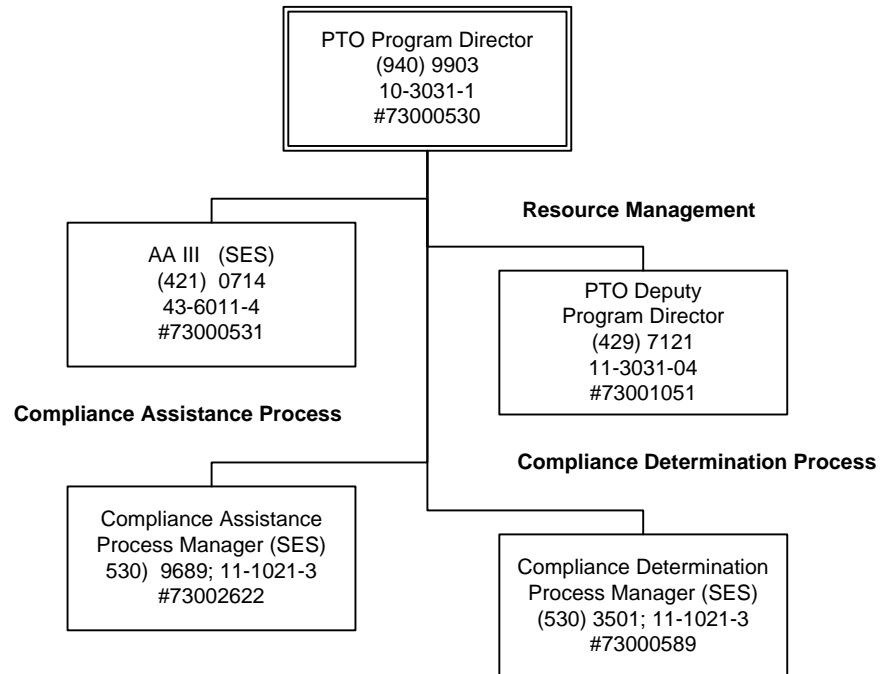
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2091 22

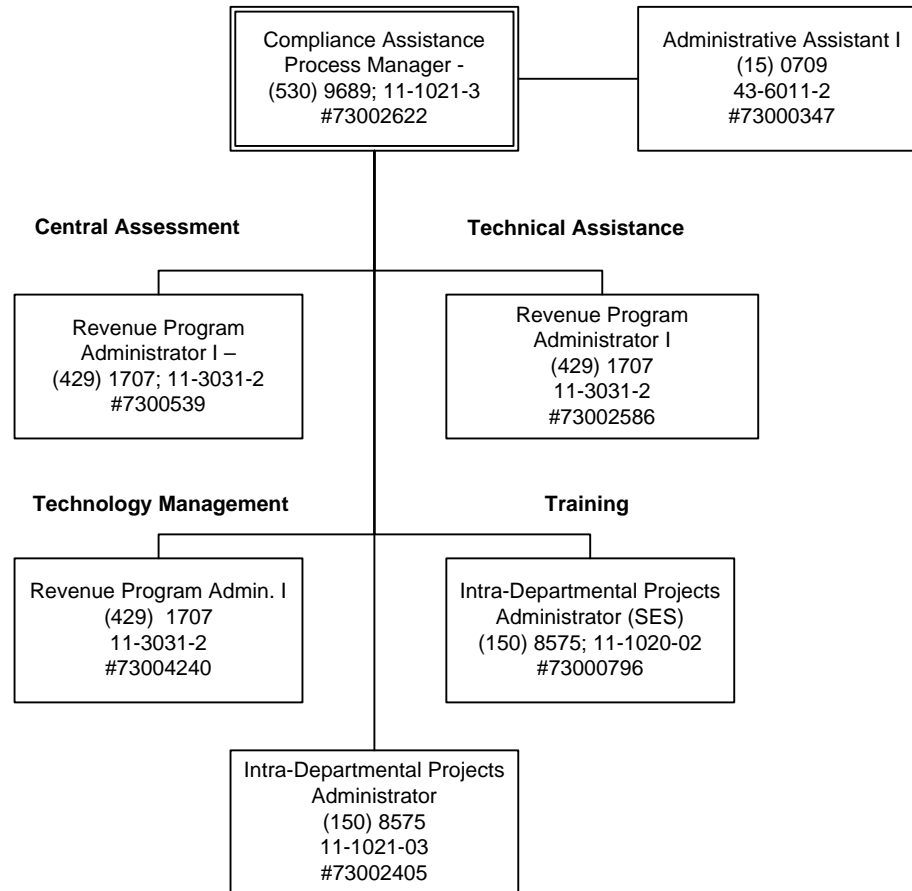
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2846 22

Florida Department of Revenue Property Tax Oversight



Department of Revenue Compliance Assistance Process



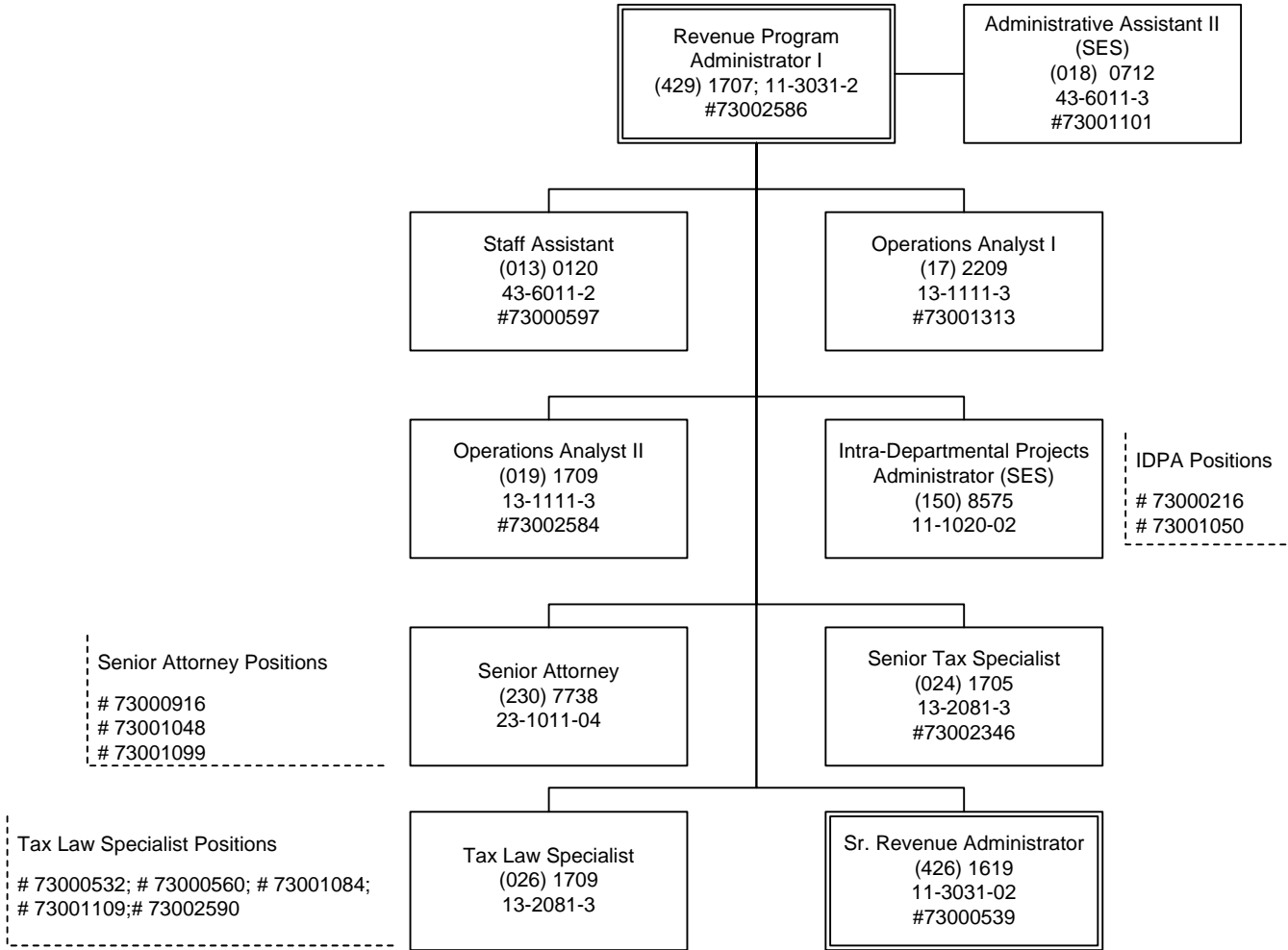
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Revenue Program
Administrator I
(429) 1707; 11-3031-2
#73002599.

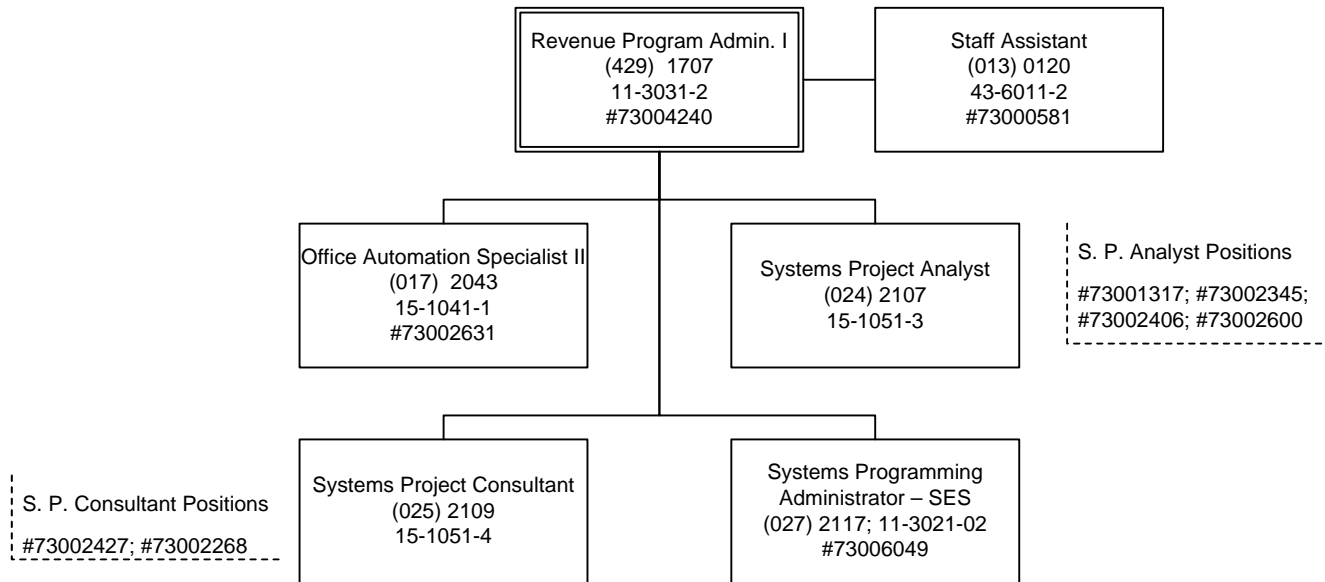
Senior Tax Specialist
(024) 1705
13-2081-3

Sr. Tax Specialist Positions
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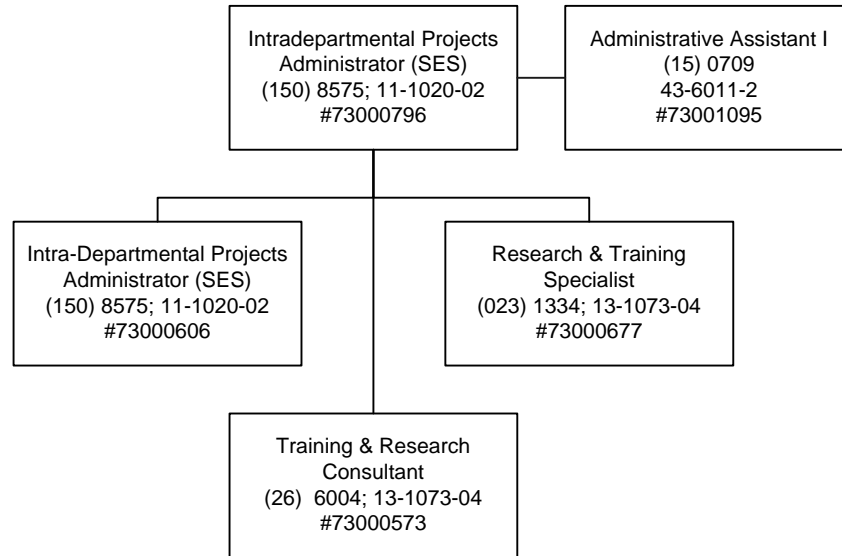
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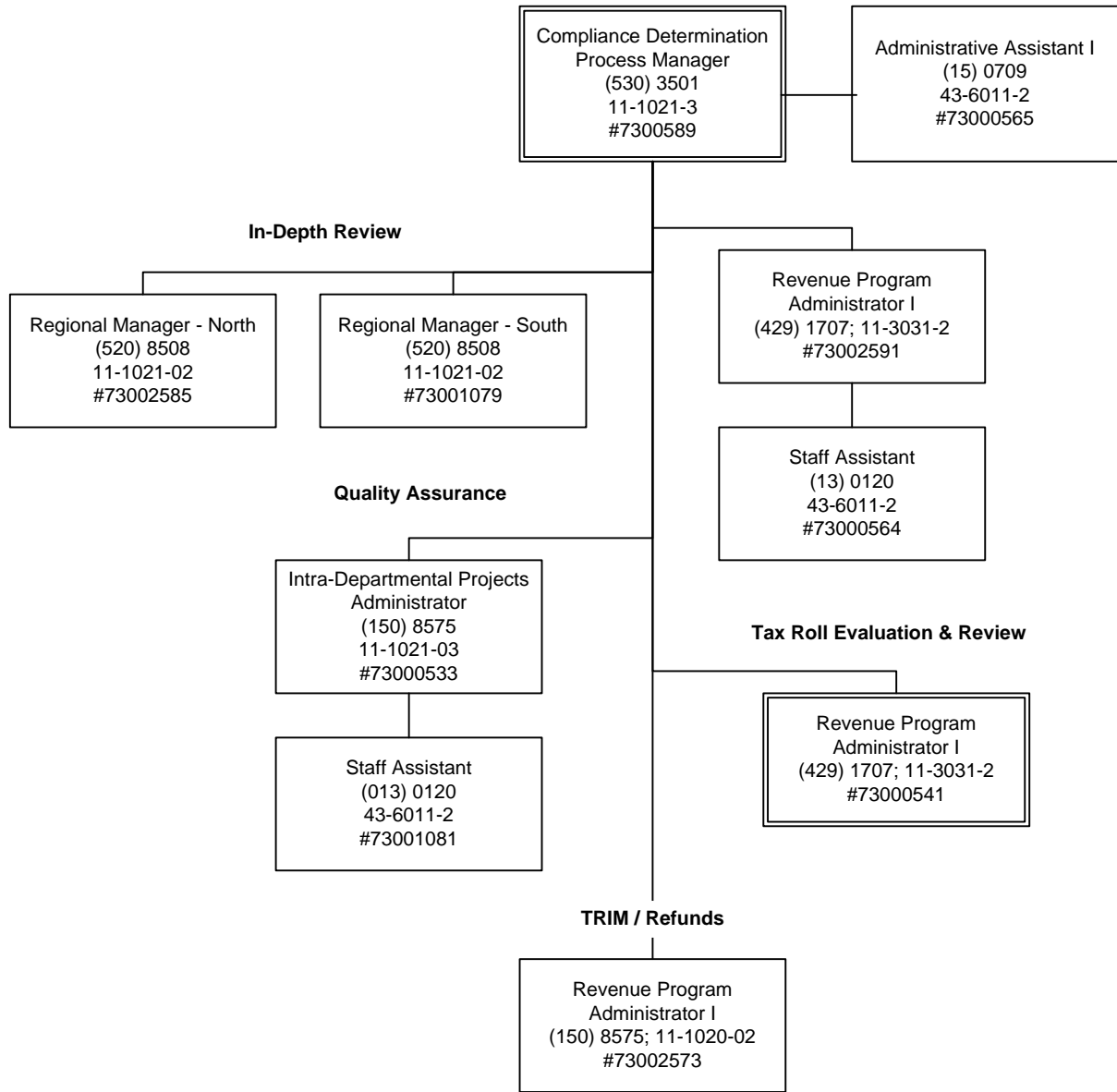
Department of Revenue Technology Management



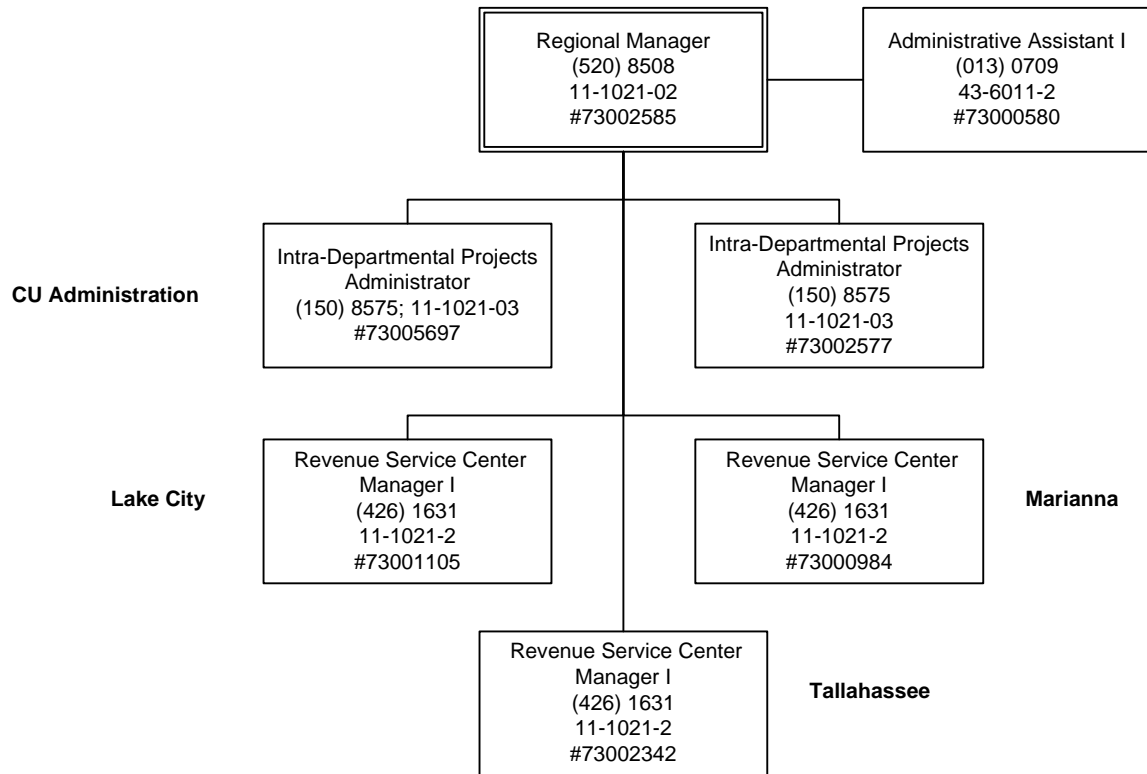
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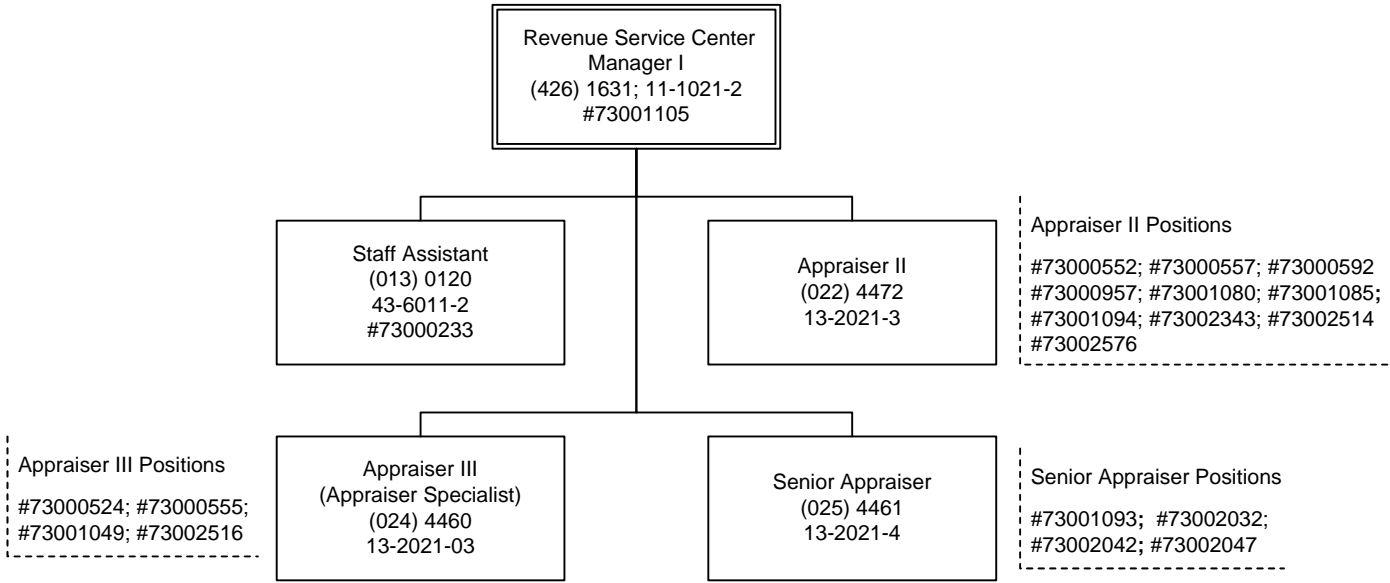
Compliance Determination



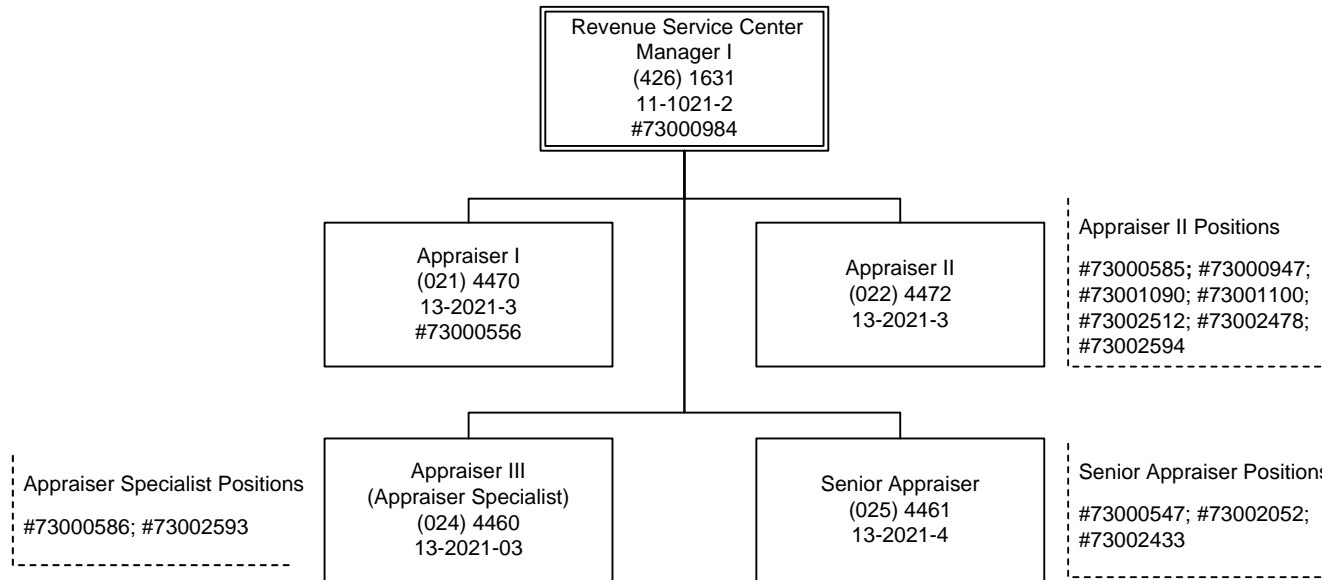
In-Depth Review North



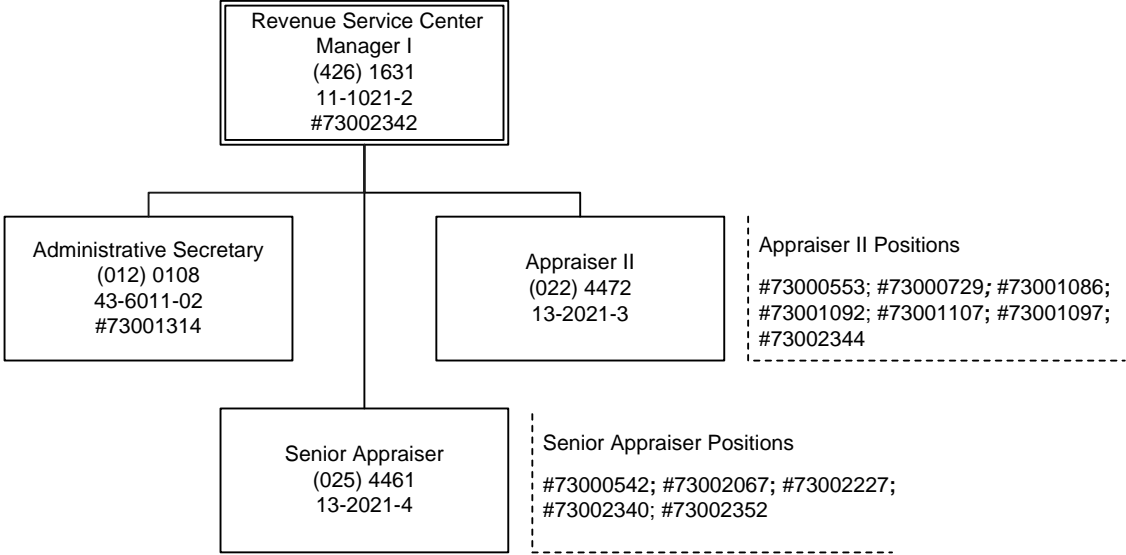
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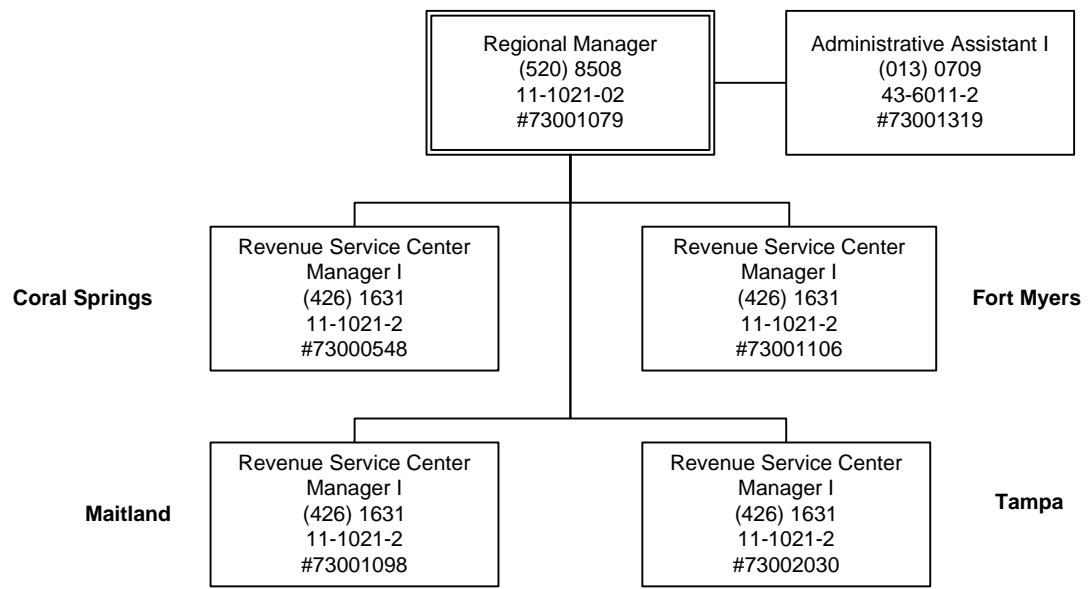
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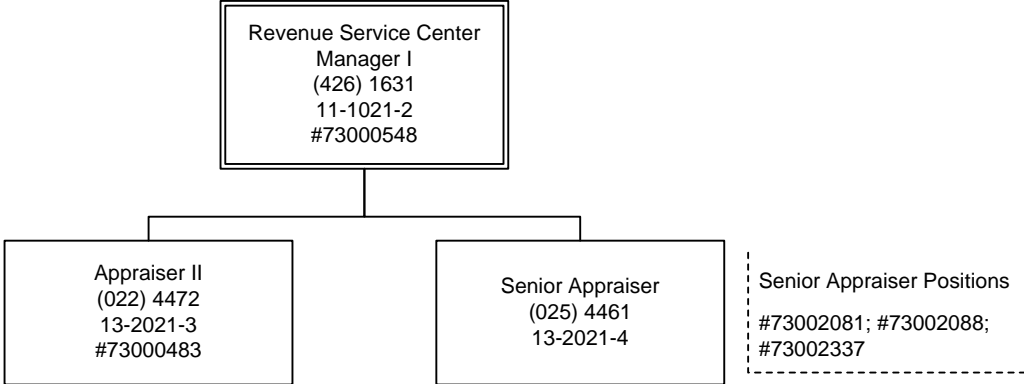
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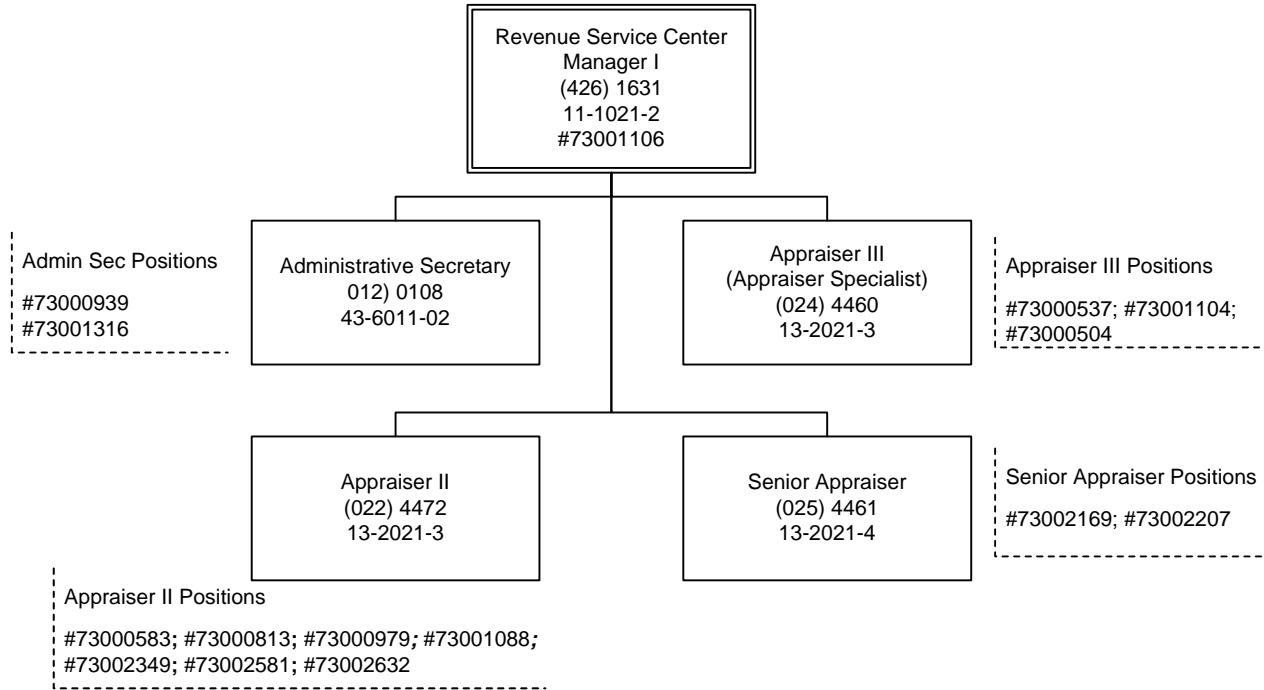
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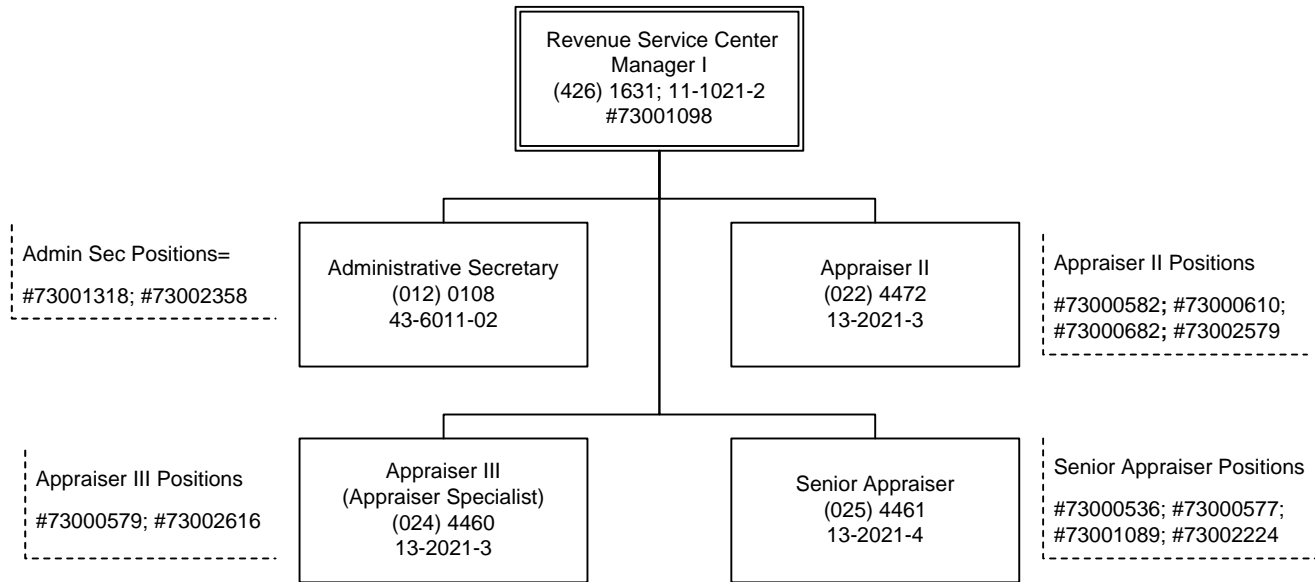
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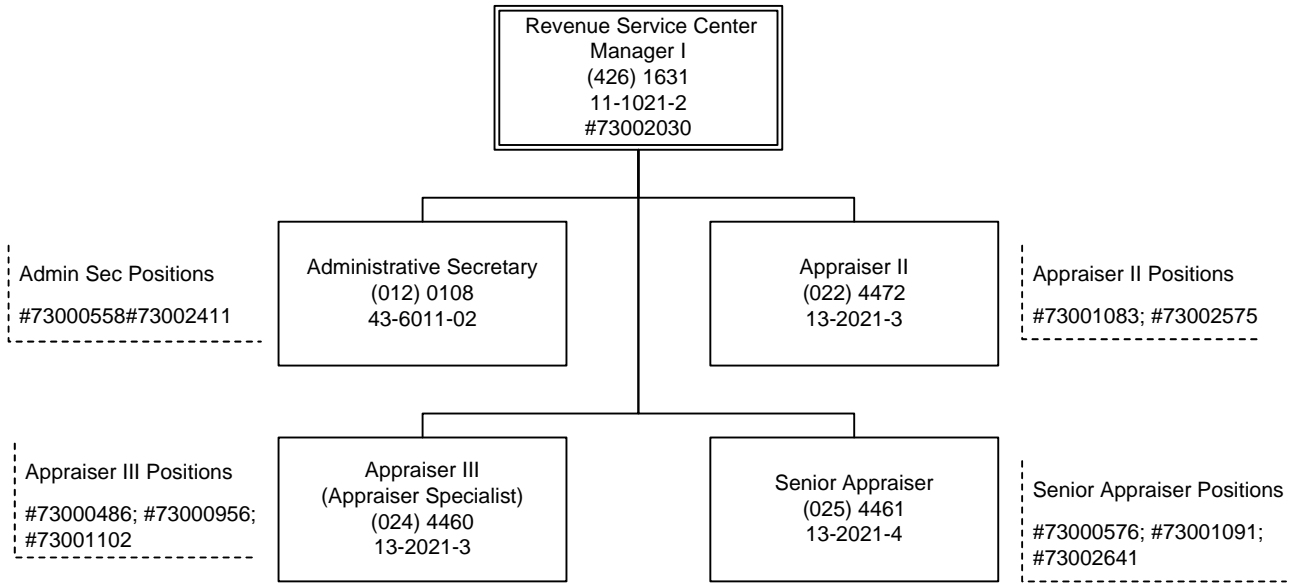
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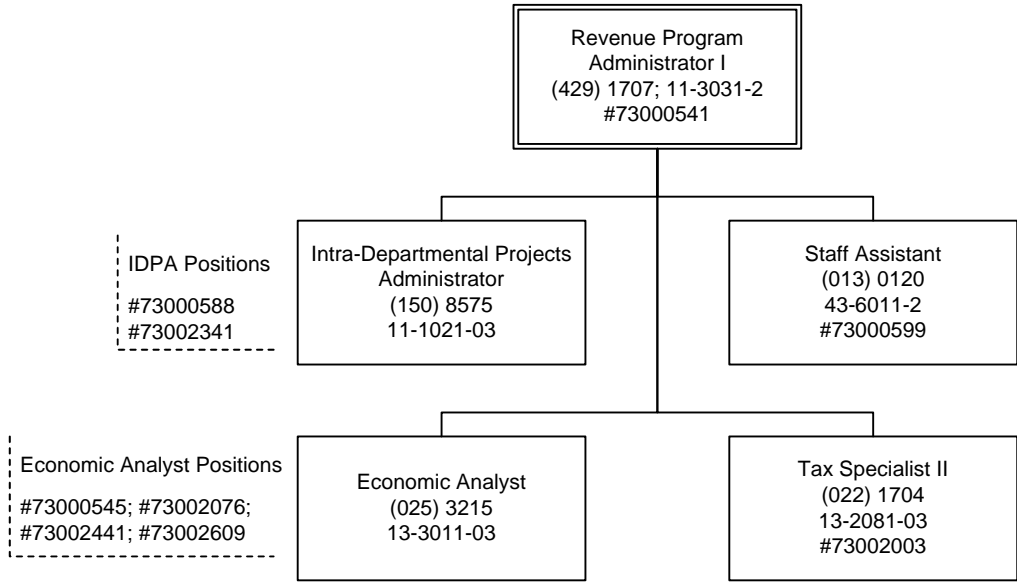
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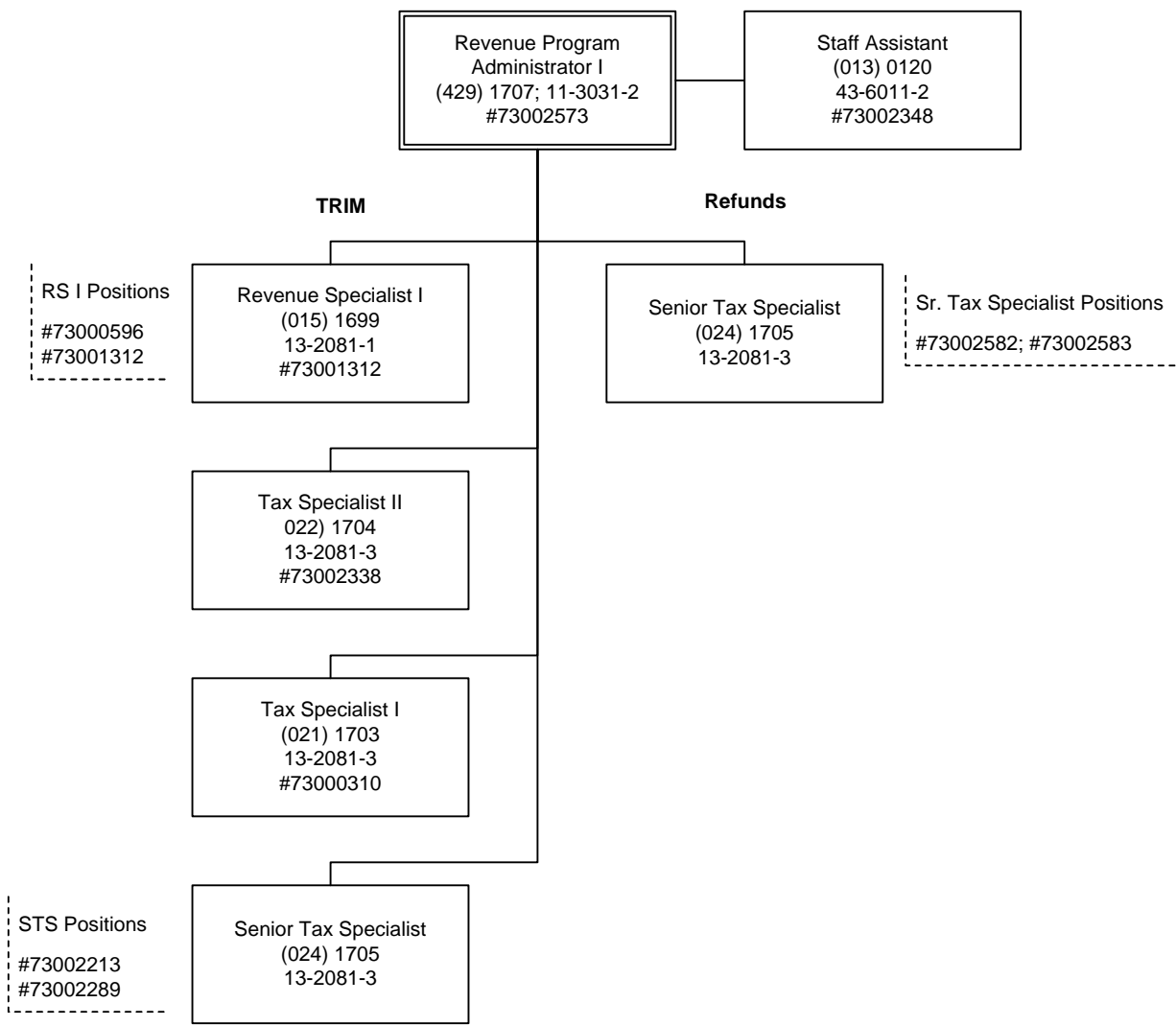
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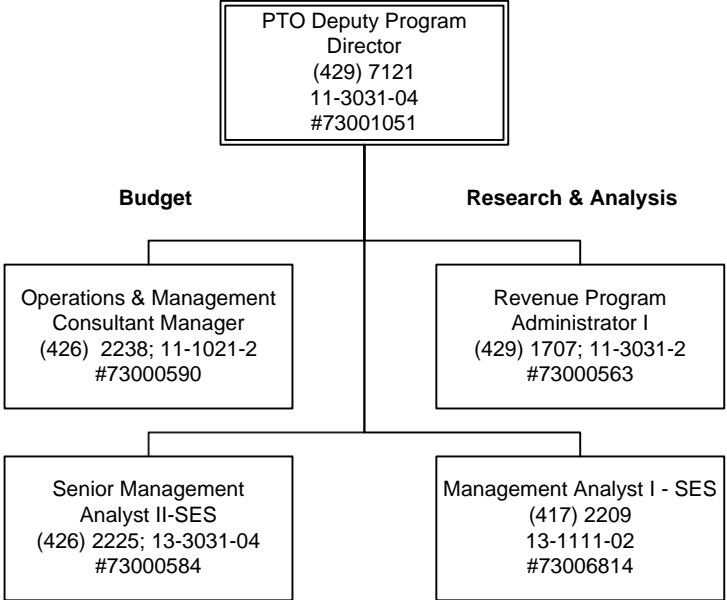
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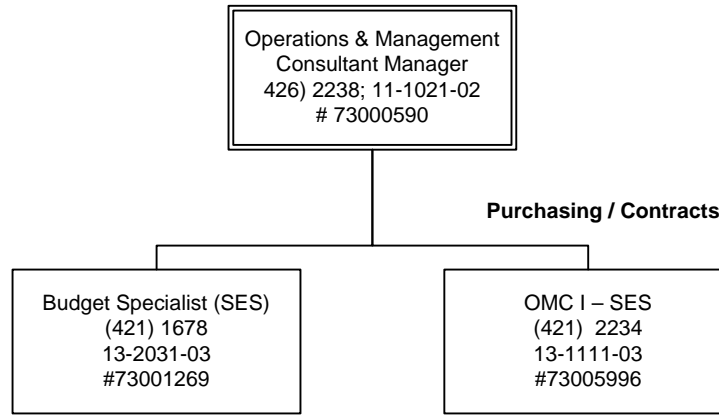
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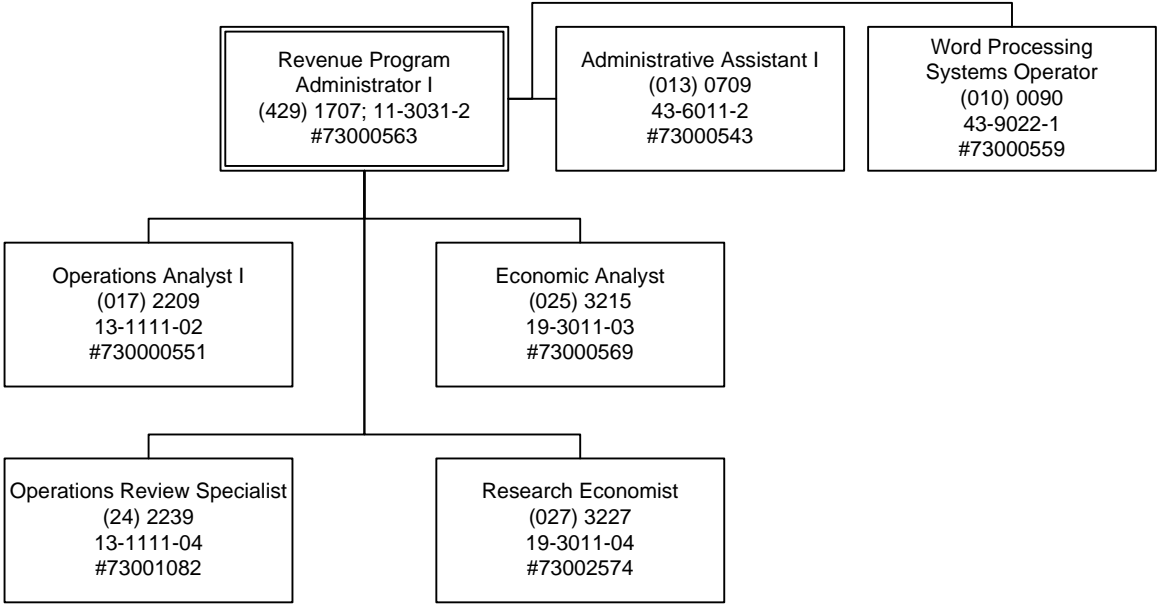
Resource Management



Budget



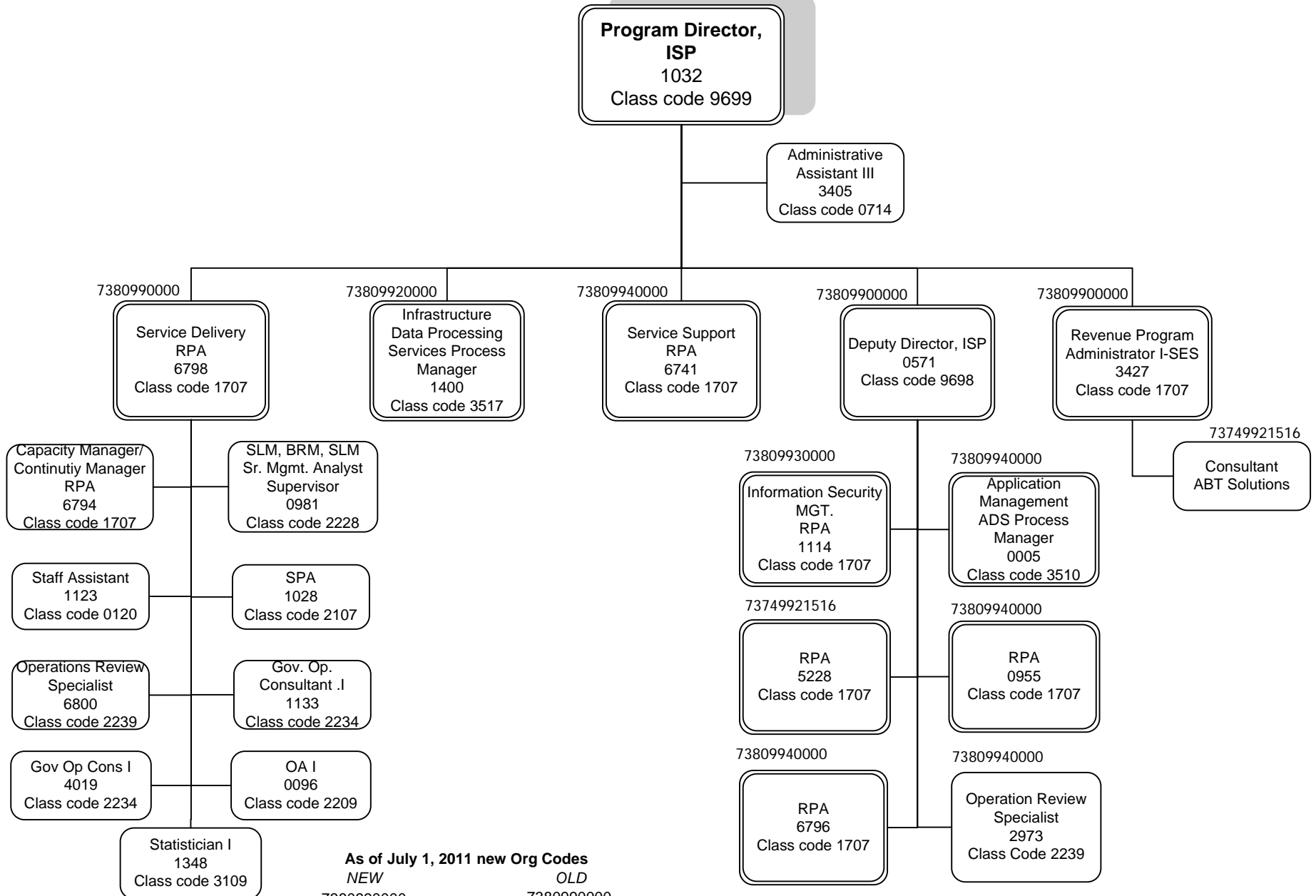
Research & Analysis



DIRECTOR'S OFFICE

73809900000

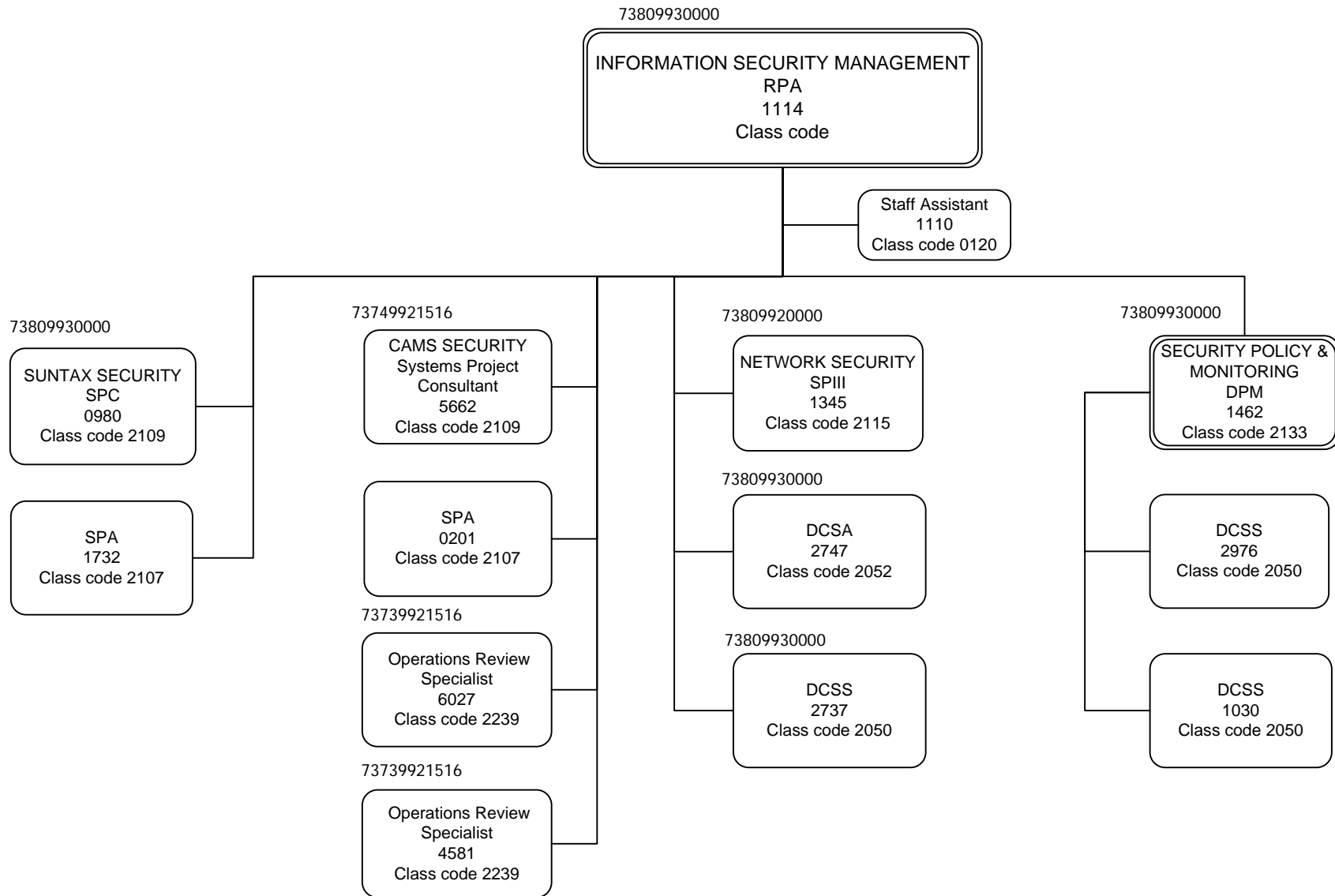
July 1, 2011



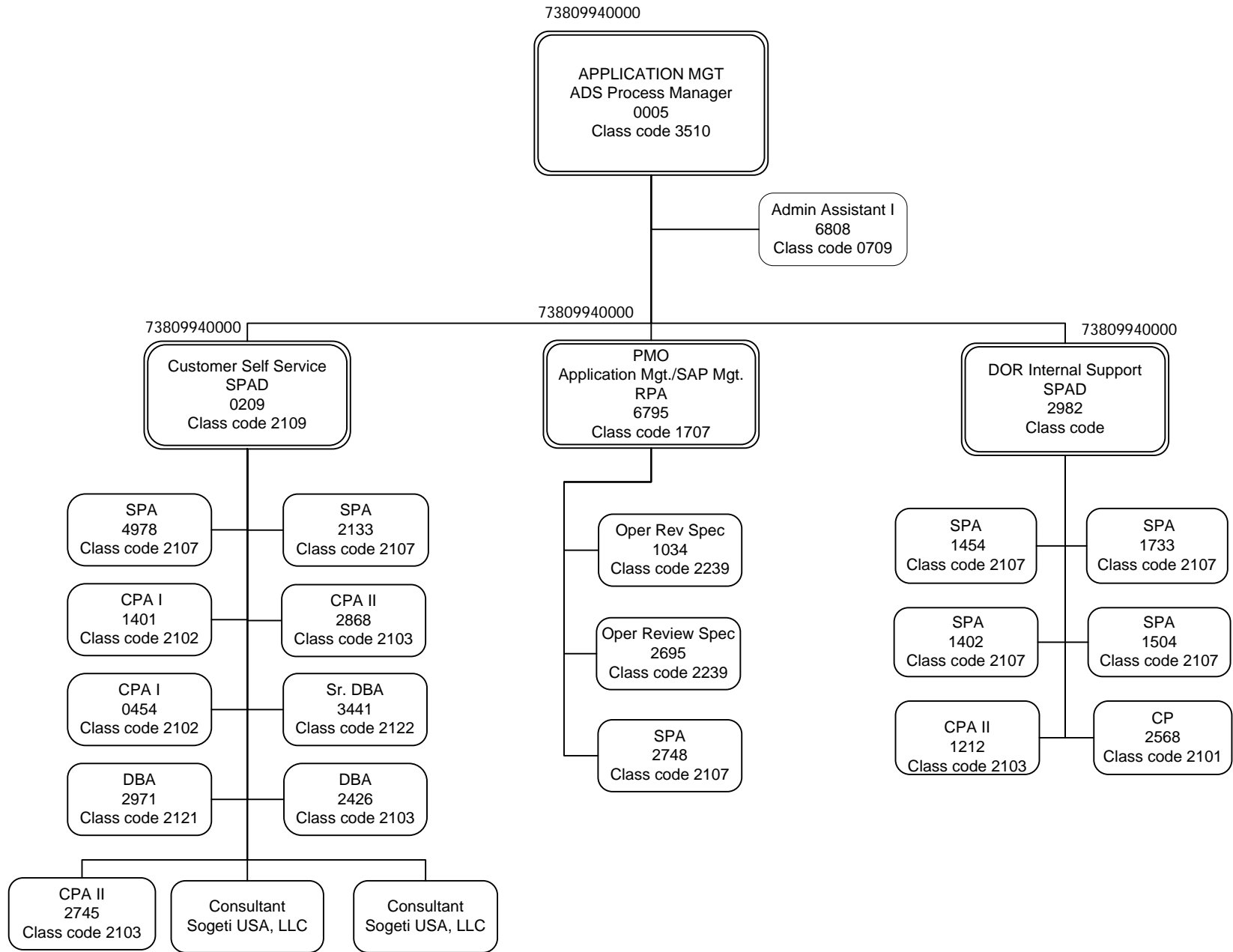
As of July 1, 2011 new Org Codes

NEW	OLD
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73809910000	73819910000
73809920000	73829920000
73809930000	73829930000
73809940000	73839940000

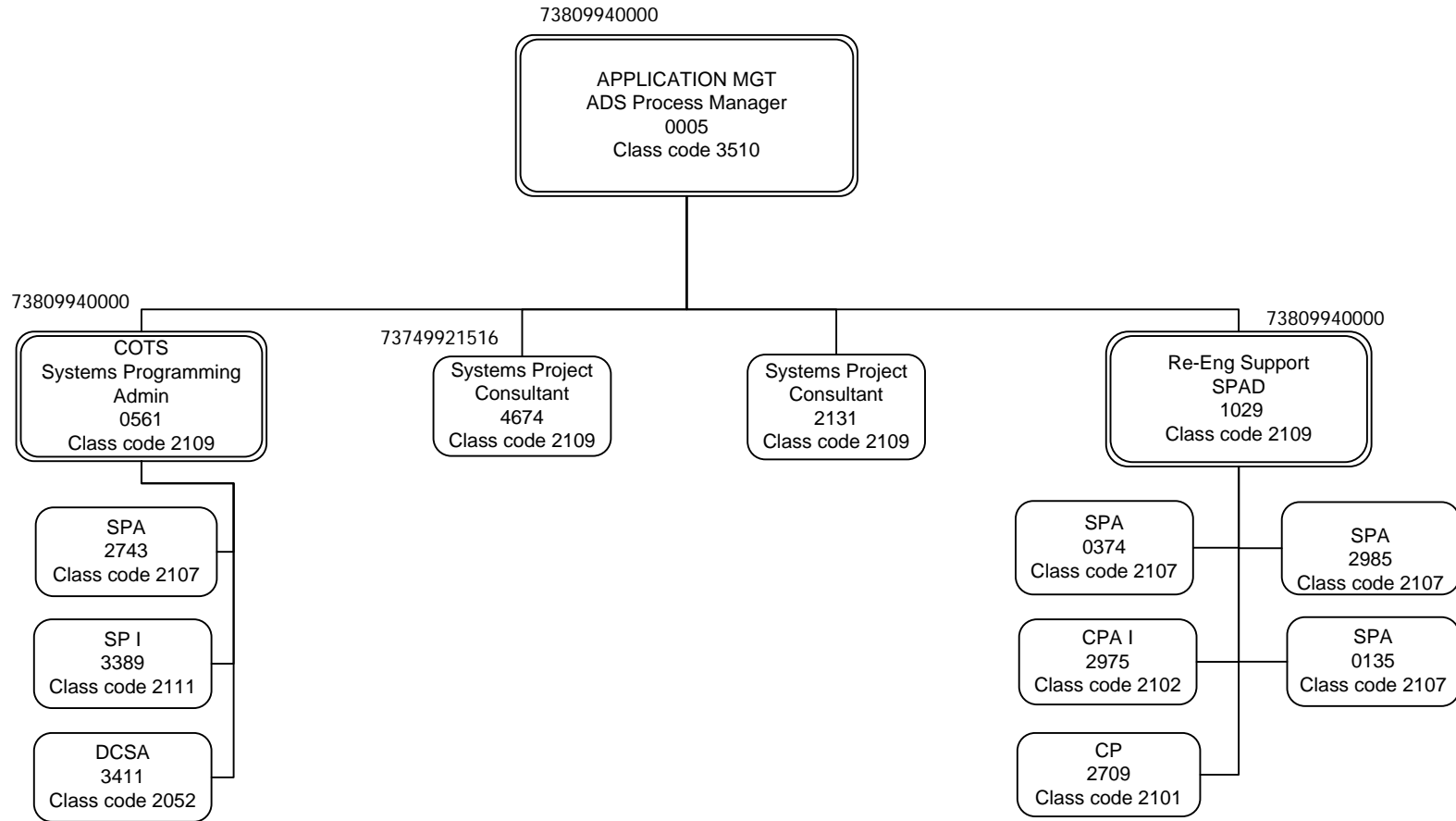
SECURITY MANAGEMENT



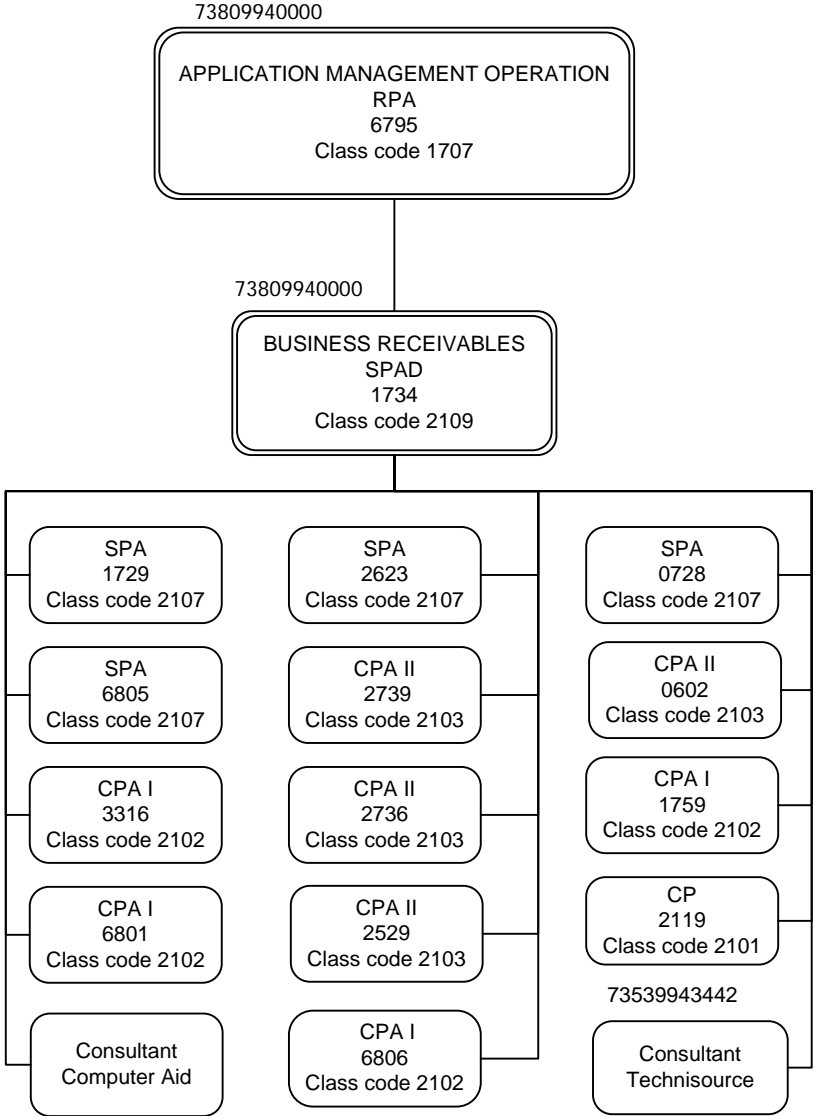
APPLICATION MANAGEMENT



APPLICATION MANAGEMENT

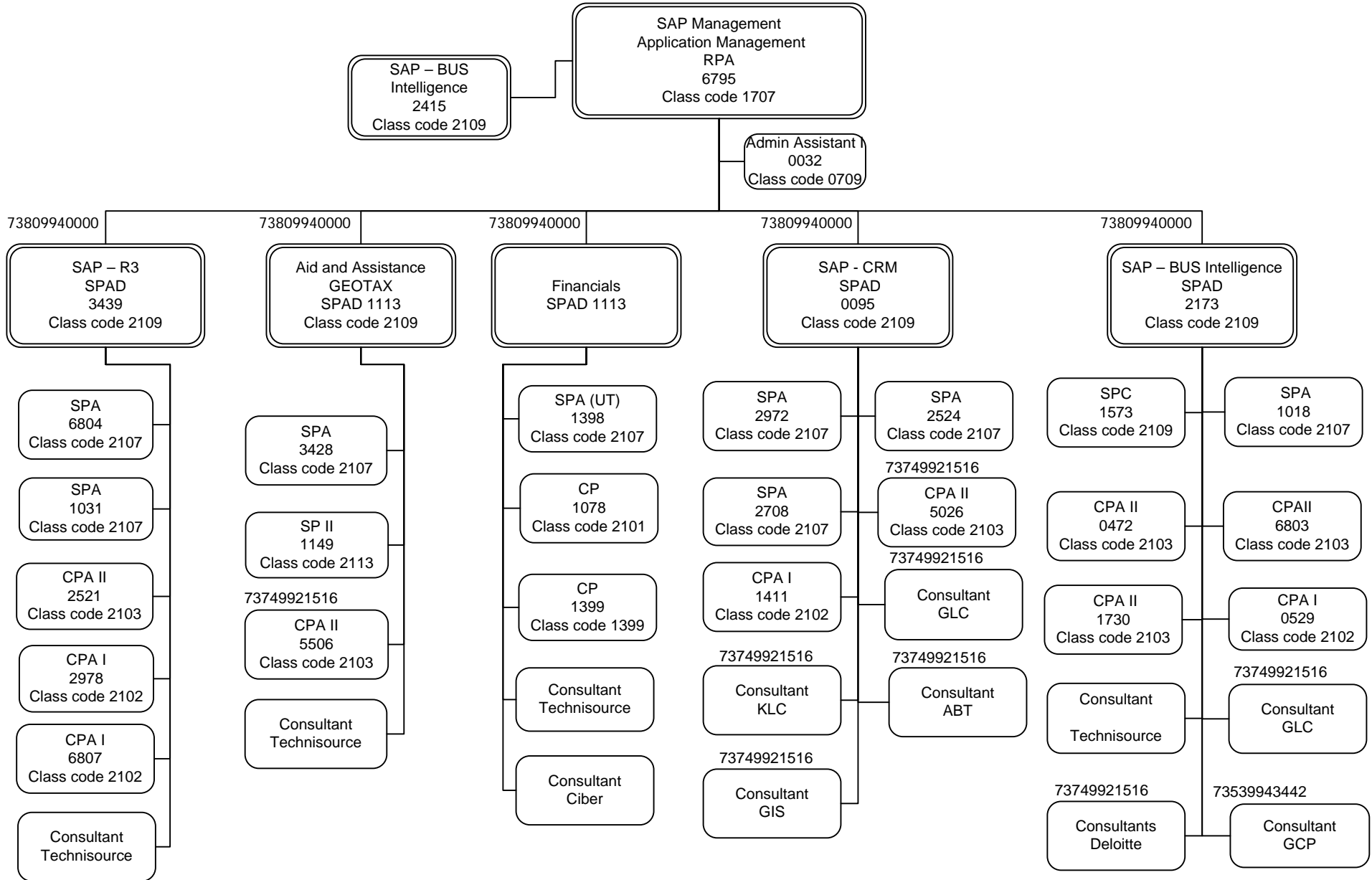


APPLICATION MANAGEMENT

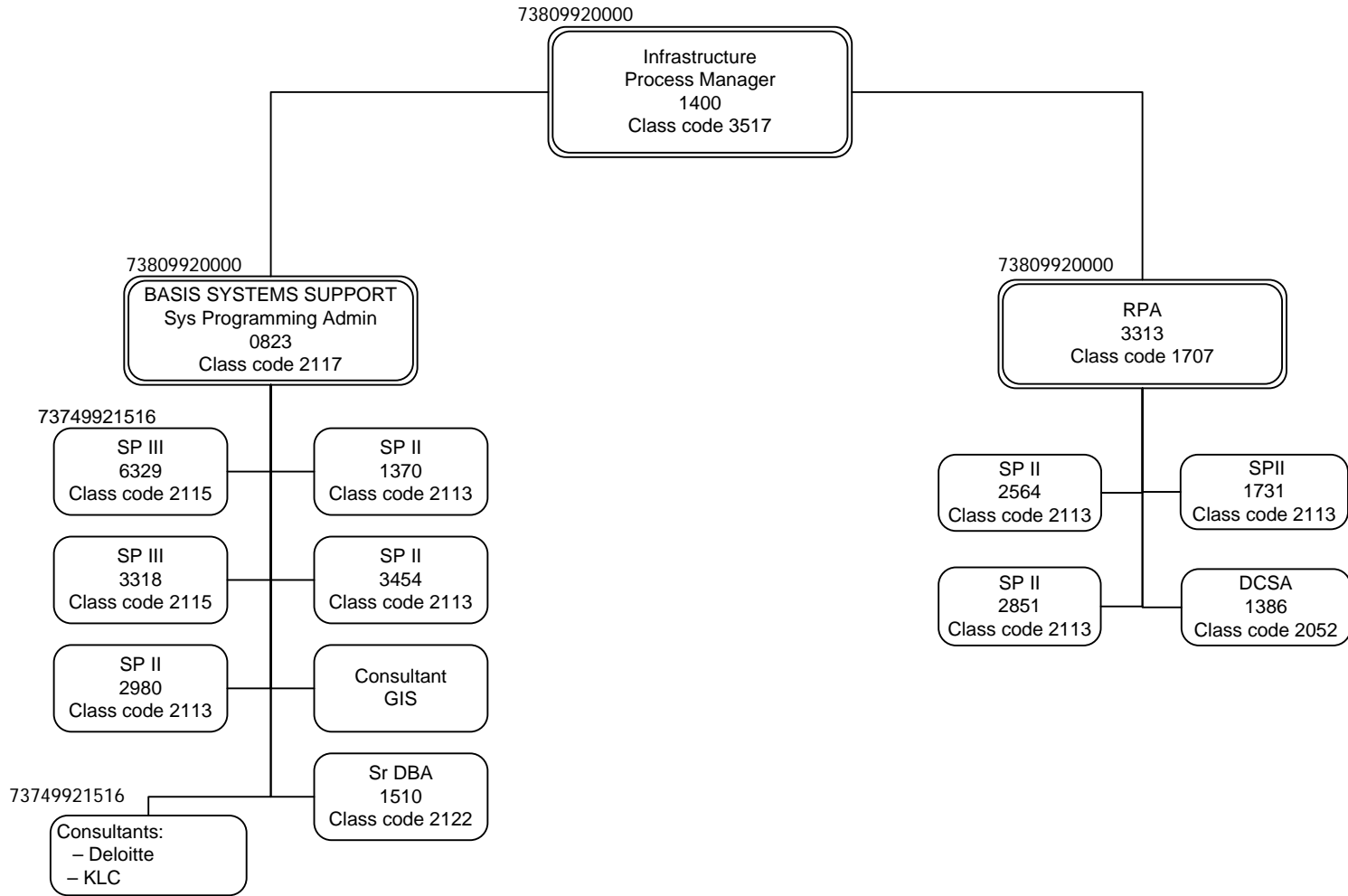


SAP APPLICATION MANAGEMENT

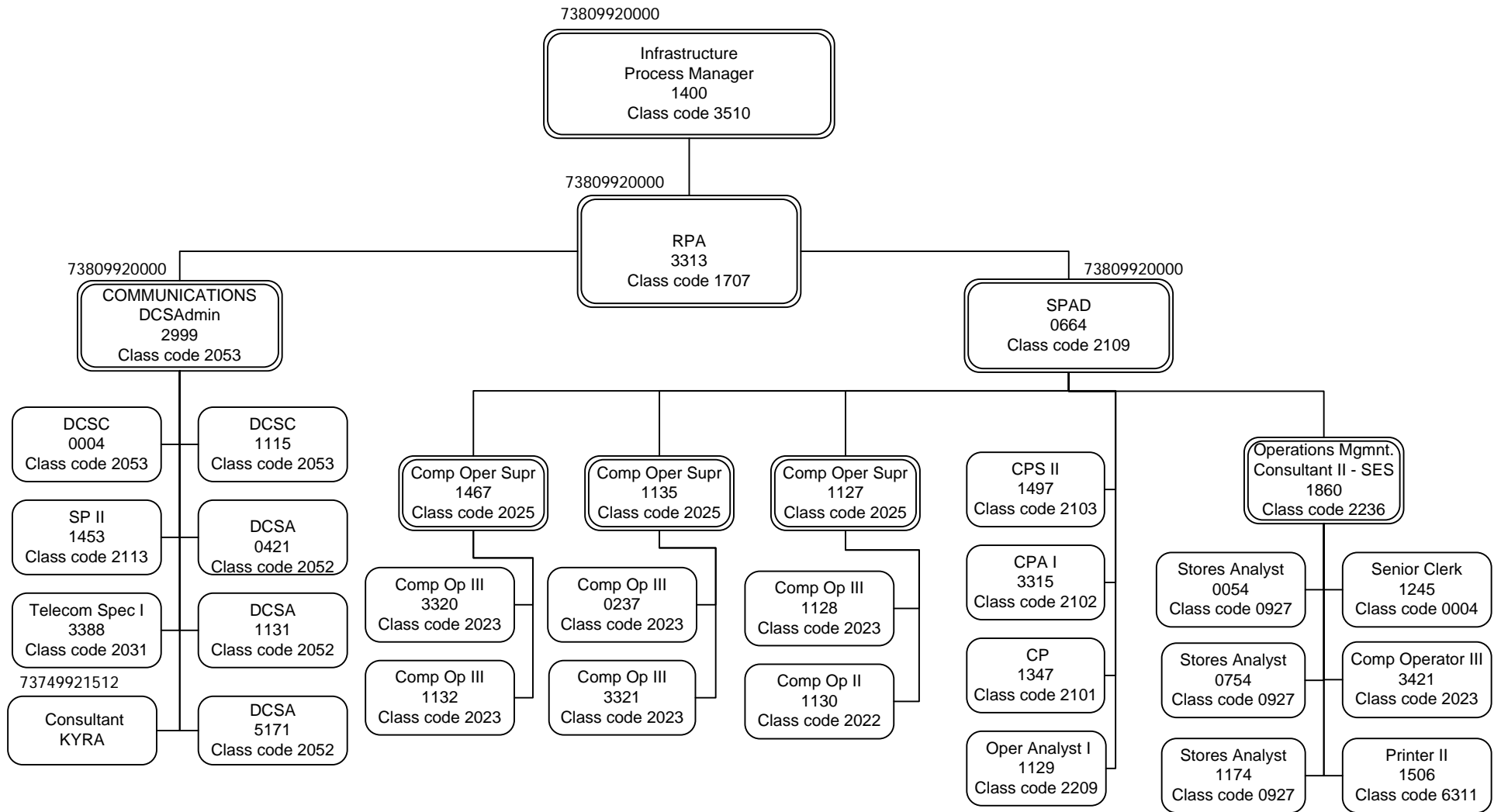
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INFRASTRUCTURE I

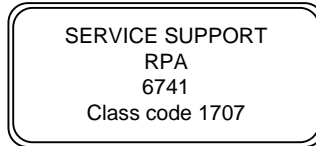


INFRASTRUCTURE II

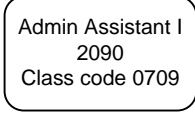


SERVICE SUPPORT

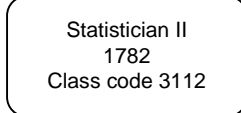
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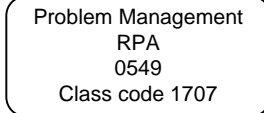
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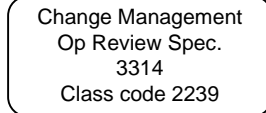
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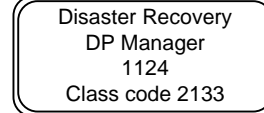
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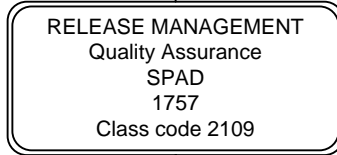
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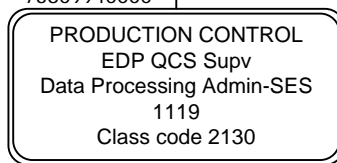
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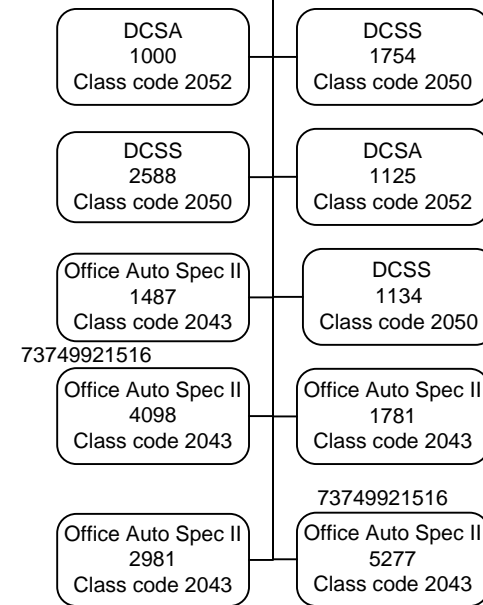
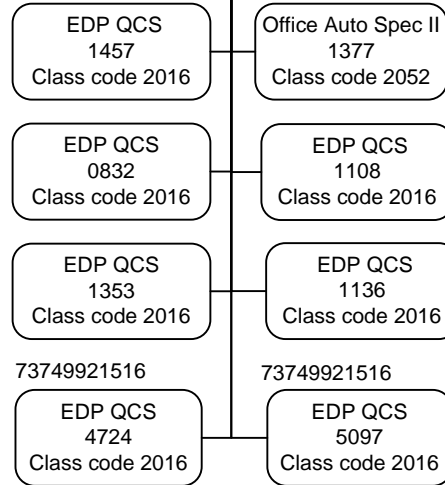
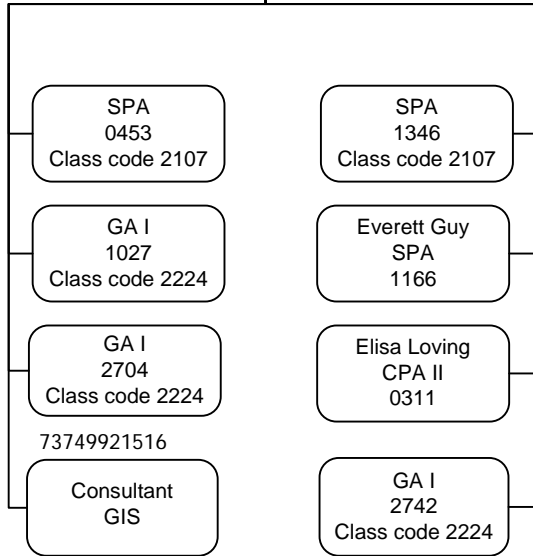
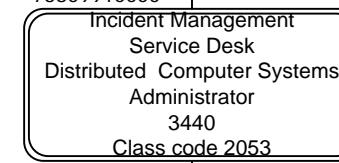
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73809940000



73809910000



Schedule XI – Agency-Level Unit Cost Summary

REVENUE, DEPARTMENT OF		FISCAL YEAR 2010-11				
SECTION I: BUDGET		OPERATING			FIXED CAPITAL OUTLAY	
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		555,967,067			0	
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		21,076,665			0	
FINAL BUDGET FOR AGENCY		577,043,732			0	
SECTION II: ACTIVITIES * MEASURES		FTE	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)		448.00				0
Geographic Information Systems * Number of square miles mapped using aerial photography		14.00	15,005	105.09	1,576,811	
Central Assessment Of Railroads * Number of railroads and private car lines centrally assessed		6.00	247	1,851.95	457,431	
Determine Real Property Roll Compliance * Number of in-depth classes studied with a statistically valid sample		115.00	66	132,752.48	8,761,664	
Review Refunds/Tax Certificates/Tax Deeds * Number of refund/tax certificate applications processed		2.00	4,084	43.03	175,720	
Determine Trim Compliance * Number of taxing authority TRIM compliance packages reviewed and evaluated for compliance		8.00	7,483	72.50	542,512	
Verify Budget Compliance * Number of property appraiser and tax collector budgets reviewed		2.00	515	337.90	174,019	
Provide Information * Number of student training hours provided		7.00	18,637	41.76	778,268	
Provide Aid And Assistance * Number of inquiries from taxpayers and local governments answered		22.00	16,915	125.41	2,121,259	
Maintain Child Support Cases * Total number of cases maintained during the year		633.00	1,130,320	70.90	80,141,817	
Provide Education And Assistance * Total number of individual educational contacts and inquiries answered		303.00	17,861,924	1.71	30,548,044	
Process Support Payments * Total number of collections processed		79.00	10,634,731	3.60	38,236,705	
Distribute Support Payments * Total number of collections distributed		0.00	10,085,295	1.41	14,269,582	
Establish Paternity * Total number of paternitys established and genetic testing exclusions		211.00	103,752	289.69	30,056,244	
Establish And Modify Support Orders * Total number of newly established and modified orders		452.00	59,822	1,024.03	61,259,356	
Determine Compliance With Support Orders * Total number of obligated cases identified for compliance resolution		75.00	689,914	9.89	6,825,821	
Resolve Compliance Discrepancies * Total number of actions processed during the year		556.00	3,516,313	17.70	62,238,070	
Educate Or Assist Taxpayers * Number of taxpayers provided with direct assistance or education		86.00	8,653,534	0.80	6,882,555	
Manage Accounts * Number of accounts maintained		102.00	1,366,871	8.54	11,677,818	
Process Returns And Revenue * Number of tax returns processed		251.50	8,498,336	3.39	28,793,826	
Account For Remittances * Number of distributions made		23.00	40,506	65.01	2,633,233	
Determine Filing Compliance * Number of filing compliance exams completed and resulting in a notice of additional liability		90.50	1,674,585	4.13	6,909,819	
Select Cases For Tax Compliance Determination * Number of taxpayers selected for a tax compliance examination		48.00	34,020	107.73	3,664,882	
Perform Audits * Number of audits completed		706.50	21,677	2,488.47	53,942,475	
Discover Unregistered Taxpayers * Number of discovery examinations completed		126.00	11,386	844.92	9,620,314	
Investigate Criminal Tax Avoidance * Number of criminal investigations completed		59.00	957	4,707.16	4,504,751	
Collect Identified Liabilities * Number of collection cases resolved		528.50	1,048,019	37.31	39,101,316	
Refund Tax Overpayments * Number of refund claims processed		50.00	136,574	41.91	5,724,419	
Resolve Disputes * Number of audit disputes resolved		143.00	2,362	4,622.48	10,918,293	
Answer Calls In Call Center * Number of calls answered by Call Center agents		42.00	801,098	4.20	3,361,246	
TOTAL		5,189.00			525,898,270	
SECTION III: RECONCILIATION TO BUDGET						
PASS THROUGHS						
TRANSFER - STATE AGENCIES						
AID TO LOCAL GOVERNMENTS						24,124,599
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS						
OTHER						
REVERSIONS						21,650,808
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)						571,673,677

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

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

ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-8:

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8: ACT3350

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: 73	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	577,043,732	
TOTAL BUDGET FOR AGENCY (SECTION III):	571,673,677	
	-----	-----
DIFFERENCE:	5,370,055	
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====

The Department was appropriated \$6,703,621 in funding to complete the relocation to the Capital Circle Office Complex. Of this amount, \$5,194,400 was expended. This amount is not associated with an activity and is therefore listed as "other."

The Department was appropriated \$218,905 in fiscal year 2010-11 to implement the Tax Credits program (HB143). The Legislature authorized the re-appropriation of any unspent funds in FY 2011-12. The Department expended \$142,932 prior to June 30, 2011. The amount of \$75,973 was re-appropriated July 1, 2011.

The Department was also appropriated \$99,740 in FY 2010-11 to implement the Corporate Income Tax (Piggyback) legislation (HB7185). The Legislature also authorized the re-appropriation of any unspent funding to implement this bill. The Department had not expended any dollars as of June 30, 2011, and the full amount was re-appropriated July 1, 2011.

The unused funding for HB143 and HB7185 was neither spent nor reverted, and therefore, are listed as a "difference."

The remaining \$58 is due to rounding.

Schedule IX – Major Audit Review Findings and Recommendations

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-13

Department: Revenue

Chief Internal Auditor: Teresa Wood

Budget Entity: All

Phone Number: 717-7598

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AG 2010-013 Finding 2	Calendar Years 2007 & 2008	Property Tax Oversight	Although the DOR's Field Manual has references to the Uniform Standards for Professional Appraisal Practice (USPAP), and DOR and other State agencies require compliance with USPAP by contracted appraisers, compliance with USPAP is not mandated for DOR appraisers.	An operations plan complete with recommendations concerning the mandate of USPAP has been submitted to management. Mandated compliance with USPAP would involve options with multi-year solutions that include a substantial legislative budget request. In the interim, the Department continues to leverage its current resources to their fullest extent encouraging mandatory compliance with Departmental standards (which are on par with industry standards) and voluntary compliance specifically concerning USPAP.	
AG 2010-013 Finding 3	Calendar Years 2007 & 2008	Property Tax Oversight	DOR has not fully implemented the International Association of Assessing Officers statistical standards concerning the COD applicable to in-depth studies.	A new process has been implemented for the Tax Roll Approval Process for 2010-11 that fully comported to the guides set forth by the IAAO for COD.	
AG 2010-013 Finding 4	Calendar Years 2007 & 2008	Property Tax Oversight	Problems with DOR's sampling plan caused some in-depth studies to have an inadequate number of samples in certain strata, and the lack of samples made it difficult for DOR to accurately calculate statistical measures for those strata and the overall level of assessment for those counties.	The time trended sales ratio study was successfully piloted for the 2010 Tax Roll approval; levels of assessment will be used in the determination of tax roll approval for 2011 Tax Roll Approval. This should drastically improve sampling objectives and goals. The Department is also investigating different sampling strategies to pilot for the 2011 Tax Roll Approval. Exception parcels will continue to be addressed in the procedural review as they have in the past; however funding was cut for this process.	
AG 2010-013 Finding 6	Calendar Years 2007 & 2008	Property Tax Oversight	Appraisal reports and related DOR records were not always adequate to ensure that value estimates for subject properties were reliable and reasonably supported. As a result, to the extent the assessment levels published by DOR for the counties included in our review were based upon appraisal ratio studies, such assessment levels may not be accurate. Additionally, a more thorough verification of the counties' appraisal sample property characteristics is needed.	Program staff has thoroughly reviewed this finding and tailored both the field manual and related training to ensure policies and procedures are appropriately applied and documented. In addition the Field Manual is also currently being updated for specific requirements to ensure our appraisers conduct a thorough verification of the Property Appraisers' physical data characteristics. A memo to field staff was sent to field staff December 21, 2010, specifically addressing this issue.	
AG 2010-013 Finding 8	Calendar Years 2007 & 2008	Property Tax Oversight	DOR's policy of allowing 15 percent across-the-board adjustment for the 8th criterion (net proceeds of sale after deduction of fees and costs) has no documented basis, and an incorrect adjustment could have a significant fiscal impact on school funding and local government revenues.	The Department will evaluate its ability to periodically review the documentation maintained by Property Appraisers to support their adjustments for the 8th criterion considering the Department's available resources, funding, and legislative authorization. The Department has produced a draft document detailing this issue, the risks involved and recommendation for no further action.	4A02030
AG 2010-130 Finding 1	FY 2008-09	Child Support Enforcement	Documentation of authorization for FLORIDA System CSE Component and CAMS access privileges for some users was missing, incomplete, or inaccurate. Similar issues regarding CAMS were disclosed in our report No. 2008-020.	FLORIDA Security Officers were trained on the accurate completion and retention of security user access records on March 23, 2010. All CAMS access authorizations forms have been reviewed. Acknowledgments will be sent out for any missing forms. FLORIDA review is complete.	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
AG 2010-130 Finding 2	FY 2008-09	Child Support Enforcement	The access privileges of some FLORIDA System CSE Component and CAMS users were not appropriate for their job responsibilities. Similar issues regarding CAMS access privileges were disclosed in our report No. 2008-020.	The review of CAMS I role assignments began in May 2010. Phase II roles are currently in design stages. Regularly scheduled meetings and workshops are taking place to incorporate existing authorizations into Phase II. A meeting was held mid-June 2010 to coordinate efforts of the CAMS and FLORIDA annual review of system staff with FLORIDA and CAMS access. CSE has expanded the review to all users' access to both FLORIDA and CAMS. Procedures on conducting the review were completed on July 12, 2010. CAMS Phase I roles are being integrated into CAMS Phase II roles. The roles will be split by business processes and workgroups, resulting in smaller, more granular, roles. Anticipated completion is February 2012.	
AG 2010-130 Finding 3	FY 2008-09	Child Support Enforcement	Some access privileges in the FLORIDA System CSE Component and CAMS did not enforce an appropriate separation of incompatible duties. Similar issues regarding CAMS access privileges were disclosed in our report No. 2008-020.	Governance Risk & Compliance (GRC) software has been installed. This software will allow the Department to implement a process for "firefighter/super user" access and segregation of duties. Governance Risk & Compliance Rule sets, which will allow the automated analysis of roles and role assignments for segregation of duties issues, are being developed. Work has begun collecting object-level information which is needed for Governance Risk & Compliance configuration. This information will become available as Phase II roles are finalized. Meetings are being held to discuss requirements for technical roles and firefighter roles fro Phase II. Anticipated completion date is February 2012.	
AG 2010-130 Finding 4	FY 2008-09	Child Support Enforcement	The Department did not timely remove FLORIDA System CSE Component and CAMS access privileges of some former employees and contractors. Similar issues regarding the removal of CAMS access privileges were disclosed in our report No. 2008-020.	FLORIDA Security Officers were trained on timely deactivations on March 23, 2010. Supervisor awareness training in the timeliness of security access changes for internal employees is ongoing. Supervisors submitting late termination notices are being reminded of the importance of timely notification. Contract Managers and region staff will continue to provide guidance and training to contractor staff regarding the contractual requirements for deactivation notification as well as monitor the accuracy of lists of contractor staff that have been granted access. A solution has been identified for a unique identifier in the DOR Phone Book application for contactors. This will allow supervisors to use the automated termination notification for all employees. Adding contractors to the phone book is the next step in the process.	
AG 2010-130 Finding 5	FY 2008-09	Child Support Enforcement	The Department did not periodically review the appropriateness of CAMS user access privileges.	CAMS role review procedures for allowing managers and security role owners to review access privileges of their staff have been developed. Provisions are being made to post role assignment information on a shared network drive and the intranet. Annual Review of all users access for both FLORIDA and CAMS was completed September 30, 2010. Thereafter supervisors are responsible for reviewing each user's access during annual EE&D.	
AG 2010-130 Finding 6	FY 2008-09	Child Support Enforcement	The Department could not provide documentation of its evaluation of network vulnerability scans or subsequent actions to mitigate vulnerabilities. Similar issues regarding CAMS were disclosed in connection with our report No. 2008-020.	The Information Services Program uses the Nessus scanning software to scan each department server at least once a quarter. The reports from the Nessus scan are organized into High, Medium, and Low vulnerabilities and are provided to the Infrastructure team. We will implement a response process and devote resources to mitigate the high and medium vulnerabilities.	

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AG 2010-130 Finding 7	FY 2008-09	Child Support Enforcement	Certain Department security controls related to user authentication needed improvement. Similar issues were disclosed in connection with our report No. 2008-020.	Solutions have been identified and will be implemented in the CAMS environment at Phase II statewide implementation scheduled for February 2012.	
AG 2010-130 Finding 8	FY 2008-09	Child Support Enforcement	Because of limitations in CAMS access control functionality, many CAMS users inappropriately had the ability to perform enforcement override transactions on cases. Additionally, the Department did not monitor enforcement override transactions to ensure that such users had not performed unauthorized overrides.	The following documents were edited and posted to the on-line CSE Policy & Procedure Manual in October 2010: Section 7020: Offline Enforcement Activities, Section 7420: Enforcement Overrides and Job Aid " 7420-ap1: Enforcement Overrides Job Aid and Matrix". These documents provide procedural guidance in the review and placement of enforcement overrides associated with enforcement activities. HEAT ticket (376407) was created to ensure that modifications are made to the security of the system when CAMS Phase II goes live in February 2012.	
AG 2010-130 Finding 9	FY 2008-09	Child Support Enforcement	The Department had not resolved some issues with address information in CAMS that were previously noted in our report No. 2008-020.	<p>The Department will continue to make improvements and corrections on the issues identified. However, the majority of issues cannot be resolved at the current time due to the inability to make modifications to CAMS during the design, development, and testing phase for Phase II of CAMS. Specifically, the Child Support Program will correct the following deficiencies:</p> <p>1) Stop loading non-standardized addresses which error during address standardization using the PostalSoft application. Currently, CSE loads any non-standardized address not recognized by the PostalSoft application for addresses received from all external interfaces and manual user entry. We anticipate completion and correction of this deficiency in 2012.</p>	
				<p>2) The problem caused by the address parsing between the PostalSoft application and CAMS and FLORIDA will be resolved with implementation of Phase II of CAMS. There will be no need to reconcile addresses between two systems because all address updates will be made in the CAMS CRM application. We have no way of correcting this issue now, other than not using the PostalSoft application for address standardization.</p>	
				<p>3) The new design for Phase II of CAMS will correct the deficiency with verification of residential addresses. The system will allow for residential addresses to be verified through postal verification letters.</p>	
				<p>4) The Child Support Program has included correction of the source and load date issue related to inbound addresses from external interfaces in the design for Phase II of CAMS. The changes will reduce the occurrence of the system updating a current address with an older or invalid address from an external interface file. The system must be modified to create a new "load date" and reprogramming of all external interface files is necessary. We anticipate completion and correction of this deficiency in 2012.</p>	
				<p>5) A request was sent to OCSE on February 12, 2010 to stop sending address information previously received. OCSE has complied with the request.</p>	

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AG 2010-130 Finding 10	FY 2008-09	Child Support Enforcement	The Department did not have written procedures for supervisor monitoring and follow-up of unprocessed CAMS tasks.	Draft review of developed procedures has been completed and edits identified. The frequency of review will vary depending on the specific task being performed.	
AG 2010-165 - FA 09-045	FY 2008-09	Child Support Enforcement	Matters disclosed in the prior audit regarding deficiencies in DOR procedures for ensuring adequate oversight of State Disbursement Unit (SDU) collection and disbursement of child support payments and reporting thereof continued to exist during the 2008-09 fiscal year.	The Department provided a copy of the SAS 70 Final Report to the SDU October 2010. The Department requested the SDU to provide a written response to the audit findings and recommendations by November 2010. The written responses were received from the SDU; and the Department is consulting with the SAS 70 vendor on the provided responses. A SAS 70 Type II audit of the SDU is in progress.	
AG 2010-165 - FA 09-046	FY 2008-09	Child Support Enforcement	Matters disclosed in the prior audit regarding DOR procedures for reconciling SDU-maintained information to information maintained in the FLORIDA System continued to exist during the 2008-09 fiscal year.	The Technical Design Document, B204, was approved by the department in October 2010. This document included the technical system design for reconciliation. The CAMS implementation vendor is currently conducting integration testing.	
AG 2011-167 - FA 10-042	FY 2009-10	Child Support Enforcement	FDCFS did not timely impose DOR Child Support Enforcement (CSE) sanctions on clients who were receiving TANF benefits.	The Department agrees with the finding and recommendation. The Department will work with Department of Children and Families to evaluate the sanction process.	
AG 2011-167- FA 10-044	FY 2009-10	Child Support Enforcement	Deficiencies continued to exist regarding the timeliness of DOR's establishment of support obligations or commencement of proceedings to establish support obligations and, if necessary, paternity.	The Department agrees with the finding and recommendation. The design of the final phase of CAMS includes the ability to monitor case processing timeframes for cases needing paternity and/or support order establishment. The FLORIDA System does not currently include this level of functionality.	
				While CAMS will provide the ability to monitor case processing timeframes for these cases, it is also noted that each year the Department is seeing large growth in the number of service requests requiring paternity and initial support order establishment. The annual number of service requests requiring an initial order for support has grown from 136,659 to 149,552 in FFY 2007-08 and FFY 2009-10 respectively, a 9.4 percent increase. Continued growth in these types of service requests will continue to create challenges in meeting case processing time frames.	
				Additionally, the federal time standard for establishing a support order or completing service of process within 90 days of locating the respondent was adopted in 1989. Since then, there have been many improvements in the location resources and activities available to the Department. Information about a noncustodial parent's whereabouts can be obtained and verified within a few days of opening a case, which starts the 90 day timeframe. However, before a petition can be prepared and filed with the court in a civil action, the Department must obtain certain information from the custodial parent, including financial affidavits and paternity declarations.	

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				Any delay in obtaining information from the custodial parent, which may require sanctions for noncooperation in public assistance cases, places the 90 day time frame in jeopardy. Whether the 90 day timeframe can be met also depends on the ability of the sheriffs' offices and private process servers to serve papers timely. A confirmed location does not ensure timely service of process. Some respondents move frequently, have multiple addresses, or are not there when the process server attempts to serve them.	
AG 2011-167 - FA 10-045	FY 2009-10	Child Support Enforcement	For interstate cases, deficiencies continued to exist in the provision of required child support services within specified time frames.	In January 2011 the Department published three new sections of procedure (Intergovernmental Support-Initiating Interstate Establishment, Responding Interstate, and International Case Processing) and approximately 10 new job aids that train staff and further clarify time frames and requirements. The design of the final phase of CAMS includes the ability to monitor case processing timeframes for interstate cases. The FLORIDA System does not currently include this level of functionality.	
				While CAMS will provide the ability to monitor case processing timeframes for these cases, it is also noted that each year the Department is seeing large growth in the number of interstate initiating service requests. The Department has experienced a 17.9% increase in new interstate initiating service requests in FFY 2007-08 (10,158) and FFY 2009-10 (11,981). Continued growth in these types of service requests will continue to create challenges in meeting case processing time frames.	
				Additionally, the federal regulations establishing the interstate case processing timeframes do not reflect the changes and improvements to the Program's processes to locate parents and verify location. Information about a noncustodial parent's whereabouts can be obtained and verified within a few days of opening a case, in effect, starting the case processing timeframes. However, additional actions often must occur before a case can be initiated to the responding state (i.e., completion of the UISFA documents). Any delay in obtaining information from the custodial parent, including utilizing available noncooperation procedures, places the 90 day time frame in jeopardy.	
AG 2011-167 - FA 10-046	FY 2009-10	Child Support Enforcement	Deficiencies in DOR procedures for ensuring adequate oversight of State Disbursement Unit (SDU) collection and disbursement of child support payments and reporting thereof continued to exist during the 2009-10 fiscal year.	The Department agrees with the finding. The only aspect of the Department's SDU monitoring that was not conducted during the 2009-10 fiscal year was on-site monitoring. This was discontinued in the June 2009 timeframe due to the SDU vendor's development and implementation of a new SDU automated system (KidStar). Monthly monitoring of debit card transactions, daily review of Clerk of Court transfers of payments between cases and monitoring of Suspense processing continued during this period.	
				After KidStar was implemented and the vendor worked through initial startup issues, the Department resumed on-site monitoring activities in February 2011. Specific monitoring activities are currently underway and on-site visits are scheduled through the end of the state fiscal year in June 2011. The monitoring plan for 2011-12 is being developed and scheduling of visits starting in July 2011 will be coordinated with the vendor as part of the overall monitoring effort.	

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AG 2011-192 - Finding 1	11/2010-3/2011	General Tax Administration	The Department did not timely disable the SUNTAX, IMS operating system, and network access privileges of some former employees and contractors. Additionally, the Department did not conduct periodic reviews of former employee and contractor access privileges in the IMS operating system or the IMS database. Some of these issues were also noted in prior audits of the Department, most recently our report No. 2009-199.	The Department has implemented an automated process, via our internal phonebook and if utilized in a diligent manner by supervisors, informs SUNTAX security administrators of the termination of employees. This is also the case if contractors are listed in the department phonebook. However, if they are not, it is then incumbent upon the supervisor of the contractor to notify SUNTAX security.	
				The Department is in the process of adding all contractors to the internal phonebook. In the case of periodic reviews, a follow-up monthly termination report is provided from the Executive Program that contains a listing of all employees that have separated from the department. These notifications are reviewed as received to ensure access to SUNTAX, IMS has been removed. A yearly review of all access to SUNTAX, IMS is performed by the security administrator to ensure that employees that transfer or leave the department no longer have access.	
AG 2011-192 - Finding 2	11/2010-3/2011	General Tax Administration	Some inappropriate SUNTAX and IMS access privileges existed	The Department will review the current process for creating, maintaining and periodically reviewing employee and contractor access privileges. The result will be to determine where controls can be implemented and/or strengthened to adequately manage the appropriateness of access privileges.	
AG 2011-192 - Finding 3	11/2010-3/2011	General Tax Administration	Certain Department logical access controls, security logging and monitoring practices, and data transmission controls were deficient or needed improvement. Some of the issues were also noted in prior audits of the Department, most recently our report No. 2009-199.	The Department will, based on available system functionality, funding, and human resources implement appropriate security controls in the areas of logical access controls, security logging and monitoring practices, and data transmission controls. See the confidential findings document for further details.	
AG 2011-192 - Finding 4	11/2010-3/2011	General Tax Administration	As similarly noted in prior audits of the Department, most recently our report No. 2009-199, program change controls over SUNTAX and IMS needed improvement.	In July of 2011, the Information Services Program will fully implement their Release and Deployment Process. With the rollout of this process, controls will be implemented and existing ones strengthened. This will help to ensure greater compliance with program change control procedures and adequately ensure that all program changes are properly approved, documented, and implemented.	
AG 2011-192 - Finding 5	11/2010-3/2011	General Tax Administration	Some of the Department's written IT policies and procedures were outdated and contained inaccuracies. The Department also lacked written procedures for some important IMS program change controls.	We have opened an internal service ticket to update and correct the inaccuracies in existing policies and procedures. The due date is 6/30/11. In July of 2011, the Information Services Program will fully implement their Release and Deployment Process. This process will implement stronger control procedures for the release of changes. It will also serve as a catalyst to review, update and correct inaccuracies in existing policies and procedures and establish written procedures for moving IMS program changes into the production environment and for using PVCS to manage and control IMS changes.	
AG 2011-192 - Finding 6	11/2010-3/2011	General Tax Administration	As similarly noted in our report No. 2009-199, some Department employees were granted unnecessary physical access privileges to the rooms that housed the Department's IMS servers.	The General Tax Administration has reviewed, and are currently reviewing, employee physical access privileges to the IMS server rooms for business needs. Controls will be implemented and strengthened as appropriate.	

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AG 2011-192 - Finding 7	11/2010-3/2011	General Tax Administration	Contrary to the requirements of the State of Florida, General Records Schedule for the retention of access control records, the Department did not retain some IMS operating system access control records.	We will determine the logistics (available funds, storage infrastructure and resources) involved in adequately ensuring that access controls records are kept according to the standards provided by General Records Schedule.	
AG 2011-194 - Finding 1	03/2010-11/2010	General Tax Administration	The Department did not have procedures in place to compare information on authorized insurers to the Department's records showing insurers with insurance premium tax (IPT) accounts.	The Department has compared information on authorized insurers from the Office of Insurance Regulation (OIR) to the Department's records. The Department periodically reviewed information on the OIR Internet site to identify and obligate new companies for insurance premium tax. Information on premiums by company has been received from OIR annually and compared with the Department's records. Generally, an insurer estimated to owe more than \$250 in insurance premium tax is assigned for audit.	
				The Department, beginning in 2010, established procedures for a more direct and timely receipt of information from OIR. The Department now receives information on changes in the status of insurance companies on a quarterly basis and updates records accordingly. In addition, beginning in 2011 the annual information received from OIR on premiums by company for the prior calendar year is now received in early May instead of July.	
AG 2011-194 - Finding 2	03/2010-11/2010	General Tax Administration	Insurer filing statuses were not timely updated and proper documentation was not required to evidence the reasons for changes in an insurer's filing status from "Active - required to file" to "Canceled - not required to file."	The Department has established procedures and all filing status changes are documented and/or verified at the time the change is made. The Department is in the process of improving the ability to subsequently access all such documentation more easily. Please also see the response to Finding 1 regarding verification with, and access to, OIR records.	
AG 2011-194 - Finding 3	03/2010-11/2010	General Tax Administration	We found instances in which incorrect premium amounts and taxes due were reported on returns and accepted and approved by the Department.	The Department has made improvements in its review of the IPT returns. Beginning in 2011 we now receive information on premiums by company from OIR in early May, which is used to verify taxable premiums in those instances where the insurance company does not provide copies of the excerpts from their annual statements. The Department has revised the Instructions For Preparing Form DR-908 Florida Insurance Premium Taxes and Fees Return (DR-908 R. 01/11), Schedule X to better explain premiums that are subject to the State Fire Marshall Regulatory Assessment. The Department is in the process of improving the ability to subsequently access all documentation initially used in the review of a tax return more easily. The Department will continue to pursue the collection of taxes from insurers who underpay. Please also see the response to Finding 1.	
AG 2011-194 - Finding 4	03/2010-11/2010	General Tax Administration	The Department does not have the statutory authority to audit insurance premium excise taxes.	This is a policy decision of the Florida Legislature.	
AG 2011-194 - Finding 5	03/2010-11/2010	General Tax Administration	A department-provided database, used by insurers to report the amounts of insurance premium excise taxes due to participating jurisdictions, was found to be incomplete in several instances.	The Department is monitoring the effectiveness of the system changes but has recommended that this issue be resolved by legislative action. Many jurisdictions do not update their respective databases.	

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OIG 2008-0106-A Finding 1	07/2007-12/2008	General Tax Administration Program	Some employees compromised tax, interest, or penalty above their authorized amount in the <i>Florida Administrative Code</i> for their positions.	A monthly statewide compromise and correction report is pulled from SUNTAX Business Intelligence and posted to the Receivables Management website. Using quality review sheets, managers are to conduct and document a sample of quality reviews. TSP managers were advised of this process in September 2009.	
				RRP-Return Reconciliation management was also made aware of this process in November 2009. Since designated, consolidated staff will perform these transactions in Return Reconciliation, a review process has been put in place. Two GOC I positions have been hired in TSP as of 04/01/11 to perform quality reviews in this area.	
				These reviews will be in addition to those performed by managers. The quality review procedures for correspondence and phone calls and by managers have been included. Rule 12-13.004, Delegation of Authority to Determine Settlements, was revised on 09/13/10 to include Return and Revenue Processing positions.	
OIG 2008-0106-A Finding 2	07/2007-12/2008	General Tax Administration Program	Some employees did not substantiate reasonable cause with sufficient documentation and details for compromises made in SUNTAX.	Two GOC I positions have been hired in TSP as of 04/01/11 to perform quality reviews in this area. These reviews will be in addition to those performed by managers.	
OIG 2008-0106-A Finding 3	07/2007-12/2008	General Tax Administration Program	Taxpayer Services Process personnel were unable to locate the written taxpayer requests and closing agreements we requested. We were unable to determine if the compromises met the requirements for reasonable cause.	The TSP GOC I positions will be responsible for monitoring compromises over \$30,000 to assure completion of closing agreement. The Receivables Management website has been updated with the revised procedure.	
OIG 2008-0106-A Finding 4	07/2007-12/2008	General Tax Administration Program	Some employees made corrections to tax, interest, or penalty in amounts above what is authorized for their positions per GTA Program specifications and used correction codes inappropriately.	Two GOC I positions have been hired in TSP as of 04/01/11 to perform quality reviews in this area. These reviews will be in addition to those performed by managers.	
OIG 2008-0106-A Finding 5	07/2007-12/2008	General Tax Administration Program	Supporting documentation is not sufficient to determine if corrections meet the GTA Program's policies and procedures for entering corrections of tax, interest, and penalty information.	Procedures are in place (http://dorweb/gta/rec_mgmt/docs/comps_corrections.pdf) that address compromises and corrections. Two GOC I positions have been hired in TSP as of 04/01/11 to perform quality reviews in this area. These reviews will be in addition to those performed by managers.	
OIG 2008-0106-A Finding 6	07/2007-12/2008	General Tax Administration Program	Internal controls for the GTA Program and Taxpayer Services Process for compromises or corrections of tax, interest, or penalty need improvement.	Remote processing is in place in TSP for SUT, which represents a large percentage of checks received. Other taxes will be added in the future. Two GOC I positions have been hired in TSP as of 04/01/11 to perform quality reviews in this area. These reviews will be in addition to those performed by managers.	

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OIG 2009-0107-A Finding 6	08/12/2009	Financial Management	Internal controls for contract management need improvement.	The Procurement Best Practices Team has met and discussed the management override finding above. No consensus was reached on how to address this concern. On July 6, 2010, DFS released CFO Memorandum No. 1 (10-11), which now requires management certification for payment of deliverables on the Summary of Contractual Services Agreement/Purchase Order form.	
				This form is required for contract payments and the management certification includes the language "I certify, by evidence of my signature below, the information is true and correct; and accurately reflects the terms and conditions of the executed contract document on file. I understand that the office of the State Chief Financial Officer reserves the right to require additional document and/or to conduct post-audits of any agreements". The prior version of the form only required contract manager approval.	
				Although the CFO memorandum adequately addresses the finding above, additional discussions can take place to determine if additional recommendations can be made to the SLB.	
OIG 2009-0116-A Finding 2	07/2009-03/2010	General Tax Administration	Payments received in cash (currency) at GTA service centers from taxpayers are not timely deposited in the State Treasury.	The remote deposit system will significantly reduce this problem by the ability to deposit sales and unemployment tax locally. We will also remind service center staff to send their checks promptly and ensure our Tallahassee staff timely deposit the checks. We will explore alternatives to handling cash payments in our local service centers. One potential option is partnering with our local banks to act as the conduit for cash transactions. In addition, the Department will continue the development of the ability to handle debit and credit cards at the front counter.	
OIG 2009-0116-A Finding 3	07/2009-03/2010	General Tax Administration	Some GTA service center staff is not aware of procedures for the proper handling of cash.	The implementation of remote capture will include additional internal controls and requires a segregation of duties. Preliminary procedures for remote deposit are written and will be distributed to the service center staff upon finalization. The process will be evaluated at each service center during implementation and any deficiencies noted and corrected. In the interim, we will ensure priority is placed on cash desk and remote deposit training for employees handling cash. GTA management will make organizational changes as required.	
OIG 2009-0116-A Finding 4	07/2009-03/2010	General Tax Administration	GTA Imaging System and SAP SUNTAX validation dates do not always accurately reflect the actual date of validation for Sales and Use Tax Returns.	The system currently tracks both validation date and deposit date. We will initiate a STAIRS request to add the deposit process date to the SUNTAX system. Changing the validation date to the process date could result in an increase in workload to capture postmarks on timely returns and month/fiscal year closeout procedures of capturing revenue correctly. We will submit a STAIRS request to increase the runs or batches.	

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OIG 2009-0116-A Finding 5	07/2009-03/2010	General Tax Administration	Cash (currency) collections posted to service center accounts were not always cleared timely.	We agree with this finding and initial research indicates this may be the result of liability documents not appropriately posted to offset the cash payment. GTA will be developing/revising procedures to insure that monies posted to Service Center accounts clear in a timely manner. These procedures will include specific directions on the processing of liability documents to insure that liabilities are posted for all cash collections, and responsibility for monitoring each Service Center account for non-cleared items.	
OIG 2009-0120-A Finding 1	06/2009-06/2010	General Tax Administration	GTA's contract management did not ensure deliverables are received, received timely, meet contract specifications and are cost-effective.	1.1 Agree with exceptions: We agree and an individual in RRP was designated the contract manager for BSWA beginning October 15, 2009. Since we do not have the resources or budget to limit our contract managers solely to contract management activities, this individual does have other duties. We believe this has worked for DOR and will insure that the BSWA contract continues to have the oversight it requires.	
				1.2 Agree: and we will continue to engage our legal and purchasing departments to ensure that any task orders or contract amendments comply with the provision of the current contract.	
				1.3 Agree: and we will perform a cost benefit analysis when we consider any change that has a cost impact. We will further strengthen this process by removing any ambiguity in the definition of services provided.	
OIG 2009-0120-A Finding 2	06/2009-06/2010	General Tax Administration	GTA contract monitoring needs improvement to ensure compliance with applicable laws, rules and best practices.	Disagree: We believe co-location of this equipment in the state facility will negatively impact the process in the following areas; redundancy of operations for contingency situations, remote mirroring of data collected to recover from data loss, system up-time, vendor response time when the system is down, vendor liability in the event of system error. 2.2 Agree: We will provide and maintain proper documentation on future purchases.	
OIG 2009-0120-A Finding 3	06/2009-06/2010	General Tax Administration	GTA contract management procedures are not effective to ensure invoices for deliverables are properly verified.	3.1 Agree: In future ITNs and contracts, GTA will clearly articulate all deliverables and include verbiage to ensure systems are designed with a means for verifying invoices for deliverables. 3.2 Agree: We agree IT staff will review any new task order.	
OIG 2009-0120-A Finding 4	06/2009-06/2010	General Tax Administration	Contract language found in the BSWA contract is not adequate to ensure that deliverables provide maximum value for the taxpayer and performance measures are not in place to monitor the efficiency and effectiveness of the contractor's performance.	4.1 Agree; and will include these in the May 31, 2011 contract renewal effective July 1 2011. 4.2 Agree; and we will continue to engage our legal and purchasing departments to ensure that any future contracts clearly articulate important provisions.	

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OIG 2010-0110-A Finding 1	01/2007-12/2009	General Tax Administration	GTA Receivables Management procedures and internal controls are not sufficient to ensure Revenue has performed all possible collection activities before determining a receivable is uncollectible.	1.1 GTA is in the process of updating the procedures for both the collection and enforcement processes, and will incorporate any necessary revisions as a result of the Collection Analytics implementation. There are two teams conducting bi-weekly meetings to focus on collection and enforcement procedures. The goal of these teams is to have updated procedures readily accessible on-line by the end of the calendar year. These reference tools shall include the Revenue Specialist Handbook (an overview of duties for the collector), General Tax Administration Procedure Bulletins, Receivables Management Activity Advisories and SUNTAX Updates/Alerts posted at http://dorweb/gta/rec_mgmt/ .	
				1.2 We concur. GTA is in the process of implementing collections analytics. Once implemented, dunning levels are expected to no longer exist and will be replaced with dunning activities. One of the recommendations will be for accounts to follow a workflow with a supervisor sign off on accounts that have been deemed uncollectable. Until implementation of Collection Analytics, the Taxpayer Services Process has developed a review process that will include the review of SUNTAX compromises, corrections and comments to ensure compliance with procedures and rules and insure compliance with policy and procedure in moving accounts to dunning level 17. The industry standard for QA reviews are two percent of the total work and it is our plan to follow industry standard.	
				1.3 Two Government Operations Consultant positions have been created and filled to implement and direct this quality review process on compromises, corrections, and movement of accounts to dunning level 17. This quality review process will extend statewide, not just to Taxpayer Services Process (TSP) and Return Reconciliation.	
				Included within the duties assigned to these two positions are to establish a routine quality review to determine if compromises are being made in accordance with authority and policy, to verify authority limits in SUNTAX, and to ensure tables and roles are updated when positions, duties and responsibilities, or hiring changes occur. These two GOC-I positions will be dedicated resources to the quality review of staff work specifically in all areas of Compromises and Corrections.	
				1.4 When implemented, Collection Analytics will provide a rule based platform for moving accounts through the various dunning activities. In the current environment, many of the escalations in dunning are still rule based and are based on a specific period of time elapsing since the last dunning step. We agree that the procedures should require comments for any manual escalation of dunning levels.	
				When a warrant is filed, SAP is updated with the warrant filing information and the correspondence history within SAP records the activity date, time and user.	

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				Until implementation of Collection Analytics, the Taxpayer Services Process has developed a review process that will include the review of SUNTAX compromises, corrections and comments to ensure compliance with procedures and rules and insure compliance with policy and procedure in moving accounts to dunning level 17. The industry standard for QA reviews are two percent of the total work and it is our plan to follow industry standard.	
				1.5 Each of these recommendations will be considered when designing and implementing collections analytics. The current SUNTAX system will not be updated to implement this recommendation.	
				1.6 We concur that all collection activities should be recorded in SAP. However, the Clerk of Courts for each county is the designated party responsible for maintaining the "official records", which include the tax warrants and satisfactions filed. Through the cooperation of the various Clerks of Court throughout the State of Florida we have implemented an electronic system for filing of warrants and recording of satisfactions and soon will have all counties following this process.	
				Through this process, the Department of Revenue generates an electronic file of tax warrants to be filed and requests for satisfaction of previously filed tax warrants. This information is uploaded by the various Clerks (56 of 67), recorded in the official records and the appropriate information regarding filing date, book, page, and instrument number returned to the Department and loaded to the taxpayer's account in SAP. No copies of warrants will be maintained in SUNTAX.	
				For all liens the originator of the request is maintained in the correspondence history table of SAP accessible through transaction FPCOHIST. Additionally, for non e-liens the individual entering the warrant information is captured in the document change log in SAP and can be viewed in the document display transaction by going to Environment>Document Changes Executed.	
OIG 2010-0110-A Finding 2	01/2007-12/2009	General Tax Administration	GTA staff did not always follow Receivables Management procedures and GTA staff does not always record complete and accurate information into SAP for collection and enforcement activities. Actions performed are not sufficient to demonstrate compliance with procedures to determine if all possible collection activities were performed prior to escalating a taxpayer account to DL-17.	Collections analytics will be designed with a workflow for uncollectable accounts. Although some accounts may go directly to an uncollectable status, any account worked by a collector and placed in an uncollectable status will be approved by a supervisor.	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
				Implementation of Collections analytics will automate many of the collection and enforcement activities and provide a audit trail of the activity. Currently we have 56 of the 67 county clerks involved in the electronic lien filing process. Using this process DOR generates a lien request with the appropriate taxpayer and financial information that is sent electronically to the clerk's office. The clerk will record the lien and provide an electronic file with the recording information back to DOR that is uploaded to SAP and recorded on the taxpayer's account.	
				We will continue to work with the individual clerks and the Florida Association of County Clerks to expand this process to the remaining counties. In the meantime, for those 11 counties the warrant information is recorded on the taxpayer account via manual entry. Through interrogation of the document change history and the correspondence dunning tables all of the applicable information is available.	
OIG 2010-0110-A Finding 3	01/2007-12/2009	General Tax Administration	GTA management is not adequately identifying and writing-off uncollectible receivables.	We concur with recommendation and will continue to write-off receivables in accordance with the above stated procedure. Due to the manual intervention required to insure compliance with the above procedure, we anticipate that it will be run annually when sufficient resources are available to review the result and perform any manual corrections.	
				Automation of the write off process requires full integration of the Technical Assistance and Dispute Resolution process, as well as the litigation process within the Office of General Counsel in documenting specific activities and expiration of periods for cases protested and litigated. The key in automating the process is the determination of when a liability is determined to be "final" for the purposes of the periods specified in section 95.091, F.S. Until we can reliably identify this date for each case and develop a complete "cradle to grave" case management system that records the specific activities and expiration of periods for subsequent actions, the write off process will continue to require manual intervention. At this time, plans to allow for full automation of the process are not a priority.	
				For financial statement purposes at fiscal year end GTA records a taxes receivable for all major funds collected by GTA. The tax receivable amount is comprised of funds collected after the fiscal year end for tax obligations due as of June 30, consistent with GAAP. For the long term receivable portion, or deferred revenue, GTA only reports the amounts for sales and use taxes.	
				Limitation of the calculation for long term receivables to sales and use taxes is the result of prior agreement with DFS and the Office of the Auditor General based on the materiality of reporting the additional taxes. The Office of the Auditor General has reviewed our reporting of accounts receivable and allowance for uncollectible accounts for statewide financial statement reporting for each of the past several years and have found no issues with including only sales and use taxes in this accrual.	

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
OIG 2010-0110-A Finding 4	01/2007-12/2009	General Tax Administration	Performance data for Receivables Management was not always accurately reported.	We concur with the recommendation. RMP will continue to review and revise the Performance Validity & Reliability documents while working in conjunction with the Program's Core Process Owners (CPOs) and Business Process Owners (BPOs) as needed.	
				We concur with the recommendation regarding queries that RMP completes/maintains on behalf of other processes for reporting purposes. In developing written procedures concerning extraction, calculation, and review of performance measures in the Long Range Program Plan (LRPP) we will address actions to be taken in ensuring data produced from a custom formula is properly extracted, calculated and reviewed. Development of the written procedures will take place throughout the fiscal year-end activities / LRPP development process over the next several months with an anticipated completion date of September, which coincides with the agency's LRPP submission deadline.	

Technical Checklist LBR Review

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Revenue
Child Support Enforcement

Agency Budget Officer/OPB Analyst Name: Lia Mattuski / Lee Moore

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)			
	73300600	73300700	73300800	73300900

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 <i>Section 3</i> 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 <i>Section 3</i> 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	

Action		Program or Service (Budget Entity Codes)				
		73300600	73300700	73300800	73300900	
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	
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.					

Action		Program or Service (Budget Entity Codes)				
		73300600	73300700	73300800	73300900	
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	
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?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		73300600	73300700	73300800	73300900	
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	
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)	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y	Y	
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)	Y	Y	Y	Y	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	
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.					

Action		Program or Service (Budget Entity Codes)				
		73300600	73300700	73300800	73300900	
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	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	
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	
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?	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
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	

Action	Program or Service (Budget Entity Codes)			
	73300600	73300700	73300800	73300900
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?	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y
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

Action		Program or Service (Budget Entity Codes)			
		73300600	73300700	73300800	73300900
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.)				
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.)	Y	Y	Y	Y
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 <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.	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.				

		Program or Service (Budget Entity Codes)			
Action		73300600	73300700	73300800	73300900
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 <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	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
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

Action		Program or Service (Budget Entity Codes)				
		73300600	73300700	73300800	73300900	
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 <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?	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	
19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)						
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • 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	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Revenue
General Tax Administration

Agency Budget Officer/OPB Analyst Name: Lia Mattuski / Lee Moore

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)			
	73401000	73401100	73401200	73401300

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 <i>Section 3</i> 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 <i>Section 3</i> 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	

		Program or Service (Budget Entity Codes)				
Action		73401000	73401100	73401200	73401300	
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	
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.					

Action		Program or Service (Budget Entity Codes)				
		73401000	73401100	73401200	73401300	
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	
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?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		73401000	73401100	73401200	73401300	
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	
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)	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y	Y	
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)	Y	Y	Y	Y	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	
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.					

Action		Program or Service (Budget Entity Codes)				
		73401000	73401100	73401200	73401300	
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	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	
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	
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?	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
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	

Action	Program or Service (Budget Entity Codes)			
	73401000	73401100	73401200	73401300
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?	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y
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

Action		Program or Service (Budget Entity Codes)				
		73401000	73401100	73401200	73401300	
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.)					
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.)	Y	Y	Y	Y	
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 <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.	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.					

Action		Program or Service (Budget Entity Codes)				
		73401000	73401100	73401200	73401300	
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 <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	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	
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	

Action		Program or Service (Budget Entity Codes)				
		73401000	73401100	73401200	73401300	
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 <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?	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	
19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)						
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • 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	

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): Florida Department of Revenue
 Executive Direction and Support Services, Property Tax Oversight, Information Services Program

Agency Budget Officer/OPB Analyst Name: Lia Mattuski / Lee Moore

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)			
	73010100	7320050	73200700	73710100

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 <i>Section 3</i> 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 <i>Section 3</i> 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	

Action		Program or Service (Budget Entity Codes)				
		73010100	7320050	73200700	73710100	
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	
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.					

Action		Program or Service (Budget Entity Codes)				
		73010100	7320050	73200700	73710100	
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	
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?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	

Action		Program or Service (Budget Entity Codes)				
		73010100	7320050	73200700	73710100	
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	
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)	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	Y	Y	
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)	Y	Y	Y	Y	
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	
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.					

Action		Program or Service (Budget Entity Codes)				
		73010100	7320050	73200700	73710100	
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	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	
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	
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?	Y	Y	Y	Y	
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?	Y	Y	Y	Y	
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	

Action	Program or Service (Budget Entity Codes)			
	73010100	7320050	73200700	73710100
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?	Y	Y	Y	Y
8.13 If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y
8.14 Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y
8.15 Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y
8.16 Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y
8.17 If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y
8.18 Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y
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

Action		Program or Service (Budget Entity Codes)				
		73010100	7320050	73200700	73710100	
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.)					
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.)	Y	Y	Y	Y	
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 <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.	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.					

		Program or Service (Budget Entity Codes)				
Action		73010100	7320050	73200700	73710100	
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 <i>section 216.023(4) (b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y	Y	
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	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	
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	

Action		Program or Service (Budget Entity Codes)				
		73010100	7320050	73200700	73710100	
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 <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?	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	
19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)						
19.1	<p>If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable:</p> <ul style="list-style-type: none"> • 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	