

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Rick Scott, Governor

Wansley Walters, Secretary

LEGISLATIVE BUDGET REQUEST

Department of Juvenile Justice

Tallahassee

October 15, 2012

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

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

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

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Juvenile Justice is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2013-14 Fiscal Year.

Wansley Walters

Secretary

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

Temporary Special Duty – General Pay Additives Implementation Plan for Fiscal Year 2013-2014

The Department of Juvenile Justice (DJJ) proposes the following plan to implement the temporary special duties – general pay additive:

- The department will use existing resources to grant the temporary special duties general pay additive, when warranted, based on the duties and responsibilities of a position.
- Description of the pay additive and the circumstances for use:

This additive may be recommended for career service classes for a period of ninety (90) days, when a position has been assigned temporary duties and responsibilities not customarily assigned to the position (e.g. assigned duties of a vacant position or working on a special project). This pay additive is a valuable management tool that allows the department to recognize and compensate employees for identified duties without providing a permanent pay increase.

Effective day, amount and time period:

An employee who is covered by the current American Federation of State, County and Municipal Employees' (AFSCME) collective bargaining agreement and who meets the requirements of Article 21, Out of Title Work, shall be eligible to receive a temporary special duties-general pay additive on the 23rd day in an amount up to 5% of the employee's rate of pay for a period not to exceed ninety (90) days. For employees not covered by the current AFSCME's collective bargaining agreement, this additive may be requested in an amount up to 5% of the employee's rate of pay for a period not to exceed ninety (90) days. The department may approve an extension of the ninety (90) days period, if necessary, after reviewing the circumstances under which the additive was implemented.

• Classes and number of positions affected:

Class Code	Class Title	Number of Positions
See Class Listing	See Class Listing	2,719

Historical data:

Pay additives have been used since the creation of DJJ on October 1, 1994; for reasons such as maintaining the required number of staff to client ratio and specialized training required to perform the duties. Since People First does not have a specific code to identify Temporary Special Duties – General pay additive, it is not possible to capture the utilization and number of persons involved for last fiscal year.

Estimated annual cost:

This additive has the potential to impact any of our current 2719 Career Service position incumbents statewide. The amount will not exceed 5% of an employee's current rate of pay.

Collective Bargaining Units Impacted:

The American Federation of State County and Municipal Employees (AFSCME) and the Florida Nursing Association (FNA) are impacted:

Article 21 of AFSCME..."Each time an employee is designated by the employee's immediate supervisor to act in a vacant established position in a vacant established position in a higher broadband level than the employee's current broadband level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with the Rules of the State Personnel System, beginning with the 23rd day."

Article 21 of FNA..."Each time an employee is officially designated by the appropriate supervisor to act in a position in a higher broadband level than the employee's current level, and performs a major portion of the duties of the higher level position, irrespective of whether the higher level position is funded, for more than 22 workdays within any six (6) consecutive months, the employee shall be eligible to receive a temporary special duty additive in accordance with Rule 60L-32, Florida Administrative Code, beginning the 23rd day."

Florida Department of Juvenile Justice

Department Level Exhibits and Schedules



Wansley Walters, Secretary

N	on-Strategic IT Service:	Network Service								
	Prepared by:	Department of Juvenile Justice (DJJ) Scott Morgan 850-921-6740		Apportion	& Resources ed to this IT FY 2013-14					
	Number used for w/ costs Service Provisioning Assets & Resources (Cost Elements) Number used for w/ costs in FY Number service 2013-14									
A. F	Personnel			4.83		\$260,557				
A-1.1	State FTE		4	4.83		\$260,557				
A-2.1	OPS FTE			0.00		\$0				
A-3.1	Contractor Positi	ions (Staff Augmentation)		0.00		\$0				
B. ⊦	lardware					\$374,264				
B-1	Servers		9,10	141	4	\$15,000				
B-2	Server Maintena		_	134	4	\$4,800				
B-3 B-4		Ses & Hardware (e.g., routers, switches, hubs, cabling, etc.)	9	466 142802	150	\$18,000 \$12,000				
B-4 B-5		for file and print (indicate GB of storage) e for file and print (indicate GB of storage)	8	89882		\$12,000				
B-6		e Assets (Please specify in Footnote Section below)	5			\$324,464				
C. S	Software		1,2			\$27,371				
D. E	External Service	Provider(s)				\$1,126,107				
D-1	MyFloridaNet					\$1,098,308				
D-2		ecify in Footnote Section below)	3			\$27,799				
E. C	Other (Please desc	cribe in Footnotes Section below)	6,7			\$16,443				
F. 1	Total for IT Serv	vice				\$1,804,741				
G. P	Please identify t	the number of users of the Network Service				9,403				
Н. н	low many location	ons currently host IT assets and resources used to prov	ide LAN se	rvices?		157				
I. H	ow many locati	ions currently use WAN services?				157				
J.	Footnotes -	Please indicate a footnote for each corresponding row above. M	aximum foot	note length	n is 1024 c	haracters.				
1		support is purchased for remote access by DJJ Staff. Providers use Cit.								
2	System (JJIS).	,	11 1100003 (J						
3		ft Premier Support, Virtual Private Network Services, Citrix Support, Sw	itch and Kern	el-based Viri	tual Machine	e maintenance.				
4		s of 37 staff at 27 unique locations across the state.								
5		· · · · · · · · · · · · · · · · · · ·	tion devices to	replace ne	tworked prin	nters/scanners				
6	The digency is trending to the rease of martinaneton acroes to replace networked printers.									
7	power use.		,,							
8	power wise.									
9		d server or network equipment refresh plan; equipment is replaced whe	n it fails usin	available f	unds.					
10		include the two (2) Citrix Gateway servers at the Southwood Shared Re.								
11		tions in item H includes all sites with equipment accessed through the n			f supporting	7 the				
12		luding the Northwood Shared Resource Center (NSRC) and SSRC.			,, ,					
13	The second second	J. L.								
14										
	1									

Tab: Network

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N	On-Strategic IT E-Mail, Messaging, and Calend	aring	Serv	ice	
	Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		Reso Apportion IT Serv	ssets & ources ned to this ice in FY 3-14	
	Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013- 14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
Α. Ι	Personnel		0.50		\$28,930
A-1	State FTE	1	0.50		\$28,930
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. H	Hardware				\$219,720
B-1	Servers	5	2	0	\$0
B-2	Server Maintenance & Support		2	0	\$0
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)	2, 6	533	533	\$219,720
B-4	Online Storage (indicate GB of storage)	3	1841.6		\$0
B-5	Archive Storage (indicate GB of storage)		0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)				\$0
C. 9	Software				\$0
D .	External Service Provider(s)				\$3,009
D-1	Southwood Shared Resource Center				\$0
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)	7			\$3,009
E. (Other (Please describe in Footnotes Section below)	4			\$1,823
F. ⁻	Total for IT Service				\$253,481
G.	Please provide the number of user mailboxes.				3,960
Н.	Please provide the number of resource mailboxes.				21
I.	Footnotes - Please indicate a footnote for each corresponding row above. Me	aximum foo	tnote leng	th is 1024	characters.
1	Consists of portions of 31 staff at 25 unique locations across the state.				
2	The number of blackberry devices across the agency is gradually being reduced and replaced with ac	tivesync devi	ces; iPads.		
3	Available online storage for Exchange servers not residing at the NSRC.				
4	This includes training, travel, phone, office supplies, and all service related costs associated with office	ce space, utili	ties, equipme	ent space and	power use.
5	Does not include the five (5) physical servers located at the NSRC.				
6	Includes iPads (which are not included in mobile devices under Desktop).				
7	Consists of Microsoft Premier Support.				
8					
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Tab: Email

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Non-Strategic IT Service: Desktop Computing Service								
Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		Reso Apportion IT Servi	ssets & urces ned to this ice in FY 3-14					
Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)				
A. Personnel		25.88		\$1,431,340				
A-1 State FTE	1, 2	25.88		\$1,431,340				
A-2 OPS FTE		0.00		\$0				
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0				
B. Hardware		5208	45	\$19,000				
B-1 Servers		0.00	0	\$0				
B-2 Server Maintenance & Support		0.00	0	\$0				
B-3.1 Desktop Computers	4, 5	3440.00	30	\$16,000				
B-3.2 Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	3, 4, 5	410.00	15	\$3,000				
B-3.3 Other Hardware Assets (Please specify in Footnote Section below) C. Software	4, 5	1358.00	0	\$0 \$37,500				
D. External Service Provider(s)		0.00	0	\$3,009				
E. Other (Please describe in Footnotes Section below)	6,7	0.00	Ů	\$90,945				
F. Total for IT Service	o,.			\$1,581,793				
G. Please identify the number of users of this service.				4,103				
H. How many locations currently use this service?				155				
			h := 1024 :					
I. Footnotes - Please indicate a footnote for each corresponding row above. Max								
Consists of portions of 33 staff at 25 unique locations across the state; their primary responses for assistance with the desktop equipment; includes standard configuration and update of t	,		ot ana resp	ona to requests				
iPads are replacing some of the laptops and the use of Citrix from a home computer is redu			os with air o	ards.				
The department does not have a desktop refresh plan. Desktops, laptops, and peripherials								
funds are available for upgrades/replacements.								
6 This includes training, travel, phone, office supplies, and all service related costs associated	with office	space, utilit	ies, equipm	ent space and				
7 power use.								
8 The number of locations in item H includes all sites with equipment supporting the desktop.	service and	sites with s	taff support	ing the				
9 desktop service.								
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Tab: Desktop

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Non-Strategic IT Helpdesk Service Service: Helpdesk Service						
Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740	# of Assets & Resources Apportioned to this IT Service in FY 2013- 14					
Service Provisioning Assets & Resources (Cost Elements)	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)				
A. Personnel		0.35		\$18,886		
A-1 State FTE	1, 2, 3	0.35		\$18,886		
A-2 OPS FTE		0.00		\$0		
A-3 Contractor Positions (Staff Augmentation)		0.00		\$0		
B. Hardware		0	0	\$0		
B-1 Servers B-2 Server Maintenance & Support		0.00	0	\$0 \$0		
B-3 Other Hardware Assets (Please specify in Footnote Section below)		0.00	0	\$0		
C. Software				\$0		
D. External Service Provider(s)		0.00	0	\$0		
E. Other (Please describe in Footnotes Section below)	4			\$1,221		
F. Total for IT Service				\$20,107		
G. Please identify the number of users of this service.				9,403		
H. How many locations currently host IT assets and resources used to provide this service?				26		
I. What is the average monthly volume of calls/cases/tickets?				1,388		
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characte	ers.					
There is only one person manning the centralized help desk and the individual spends the primary amount of time resolving Strategic S	ervices rel	lated calls.	All other ca	lls are routed		
directly to the desktop and network support staff supporting the location with the issue. Routing of the calls by the desktop support sta	iff and Tie	r 1 issues a	re included	(31 staff		
at 26 sites), but resolution costs associated with such calls are included in the Desktop Support Service.						
This includes training, travel, phone, office supplies, and all service related costs associated with office space, utilities, equipment space	and powe	er use.				
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File: Schedule IV-C-Recurring Information Budget Planning Tab: HelpDesk
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N	Non-Strategic IT IT Security/Risk Mitigation Service								
	Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		# of Assets & Resources Apportioned to this IT Service in FY 2013-14						
	Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)				
A. F	Personnel		2.39		\$152,018				
A-1	State FTE	1	2.39		\$152,018				
A-2	OPS FTE		0.00		\$0				
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0				
B. F	lardware		31	29	\$11,616				
B-1	Servers	4, 7	2.00	0	\$0				
B-2	Server Maintenance & Support		2.00	2	\$5,808				
B-3	Other Hardware Assets (Please specify in Footnote Section below)	4	27.00	27	\$5,808				
C. S	oftware	2			\$40,410				
D. E	external Service Provider(s)	3	0.00	0	\$37,336				
E. (Other (Please describe in Footnotes Section below)	5,6			\$9,079				
F. 1	Total for IT Service				\$250,459				
G.	Footnotes - Please indicate a footnote for each corresponding row above. Max	imum foo	tnote lengt	h is 1024	characters.				
1	Consists of portions of 20 staff at 15 unique locations across the state.								
2	Software consists of Trend Micro.								
3	Service providers provide security evaluations, IronPort annual fees, generator maintenance/t	testina and	d disaster re	covery site	unkeen				
4	There is no specified server or disaster recovery equipment refresh plan; equipment is replace								
5	This includes training, travel, phone, office supplies, and all service related costs associated w								
6	- 1 1 1	nin office s	расе, истич	es, equipme	nt space and				
7	power use.								
8	Represents the number of physical servers. There are 14 logical servers and a storage unit su	upporting s	trategic ser	vice aisaste	r recovery.				
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Tab: Risk

15

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N	on-Strategic IT Agency Financial and Administrative Sy Service:	stems	Suppo	rt Serv	/ice
	Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		Reso Apportion IT Service	ssets & urces ned to this in FY 2013- 4	
	Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. F	Personnel		0.55		\$39,293
A-1	State FTE	1	0.55		\$39,293
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. ⊦	lardware		0	0	\$0
B-1	Servers		0.00	0	\$0
B-2 B-3	Server Maintenance & Support Other Hardware Assets (Please specify in Footnote Section below)		0.00	0	\$0 \$0
	oftware	2,3	0.00	Ü	\$2,371
	External Service Provider(s)	2,3	0.00	0	\$0
E. C	Other (Please describe in Footnotes Section below)	4,5			\$1,878
F. 1	Fotal for IT Service				\$43,542
G. P	Please identify the number of users of this service.				50
H. F	low many locations currently host agency financial/adminstrative sy	ystems?			2
I.	Footnotes - Please indicate a footnote for each corresponding row above. Maxin	mum footr	ote length	is 1024 ch	aracters.
1	Consists of portions of two (2) staff located in Tallahassee. The staff spend the majority of thei	ir time supp	orting strat	egic applicat	tions.
2	Includes prorated portion of the cost of software development tools and Symantec's pretty good	l privacy. T	hese tools a	re required	
3	in their entirety to support strategic applications.				
4	This includes training, travel, phone, office supplies, and all service related costs associated with	th office spa	ice, utilities,	equipment :	space,
5	and power use.				
6	Number of locations includes Headquarters in Tallahassee and the NSRC.				
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Tab: Agency_Admin

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No	Non-Strategic IT IT Administration and Management Service							
	Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		Reso Apportion IT Service	ssets & urces ned to this in FY 2013- 4				
	Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)			
A. P	ersonnel		5.78		\$379,458			
A-1	State FTE	1, 2	5.78		\$379,458			
	OPS FTE		0.00		\$0			
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0			
В. Н	ardware		0	0	\$0			
B-1	Servers		0.00	0	\$0			
	Server Maintenance & Support		0.00	0	\$0			
	Other Hardware Assets (Please specify in Footnote Section below)		0.00	0	\$0			
C. S	oftware				\$0			
D. E	xternal Service Provider(s)		0.00	0	\$0			
E. C	ther (Please describe in Footnotes Section below)	3,4			\$27,000			
F. T	otal for IT Service				\$406,458			
G. H	ow many locations currently host assets and resources used to pr	ovide th	is servic	e?	1			
G.	Footnotes - Please indicate a footnote for each corresponding row above. Max	imum foo	tnote lengt	h is 1024 d	haracters.			
1	Consists of portions of eight (8) staff located in Tallahassee. Consists of the Chief Information	n Officer, IT	budget/pei	rsonnel/purc	chasing/			
2	administration and IT project management staff.							
3	This includes training, travel, phone, office supplies, and all service related costs associated v	vith office s	nace, utilitie	es, eauinmer	nt space and			
4	power use.		,					
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Tab: IT_Admin

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Non-Strategic IT Service: Web/Portal Service				
Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		Resources I to this IT S	ssets & Apportioned ervice in FY 3-14	
Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel		0.75		\$50,800
A-1.1 State FTE	1	0.75		\$50,800
A-2.1 OPS FTE		0.00		\$0
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware				\$0
B-1 Servers		0.00	0	\$0
B-2 Server Maintenance & Support B-3 Other Hardware Assets (Please specify in Footnotes Section below)		0.00	0	\$0 \$0
		0.00	U	
C. Software				\$0
D. External Service Provider(s)		0.00	0	\$0
E. Other (Please describe in Footnotes Section below)	2,3			\$2,667
F. Total for IT Service				\$53,467
G. Please identify the number of Internet users of this service.				25,000
H. Please identify the number of intranet users of this service.				4,103
I. How many locations currently host IT assets and resources used to pro	vide this	service	?	2
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum for	otnote leng	th is 1024 o	characters.	
Consists of portions of ten (10) staff located in Tallahassee. The staff are primarily supporting strategic a	applications.			
This includes training, travel, phone, office supplies, and all service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs associated with office specified to the service related costs as sociated with office specified to the service related costs as sociated with office specified to the service related costs as service related to the service related costs as service related to the service rel	ace, utilities	equipment	space and po	wer
3 use.				
4 Number of locations in item I includes staff at Headquarters in Tallahassee and the NSRC where equipment	ent is housed			
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Tab: Portal

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Non-Strategic IT Data Center Service								
Dept/Agency: Department of Juvenile Justice (DJJ) Prepared by: Scott Morgan Phone: 850-921-6740		# of Assets & Apportioned Service in FY	to this IT					
Service Provisioning Assets & Resources (Cost Elements)	Footnote Number	Number used for this service	Number w/ costs in FY 2013-14	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)				
A. Personnel (performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)		0.01		\$840				
A-1.1 State FTE	1	0.01		\$840				
A-2.1 OPS FTE		0.00		\$0				
A-3.1 Contractor Positions (Staff Augmentation)		0.00		\$0				
B. Hardware				\$0				
B-1 Non-Mainframe Servers (including single-function logical servers not assigned to another service)		0.00	0	\$0				
B-2 Servers - Mainframe		0.00	0	\$0				
B-3 Server Maintenance & Support		0.00	0	\$0				
B-5 Data Center/ Computing Facility Internal Network		0.00		\$0 \$0				
B-5 Data Center / Computing Facility Internal Network B-6 Other Hardware (Please specify in Footnotes Section below)				\$0				
C. Software				\$0				
D. External Service Provider(s)								
D-1 Southwood Shared Resource Center (indicate # of Board votes)	2,3	0.00		\$8,174				
D-2 Northwood Shared Resource Center (indicate # of Board votes)	2,3	0.00		\$350,729				
D-3 Northwest Regional Data Center (indicate # of Board votes)		0.00		\$0				
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$0				
E. Plant & Facility				\$15,585				
Data Center/Computing Facilities Rent & Insurance	4, 5, 6			\$15,404				
E-2 Utilities (e.g., electricity and water)	4, 5, 6			\$0				
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	4, 5, 6			\$160				
E-4 Other (please specify in Footnotes Section below)	4, 5, 6			\$21				
F. Other (Please describe in Footnotes Section below)				\$0				
G. Total for IT Service	_			\$375,328				
H. Please provide the number of agency data centers.				1				
I. Please provide the number of agency computing facilities.				1				
J. Please provide the number of single-server installations.				132				
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footn	note length is 1	024 characters.						
Consists of portion of one (1) staff located in Tallahassee. This staff performs interface with the primary da	ta centers for iss	ue management	and support.					
2 Estimates based upon current FY 2012-13 budget allocations. For the NSRC, there will be a shortfall in FY 2	012-13 of appro	ximately \$46,000). No board v	vote; part				
 of At-Large vote. Last fiscal year, facility costs were estimated at a standard rate of \$20/sq ft and all staff office space, training 	g rooms, and sto	orage rooms wer	e included					
5 This fiscal year, actual space for data center operations was used and actual costs of facilities were used. D				е				
6 accurate usage and cost figures, the projected cost was reduced. Costs for staff office space were allocated								
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Tab: DataCtr

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		Agency:	Department of Juve	enile Justice (DJ.	D					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 Code	Budget Entity	Program Component	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund F	FSI Line	Total Cost of Service – Funding Identified for IT	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%	100.0000%
1 80400100	Detention Centers	Code	Juvenile Facilities/Services	040000	Expenses	1000	General Revenue 1	Т	otal Service \$140,970	\$253,481 \$ 35,442.04 \$	\$1,804,741 96,747.85	\$1,581,793 \$ 5,520.74 \$	\$20,107 78.71 \$	\$250,459 965.39	\$43,542 \$ 120.67	\$406,458 \$ 1,916.92	\$53,467 175.14	\$375,328 \$ 2.93
80700100	Aftercare Services/Conditional	1207000000	Juvenile Facilities/Services	040000	Expenses	1000	General Revenue 1		\$87,859	3 33,442.04 3	30,747.83	3 3,320.74 3	78.71	903.39	3 720.07	1,510.52	173.14	2.93
3 80700200	Release Juvenile Probation		Juvenile Facilities/Services	040000	Expenses	1000	General Revenue 1		\$252,576	\$ 87,859.08 \$ \$ 6,821.36 \$	183,993.93	s - s s 37,223.86 s	. s	4,800.83	s - :	5 5,340.99	3,599.22	\$ - \$ 3,427.00
	Non-Residential			040000					\$30,286	3 0,821.36 3	103,993.93	3 37,223.80 3	3,023.78 3	4,800.83	3 3,344.74	5,540.99	3,399.22	3 3,427.00
80700300	Delinquency Rehabilitation	1207000000	Juvenile Facilities/Services	040000	Expenses	1000	General Revenue 1		\$30,286	\$ 30,285.84 \$		s - s			\$ -	s - :		s -
80750100	Executive Direction/Support Services	1602000000	Executive Leadership/Support Services	040000	Expenses	1000	General Revenue		\$41,971	\$ 14,297.91 \$	9,998.94	\$ 2,595.41 \$	77.15 S	1,707.42	\$ 724.00	\$ 11,501.50	1,050.87	\$ 17.57
6 80750200	Information Technology	1603000000	Information Technology	040000	Expenses	1000	General Revenue 1		\$4,187,418	\$ 53,158.19 \$	1,494,267.76	\$ 1,536,020.52 \$	16,114.27 \$	242,700.46	\$ 39,031.48	385,781.73	48,466.21	\$ 371,877.45
80800100	Non-Secure Residential Commitment	1207000000	Juvenile Facilities/Services	040000	Expenses	1000	General Revenue		\$39,247	s 16,568.55 s	19,732.62	\$ 432.57 \$	12.86 \$	284.57	\$ 120.67	\$ 1,916.92	175.14	\$ 2.93
80800200	Secure Residential Commitment	1207000000	Juvenile Facilities/Services	040000	Expenses	1000	General Revenue 1		\$5,772	s 5,772.00 s	_	s - s	- s		s - :	s - :		s -
9 80900100	Delinquency Prevention/Diversion	1207000000	Juvenile Facilities/Services	040000	Expenses	1000	General Revenue		\$3,276	s 3,276.00 s		s - s	- 5		s -	s - :		s -
10									\$0 \$0									
12									\$0									
13									\$0 \$0									
15									\$0									
16									\$0 \$0									
18									\$0									
20									\$0 \$0									
21									\$0 \$0									
23									\$0									
24									\$0 \$0									
26									\$0									
27									\$0 \$0									
29									\$0 \$0									
30								Su	m of IT Cost Elements									
							State FTE		Across IT Services 41.04	0.50	4.83	25.88	0.35	2.39	0.55	5.78	0.75	0.01
				E uo			State FTE (Co	sts)	\$2,362,121	\$28,930	\$260,557	\$1,431,340	\$18,886	\$152,018	\$39,293	\$379,458	\$50,800	\$840
				o pa	Personnel		OPS FTE (Co		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				inter			Staff Augmentation (# Positio	ons)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Element Data as enter Service Worksheets		venac	or/Staff Augmentation (Cos Hardwa	are	\$624,600	\$219,720	\$374,264	\$19,000	\$0 \$0	\$11,616	\$0 \$0	\$0 \$0	\$0	\$0 \$0
				Data			Softwa External Service		\$107,652 \$1,528,362	\$0 \$3,009	\$27,371 \$1,126,107	\$37,500 \$3,009	\$0 \$0	\$40,410 \$37,336	\$2,371 \$0	\$0 \$0	\$0 \$0	\$0 \$358,903
				ent l		Plant & I	Facility (Data Center On	ıly)	\$15,585									\$15,585
				Ser			Oth		\$151,054 \$4,789,375	\$1,823	\$16,443	\$90,945	\$1,221	\$9,079	\$1,878	\$27,000	\$2,667	\$0
				Cost			Budget To		\$4,789,375 41.04	\$253,481 0.50	\$1,804,741 4.83	\$1,581,793 25.88	\$20,107 0.35	\$250,459 2.39	\$43,542 0.55	\$406,458 5.78	\$53,467 0.75	\$375,328 0.01
				Ď.					Users	3,981	9,403	4,103	9,403		50		29,103	
									Cost Per User	cost/all mailboxes)		385.5211087 2 p Desk Tickets: 1,:	2.138334715 388		870.8310573		1.837150158	
									·	·		Cost/Ticket: 1						

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.

the Governor's website.								
Agency:	Florio	la De	partment of Juvenilo	e Justice				
Contact Person:	Mich	ael J.	Wheeler	Phone Number:	(850) 414-7180			
Names of the Case: no case name, list the names of the plaintial and defendant.)	ne	(Peti vs. Flor	Okaloosa County and Nassau County (Petitioners) vs. Florida Department of Juvenile Justice (Respondent)					
Court with Jurisdict	tion:	1 st D	vistrict Court of App	eals				
Case Number:		1D1	2-3929/LT. No. 12-	0891RX				
Summary of the Complaint:		Petitioners challenged the Florida Department of Juvenile Justice's rules adopted in July 2010 which determined the process by which funding of detention services would be shared between the State and non-fiscally constrained counties.						
Amount of the Clair	m:	Ranging between \$3 - \$33 million dollars						
Specific Statutes or Laws (including GA Challenged:		Florida Statute 985.686 Florida Department of Juvenile Justice's Administrative Rules 63G- 1.011 & 1.017						
Status of the Case:		Respondent appealed Final Order entered by W. David Watkins of the Division of Administrative Hearings to the 1 st District Court of Appeals						
Who is representing record) the state in	•	X	Agency Counsel	John Milla				
lawsuit? Check all			Office of the Attor	rney General or Div	vision of Risk Management			
apply.			Outside Contract C	Counsel				
If the lawsuit is a claction (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class		lawsuit is not a clasesented by the Law		e Plaintiffs will be iblin & Nickerson, P. A.			

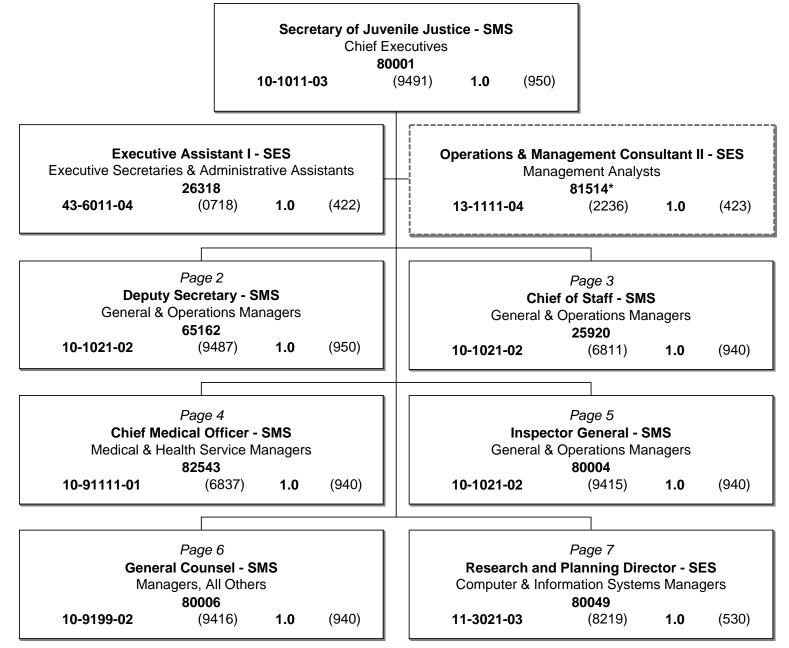
Office of Policy and Budget – July 2012

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Assistant Secretary for Prevention	Page 2C	(also Page 80-90 under Prevention)
Assistant Secretary for Detention	Page 2D	(also Page 80-40 under Detention)
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Certified By: Jennifer Boswell Effective Date: 11/12/2011



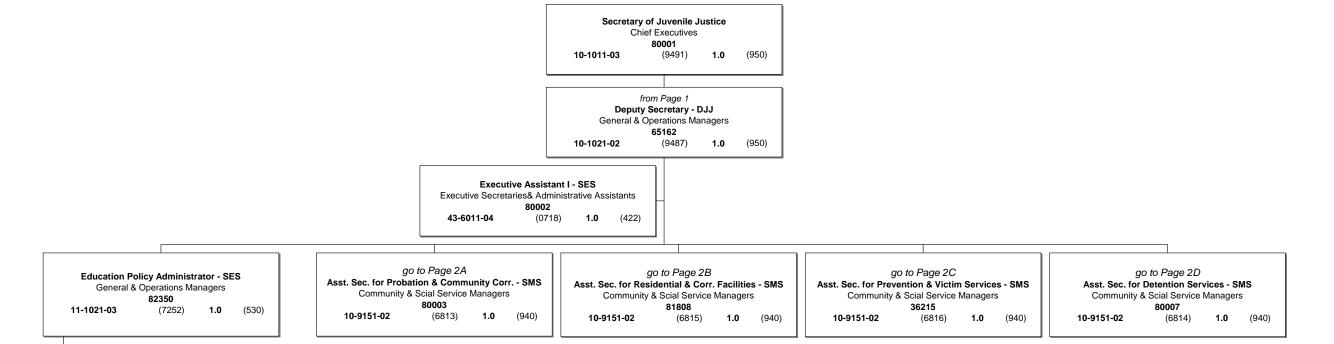
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00 - OFFICE OF THE SECRETARY

00100 - DEPUTY SECRETARY

CURRENT

Verified by: Jennifer Boswell Effective date: 08/31/2012



43-6011-02

13-1111-03

Administrative Assistant I
Executive Secretaries & Administrative Assistants
80637

Government Analyst I Management Analysts 32079

(2224)

(0709)

(015)

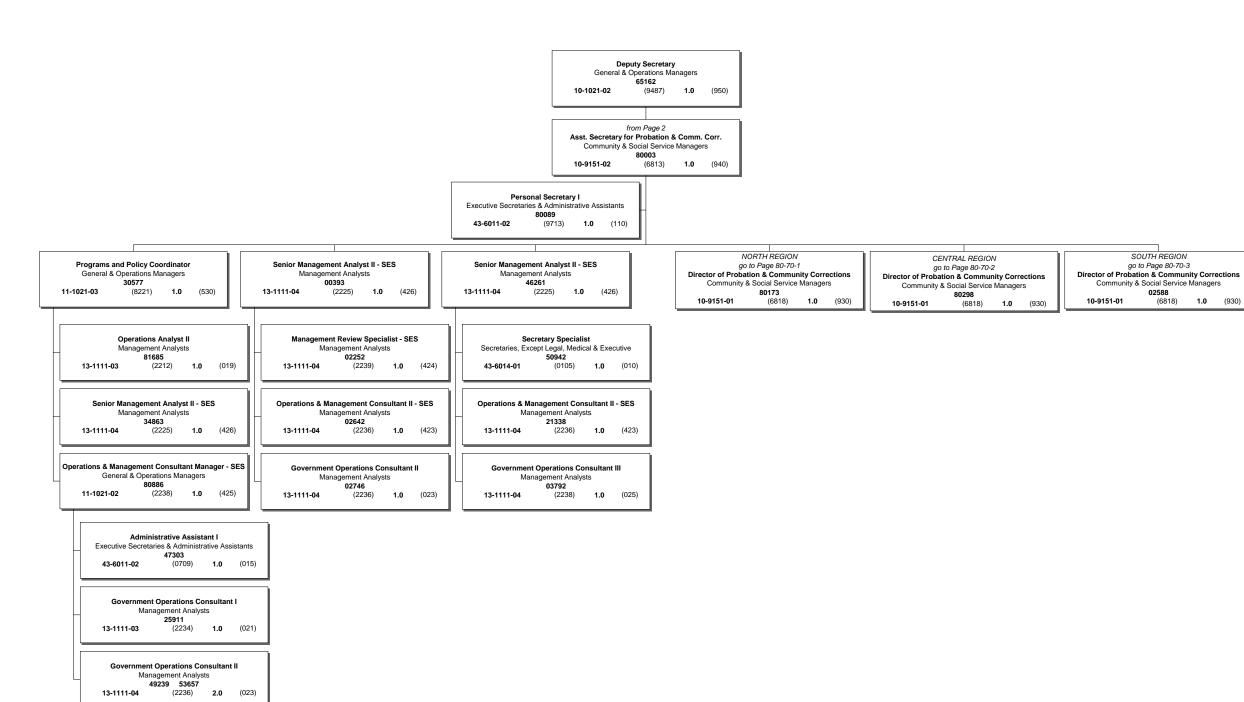
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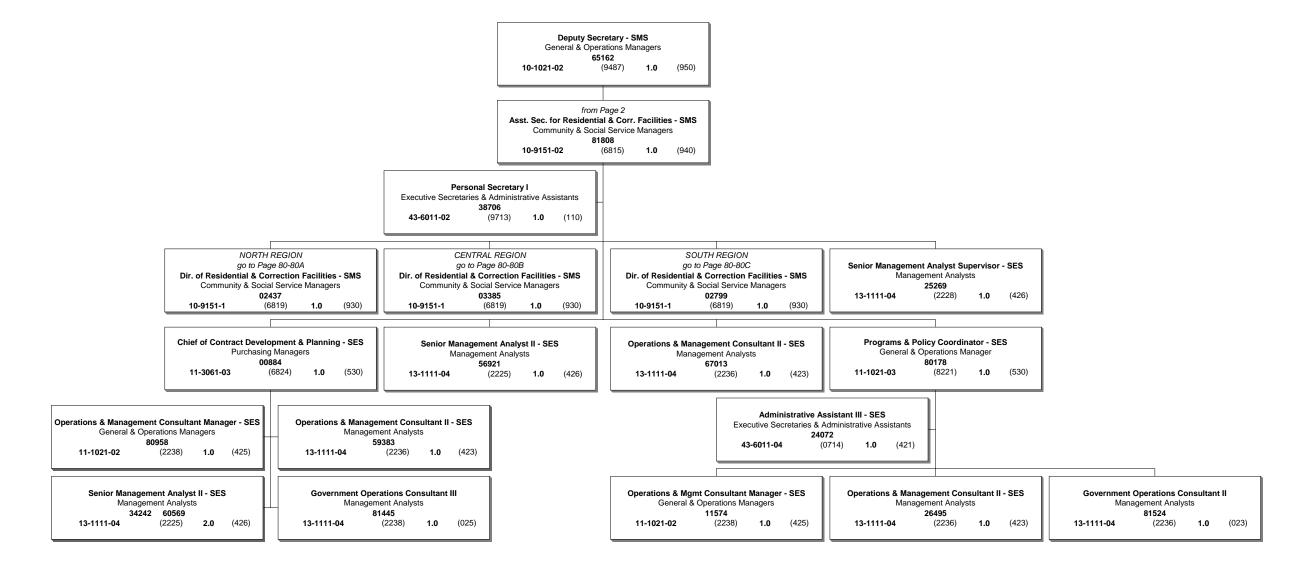
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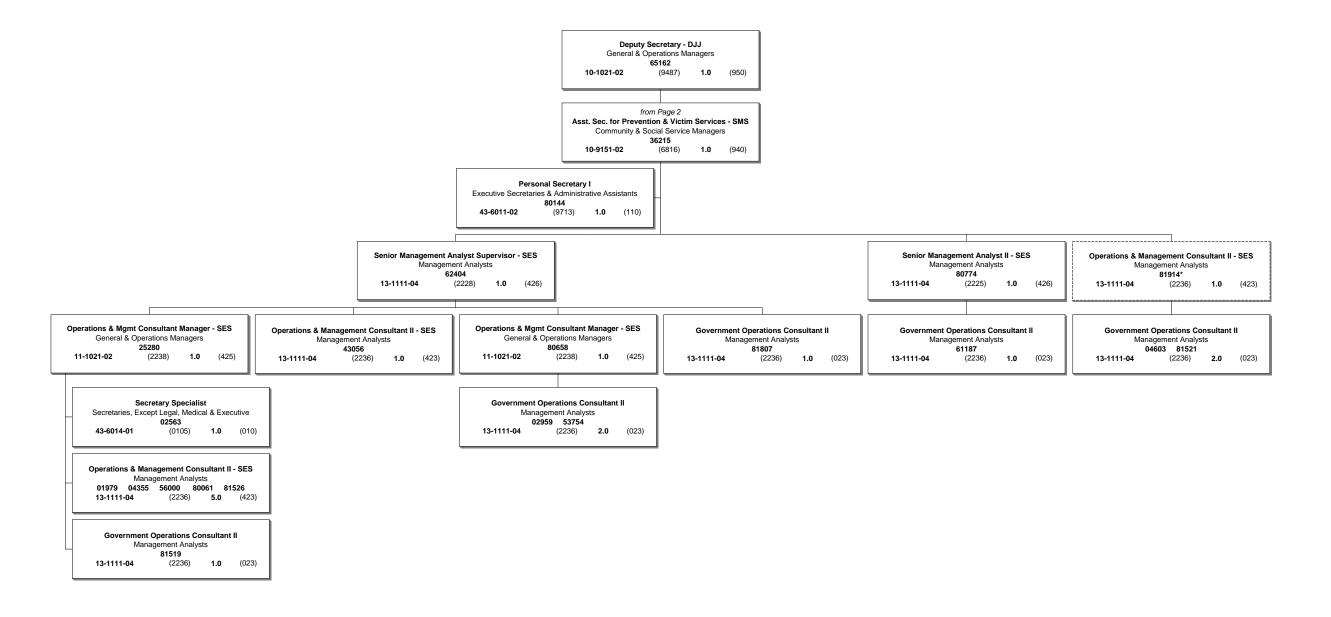
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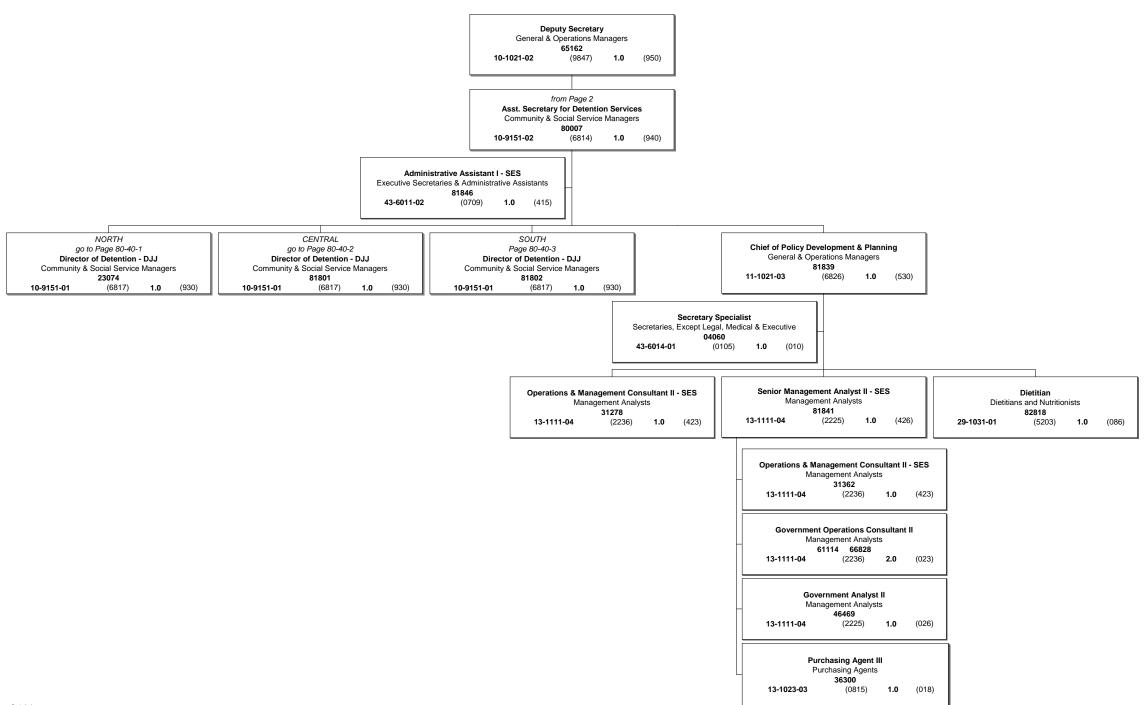
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CURRENT
Verified by: Jennifer Boswell
Effective: 08/31/2012



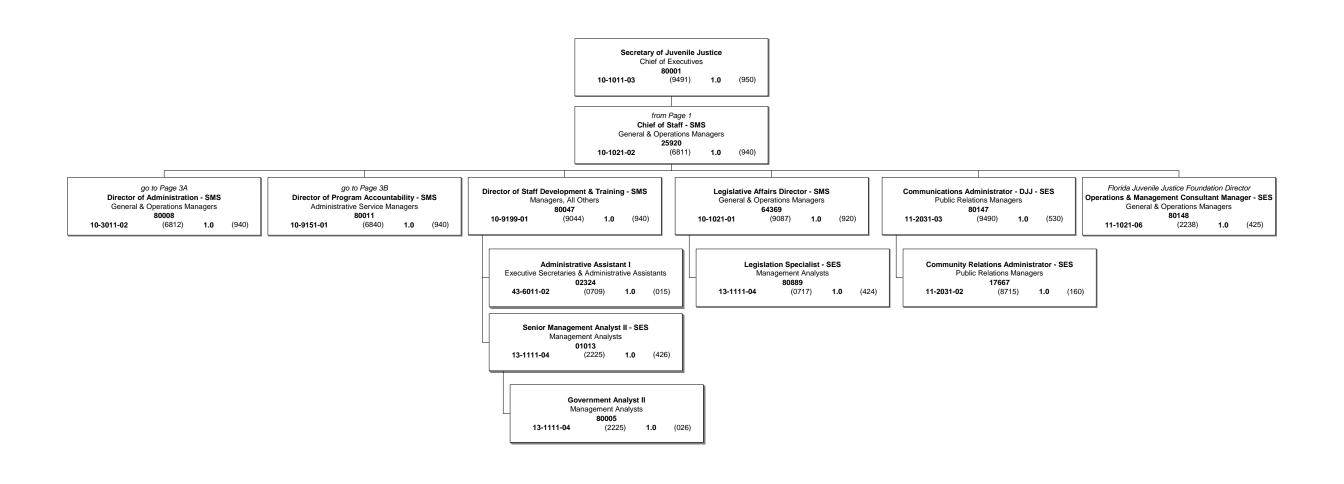
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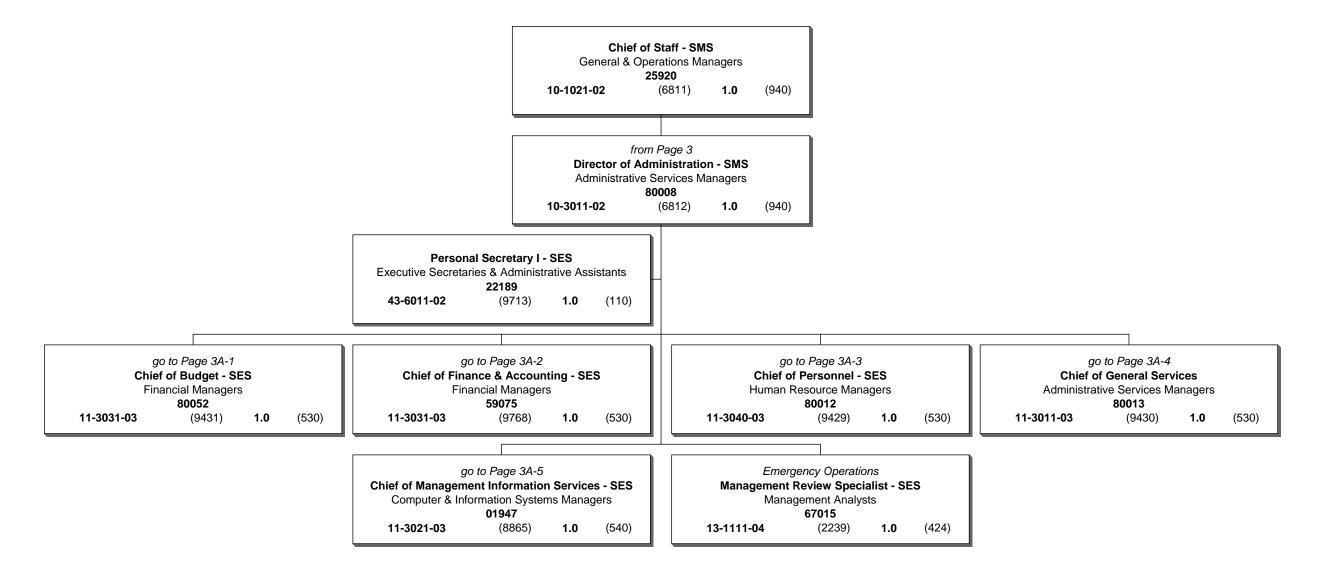
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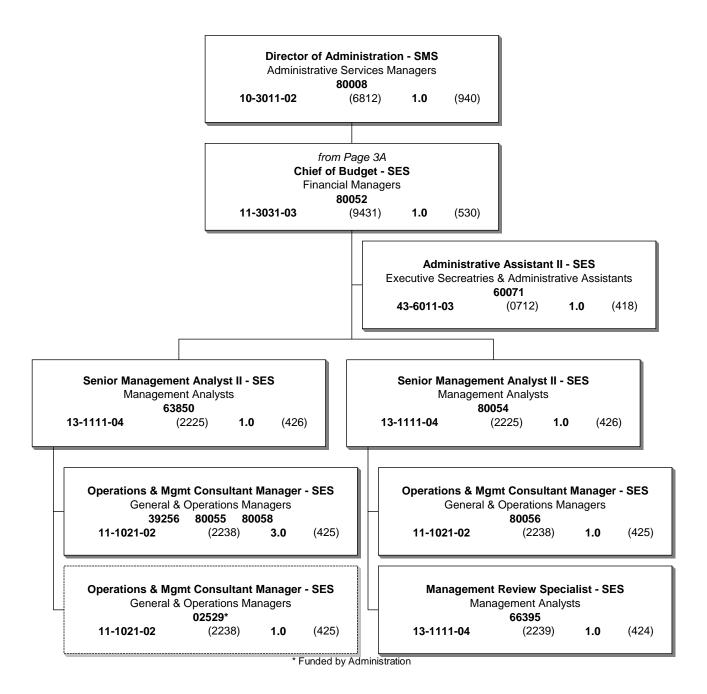




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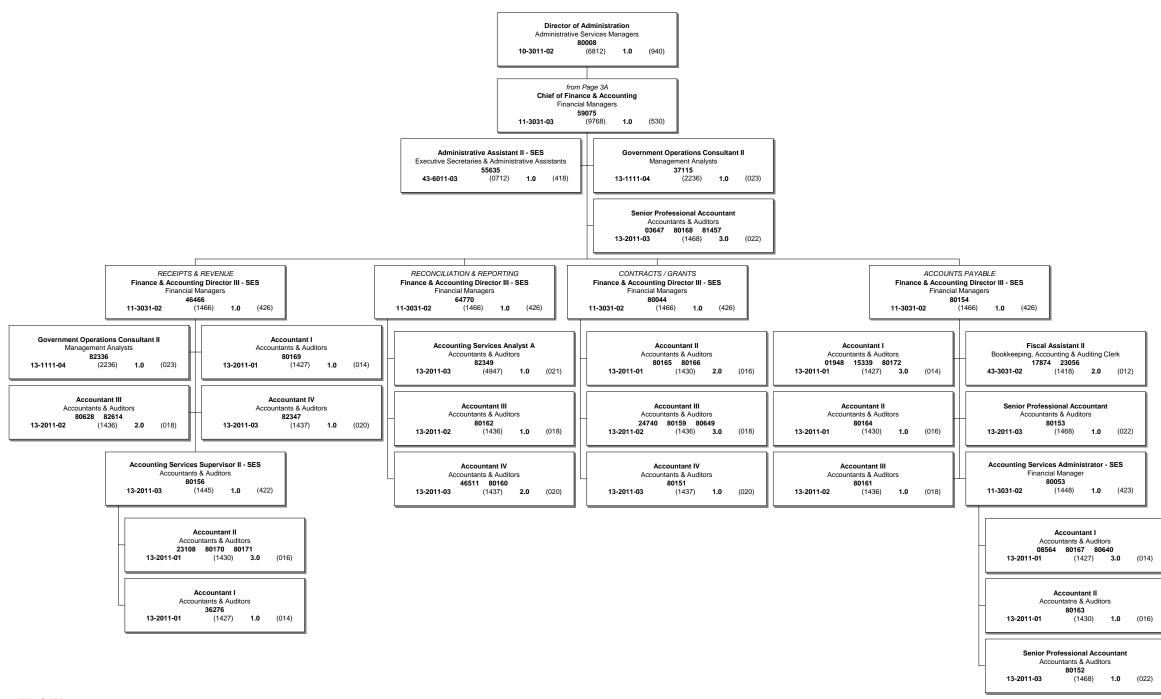


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210 - FINANCE & ACCOUNTING

Verified by: Jennifer Boswell Effective: 08/24/2012



75 - HEADQUARTERS

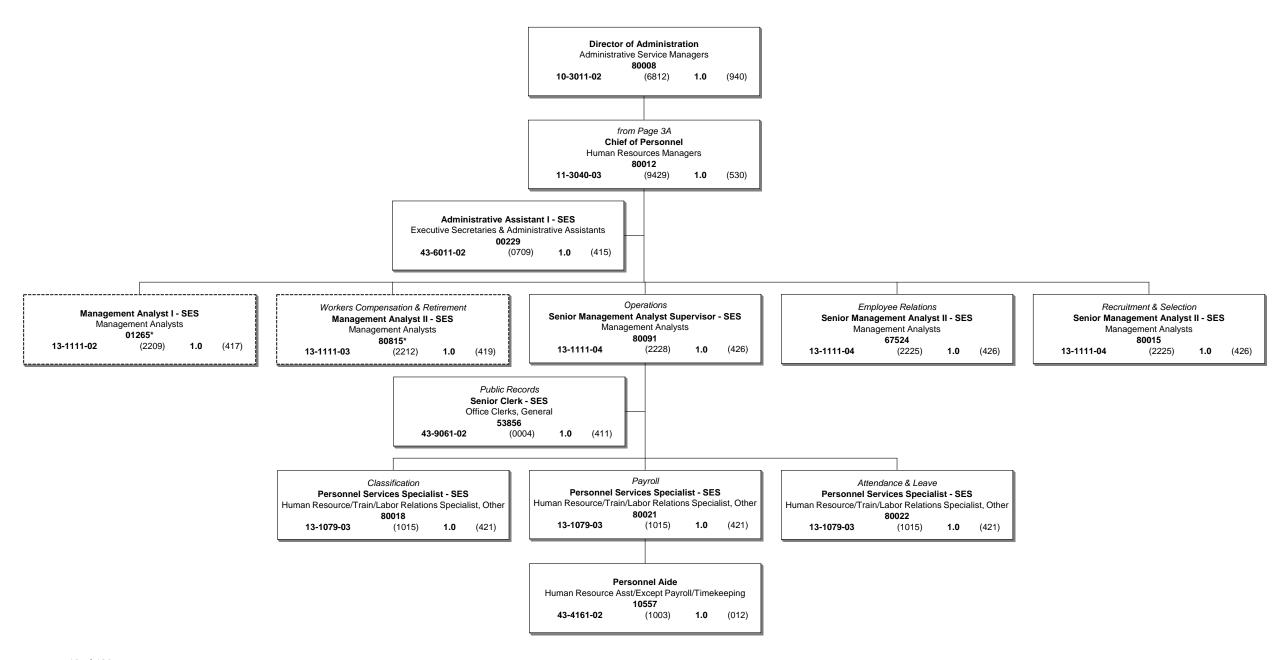
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00 - DIRECTOR OF ADMINISTRATION

22 - PERSONNEL



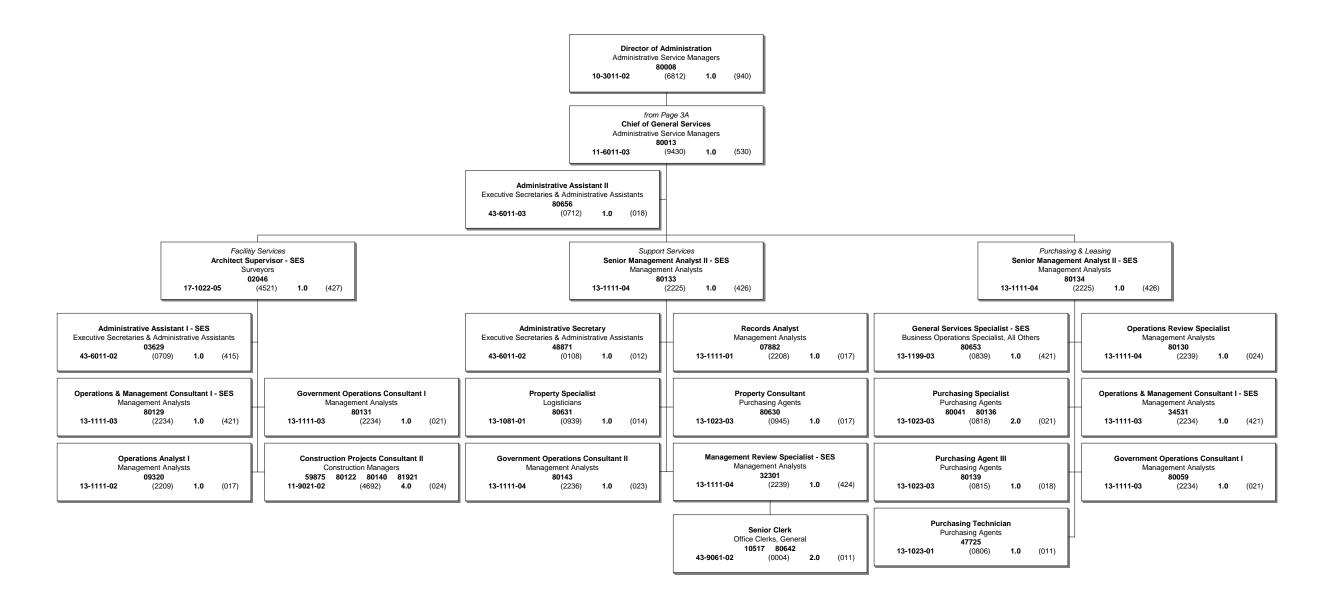
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2320 - GENERAL SERVICES

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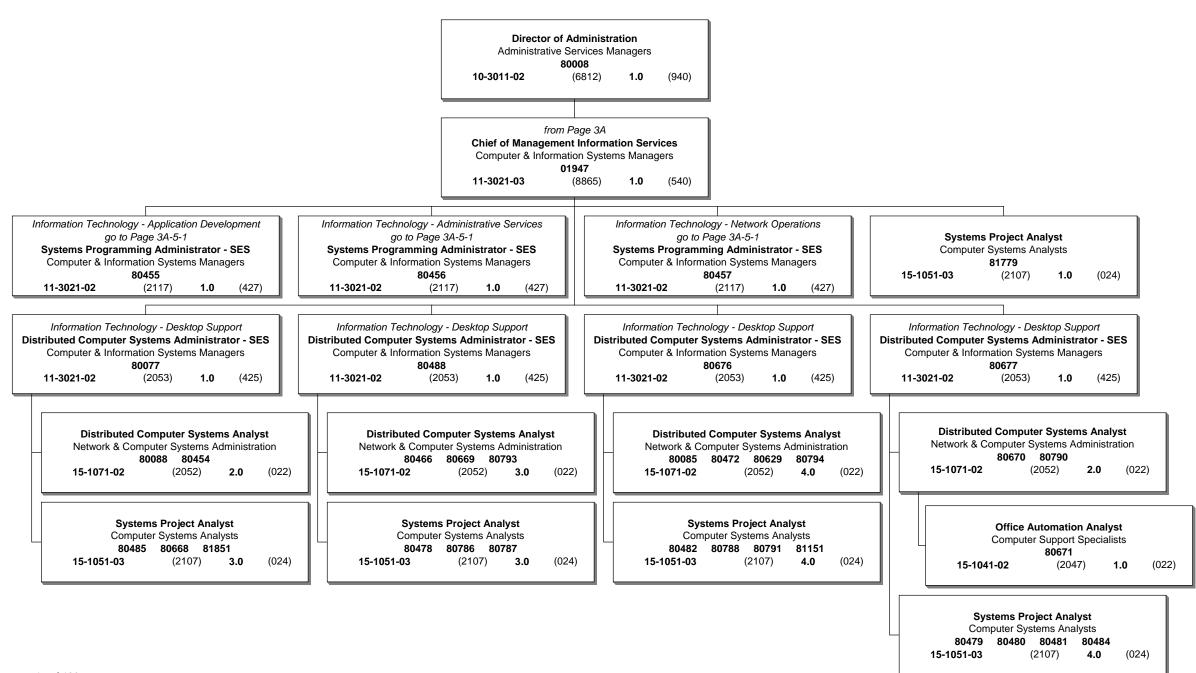
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30 - OFFICE OF MANAGEMENT INFORMATION SYSTEMS

CURRENT
Verified by: Jennifer Boswell
Effective: 06/10/2011



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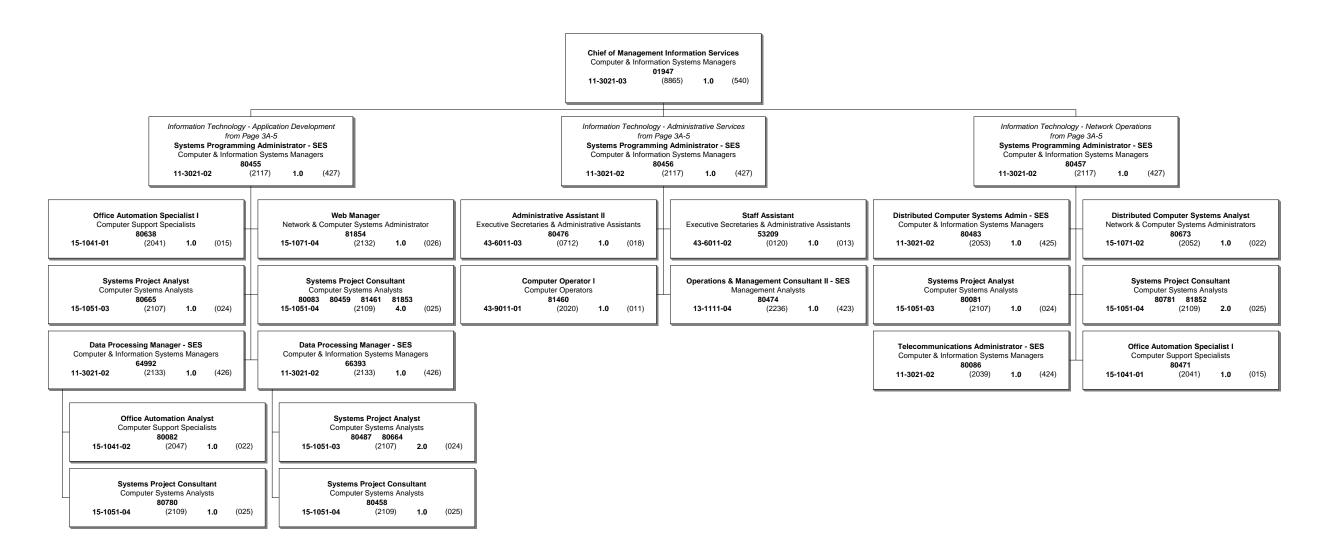
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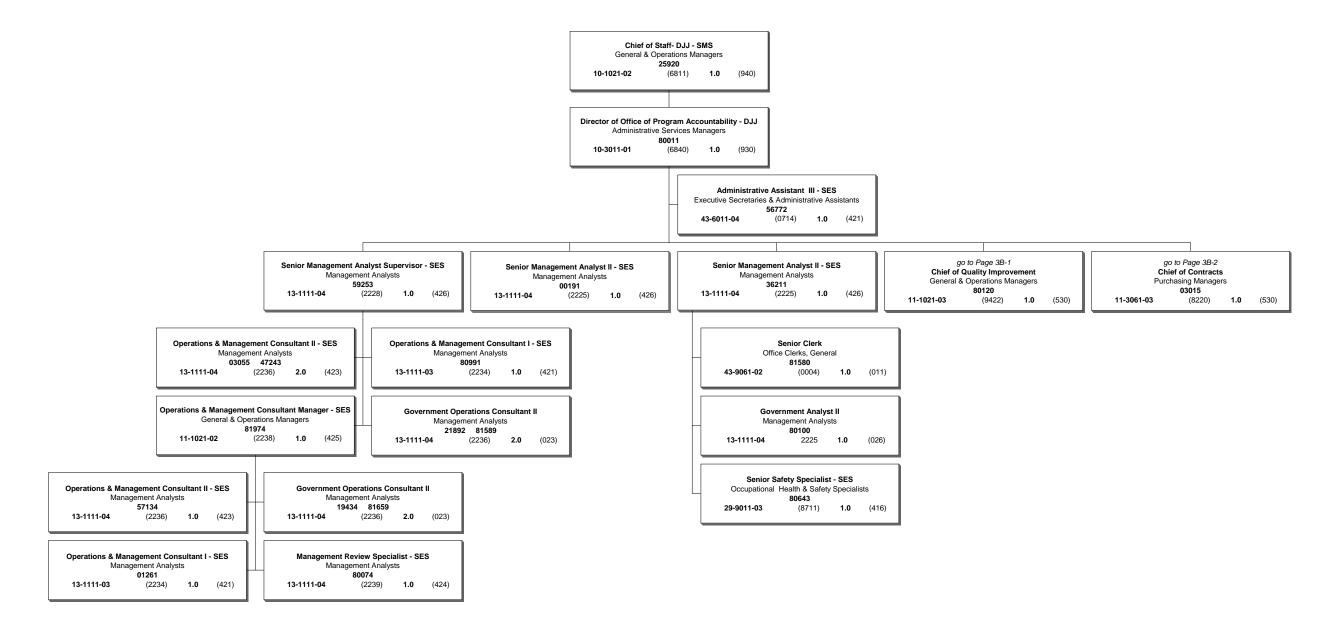


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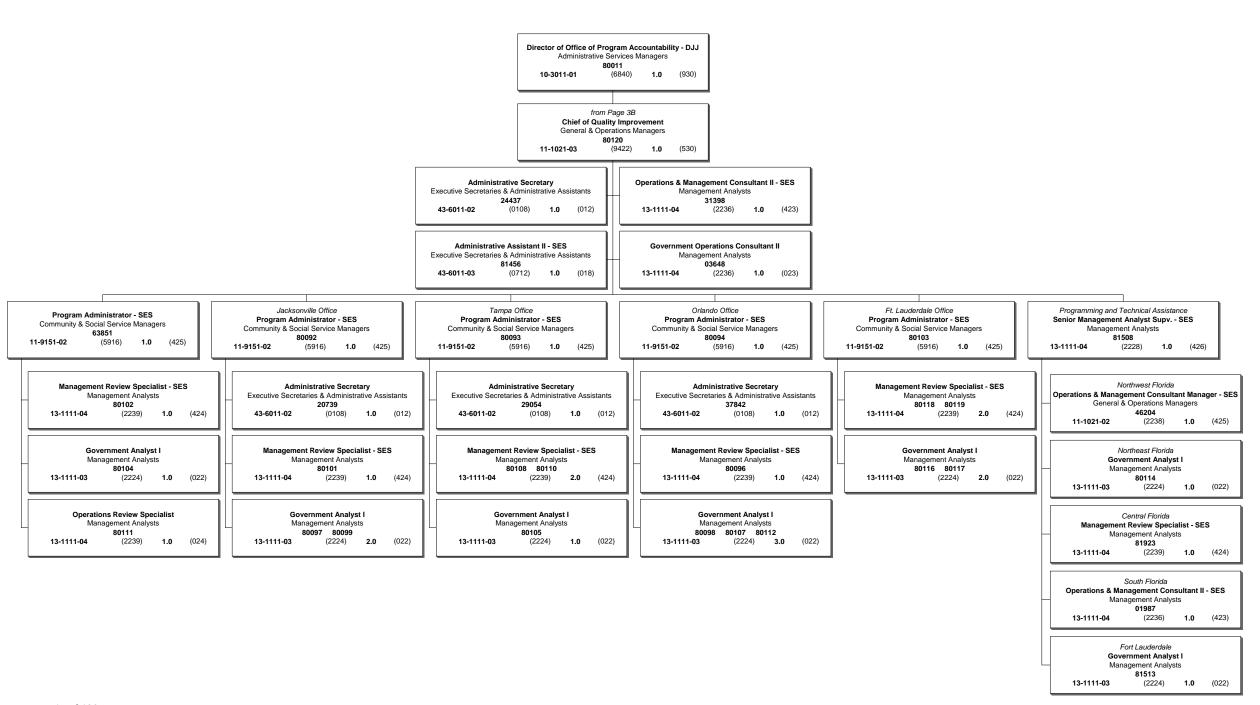
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Effective: 08/31/2012



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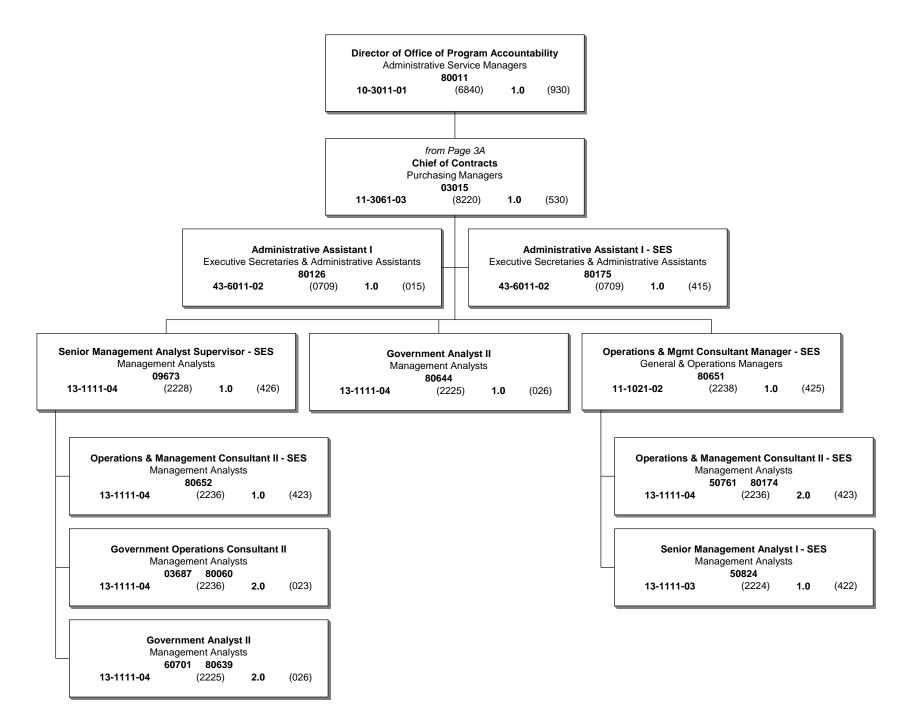


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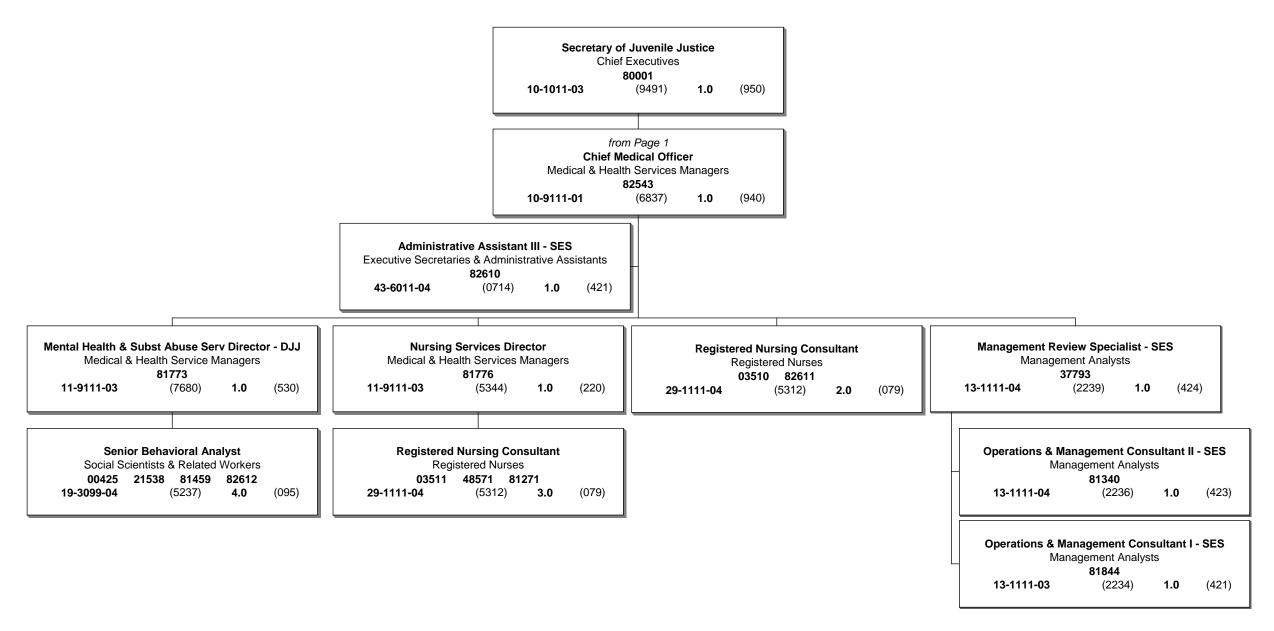
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Verified by: Jennifer Boswell Effective: 08/31/2012



Verified By: Jennifer Boswell Effective: 08/31/2012



75 - HEADQUARTERS

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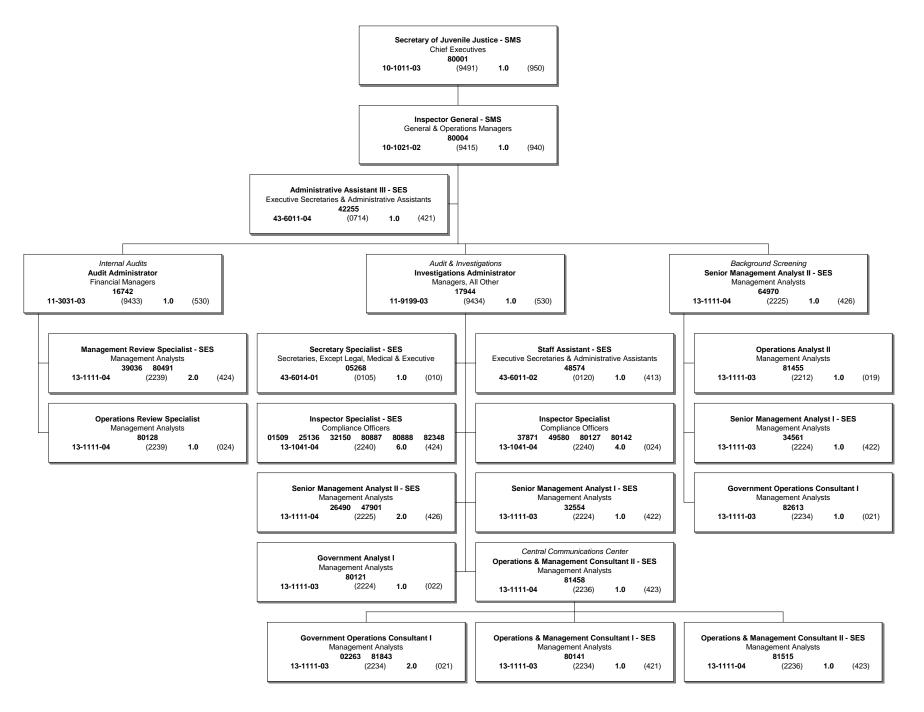
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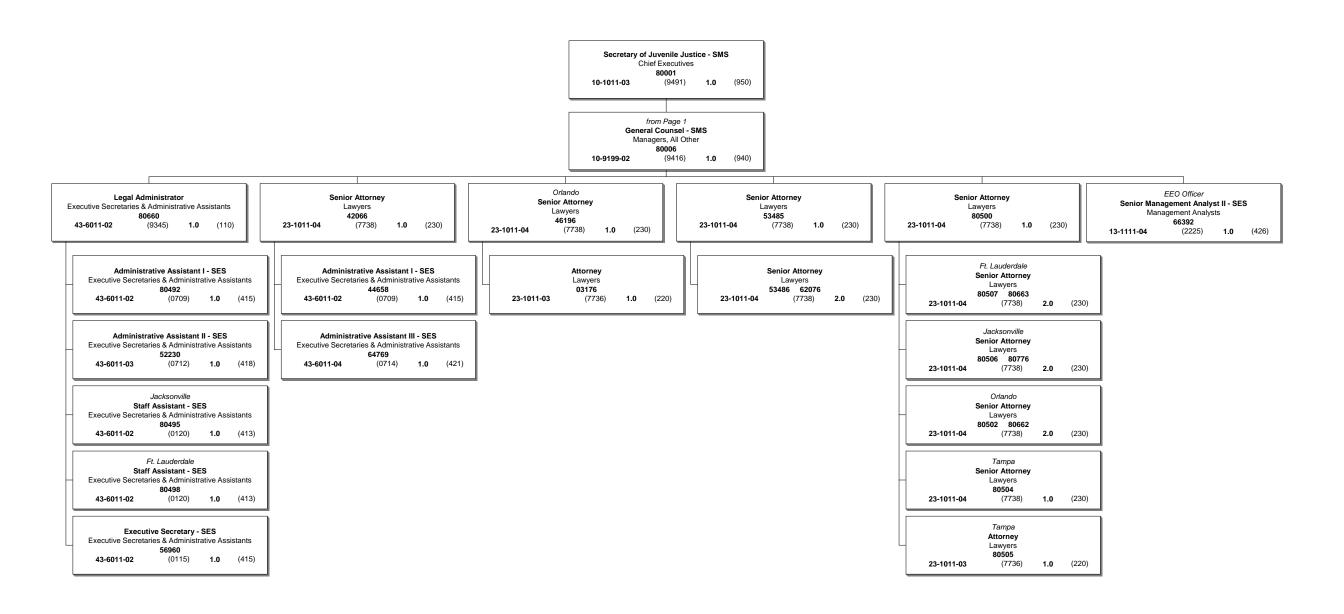
113 - AUDIT ADMINISTRATION

0017 - CENTRAL COMMUNICATIONS CENTER





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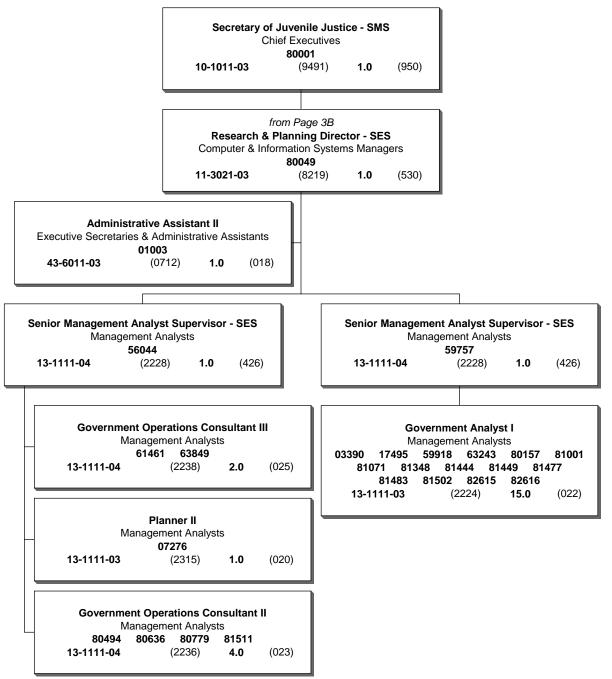
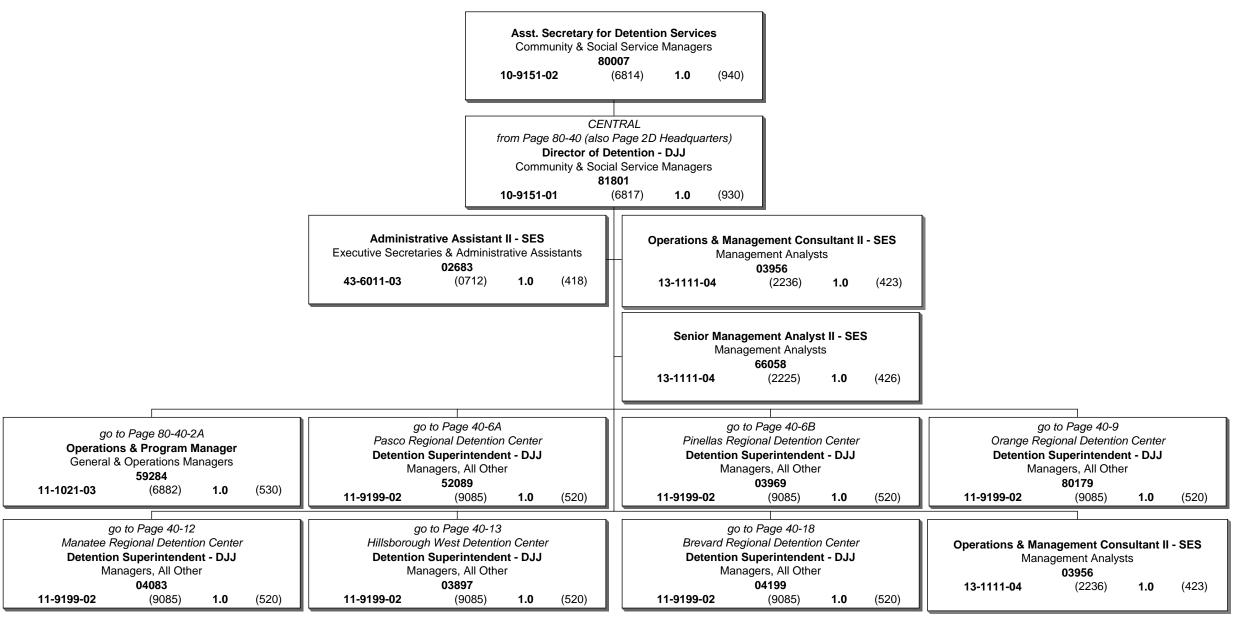


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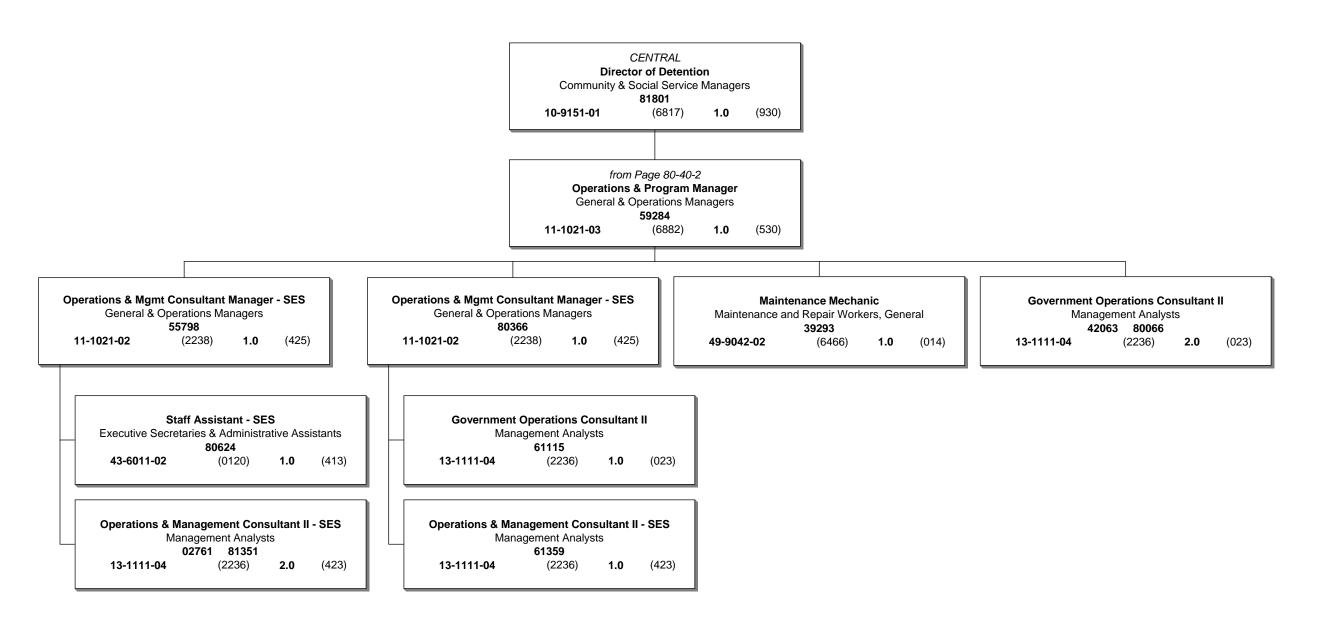


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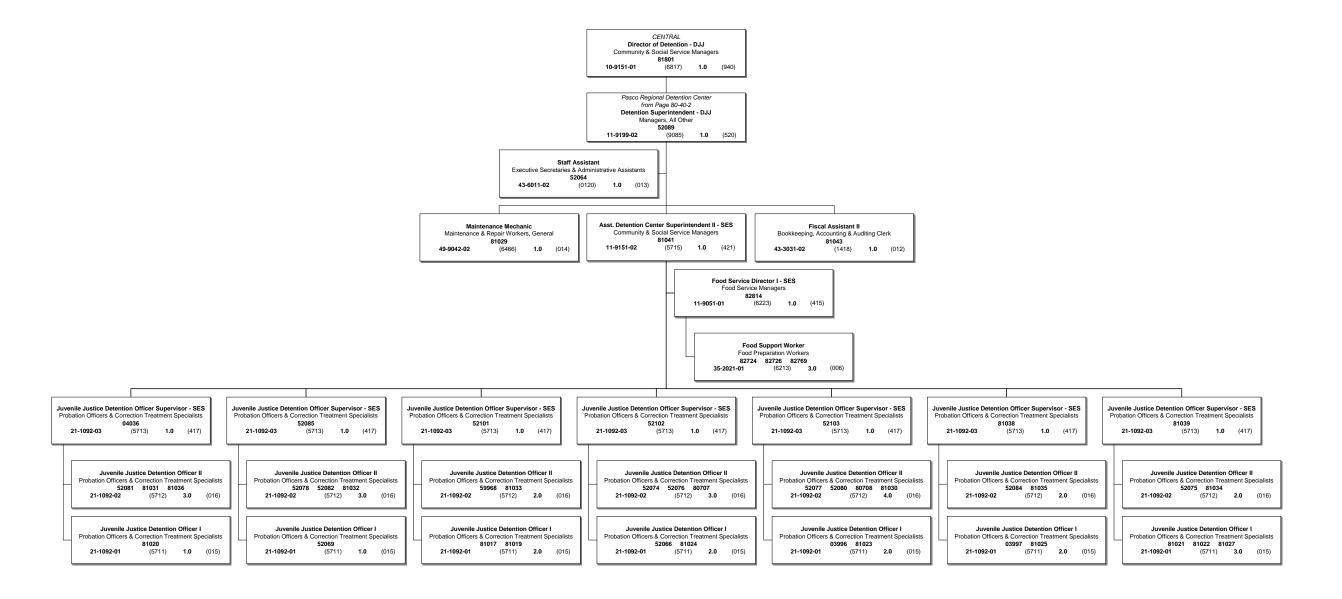
Verified by: Jennifer Boswell Effective: 08/17/2012



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Effective: 08/03/2012

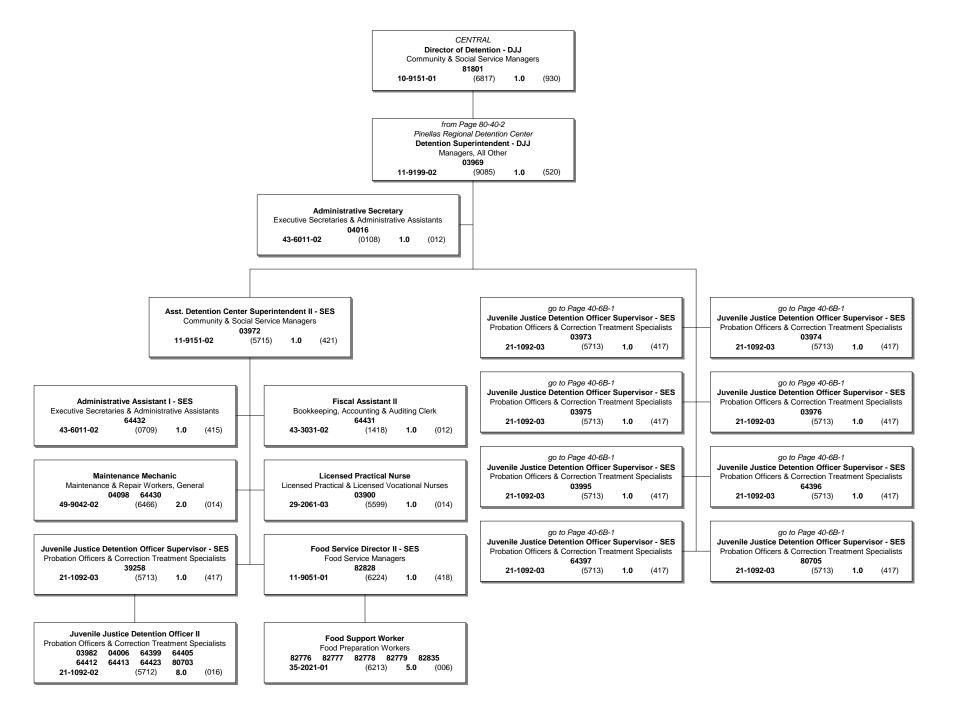


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20 - CENTRAL REGION 06 - CIRCUIT

2510 - PINELLAS REGIONAL DETENTION CENTER

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80 - DEPARTMENT OF JUVENILE JUSTICE

41 - DETENTION SERVICES

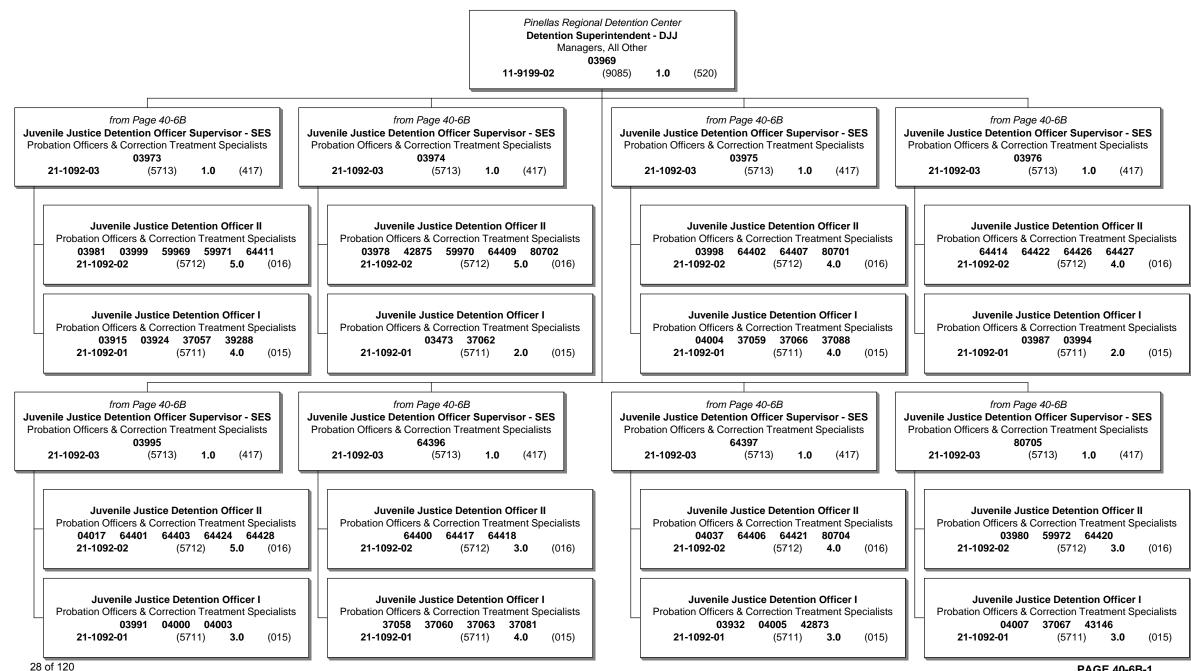
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06 - CIRCUIT

2510 - PINELLAS REGIONAL DETENTION CENTER

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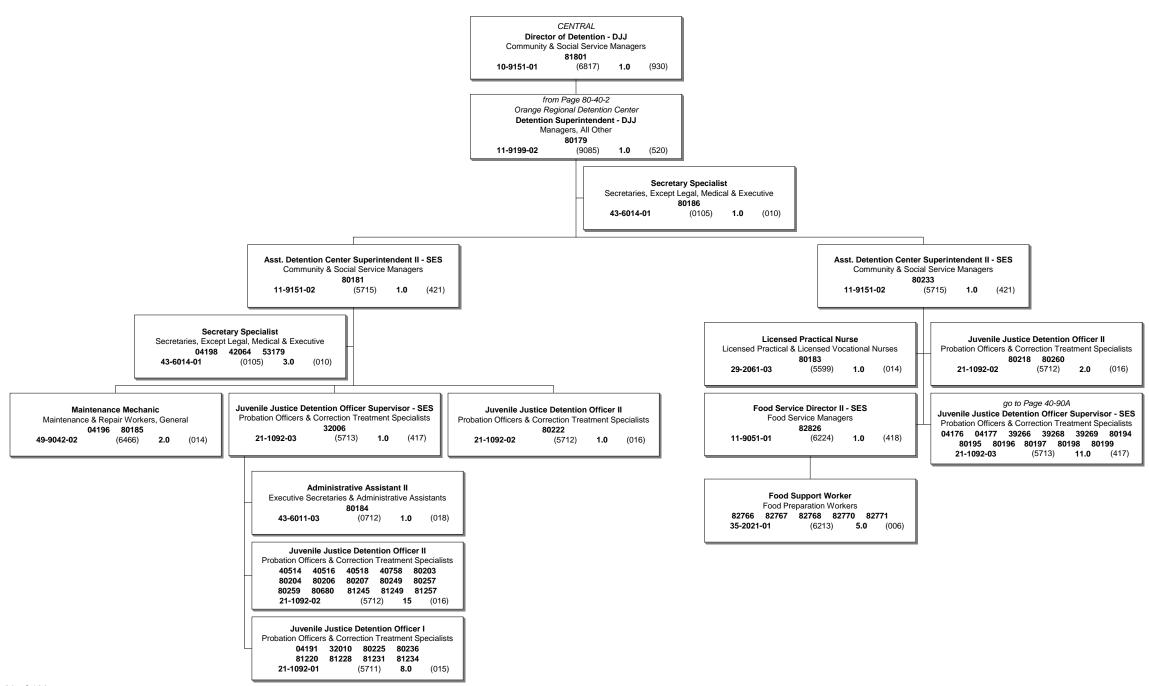


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09 - CIRCUIT

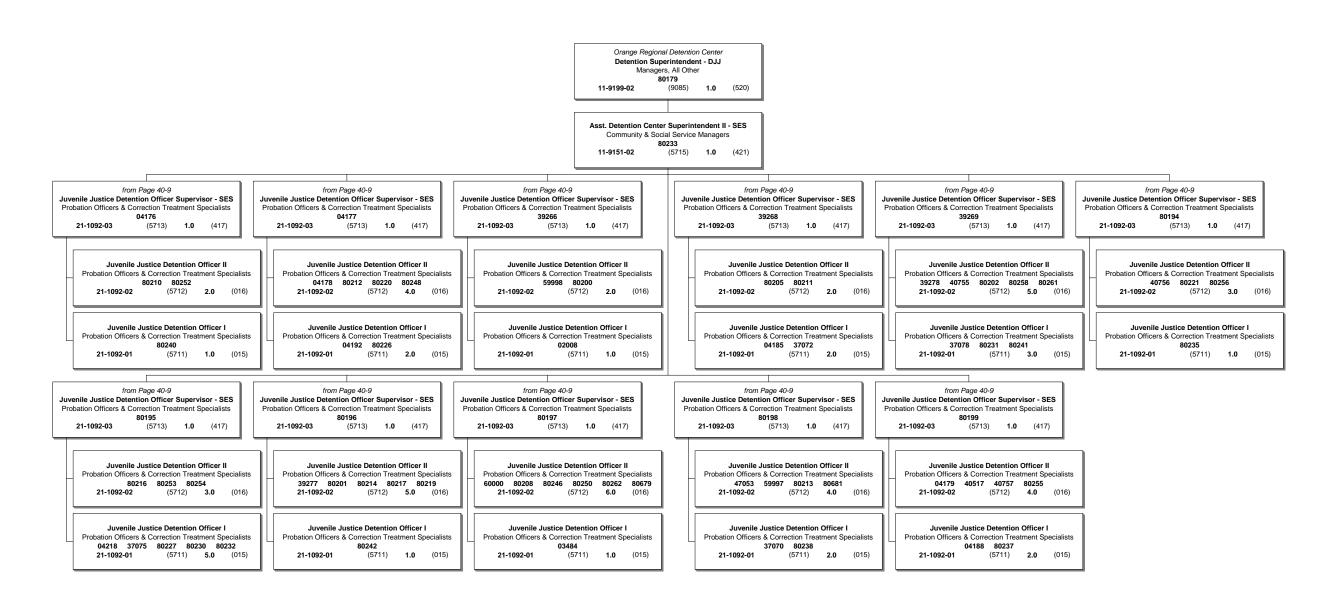
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2500 - ORANGE REGIONAL DETENTION CENTER



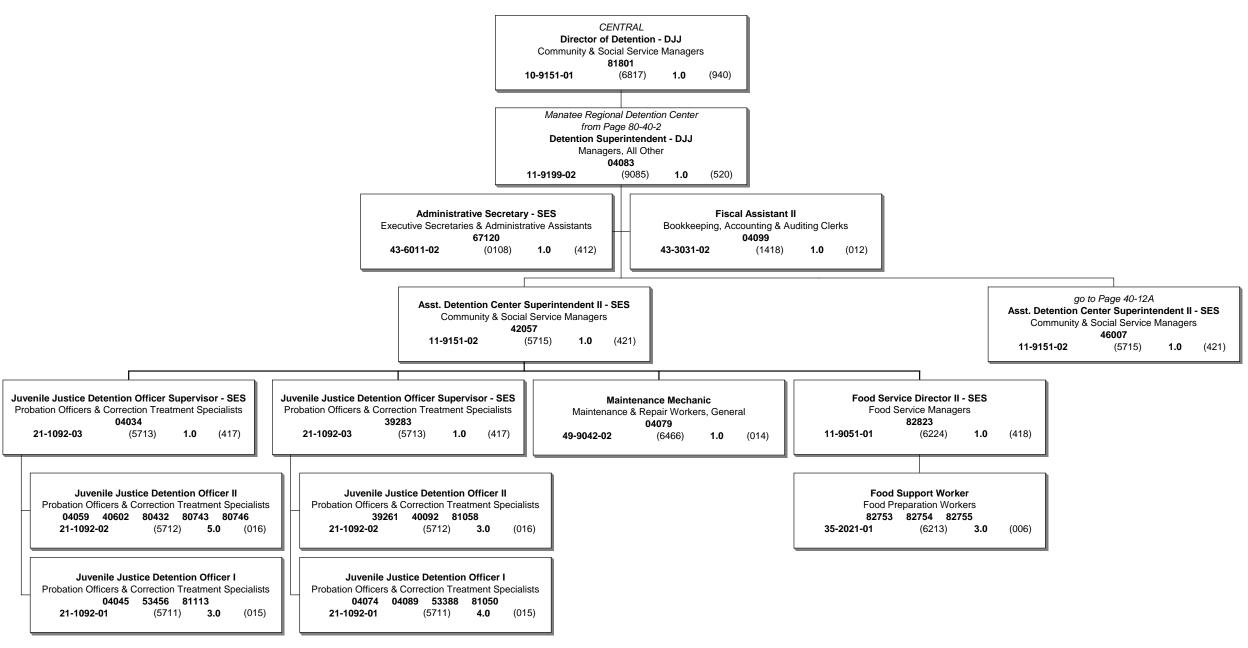
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12 - CIRCUIT

2500 - MANATEE REGIONAL DETENTION CENTER



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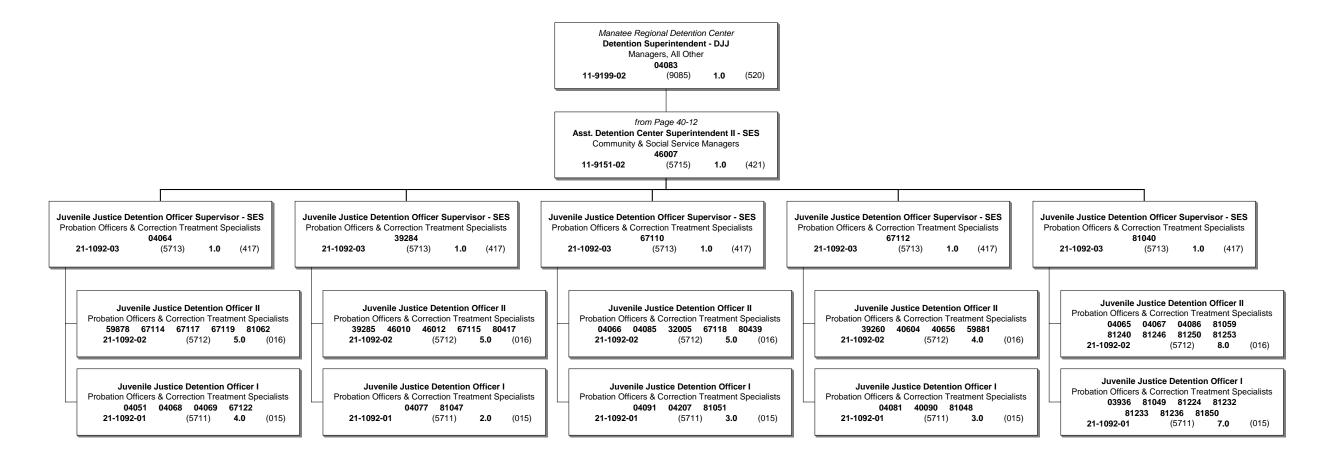
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12 - CIRCUIT

2500 - MANATEE REGIONAL DETENTION CENTER

CURRENT

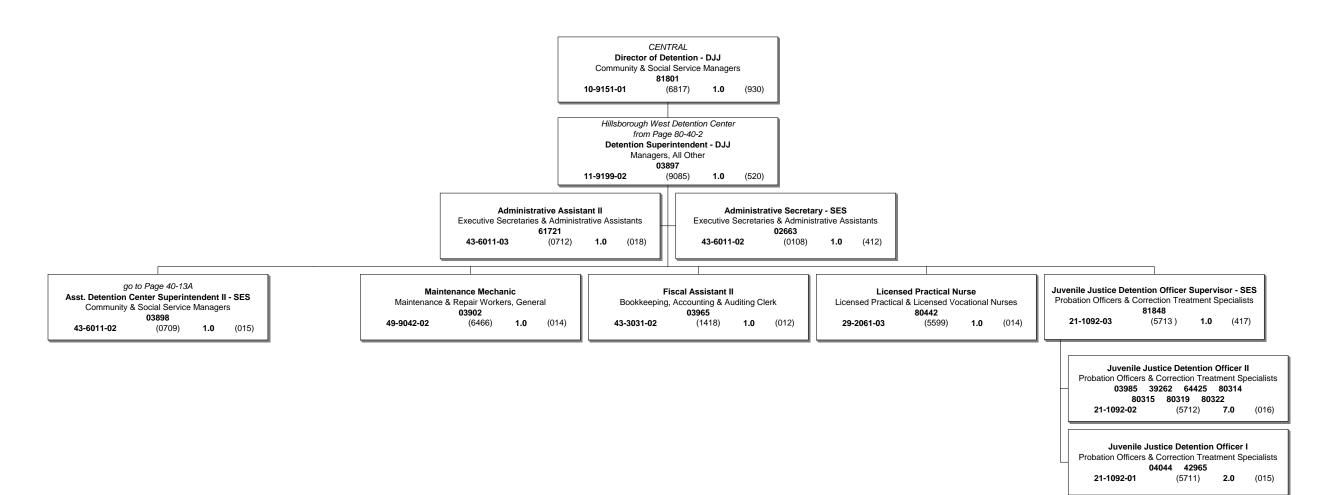
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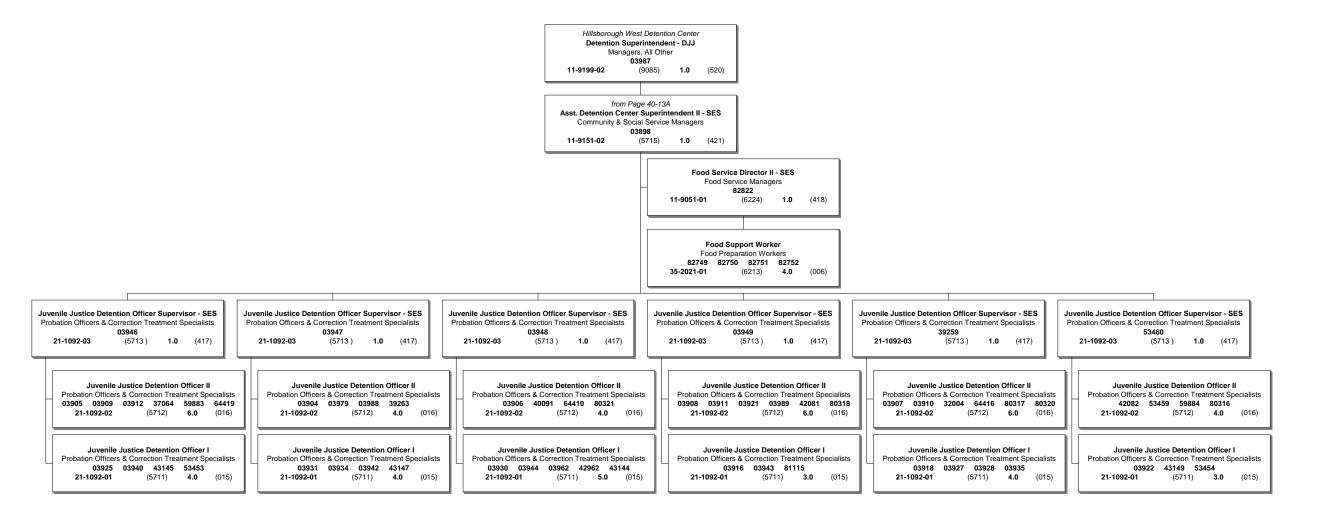
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Verified by: Jennifer Boswell Effective: 09/30/2011



20 - CENTRAL REGION

13 - CIRCUIT 2500 - HILLSBOROUGH WEST DETENTION CENTER CURRENT
Verified by: Jennifer Boswell
Effective: 09/30/2011



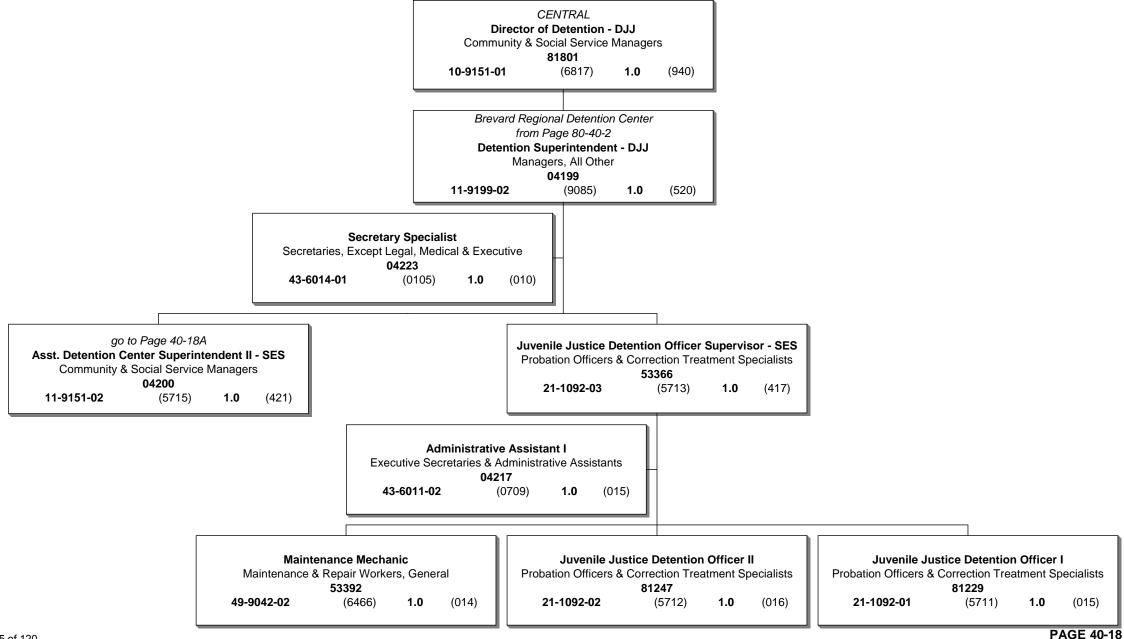
20 - CENTRAL REGION

18 - CIRCUIT

2510 - BREVARD REGIONAL DETENTION CENTER



Verified by: Jennifer Boswell Effective: 05/11/2012



20 - CENTRAL REGION

18 - CIRCUIT 2510 - BREVARD REGIONAL DETENTION CENTER CURRENT

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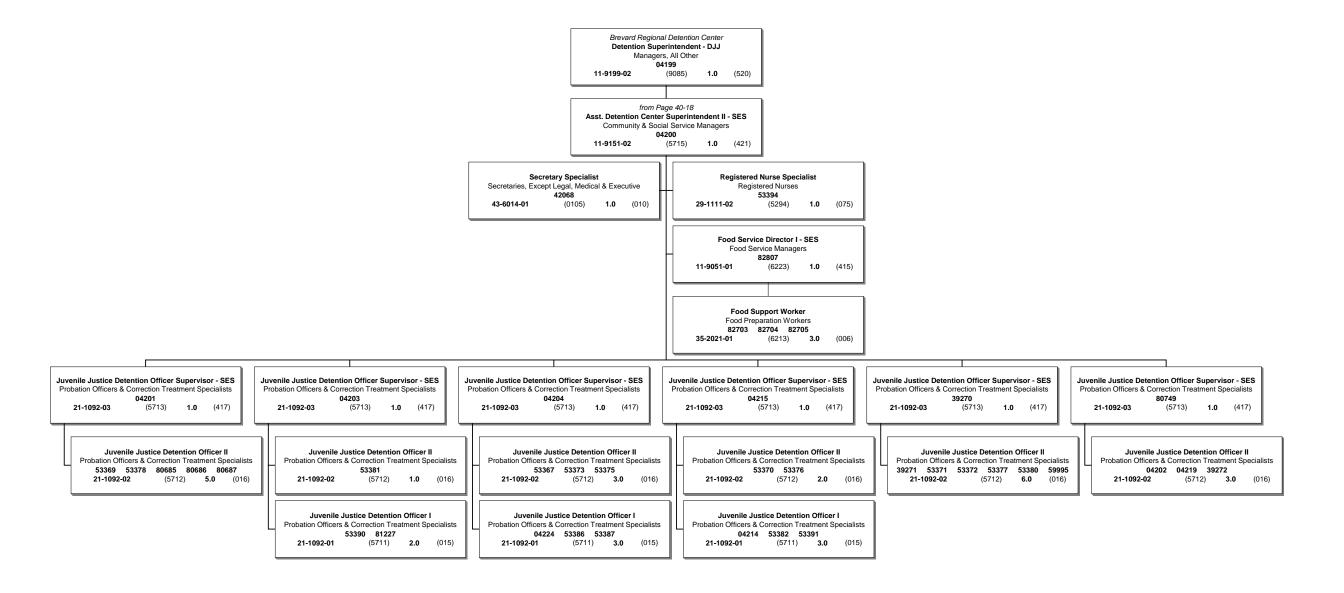


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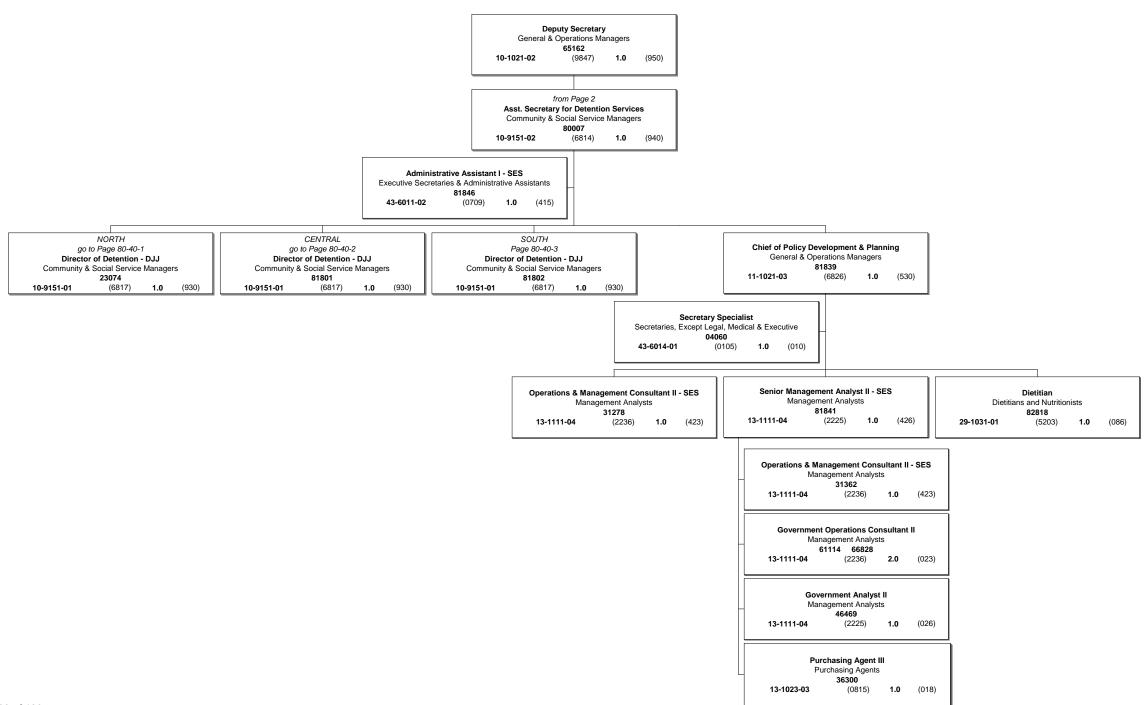
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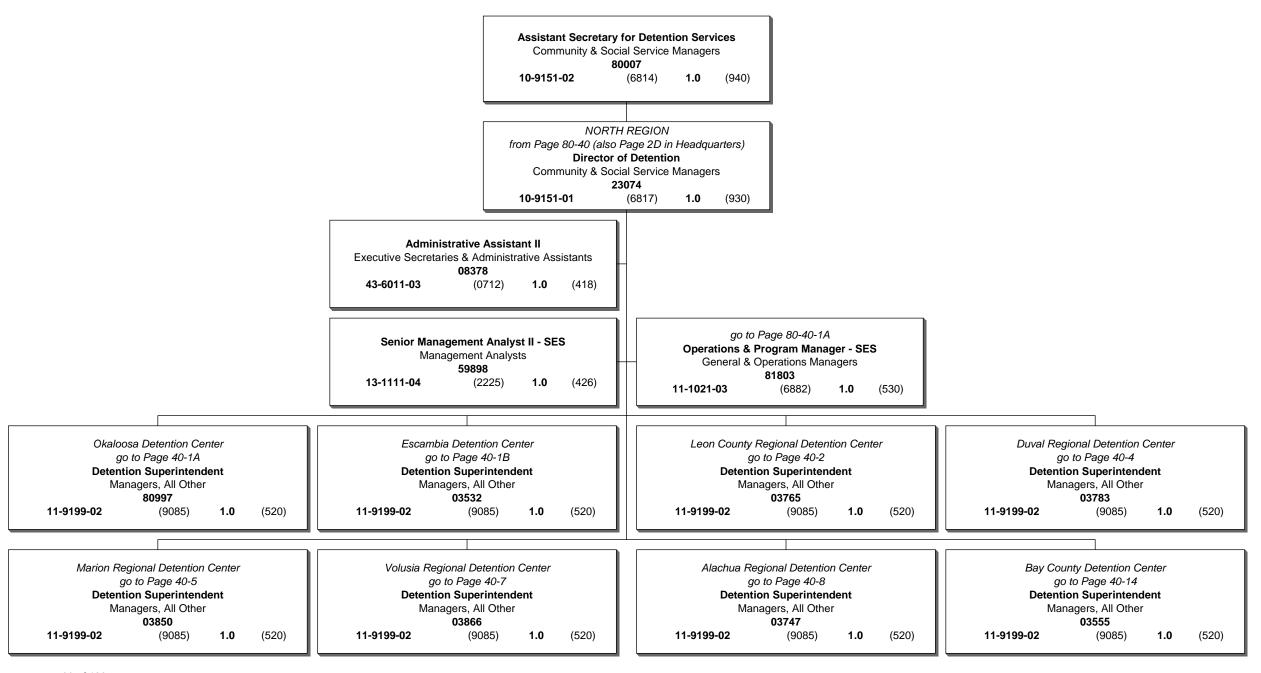
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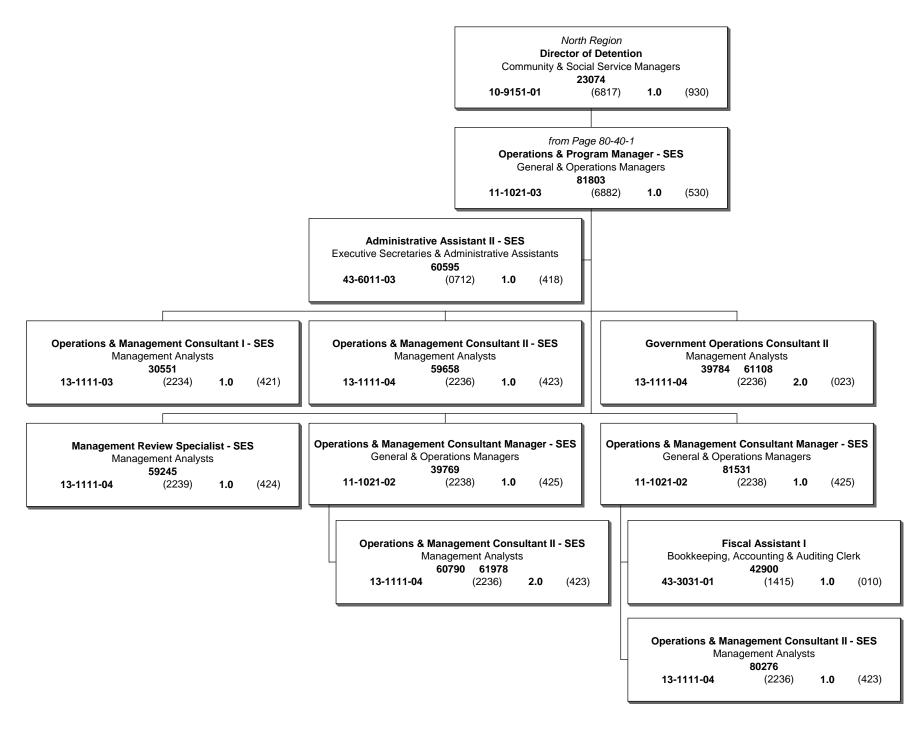


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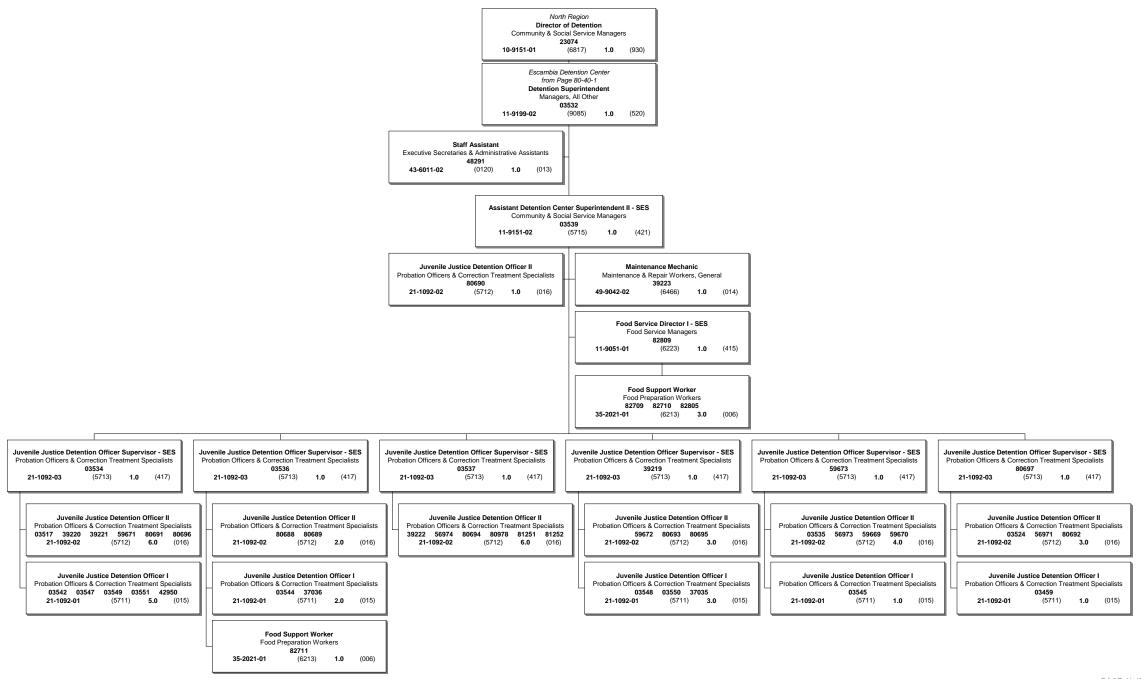
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10 - NORTH REGION 01 - CIRCUIT

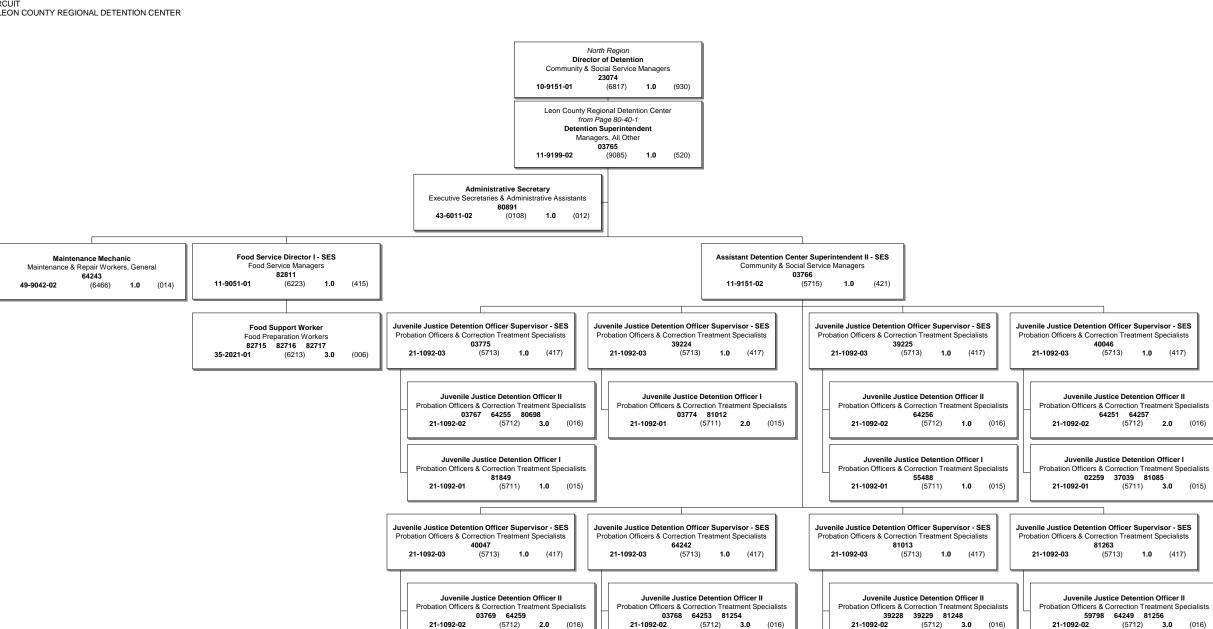
2500 - ESCAMBIA DETENTION CENTER



10 - NORTH REGION

02 - CIRCUIT

2500 - LEON COUNTY REGIONAL DETENTION CENTER



CURRENT

Verified by: Jennifer Boswell

Effective: 01/20/2012

21-1092-01

Juvenile Justice Detention Officer I

Probation Officers & Correction Treatment Specialists

03776 81007 81010

(5711) **3.0** (015)

Juvenile Justice Detention Officer I

Probation Officers & Correction Treatment Specialists

03773 55486 81097

21-1092-01

(5711) **3.0** (015)

Juvenile Justice Detention Officer I

Probation Officers & Correction Treatment Specialists

03771 56092

(5711) **2.0** (015)

21-1092-01

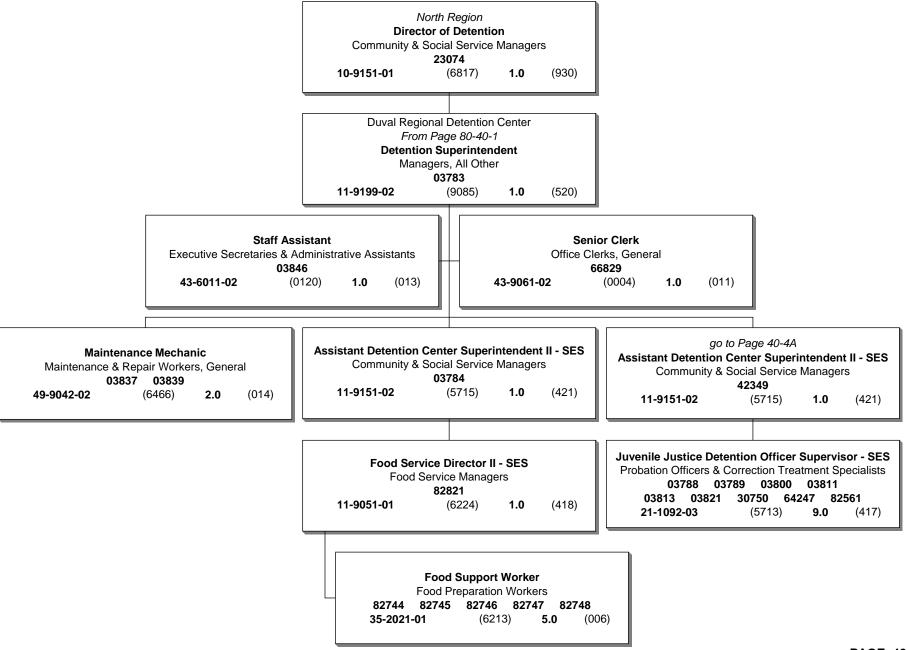
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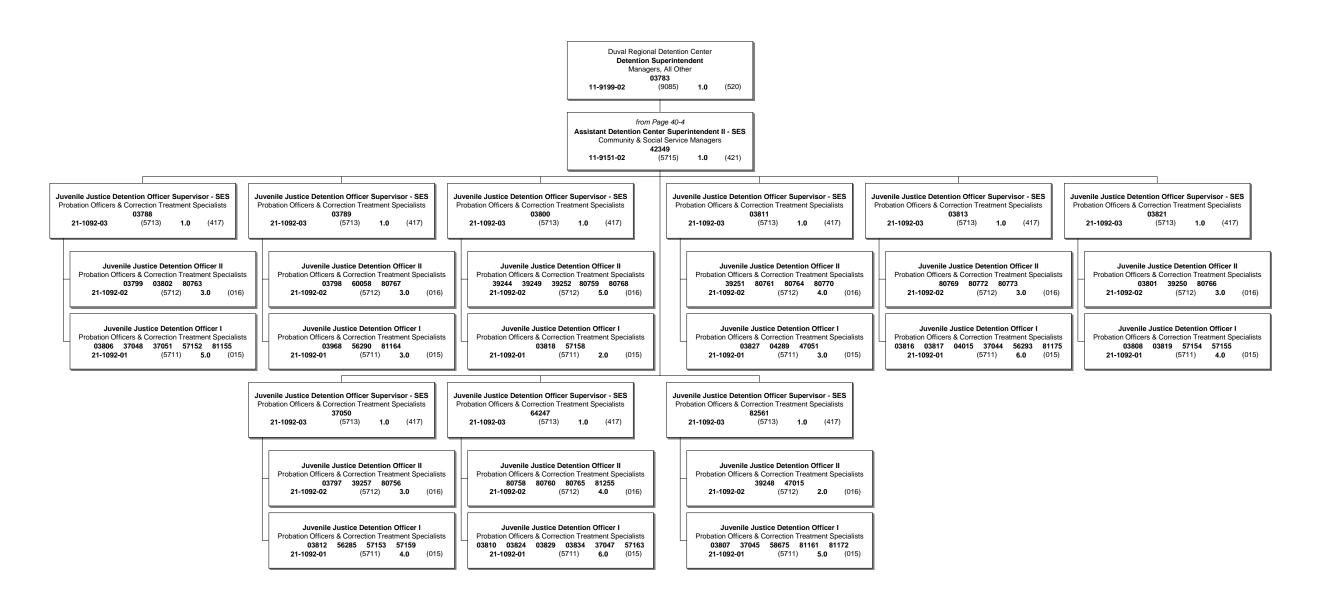


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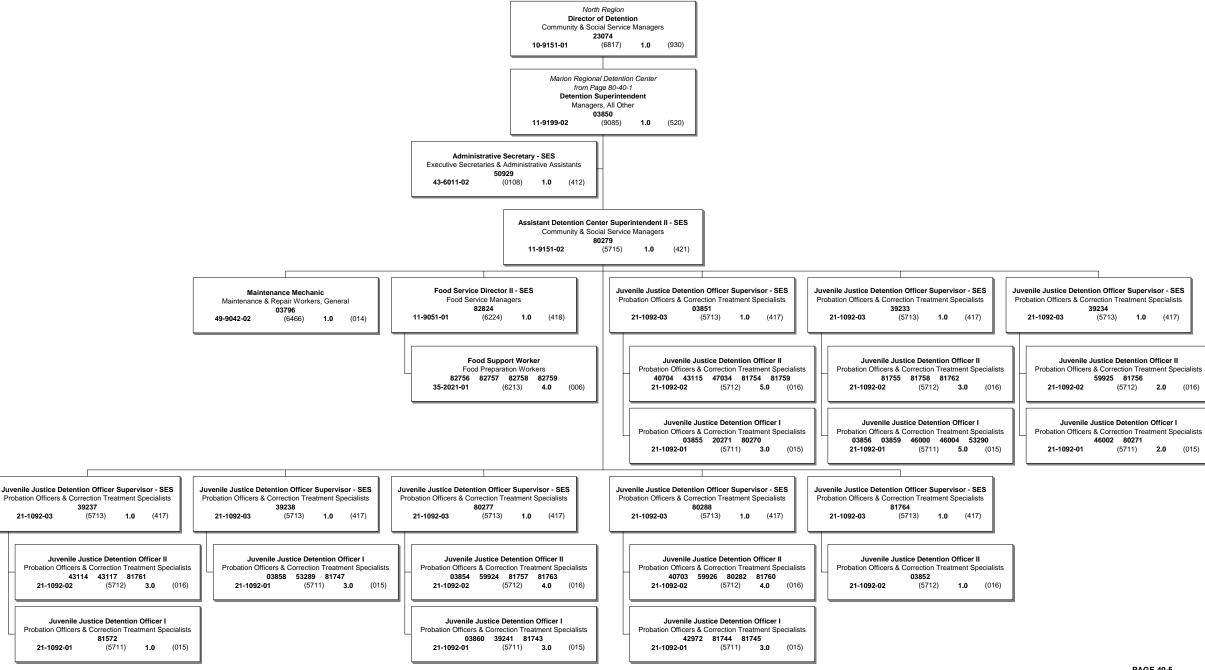


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01 - CIRCUIT

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CURRENT Verified by: Jennifer Boswell Effective: 08/31/2012



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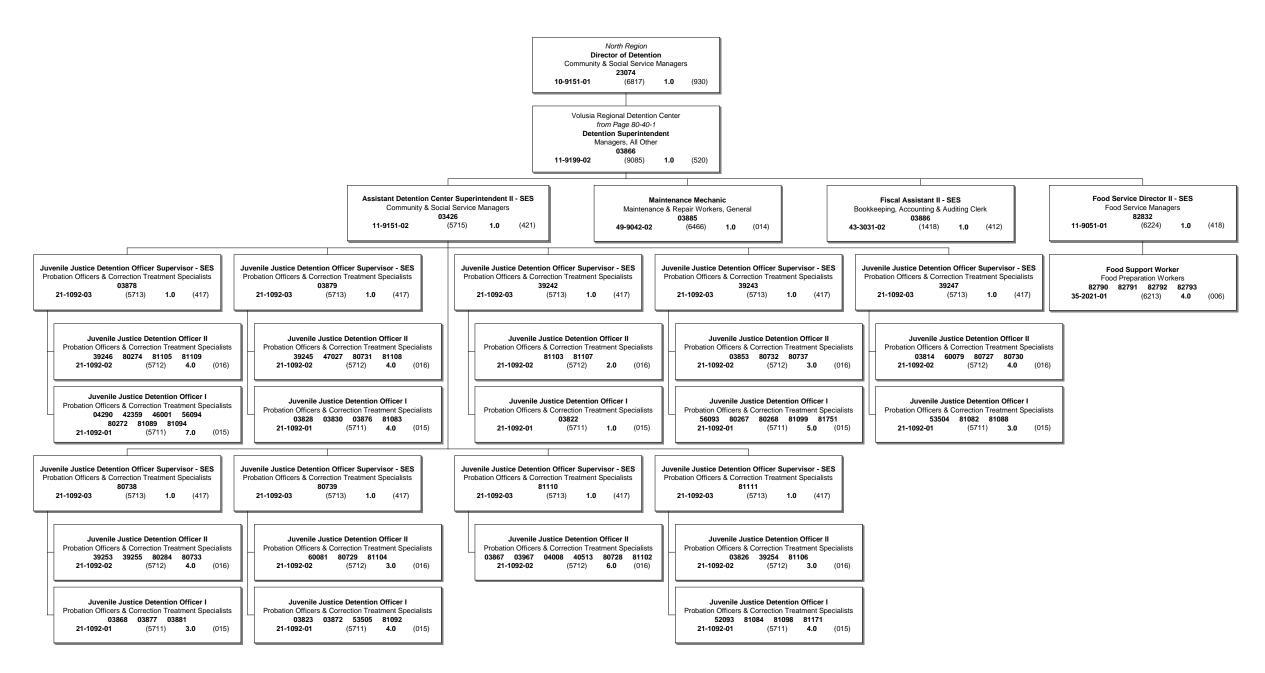
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01 - NORTH REGION

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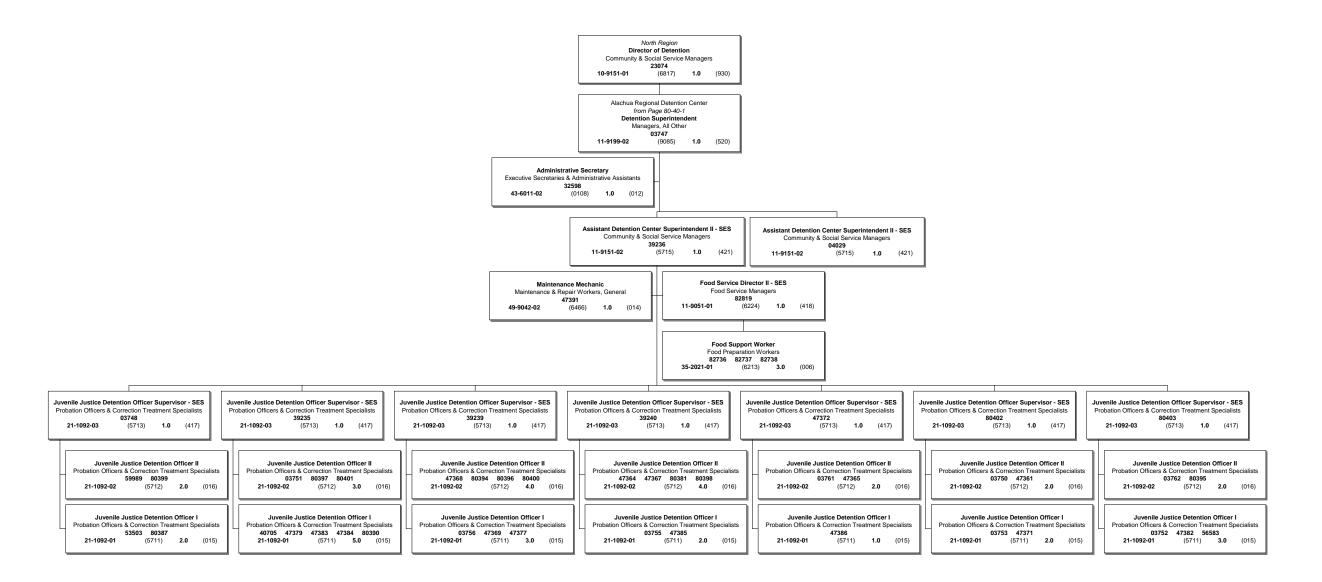


Verified by: Jennifer Boswell Effective: 08/31/2012



10 - NORTH REGION 01 - CIRCUIT

2500 - ALACHUA REGIONAL DETENTION CENTER



10 - NORTH REGION 14 - CIRCUIT

2500 - BAY COUNTY DETENTION CENTER

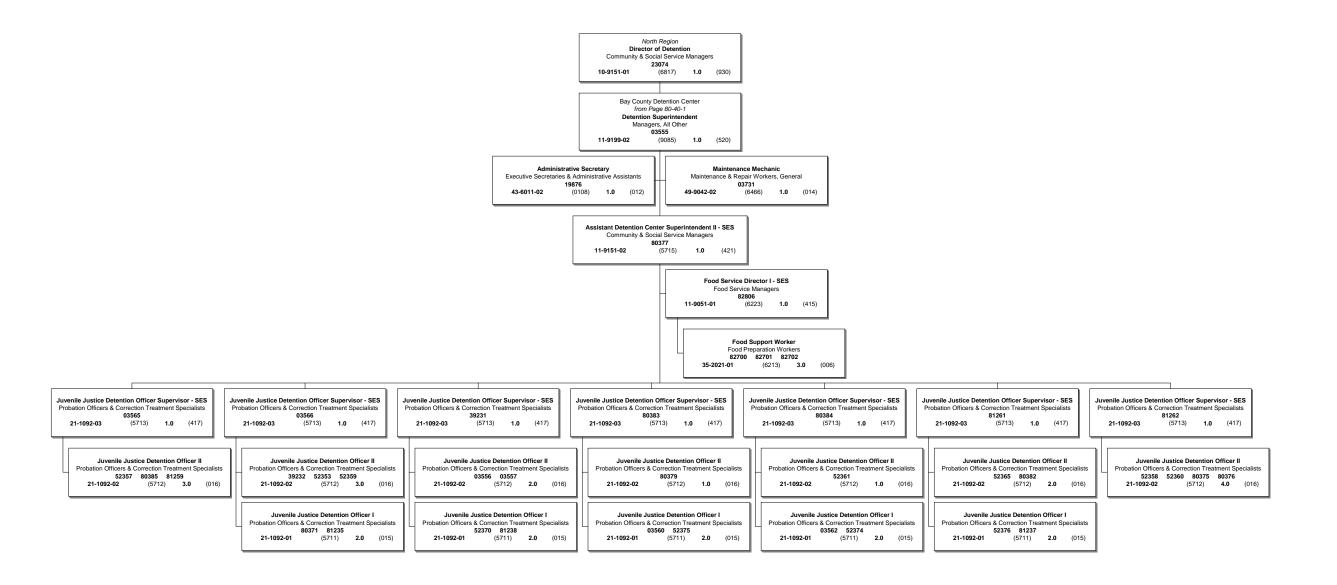


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30 - SOUTH REGION



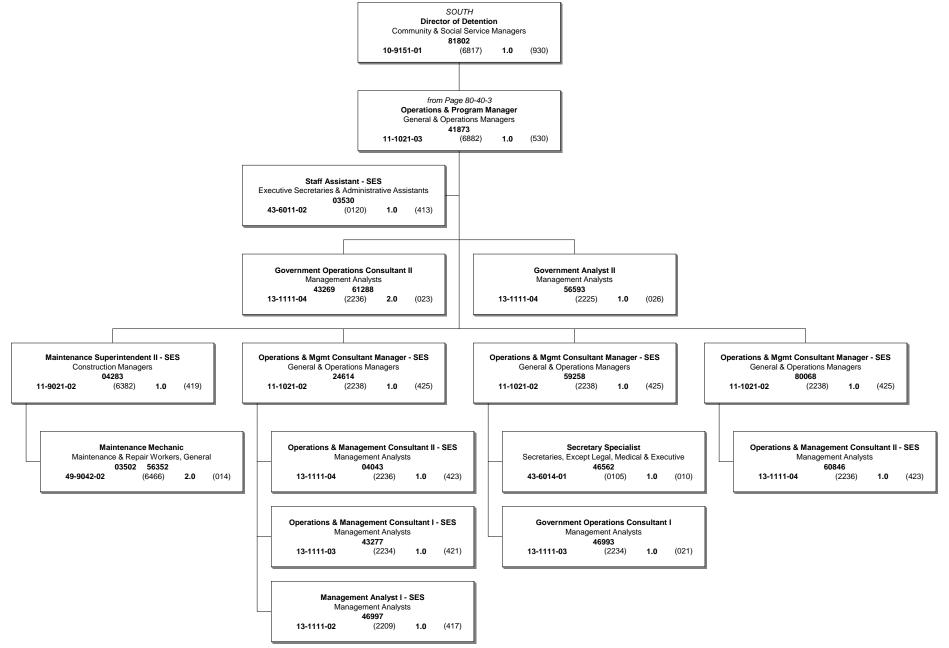
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30 - SOUTH REGION

CURRENT

Verified by: Jennifer Boswell Effective: 08/03/2012



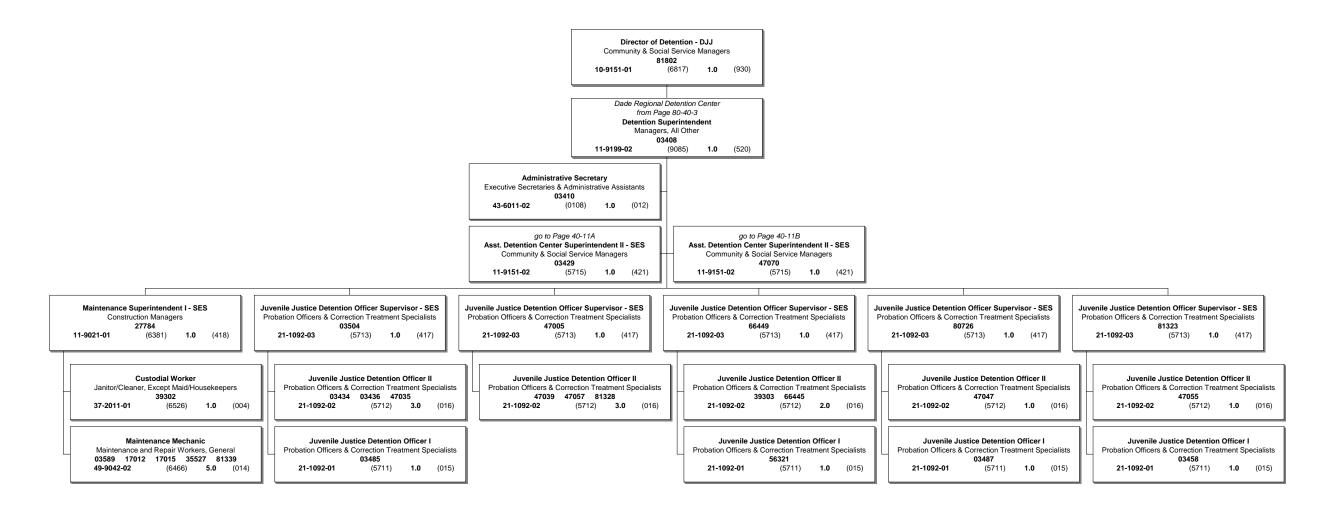
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30 - SOUTH REGION

11 - CIRCUIT 25 - DADE REGIONAL DETENTION CENTER



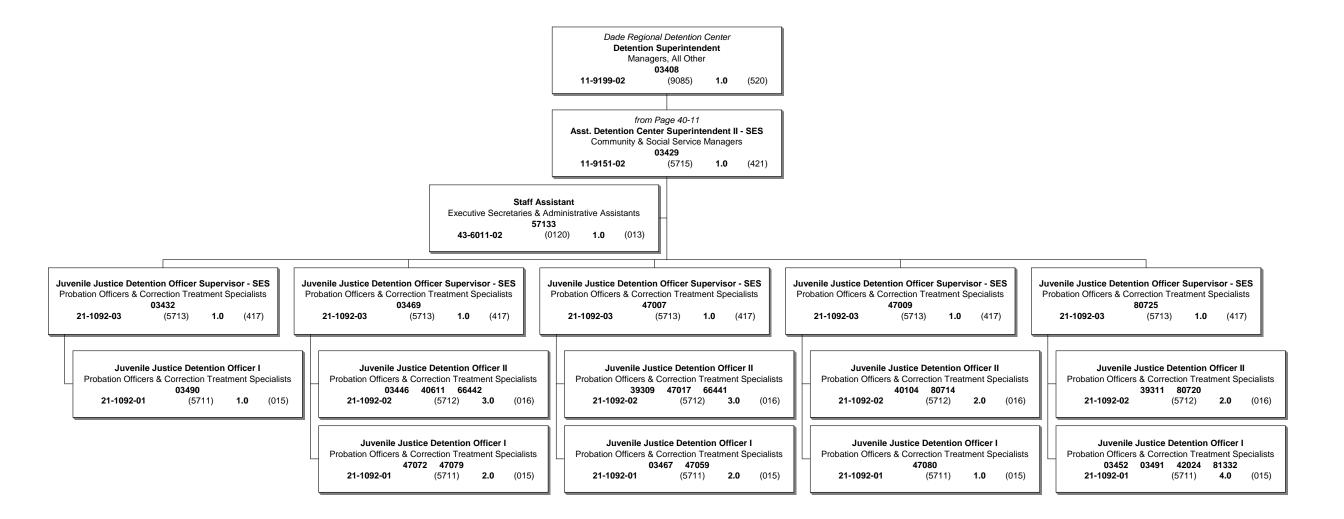
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11 - CIRCUIT

25 - DADE REGIONAL DETENTION CENTER

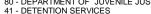


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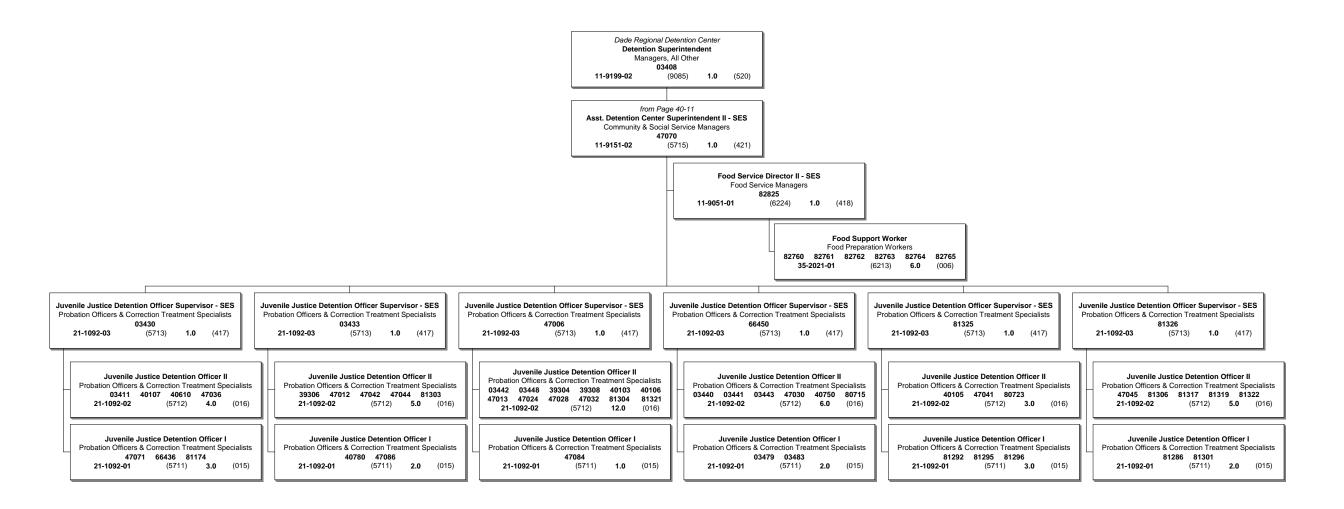
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11 - CIRCUIT 25 - DADE REGIONAL DETENTION CENTER

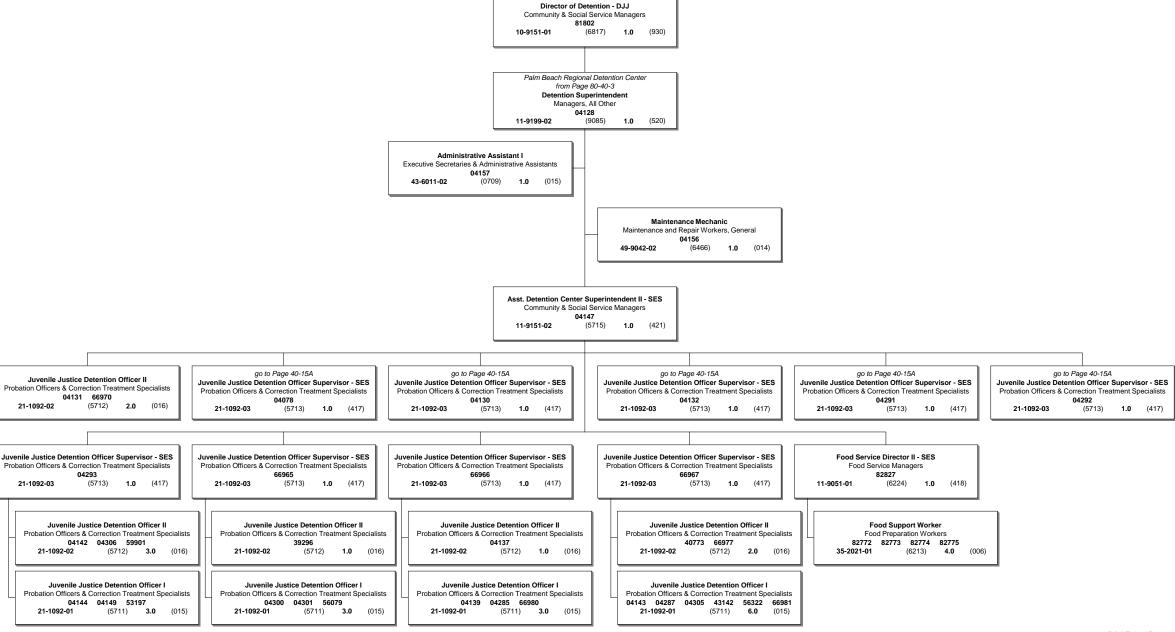


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41 - DETENTION SERVICES





30 - SOUTH REGION

15 - CIRCUIT

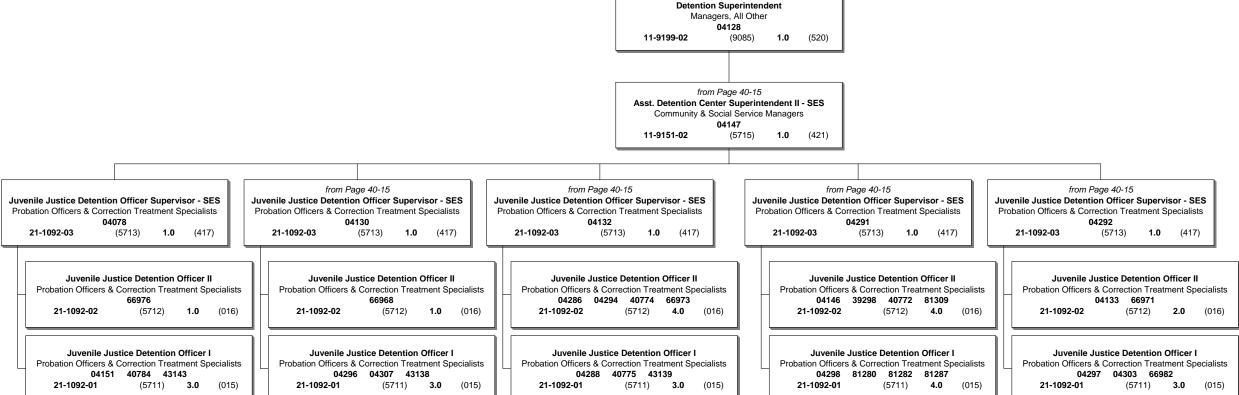
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from Page 40-15 04292 21-1092-03 (5713) **1.0** (417)

CURRENT

Verified by: Jennifer Boswell

Effective: 07/01/2011



Palm Beach Regional Detention Center

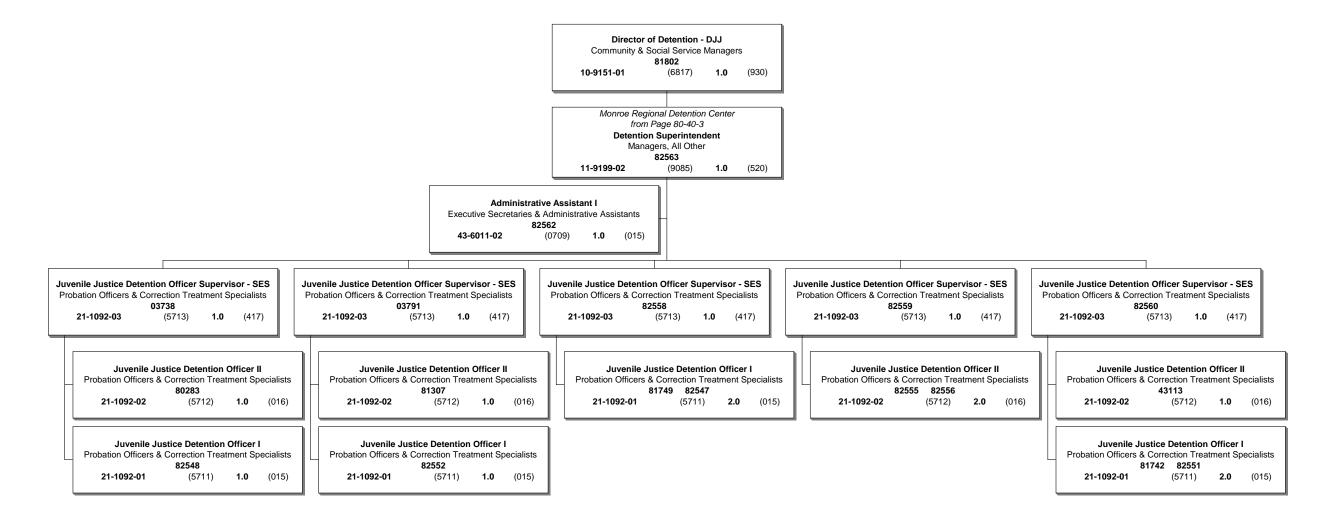
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16 - CIRCUIT

2500 - MONROE REGIONAL DETENTION CENTER



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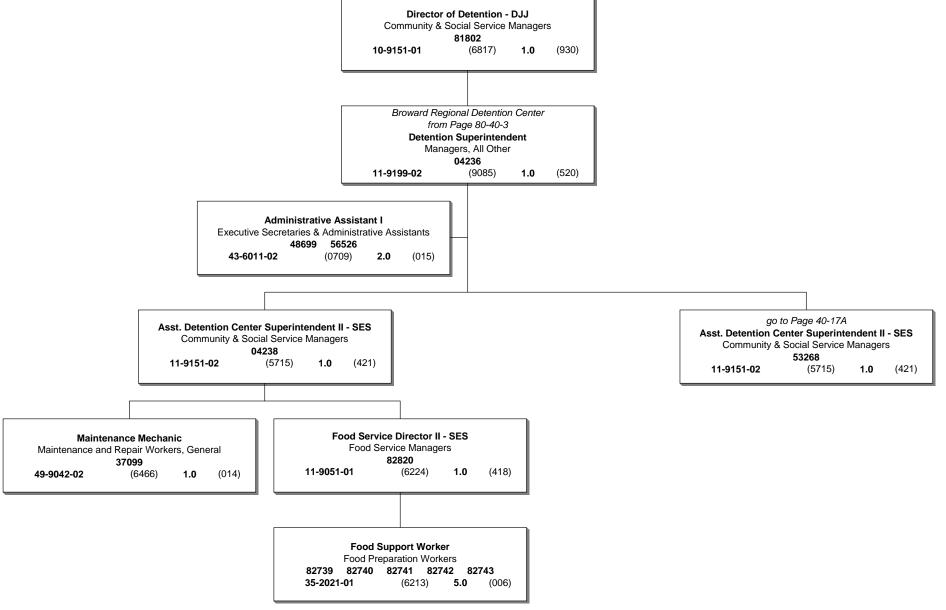
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17 - CIRCUIT

2500 - BROWARD REGIONAL DETENTION CENTER



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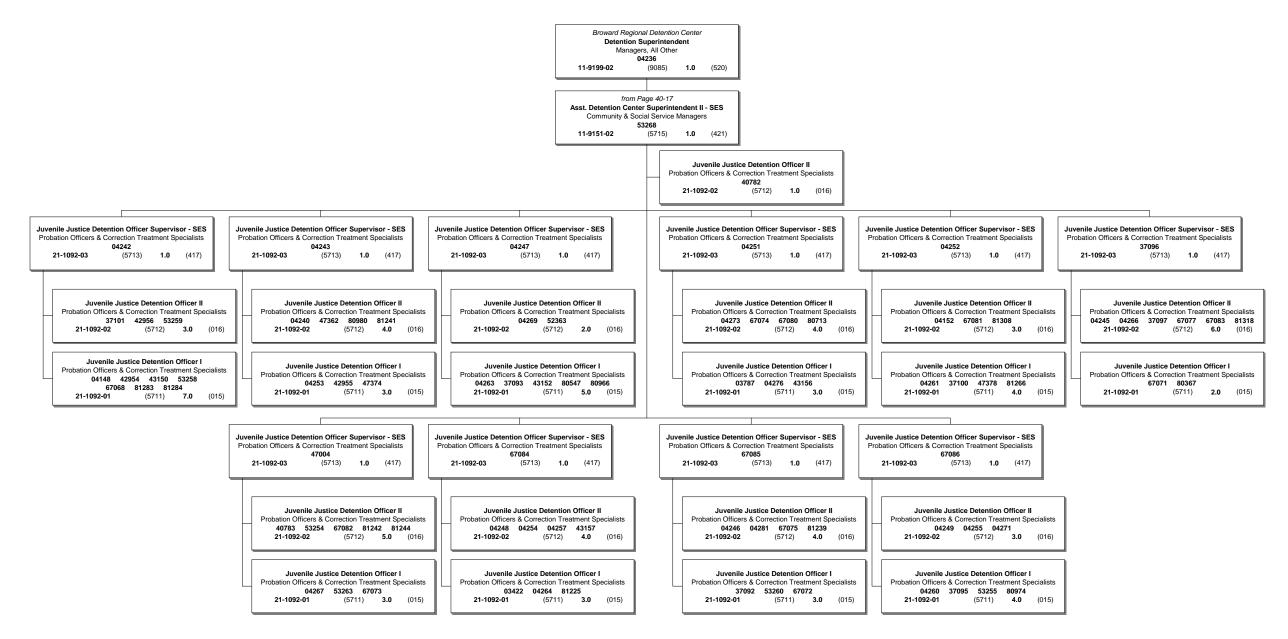


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30 - SOUTH REGION

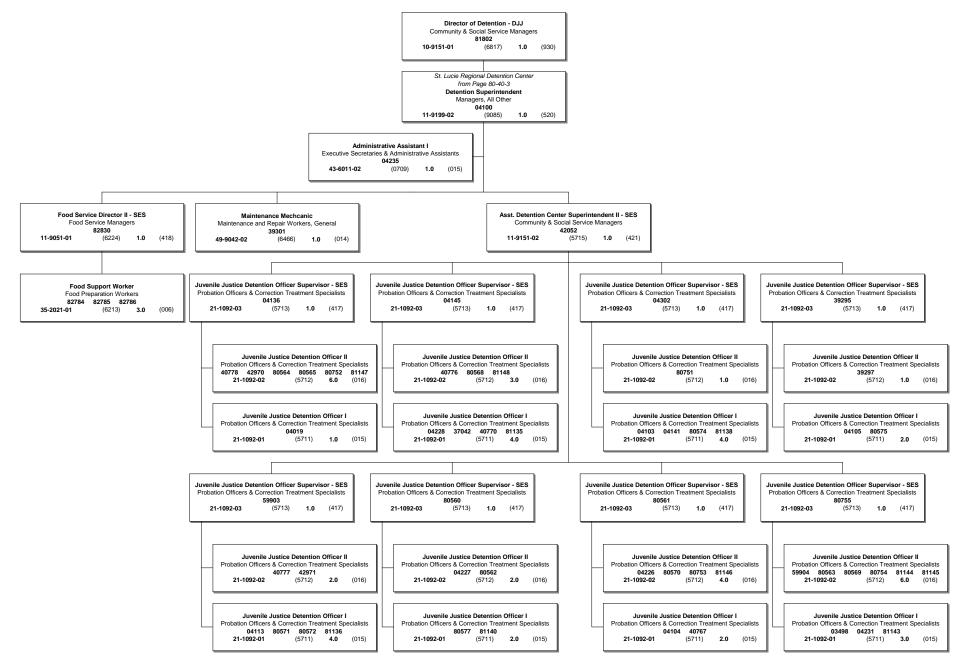
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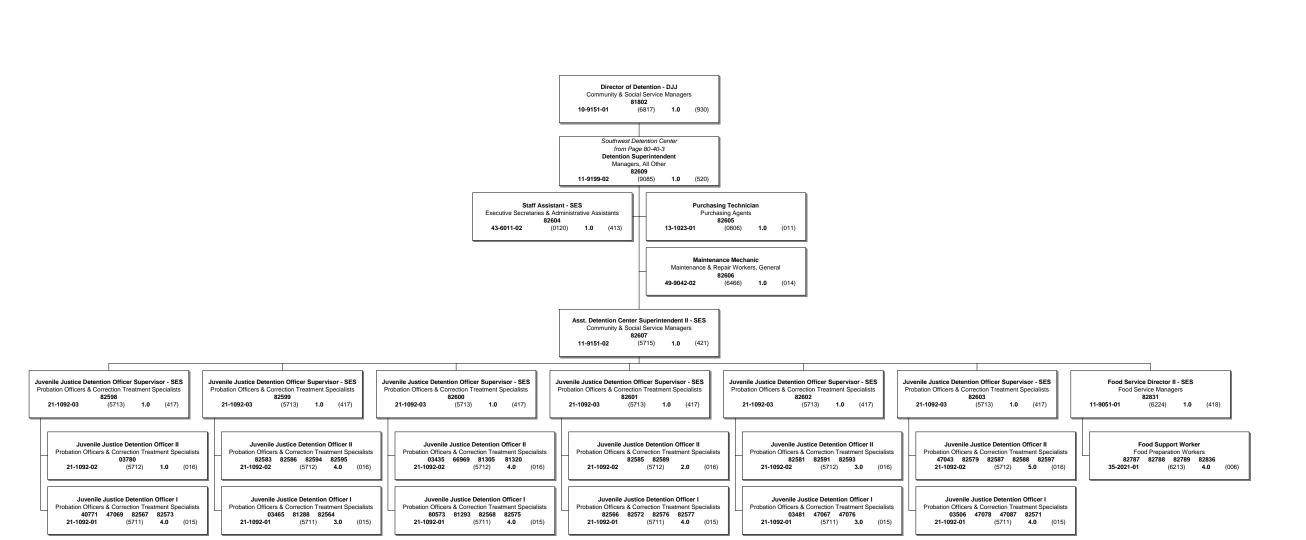


30 - SOUTH REGION

2500 - ST. LUCIE REGIONAL DETENTION CENTER



20 - CIRCUIT 2500 - SOUTHWEST DETENTION CENTER



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16 - CIRCUIT

2510 - COLLIER COUNTY DETENTION CENTER

Juvenile Justice Detention Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

21-1092-03

21-1092-02

21-1092-01

04229

Juvenile Justice Detention Officer II

Probation Officers & Correction Treatment Specialists

80413 81060 81061

Juvenile Justice Detention Officer I

Probation Officers & Correction Treatment Specialists

03777 03815 37046

(5713) **1.0** (417)

(5712) **3.0** (016)

(5711) **3.0** (015)

80421

(5713)

21-1092-03

21-1092-02

21-1092-01



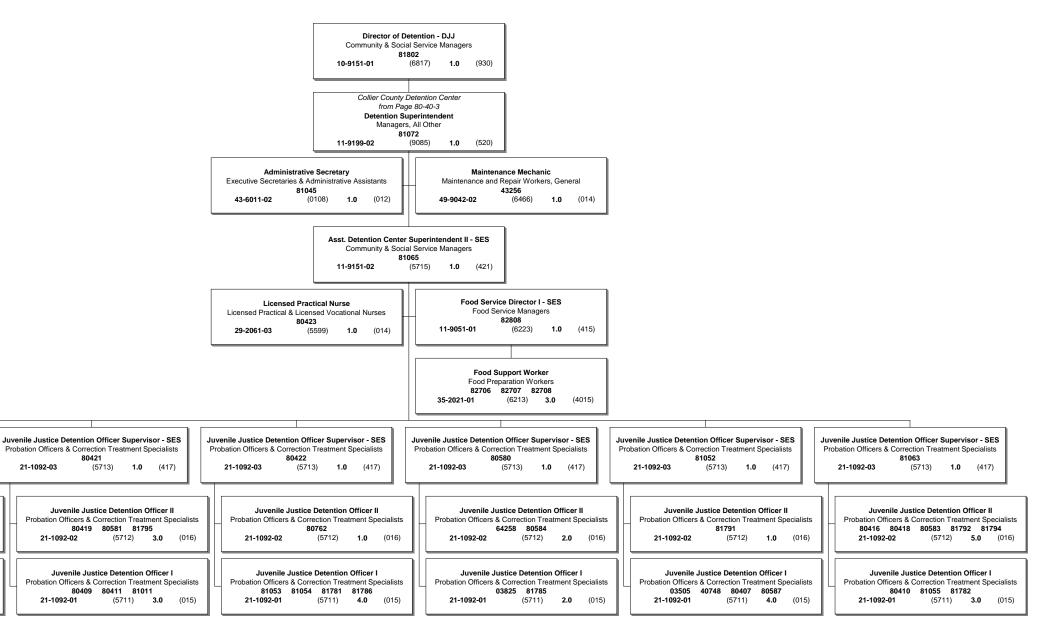
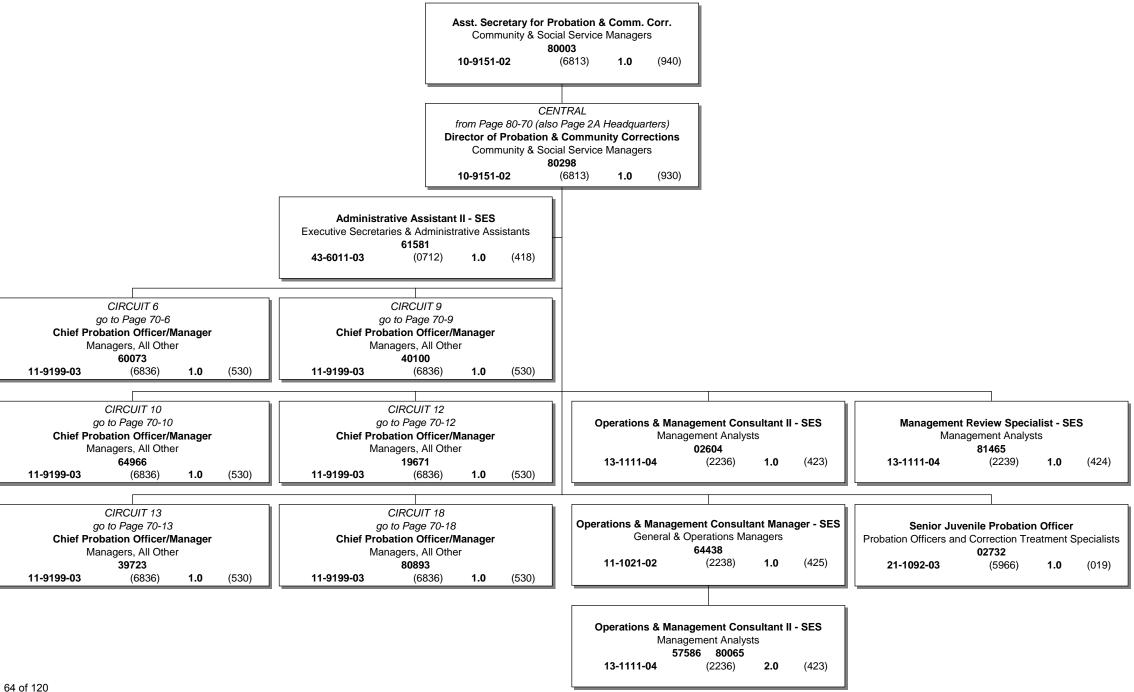


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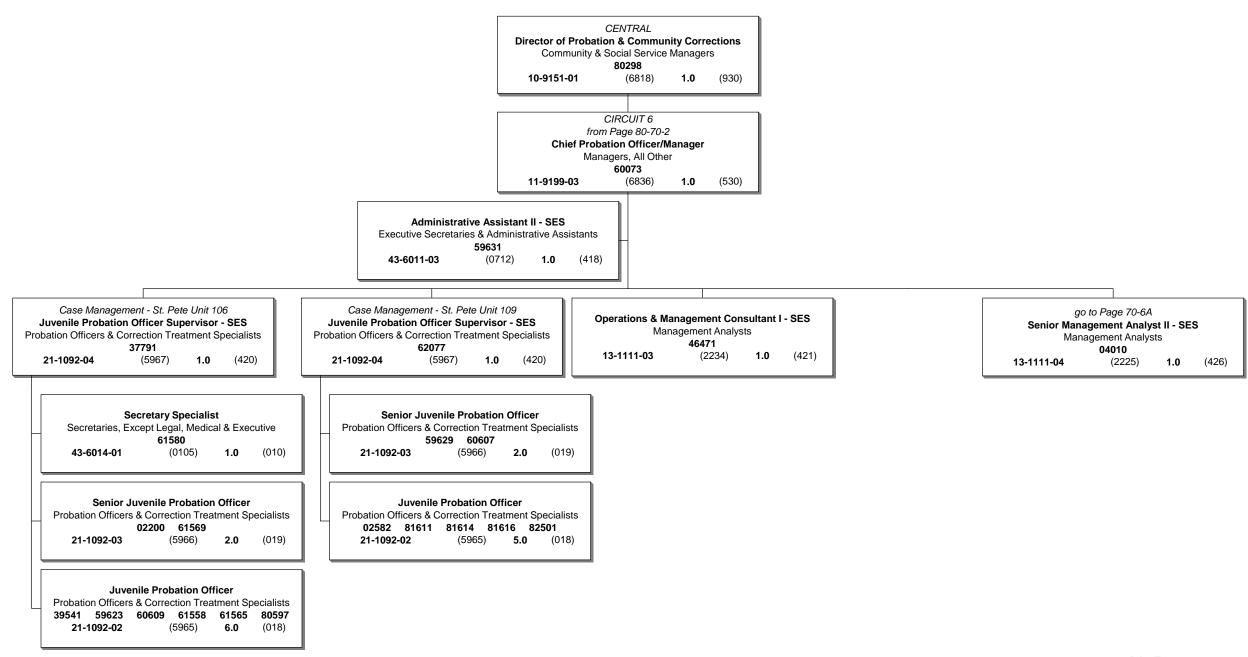
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20 - CENTRAL REGION

06 - CIRCUIT

CURRENT

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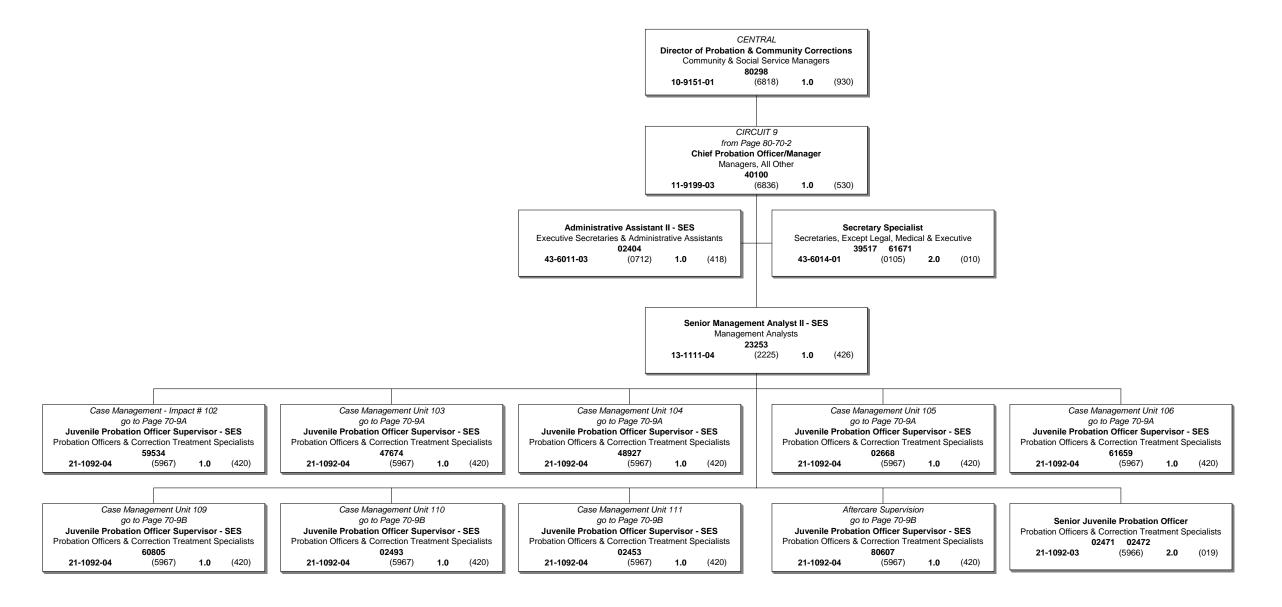


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20 - CENTRAL REGION 06 - CIRCUIT

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20 - CENTRAL REGION 09 - CIRCUIT CURRENT
Verified by: Jennifer Boswell
Effective: 03/16/2012



20 - CENTRAL REGION

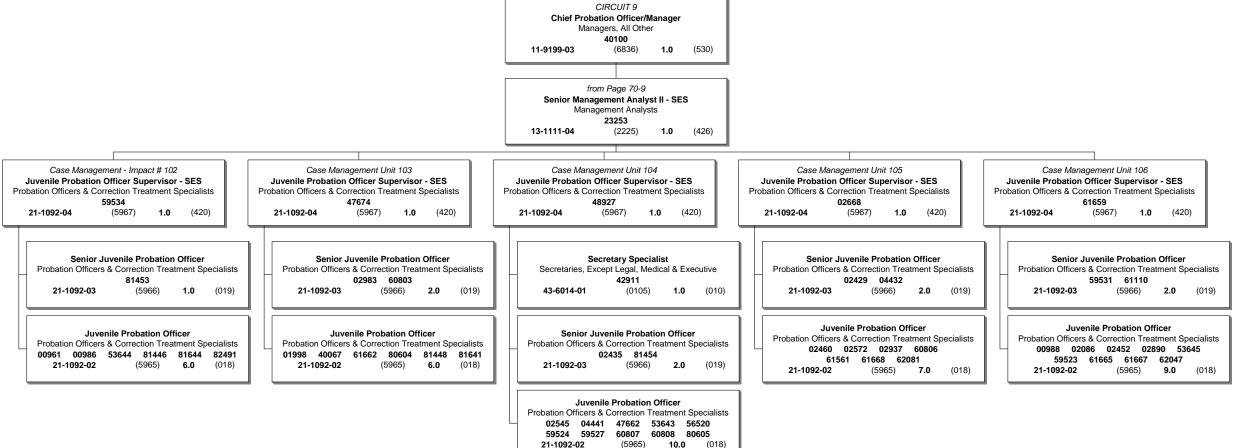
09 - CIRCUIT

Case Management Unit 106 Juvenile Probation Officer Supervisor - SES 61659

CURRENT

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Effective: 03/16/2012



47660 80606 81447 81629

82507 82508 82510

(5965)

21-1092-02

(018)

7.0

20 - CENTRAL REGION

09 - CIRCUIT

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CURRENT

Verified by: Jennifer Boswell

02378 39711 39827 47149

61663 61664

(5965)

82509

8.0

(018)

59521

21-1092-02

Effective: 03/16/2012

82492

(018)

6.0

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(5965)

21-1092-02

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21-1092-02

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9.0

(018)

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CURRENT

Verified by: Jennifer Boswell

Effective: 03/16/2012

Case Management Intake - Manatee 101

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

44270

(5967)

Secretary Specialist

Secretaries, Except Legal, Medical & Executive

39704

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

01995 02899

Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

02644 02708 02892 47202

56436 63482 81495

(5965)

(5966)

(0105)

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(018)

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43-6014-01

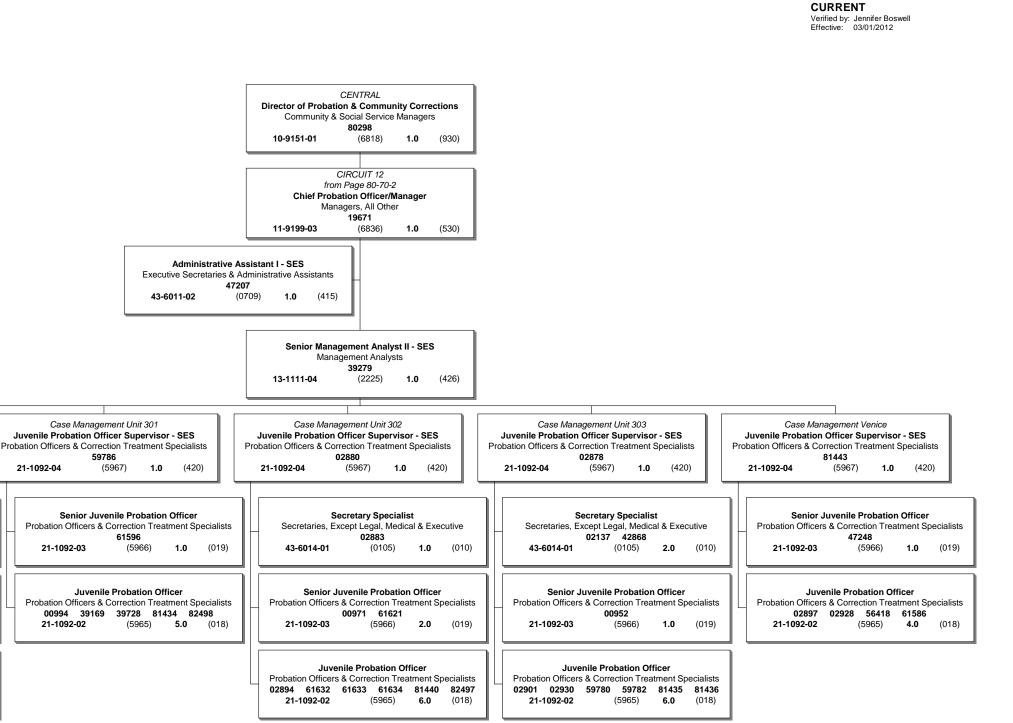
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21-1092-02

72 - PROBATION & COMMUNITY CORRECTIONS

20 - CENTRAL REGION

12 - CIRCUIT



Case Management Unit 301

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(5966)

(5965)

1.0

21-1092-04

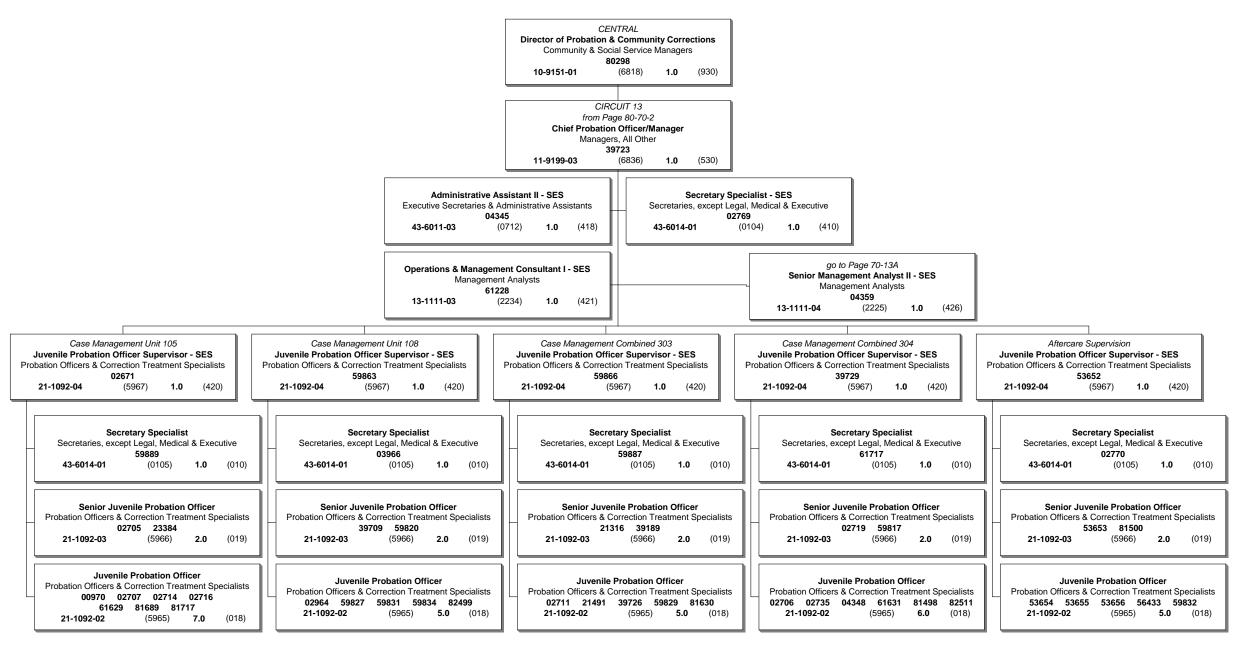
21-1092-03

21-1092-02

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Case Management Unit 101

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

39720

(5967)

Secretary Specialist

Secretaries, except Legal, Medical & Executive

39703

Senior Juvenile Probation Officer

00989 02691

Juvenile Probation Officer

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02741 39708 80600 81499

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(5966)

2.0

8.0

(0105)

1.0

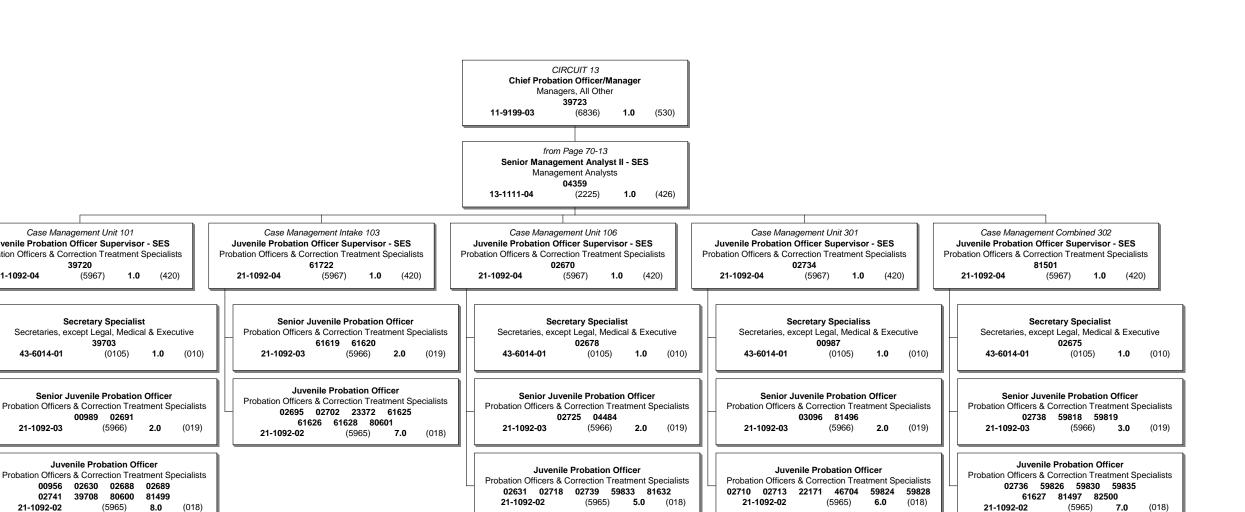
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43-6014-01

21-1092-03

21-1092-02

13 - CIRCUIT



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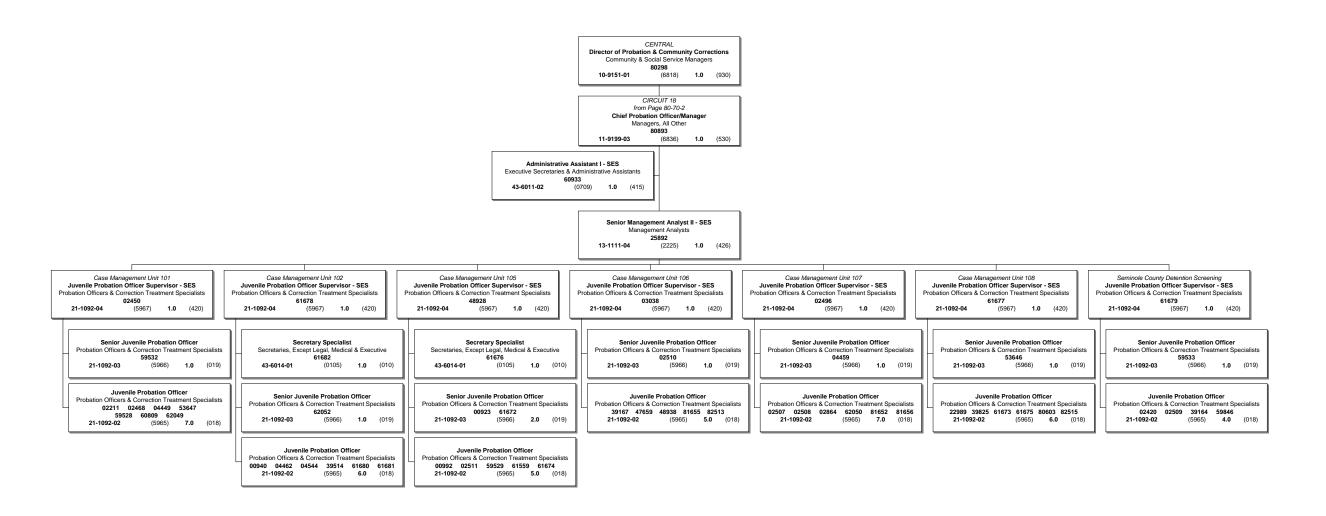


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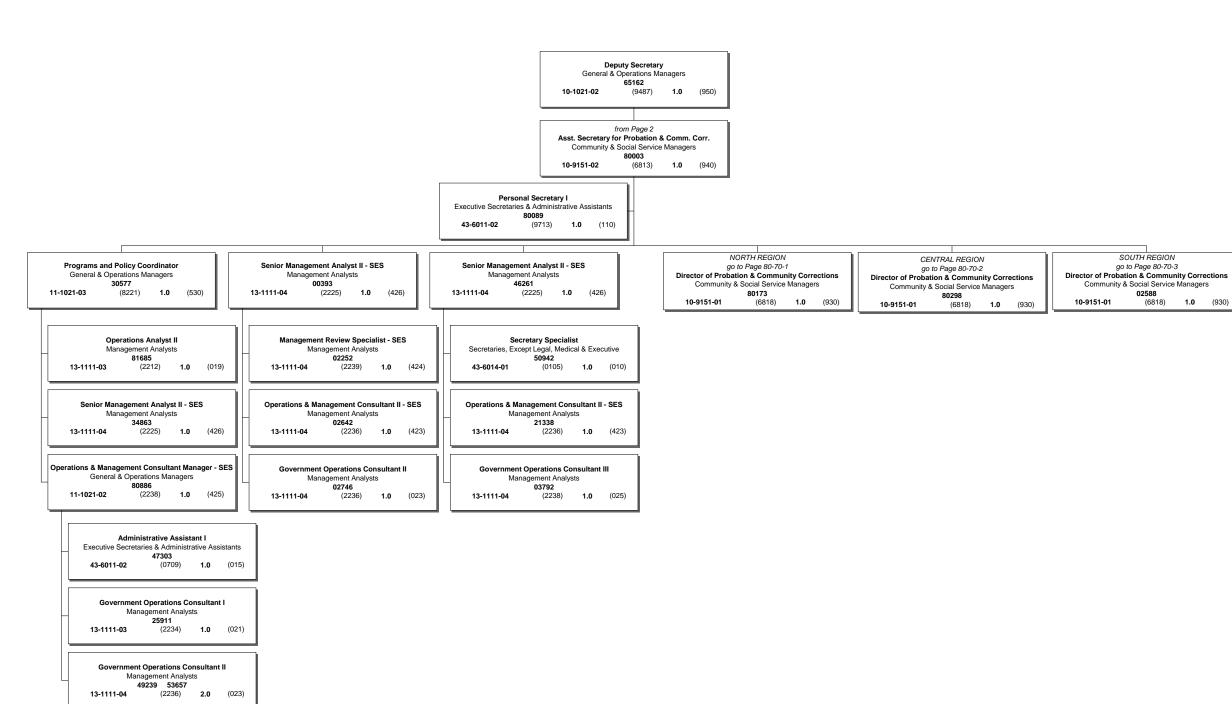
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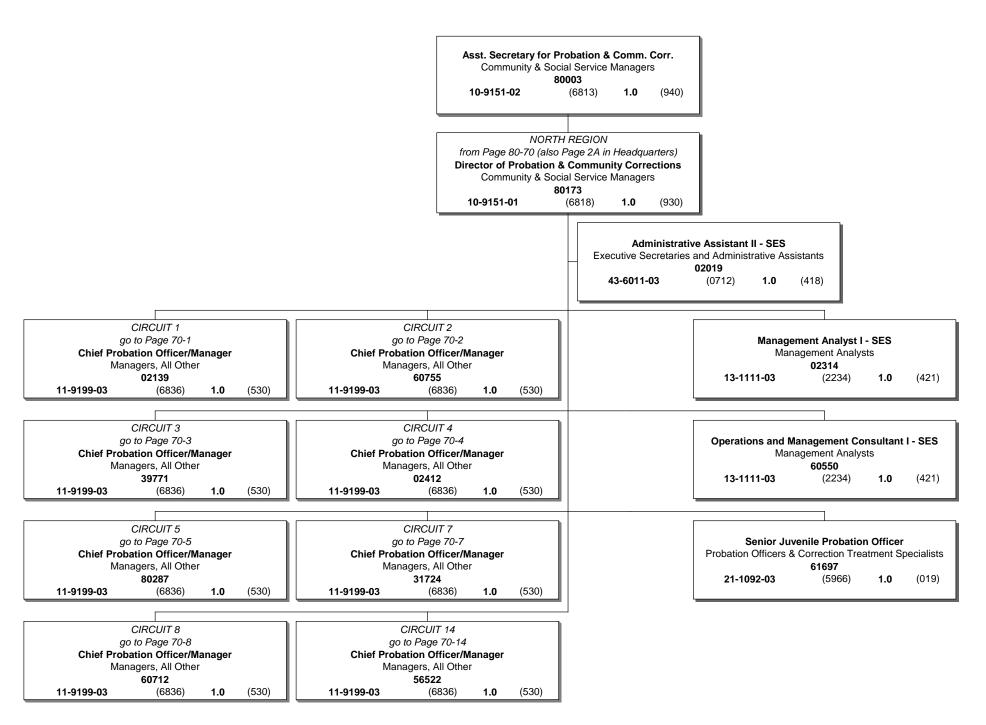
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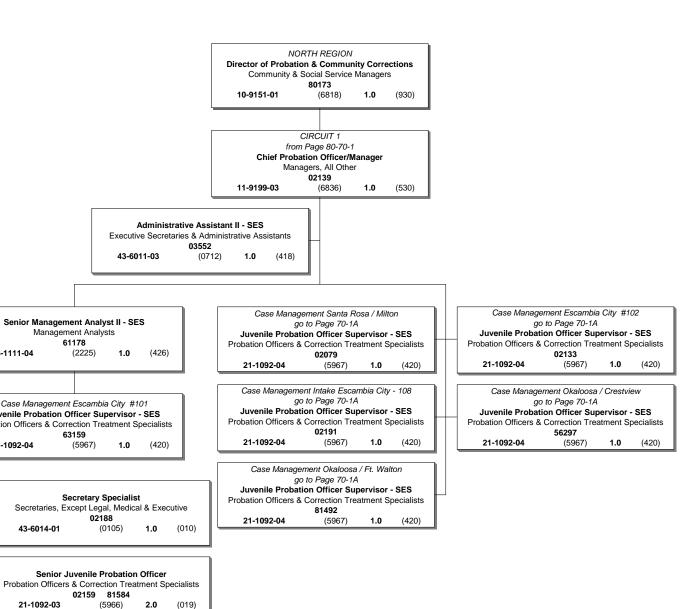


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72 - PROBATION & COMMUNITY CORRECTIONS

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43-6011-03

1.0 (426)

1.0 (420)

Senior Management Analyst II - SES

Management Analysts

61178

Case Management Escambia City #101

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

63159

(5967)

Secretary Specialist

02188

Senior Juvenile Probation Officer

02159 81584

Juvenile Probation Officer Probation Officers & Correction Treatment Specialists 00967 02421 39157 51684 63157 81587 82468

(5966)

(5965) **7.0** (018)

(0105)

(2225)

13-1111-04

21-1092-04

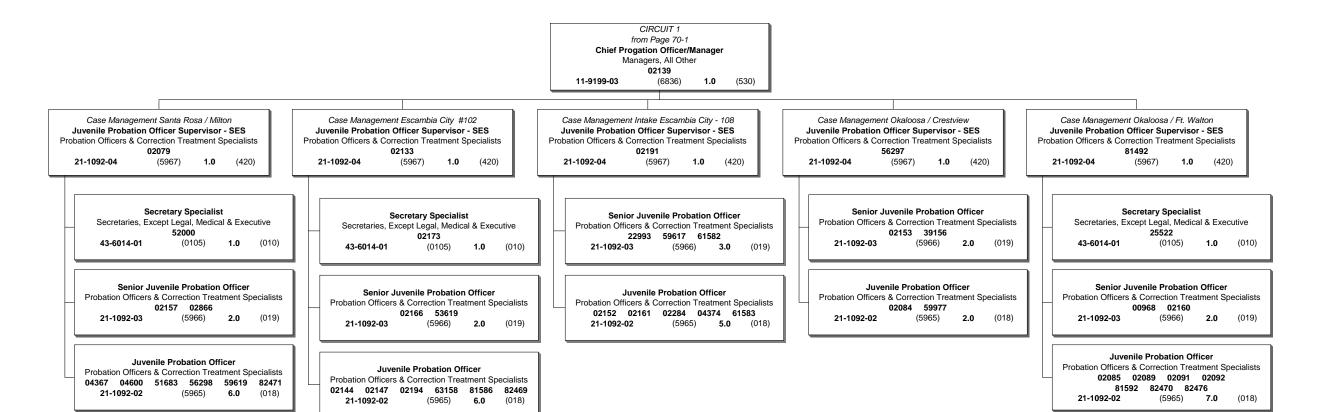
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21-1092-03

21-1092-02

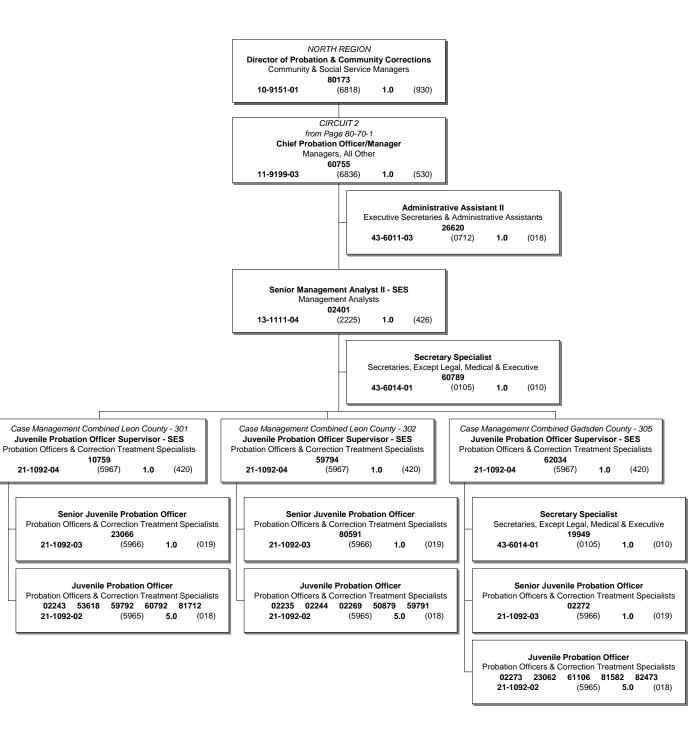
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10 - NORTH REGION

02 - CIRCUIT



CURRENT

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Effective: 03/02/2012

Case Management Combined Leon County - 301

Juvenile Probation Officer Supervisor - SES

10759

(5967)

Senior Juvenile Probation Officer

23066

Juvenile Probation Officer

21-1092-04

21-1092-03

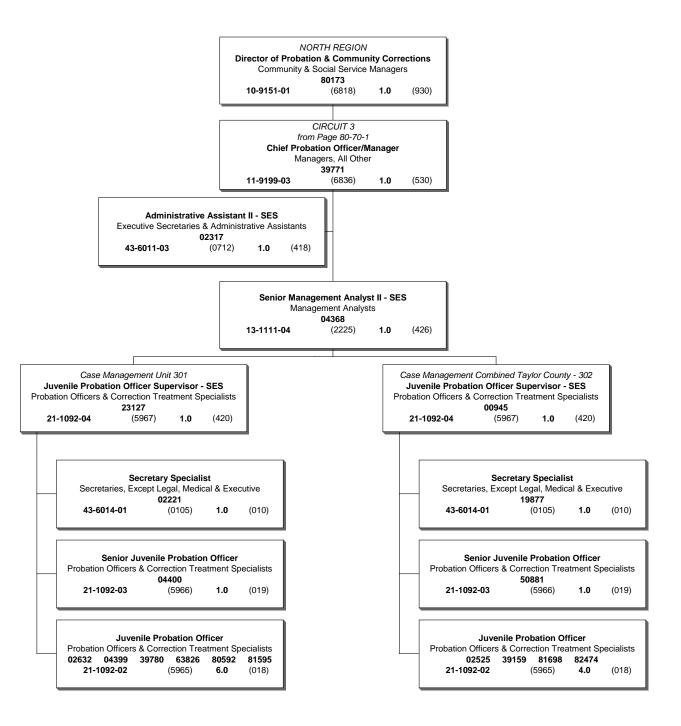
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10 - NORTH REGION

03 - CIRCUIT

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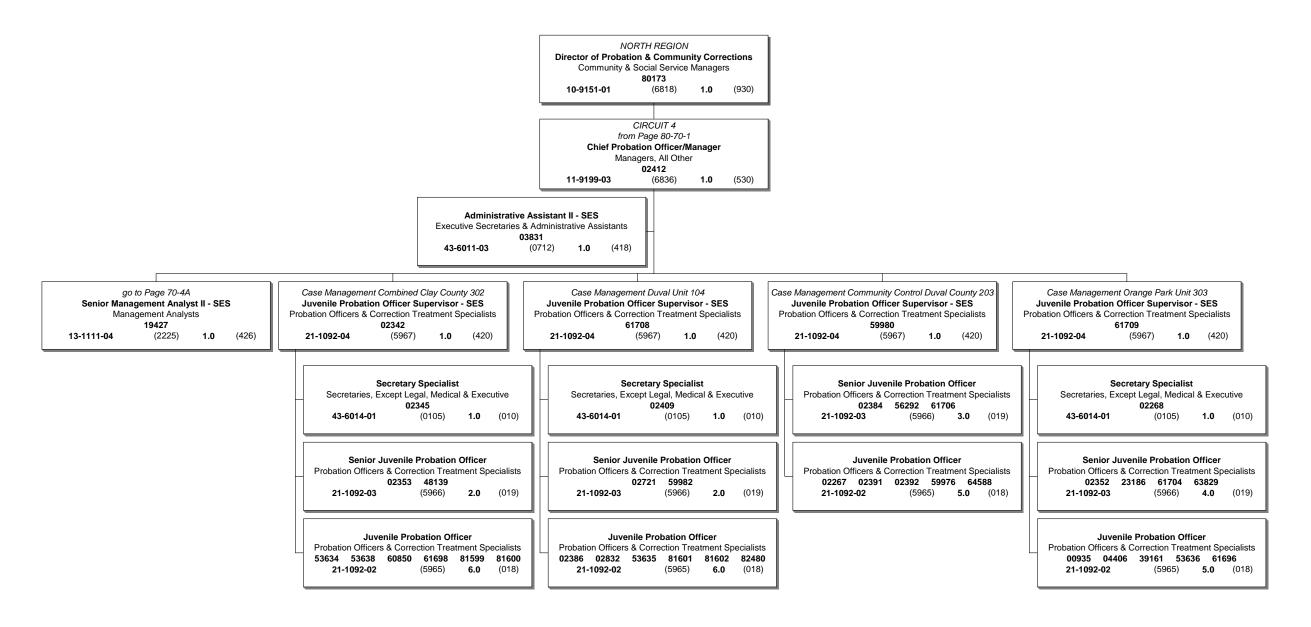
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10 - NORTH REGION

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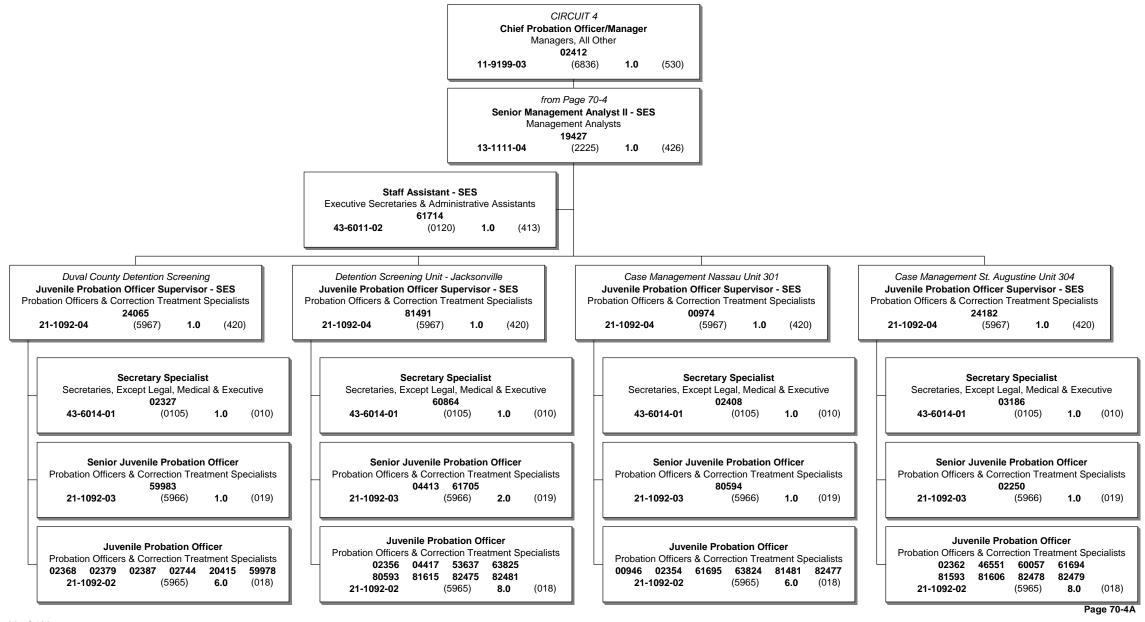


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10 - NORTH REGION

04 - CIRCUIT



CURRENT

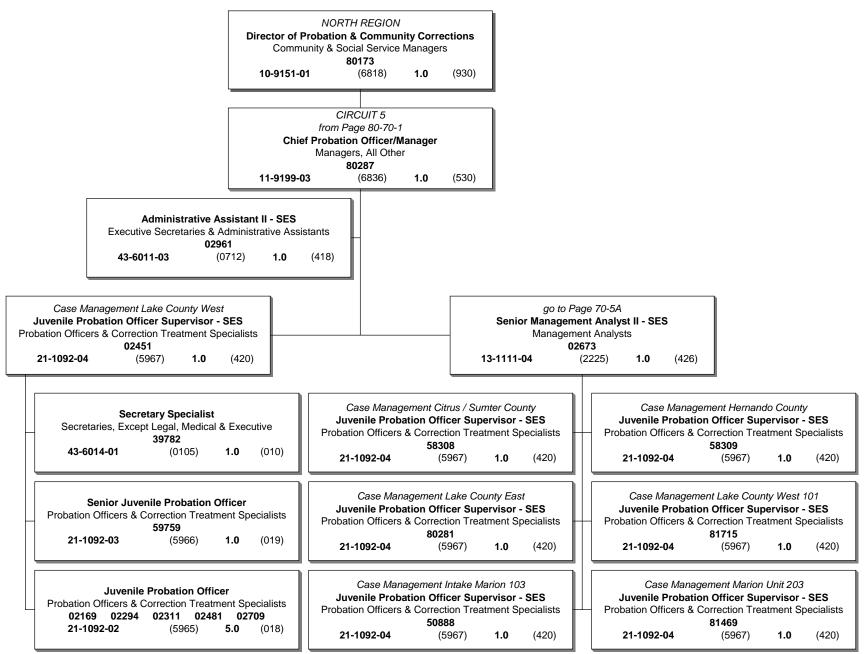
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10 - NORTH REGION

05 - CIRCUIT





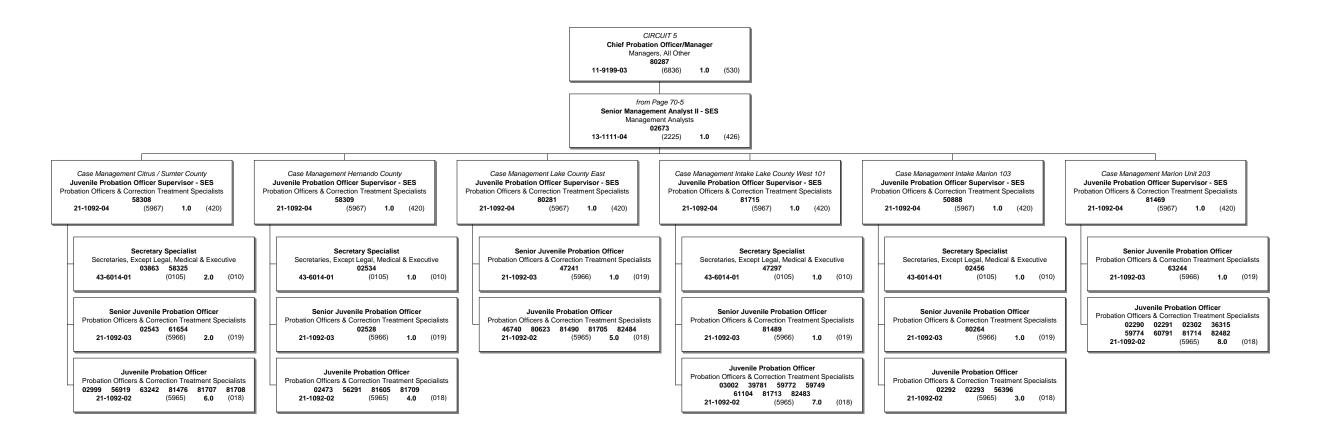
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80 - DEPARTMENT OF JUVENILE JUSTICE

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05 - CIRCUIT



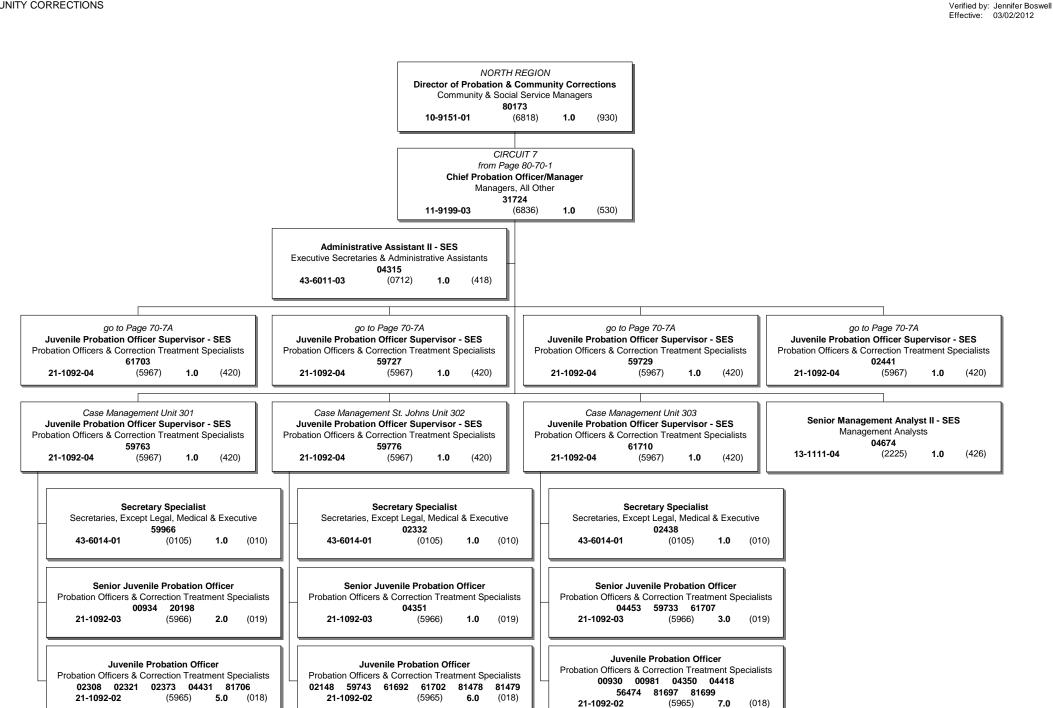
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10 - NORTH REGION

07 - CIRCUIT



CURRENT

80 - DEPARTMENT OF JUVENILE JUSTICE

72 - PROBATION & COMMUNITY CORRECTIONS

10 - NORTH REGION

07 - CIRCUIT

CURRENT

Verified By: Jennifer Boswell Effective: 07/01/2011

CIRCUIT 7 from Page 70-7 Chief Probation Officer/Manager Managers, All Other

31724

11-9199-03

(420)

1.0

(010)

(019)

(6836)

Case Management Unit 304 **Juvenile Probation Officer Supervisor - SES** Probation Officers & Correction Treatment Specialists 61703 21-1092-04 (5967)1.0 (420)

21-1092-03

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

02385

(5966)

Secretary Specialist Secretaries, Except Legal, Medical & Executive 02351

(5967)

1.0

(0105)

Case Management Combined 305

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists 59727

21-1092-04

43-6014-01

Juvenile Probation Officer Senior Juvenile Probation Officer Probation Officers & Correction Treatment Specialists **Probation Officers & Correction Treatment Specialists** 81702 82485 02090 02988 04416 61701 02433 63828 63830 21-1092-02 (5965)6.0 (018)21-1092-03 (5966)3.0

(019)

1.0

Juvenile Probation Officer Probation Officers & Correction Treatment Specialists 19419 39160 53633 59738 59747 21-1092-02 (5965)5.0 (018)

Case Management Combined 306 Juvenile Probation Officer Supervisor - SES Probation Officers & Correction Treatment Specialists 59729 21-1092-04 (5967)1.0 (420)

(530)

1.0

Senior Juvenile Probation Officer Probation Officers & Correction Treatment Specialists 02424 59732 (5966)21-1092-03 (019)2.0

Juvenile Probation Officer Probation Officers & Correction Treatment Specialists 52008 56473 59737 59742 61700 82487 21-1092-02 (5965)6.0 (018)

Case Management Combined 307 **Juvenile Probation Officer Supervisor - SES** Probation Officers & Correction Treatment Specialists 02441 21-1092-04 (5967)1.0 (420)

> **Secretary Specialist** Secretaries, Except Legal, Medical & Executive 59750

43-6014-01 (0105)(010)1.0

Senior Juvenile Probation Officer Probation Officers & Correction Treatment Specialists 02426 04452 59735 21-1092-03 (5966)3.0 (019)

Juvenile Probation Officer Probation Officers & Correction Treatment Specialists 04598 19421 39162 53632 61699 82466 21-1092-02 (5965)6.0 (018)

Case Management - Baker Unit

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

61653

(5967) **1.0**

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

59761

Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

02234 04602 23124 47240 81711

(5965)

(5966)

(420)

1.0

(019)

5.0 (018)

21-1092-04

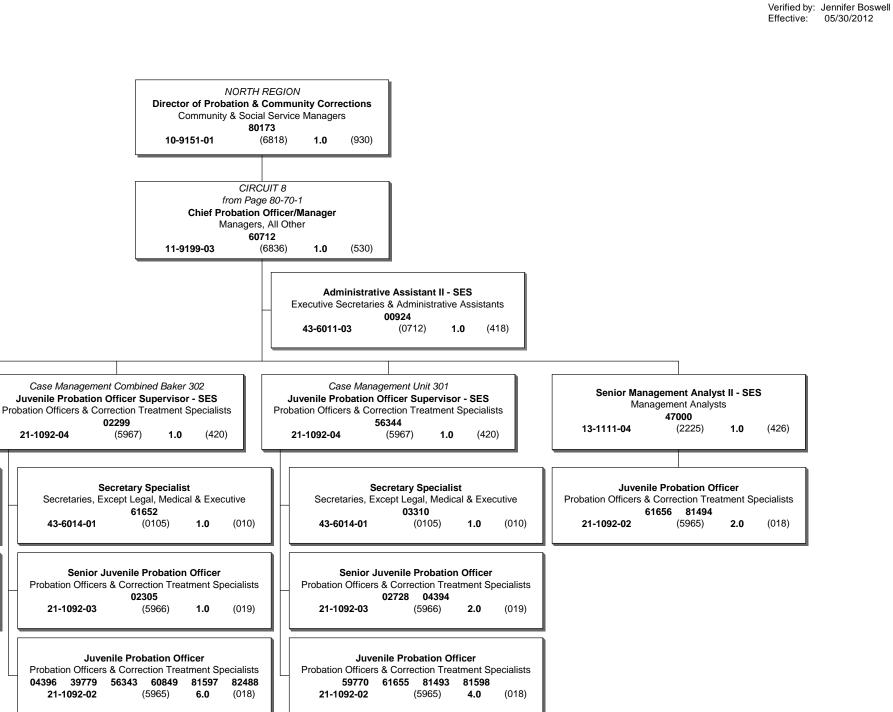
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21-1092-03

21-1092-02

10 - NORTH REGION

08 - CIRCUIT



CURRENT

10 - NORTH REGION

14 - CIRCUIT



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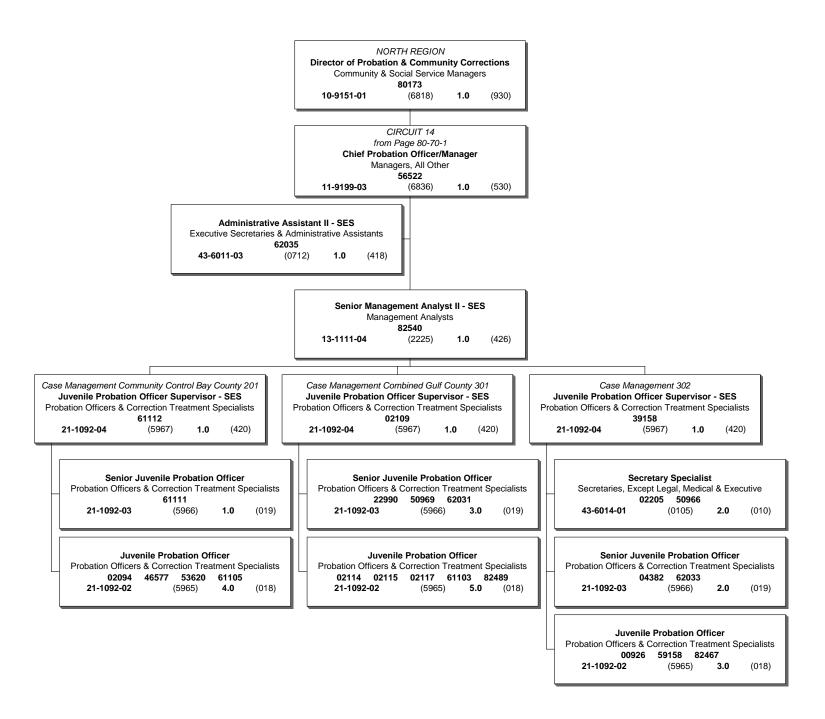


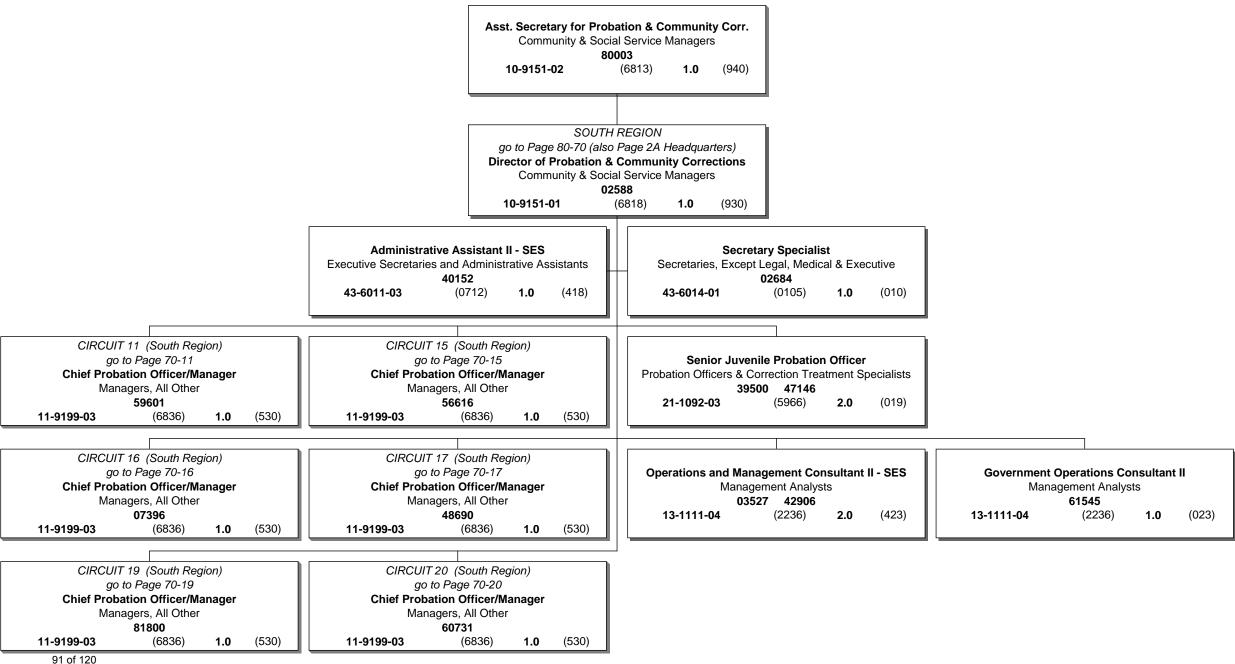
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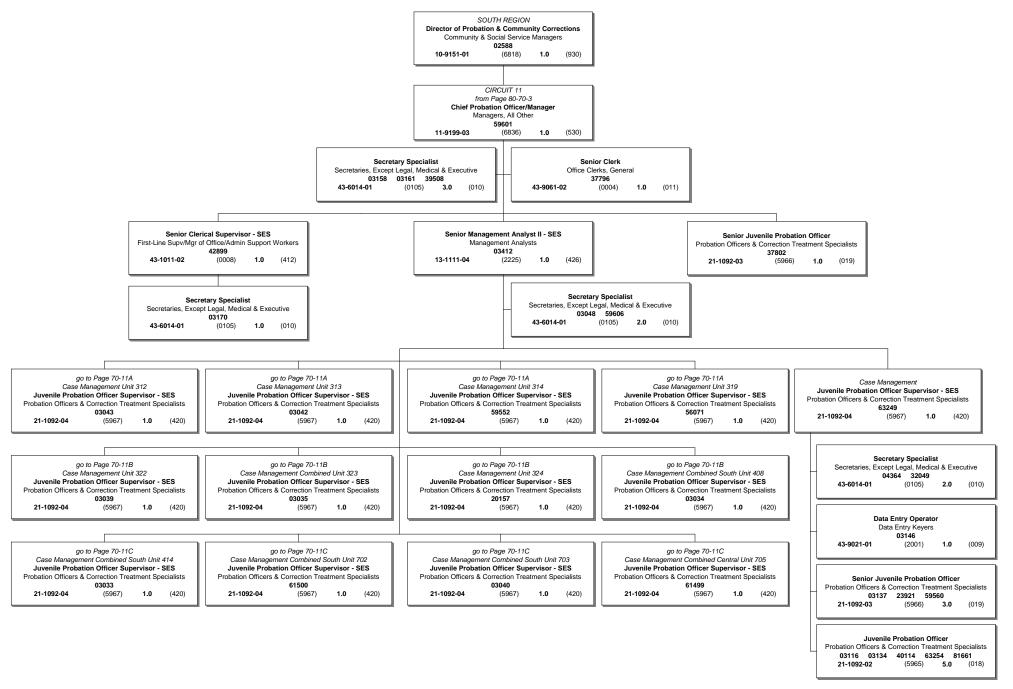


30 - SOUTH REGION

11 - CIRCUIT

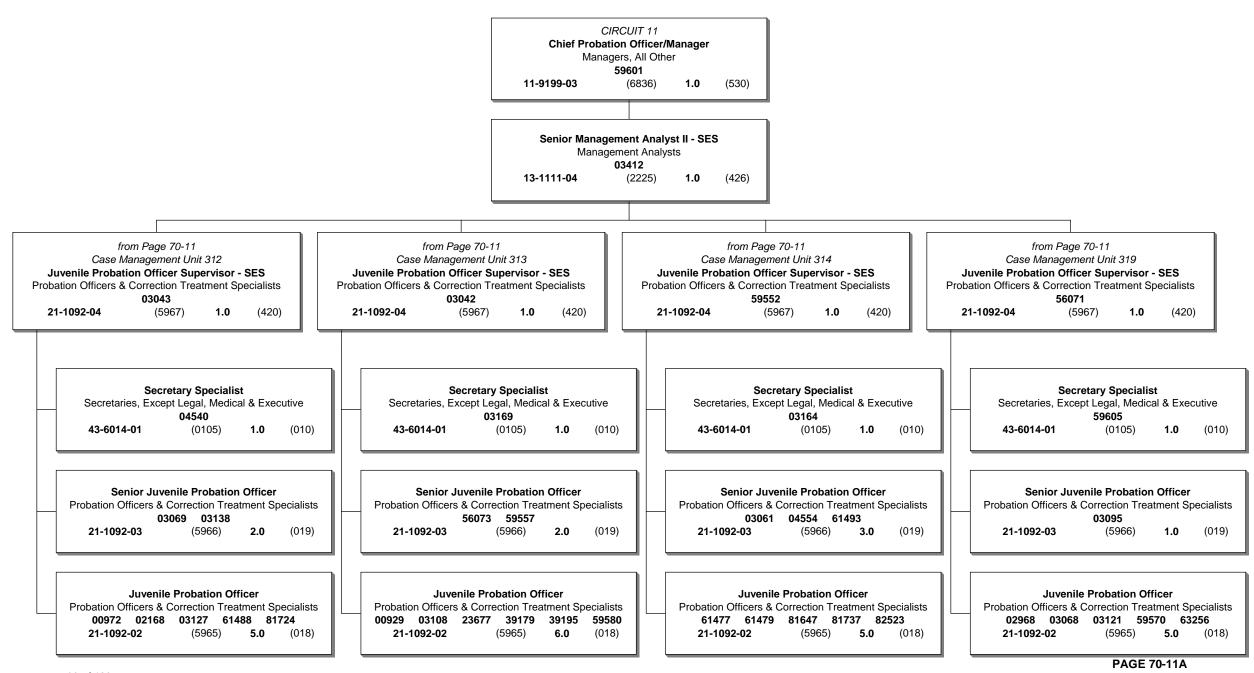
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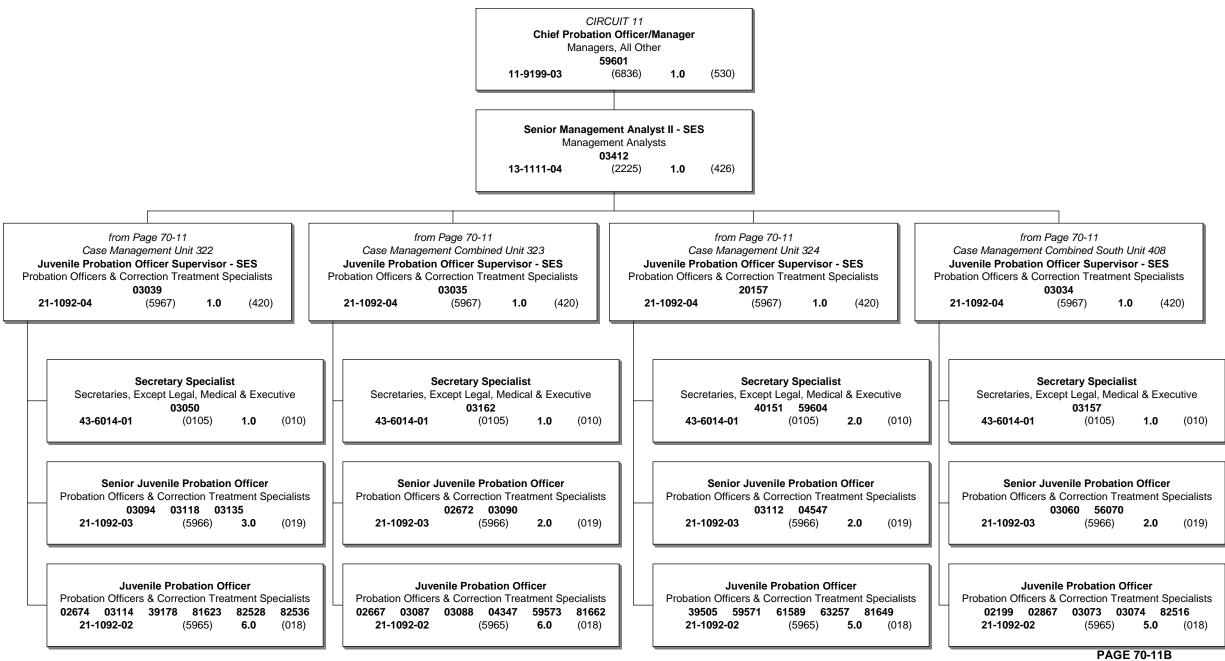


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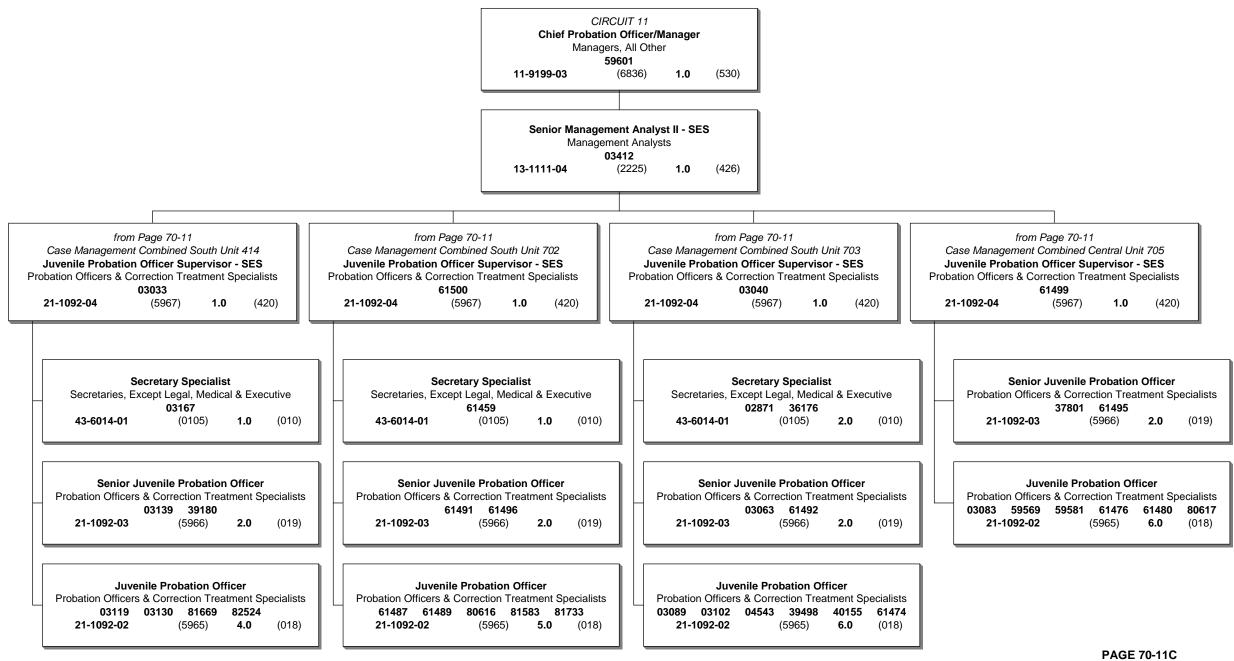
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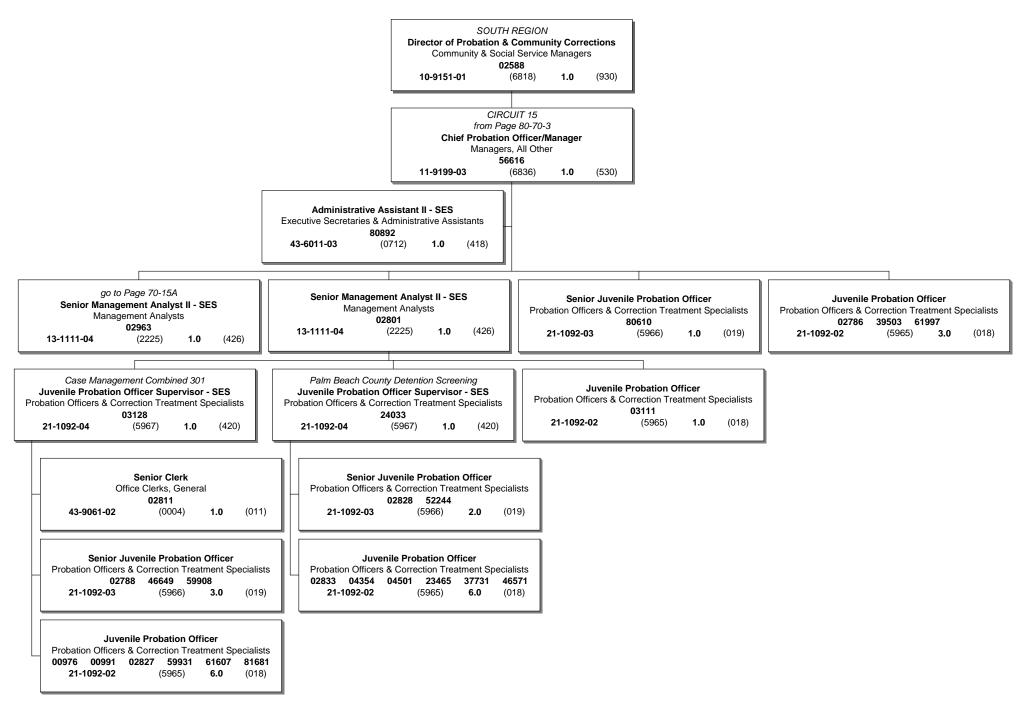
72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION

15 - CIRCUIT



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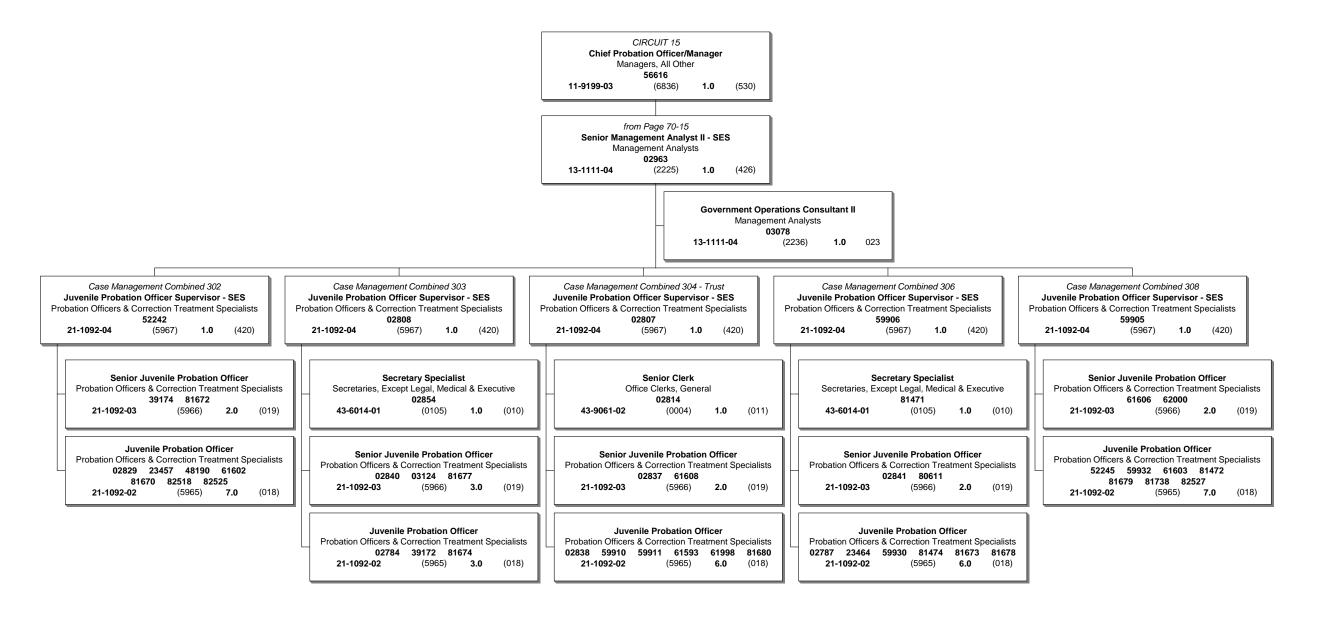


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72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION

15 - CIRCUIT



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80 - DEPARTMENT OF JUVENILE JUSTICE

72 - PROBATION & COMMUNITY CORRECTIONS

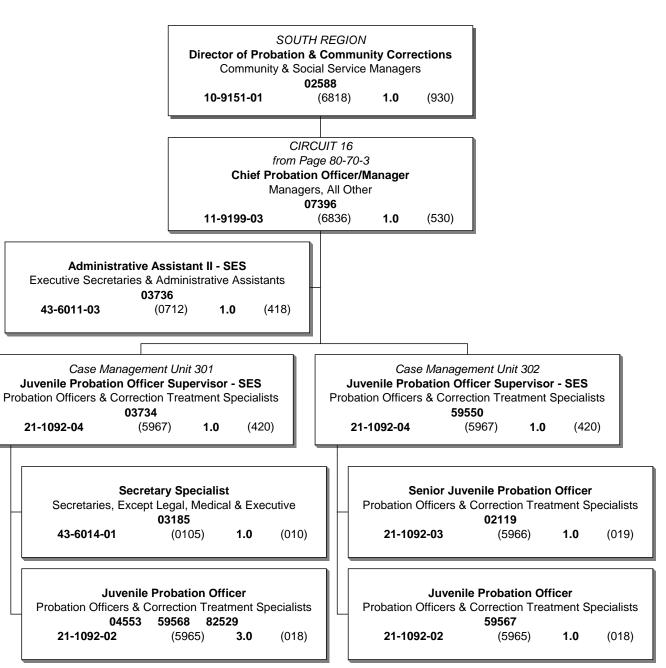
30 - SOUTH REGION

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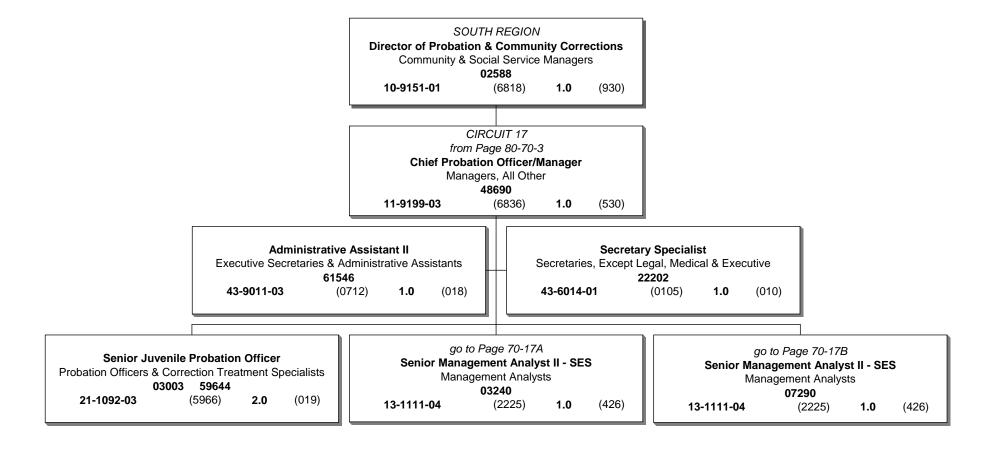
72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION

17 - CIRCUIT



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72 - PROBATION & COMMUNITY CORRECTIONS

Case Management Intake # 102

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

02955

(5967)

Secretary Specialist

Secretaries, Except Legal, Medical & Executive

48693

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

04537

Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

(5965)

02989 59640 60797 61539 81687 82532

(5966)

(0105)

1.0

(420)

1.0 (010)

1.0 (019)

(018)

6.0

21-1092-04

43-6014-01

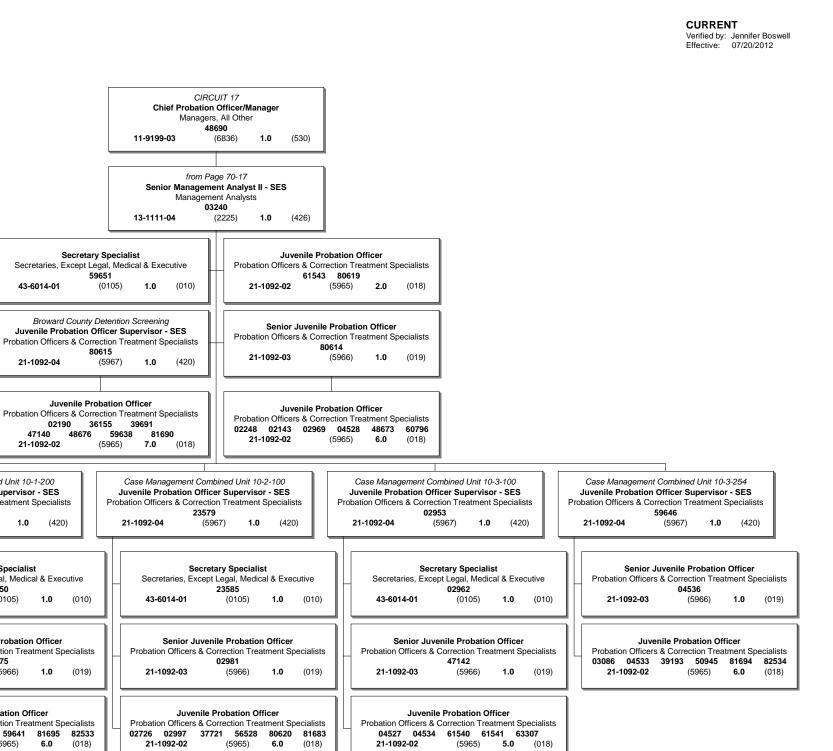
21-1092-03

21-1092-02

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30 - SOUTH REGION

17 - CIRCUIT



Secretary Specialist

59651

80615

(5967)

(0105)

43-6014-01

21-1092-04

21-1092-02

1.0

Case Management Combined Unit 10-1-200

Juvenile Probation Officer Supervisor - SES

Probation Officers & Correction Treatment Specialists

04344

(5967)

Secretary Specialist

Secretaries, Except Legal, Medical & Executive

59650

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

39175

Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

02992 04526 50946 59641 81695 82533

(5965)

(5966)

(0105)

21-1092-04

43-6014-01

21-1092-03

21-1092-02

47140 48676

(420)

1.0

1.0

6.0

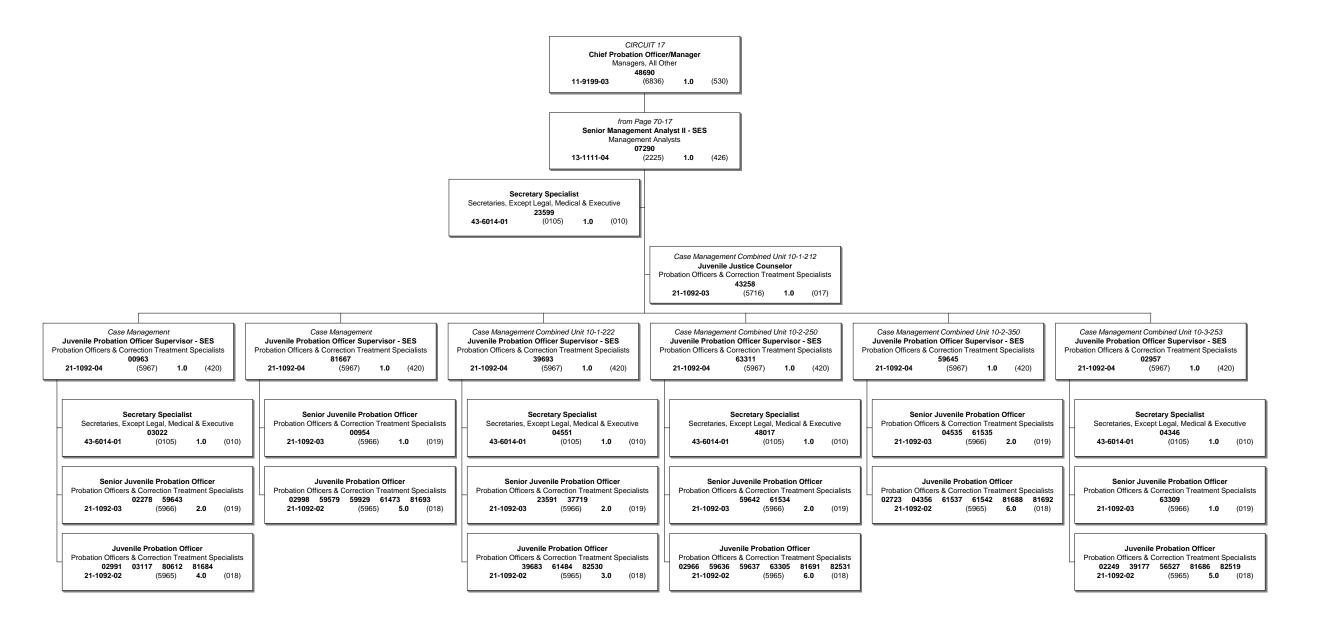
(010)

(019)

(018)

72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION 17 - CIRCUIT



CURRENT

Verified by: Jennifer Boswell

Effective: 08/02/2012

80 - DEPARTMENT OF JUVENILE JUSTICE

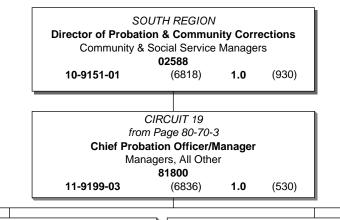
72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION

19 - CIRCUIT

CURRENT

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Detention Screening

Juvenile Probation Officer Supervisor - SES **Probation Officers & Correction Treatment Specialists** 03041

21-1092-04

(5967)

1.0

Case Management Combined - St. Lucie County 302 **Juvenile Probation Officer Supervisor - SES** Probation Officers & Correction Treatment Specialists 56072

21-1092-04

(5967)

1.0 (420) Case Management Combined - Martin County 303

Juvenile Probation Officer Supervisor - SES Probation Officers & Correction Treatment Specialists 44398

21-1092-04

(5967)

1.0 (420) Case Management Combined - Okeechobee County 305 **Juvenile Probation Officer Supervisor - SES**

Probation Officers & Correction Treatment Specialists 48309

(5967)

1.0 (420)

Secretary Specialist

Secretaries, Except Legal, Medical & Executive 04427

43-6014-01

(0105)

1.0

(010

(420)

Secretary Specialist Secretaries, Except Legal, Medical & Executive 61613

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists

43-6014-01

(0105)

(010 1.0

Secretary Specialist

Secretaries, Except Legal, Medical & Executive

02796 59921

43-6014-01

(0105)

(010 2.0

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists (5966)

61609

21-1092-03

(019)1.0

Senior Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists 59907 59939 80626

21-1092-03

21-1092-02

(5966)

(019)

(018)

3.0

11.0

21-1092-03

02792 23470 (5966)

2.0 (019) **Senior Juvenile Probation Officer**

Probation Officers & Correction Treatment Specialists 02891 59909 59940

(5966)

21-1092-03

3.0 (019) **Juvenile Probation Officer**

Probation Officers & Correction Treatment Specialists 03082 03140 52248 56417 81732 81741 6.0

21-1092-02

21-1092-04

(5965)

(018)

Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists 02816 04500 47225 52247 52250 59913 59914 59933 81739 82517 82535

(5965)

Juvenile Probation Officer

Probation Officers & Correction Treatment Specialists 02782 02790 61999 81730 21-1092-02 (5965)4.0 (018)

Probation Officers & Correction Treatment Specialists 02558 59915 59917 81735 81736 (018)

Juvenile Probation Officer

21-1092-02 (5965)5.0

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80 - DEPARTMENT OF JUVENILE JUSTICE

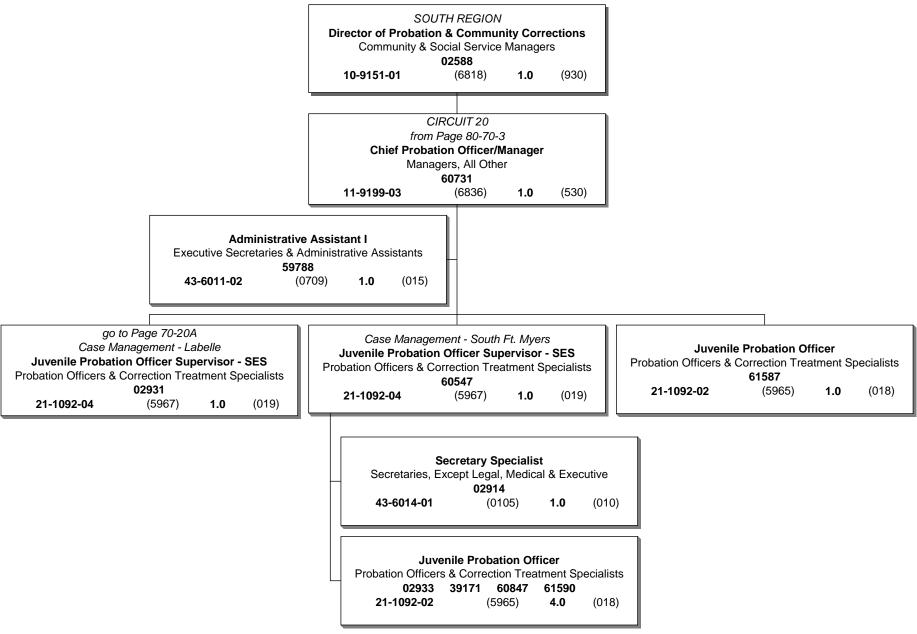
72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION

20 - CIRCUIT



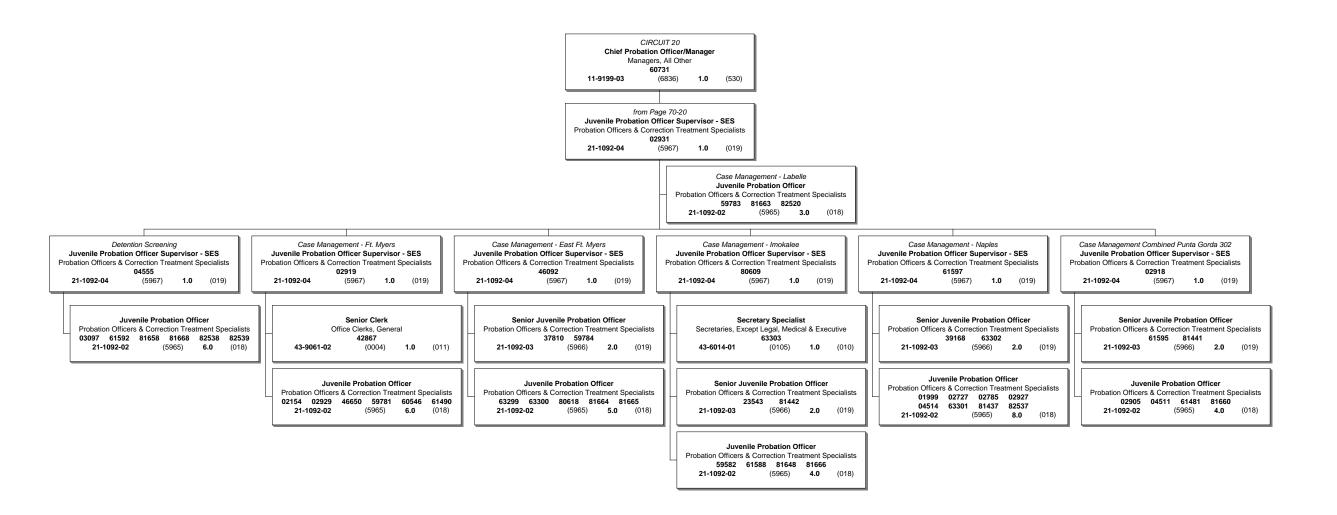
Verified by: Jennifer Boswell Effective: 08/31/2012



72 - PROBATION & COMMUNITY CORRECTIONS

30 - SOUTH REGION

20 - CIRCUIT



CURRENT
Verified by: Jennifer Boswell
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Britt Halfway House

Leslie Peters Halfway House

Falkenburg Academy

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Page 80-6

Page 80-13A

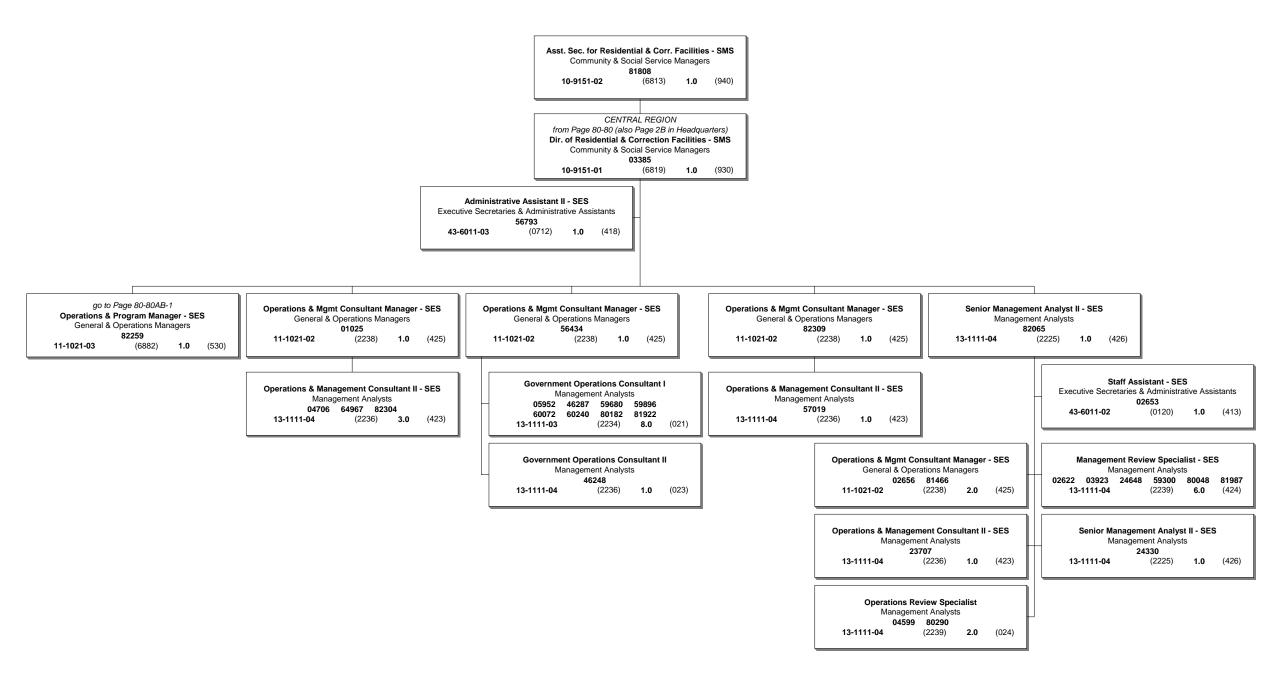
Page 80-13B, 80-13B-1

82 - RESIDENTIAL AND CORRECTIONAL FACILITIES

21 - CENTRAL REGION

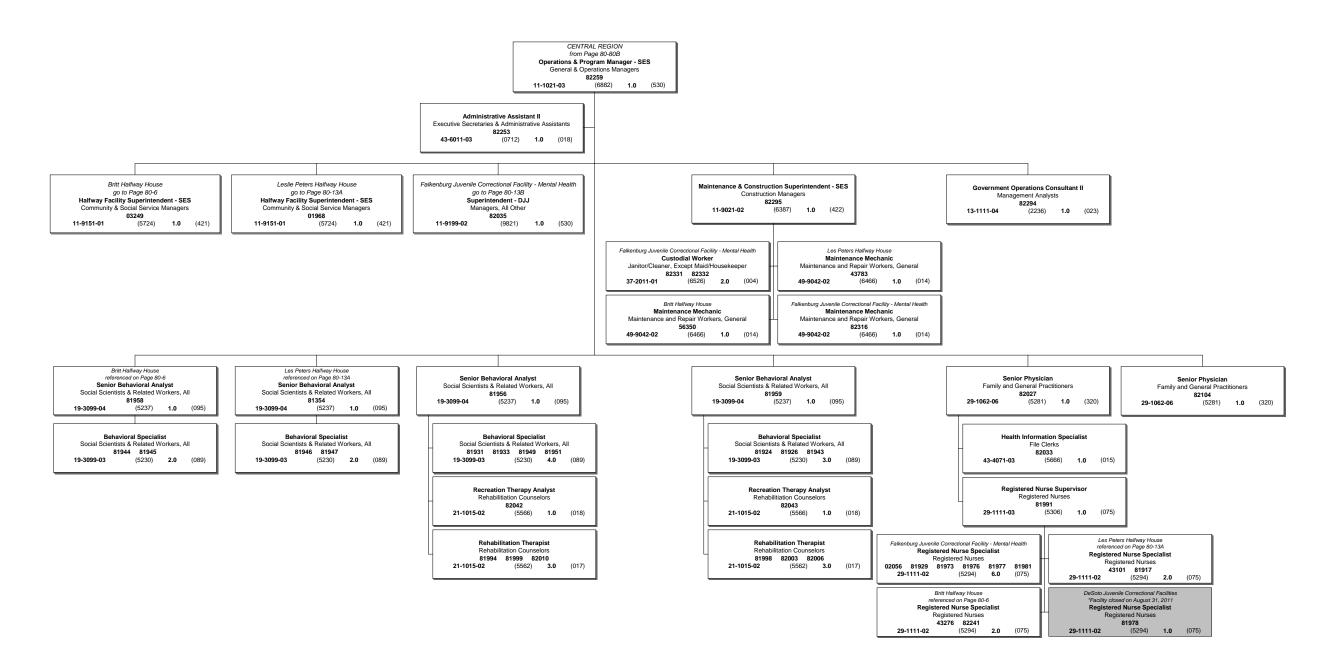


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Verified by Jennifer Boswell
Effective: 08/17/2012

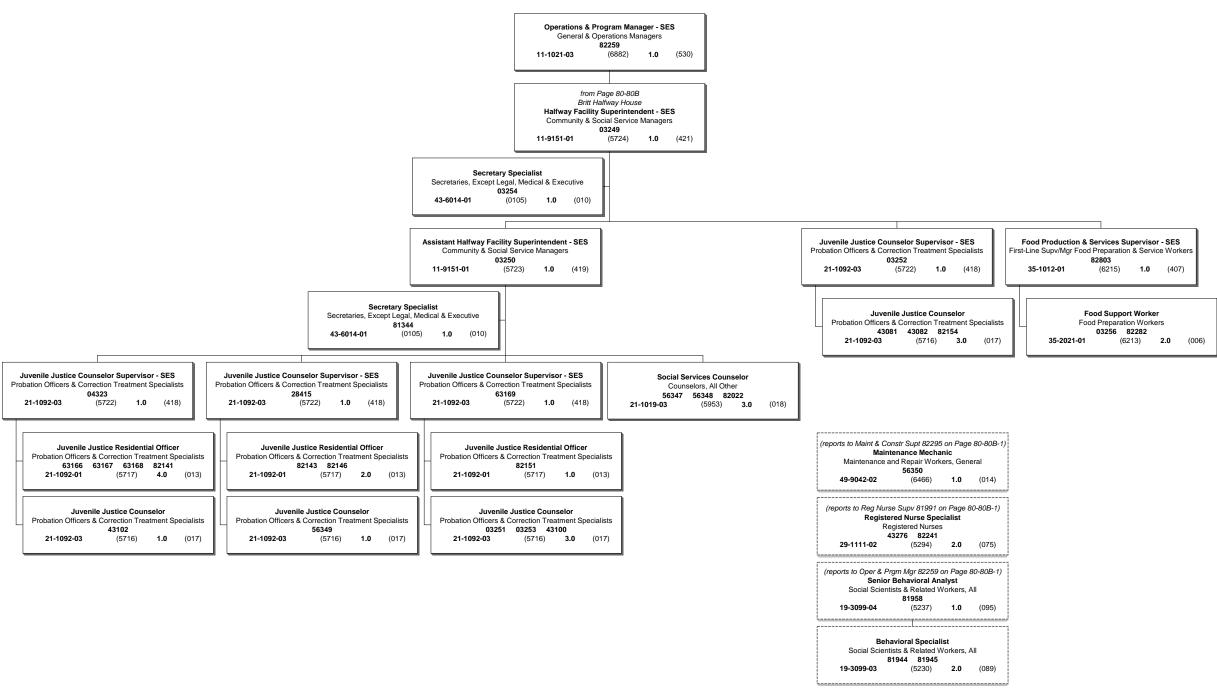
21 - CENTRAL REGION



81 - NON-SECURE RESIDENTIAL COMMITMENT PROGRAMS

21 - CENTRAL REGION

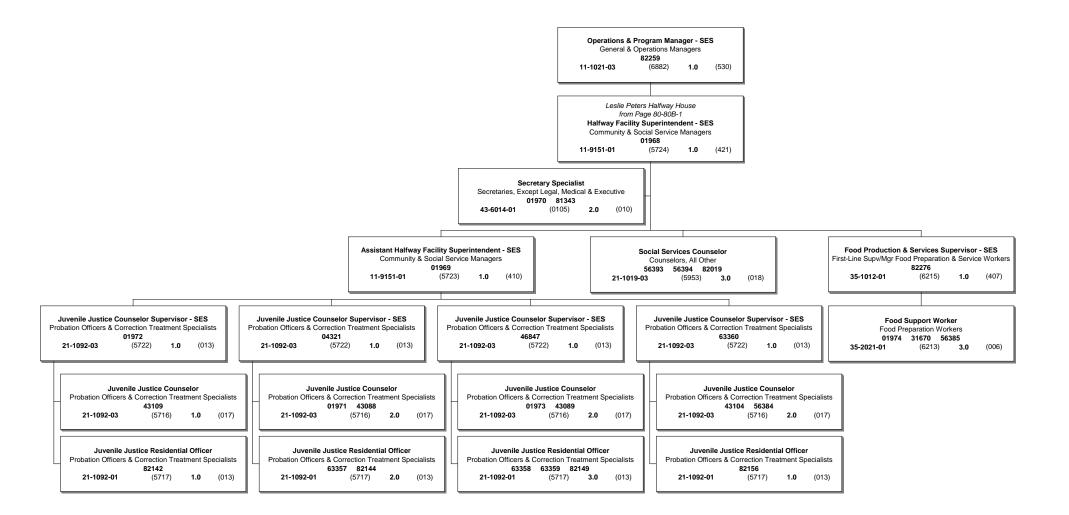
06 - CIRCUIT 6000 - BRITT HALFWAY HOUSE CURRENT
Verified by: Jennifer Boswell
Effective: 07/06/2012



80 - DEPARTMENT OF JUVENILE JUSTICE 81 - NON-SECURE RESIDENTIAL COMMITMENT PROGRAMS

6000 - LESLIE PETERS HALFWAY HOUSE

CURRENT Verified by: Jennifer Boswell Effective: 07/06/2012



(reports to Maint & Constr Supt 82295 on Page 80-80B-1) Maintenance Mechanic Maintenance and Repair Workers, General 43783 49-9042-02 (6466) **1.0** (014)

(reports to Reg Nurse Supv 81991 on Page 80-80B-1) Registered Nurse Specialist Registered Nurses 43101 81917 29-1111-02 (5294) **2.0** (075)

(reports to Oper & Prgm Mgr 82259 on Page 80-80B-1) Senior Behavioral Analyst Social Scientists & Related Workers, All 81354 19-3099-04 (5237)1.0 (095)

Behavioral Specialist Social Scientists & Related Workers, All 81946 81947 19-3099-03 2.0 (089) (5230)

82 - SECURE RESIDENTIAL COMMITMENT PROGRAMS

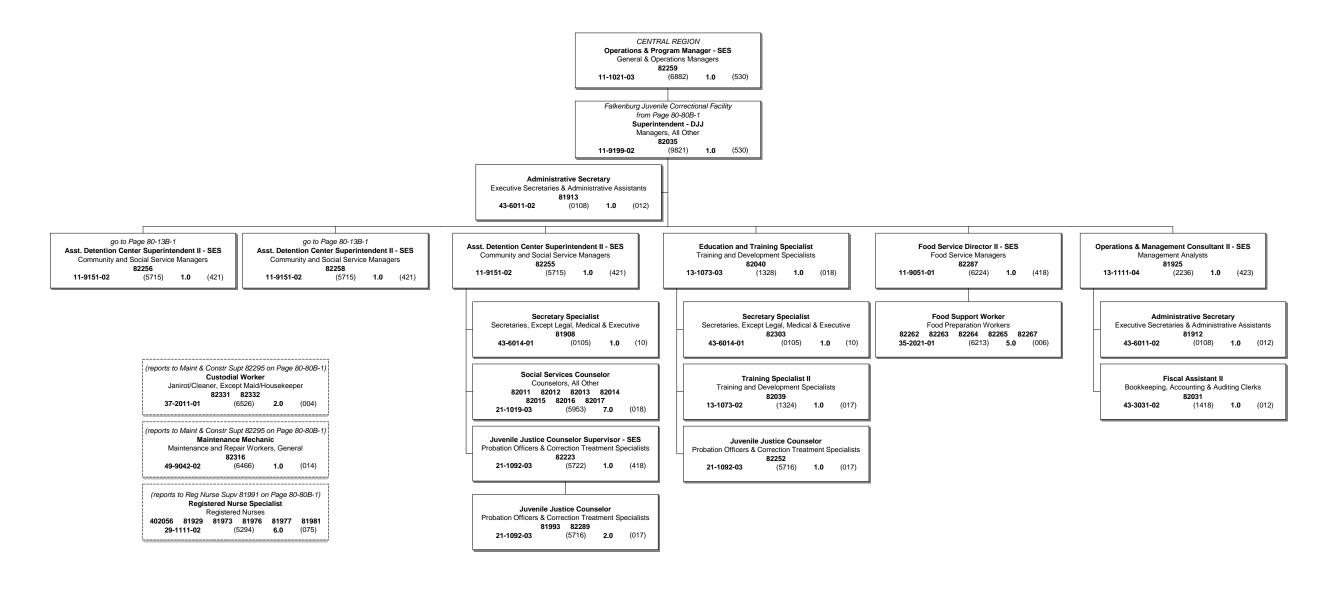
21 - CENTRAL REGION

13 - CIRCUIT

820 - FALKENBURG JUVENILE CORRECTIONAL FACILITY - MENTAL HEALTH

CURRENT

Verified by: Jennifer Boswell Effective: 07/06/2012



82 - SECURE RESIDENTIAL COMMITMENT PROGRAMS

21 - CENTRAL REGION

13 - CIRCUIT

820 - FALKENBURG JUVENILE CORRECTIONAL FACILITY - MENTAL HEALTH

CURRENT

Verified by: Jennifer Boswell Effective: 01/20/2012

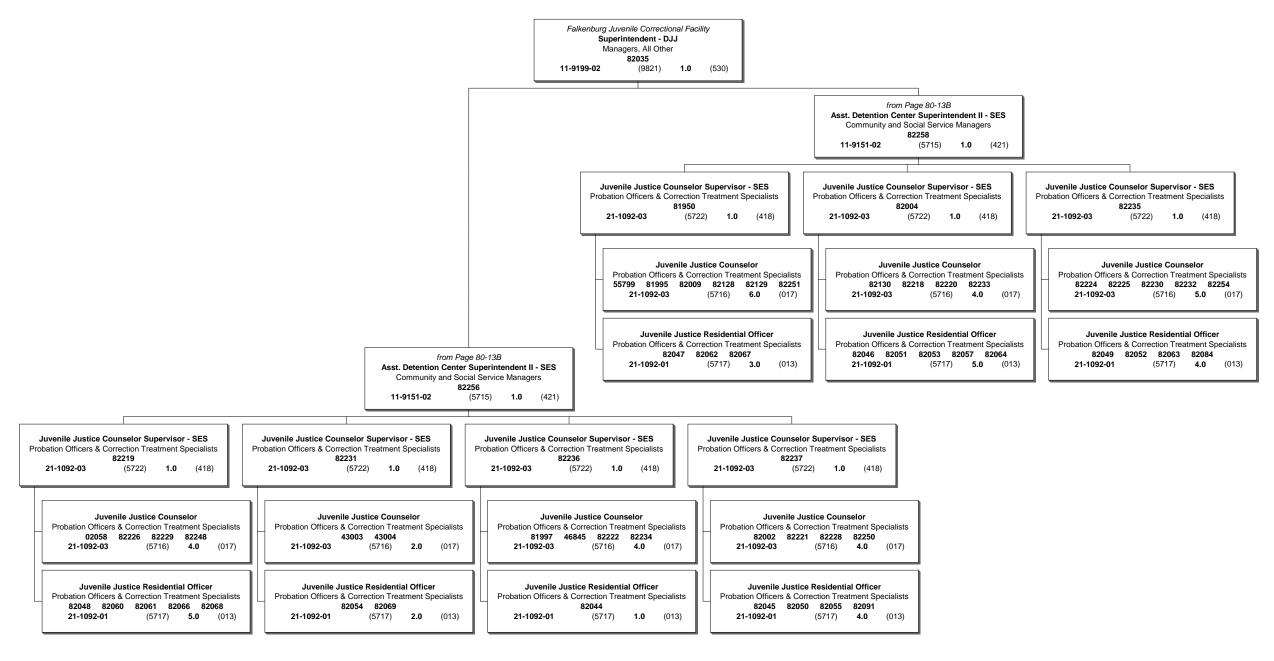


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Contract Development & Planning

Contract Development & Planning

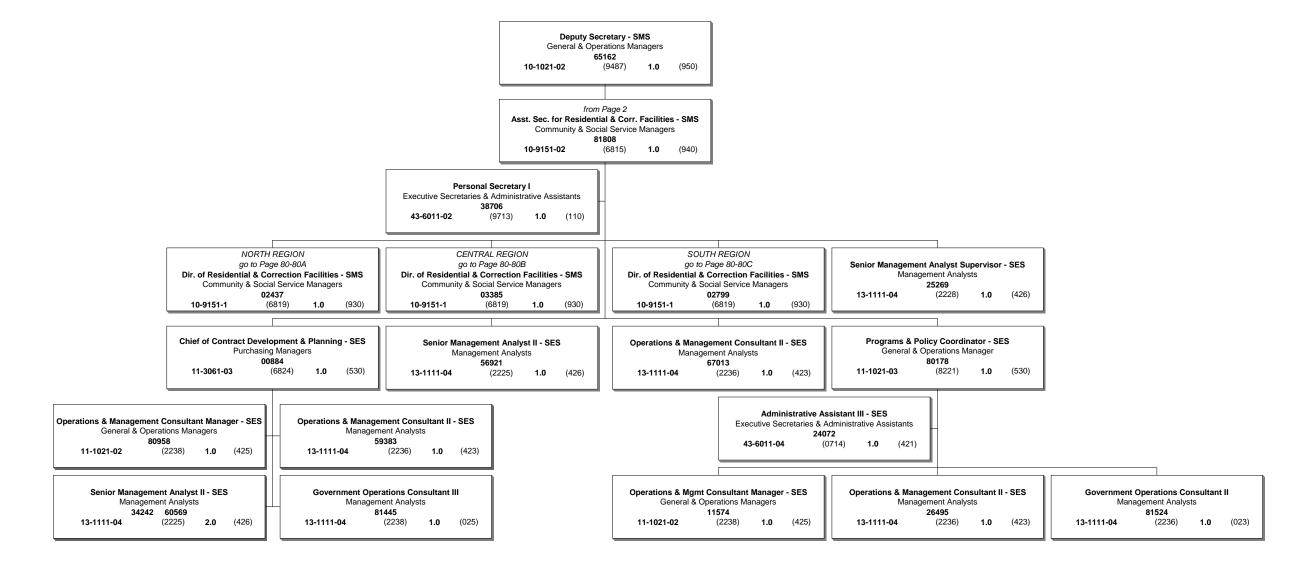
North Region – Director of Residential & Correctional Facilities
Pensacola Boys Base Halfway House
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Page 80-1

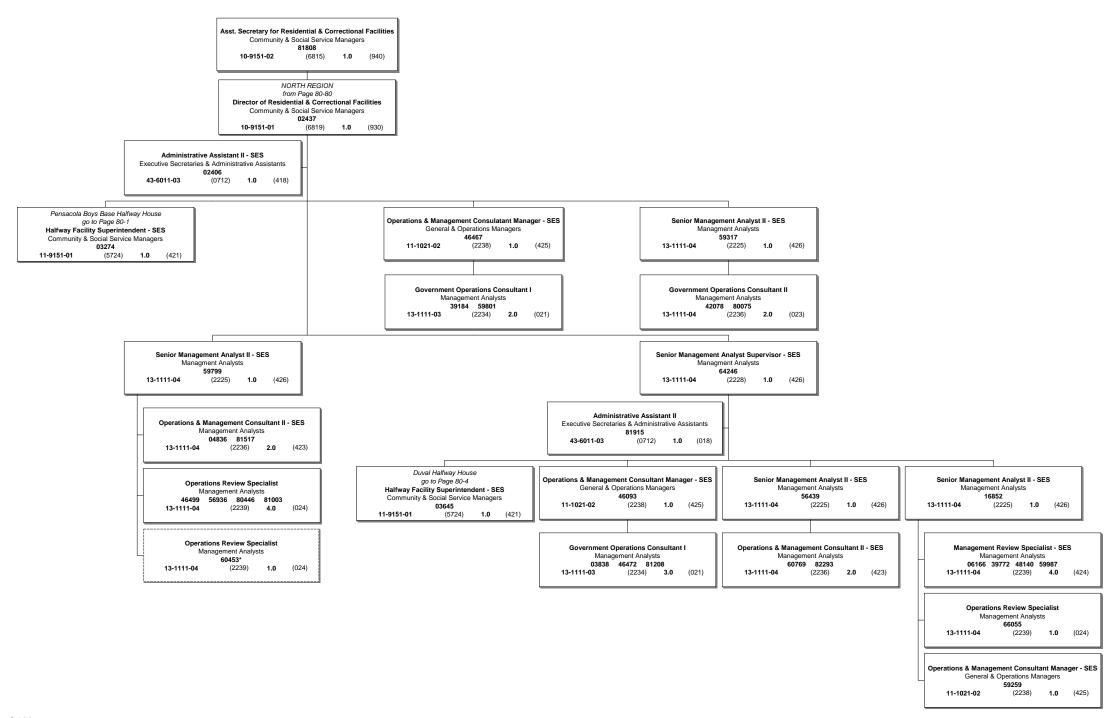
Duval Halfway House Page 80-4

80 - DEPARTMENT OF JUVENILE JUSTICE 80 - ASSISTANT SECRETARY FOR RESIDENTIAL AND CORRECTIONAL FACILITIES HEADQUARTERS and NORTH REGION

CURRENT

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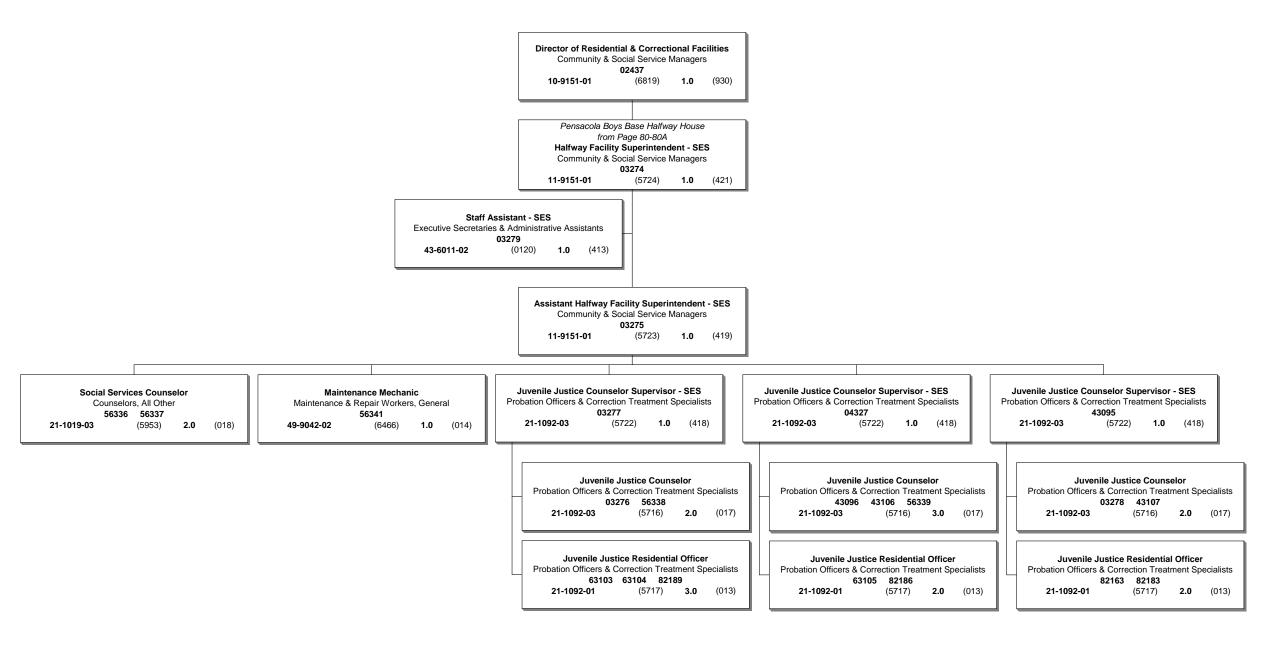
81 - NON SECURE RESIDENTIAL COMMITMENT PROGRAMS

11 - NORTH REGION

01 - CIRCUIT

6000 - PENSACOLA BOYS BASE HALFWAY HOUSE



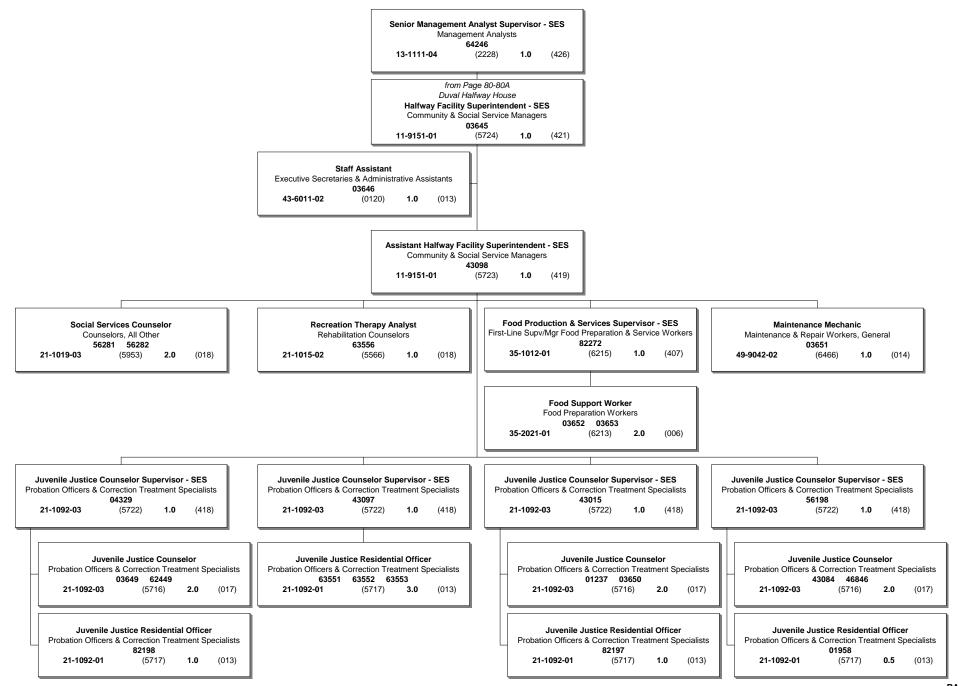


81 - NON-SECURE RESIDENTIAL COMMITMENT PROGRAMS

12 - NORTH REGION

04 - CIRCUIT 6010 - DUVAL HALFWAY HOUSE CURRENT

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30 - SOUTH REGION



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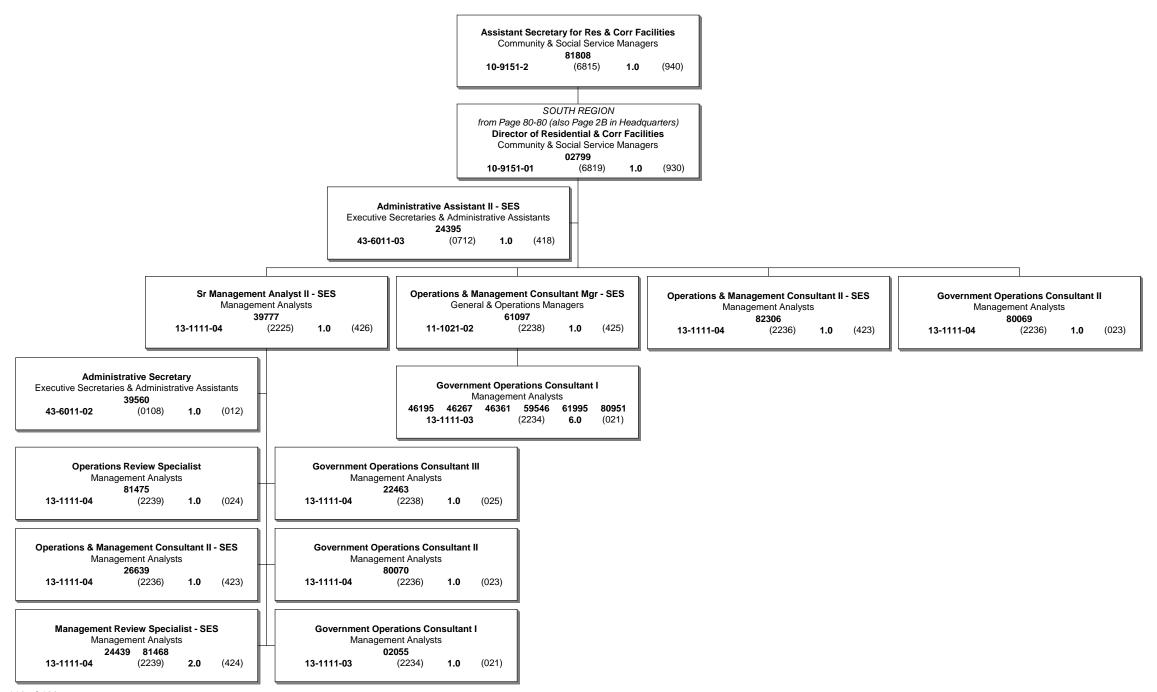


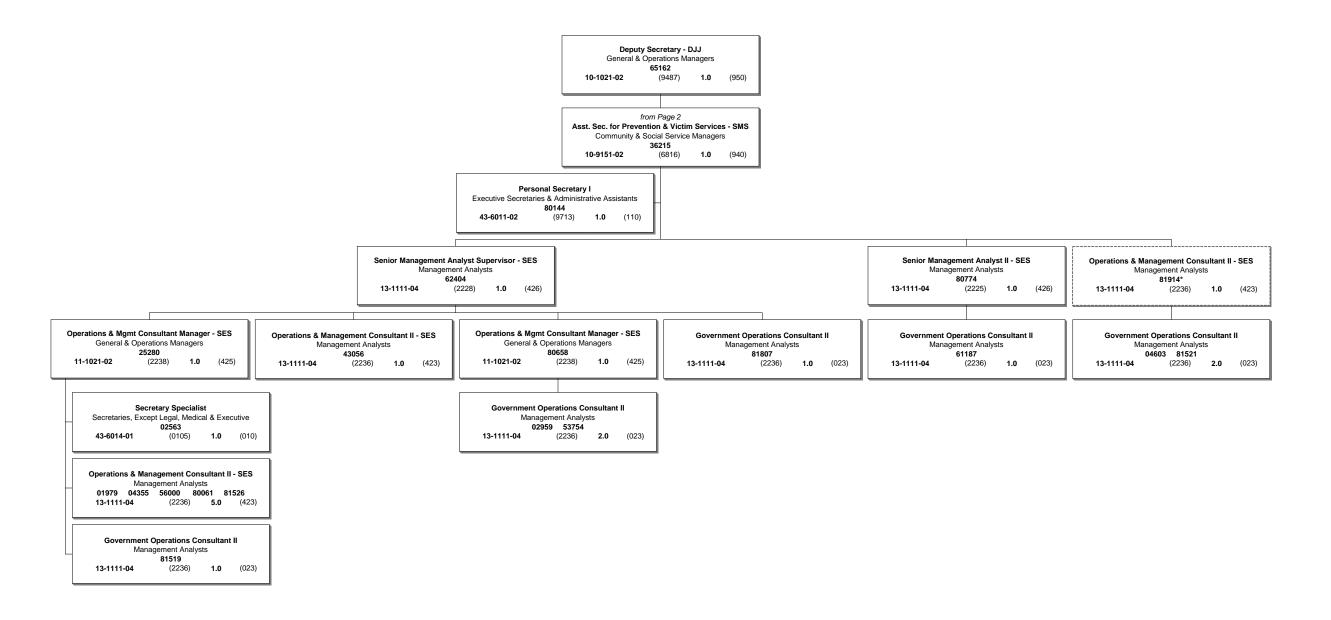
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Assistant Secretary of Prevention and Victim Services

Page 80-90 (also Page 2C in Headquarters)

90 - ASSISTANT SECRETARY OF PREVENTION AND VICTIM SERVICES HEADQUARTERS

CURRENT
Verified by: Jennifer Boswell
Effective: 08/31/2012



JUVENILE JUSTICE, DEPARTMENT OF			FISCAL YEAR 2011-12	
SECTION I: BUDGET		OPERATII	NG	FIXED CAPITAL OUTLAY
OTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			533,503,059	2,106,2
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.) INAL BUDGET FOR AGENCY		_	-6,422,227 527,080,832	2,106,2
	Number of			,
SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
ecutive Direction, Administrative Support and Information Technology (2)				2,086,4
Secure Supervision * Number of cases served. Health Services * Number of cases served	34,512 41,400	2,524.44	87,123,542 7,637,295	
Mental Health Services *Number of cases served	34,512	148.46	5,123,564	
Food Services * Number of resident days food services are provided	377,294		6,045,759	
Transportation * Number of Miles Youths Transported	515,260	2.79	1,438,145	
Facilities, Repair Maintenance *Square feet maintained Counseling And Supervision - Contracted *Number of youths served	994,077 8,64	2.02 5,702.32	2,006,515 49,273,757	
Counseling And Supervision - State Provided * Number of youths served	30,90	1,521.53	47,026,059	
Juvenile Assessment Center Administration * Number of youths served	34,848	79.93	2,785,318	
Intake And Screening * Number of cases served	96,196		36,296,385	
Diversion * Number of youths served	32,526		7,390,159	
Sex Offender Treatment *Number of youths served Independent Living *Number of youths served	359 45		3,497,502 462,757	
Mental Health Treatment *Number of youths served	1,099		1,111,777	
Substance Abuse Treatment * Number of youths served	4,773		12,637,958	
Care And Custody * Number of youths served	6,888		160,147,199	
Behavioral Training And Life Skills * Number of youth served	6,888		4,211,463	
Vocational Training *Number of youths served Secure Mental Health Treatment Facility *Number of youths served	6,529 147	383.37 82,192.72	2,501,503 12,082,330	
Secure Mental Health Treatment Facility "Number of youths served Secure Children-in-need-of-services /Families-in-need-of-services * Number of youths served	147	6,250.00	12,082,330	
Non-secure Children-in-need-of-services / Families-in-need-of-services * Number of youths served	13,322	2,289.55	30,501,376	
Female Diversion Programs * Number of youths served	2,09	5,240.09	10,957,031	
School Attendance * Number of youths served	729		846,102	
Violence Reduction *Number of youth served Afterschool Programming *Number of youths served	2,725	712.19 397.71	1,940,715 808,537	
Central Communications Center * Number of incidents referred for review	4,269		360,744	
Juvenile Justice System Improvements *Number of programs impacted	14	205,331.14	2,874,636	
TAL			497,125,628	2,086
SECTION III: RECONCILIATION TO BUDGET			471,123,020	2,086
SS THROUGHS TRANSFER - STATE AGENCIES				
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER				
EVERSIONS			29,955,193	19,
OTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			527,080,821	2,106,
THE DODGETT ON MOLINOT (TOTAL MOLINITIES + 1 833 THEORY IS + NOVEL STORING CYCLE CYCLE ADDRESS (4)			JZ1,UUU,UZ1	۷,100,

⁽¹⁾ Some activity unit costs may be overstated due to the allocation of double budgeted items.

⁽²⁾ Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity. (3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

⁽⁴⁾ Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

SCHEDULE XIII PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT COMMODITY CONTRACTS

Contact Information

Agency: Department of Juvenile Justice (DJJ)

Name: Richard Haire

Phone: (850) 921-7952

E-mail address: Richard.Haire@djj.state.fl.us

Deferred-payment commodity contracts are approved by the Department of Financial Services (department). The rules governing these contracts are in Chapter 69I-3, Florida Administrative Code and may be accessed via the following website https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-3. Information on the program and other associated information on the Consolidated Equipment Financing Program and Guaranteed Energy Savings Contracts may be accessed via the following website http://www.myfloridacfo.com/aadir/statewide_financial_reporting/.

For each proposed deferred-payment commodity contract that exceeds the threshold for Category IV as defined in Section 287.017, *Florida Statutes*, complete the following information and submit Department of Financial Services forms Lease Checklist DFS-A1-411 and CEFP Checklist DFS-A1-410 with this schedule.

1. Commodities proposed for purchase.

Replacement and installation of telecom and data equipment located in the Knight and Alexander Buildings, Tallahassee, Florida, with the commodity code 730310 telephone system. The installation is scheduled to begin during FY 2012-13.

2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.

The purchase of telecom and data equipment is expected to be from a state purchasing contract. The state purchasing contract process is based on payment after delivery. The department is currently working with Siemens in regards to a lease purchase agreement.

3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).

Historically, financing equipment is the most economical means of purchasing items when the department does not have funds to cover the purchase in one lump sum. The entire purchase price was not possible from a single fiscal year's budget, without sacrificing other critical agency priorities.

4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.

Budget in the amount of \$59,032 was transferred from the Expenses category to the Deferred-Payment Commodity Contracts category via budget amendment #B-ED13-0001/EOG #B0021. The following issue codes were included in the DJJ's FY 2013-14 Legislative Budget Request to continue the approved budget amendment: 1600440 – Transfer Budget Between Appropriation Categories for Deferred Payment Commodity Contracts – Add and 1600450 – Transfer Budget Between Appropriation Categories for Deferred Payment Commodity Contracts – Deduct.

Office of Policy and Budget – July 2012

Schedule XIV Variance from Long Range Financial Outlook

Age	ency: Department of Juvenile Justice	Contact: Vickie J. Harris	
	• • •	each agency Legislative Budget Request to be based upon and reflect Budget Commission or to explain any variance from the outlook.	: the long
1)	Does the long range financial outlook adopted by t expenditure estimates related to your agency?	he Joint Legislative Budget Commission in September 2012 contain re	evenue or
	Yes X No		
2)		udget drivers that reflect an estimate for your agency for Fiscal Year 2	

			FY 2013-2014 Estimate/Request Amour	
			Long Range	Legislative Budget
	Issue (Revenue or Budget Driver)	R/B*	Financial Outlook	Request
а	Department of Juvenile Justice-Prevention and Intervention Programs	В	2.3 M	9,966,720
b	Maintenance, Repairs, and Capital Improvements - Statewide Buildings	В	5.6 M	20,599,061
С				
d				
е				
f				

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

Item a - The department's FY 2013-14 Legislative Budget Request includes the following issues in the Delinquency Prevention and Diversion budget entity: 1) \$5,905,343 transferred from multiple budget entities to properly align prevention/intervention initiatives; 2) \$3,936,377, savings associated with underutilized residential beds, from the Non-Secure Residential Commitment budget entity to implement initiatives that will strengthen prevention and interventions services; and 3) \$125,000, non-recurring General Revenue, is requested to implement Phase I of the SEED School of Miami. The school will eventually provide an intensive educational program that prepares at-risk youth for success in college and beyond. The Long Range Financial Outlook's projection for this budget driver is based on a four-year appropriation average. Item b - The department's issues include the \$5.6M projected in the Long Range Financial Outlook for this budget driver and additional funding requests for other needs associated with maintaining the state's property.

request.

Office of Policy and Budget - July 2012

^{*} R/B = Revenue or Budget Driver

Florida Department of Juvenile Justice Juvenile Detention Program Detention Centers Exhibits or Schedules



Wansley Walters, Secretary

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2013 -2014

Department: Juvenile Justice Chief Internal Auditor: Michael Yu, CIA

Budget Entity: <u>Detention Centers</u>

Phone Number: (850) 921-5698

(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
A-1112-DJJ-001	2011-2012	Audit of Detention's	Finding 1: The review of 100 youth medical	Management stated that Detention	
		Healthcare Services	records at ten regional juvenile detention centers	Services agree with the	
			disclosed that nine Comprehensive Physical	recommendations and the following	
			Assessments were not conducted in accordance	actions will be implemented:	
			with the requisite time frame of ten days. Six of	· On at least a quarterly basis, the	
			those Comprehensive Physical Assessments	Detention Registered Nursing	
			were completed between three to six days	Consultants will review	
			beyond the ten day requirement. One	Comprehensive Physical Assessments	
			Comprehensive Physical Assessment was not	to confirm that the reviews are	
			conducted for a youth that had been at the	conducted in a timely manner.	
			facility for twenty days at the time of the review.	Workload or system issues will be	
			One Comprehensive Physical Assessment was	addressed.	
			not conducted for a youth that had been at the	· Utilize the Detention Registered	
			facility for eleven days at the time of the review.	Nursing Consultants to conduct	
			Another Comprehensive Physical Assessment	specialized training of nursing staff on	
			was not conducted for a youth that was at the	medication management, with	
			facility for ten days and subsequently	particular focus on the medication	
			discharged. It was noted that eight of the nine	inventory process, and safety and	
			Comprehensive Physical Assessments were at	security of medications.	
			the regional juvenile detention centers whose	· On at least a quarterly basis, the	
				Detention Registered Nursing	
				Consultants will provide technical	
			complaints for one youth at two of the ten	assistance to the detention clinic staff	
			,	regarding appropriate medical records	
				management and documentation.	
			Finding 3: The review of the Individual	-	
			Healthcare Records (Medical Records) showed		
			that youth photos were not always kept current.		
			, , , , , , , , , , , , , , , , , , ,		

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS Budget Period: 2013 -2014 **Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity: Detention Centers** Phone Number: (850) 921-5698 **(2) (3) (5) (6)** REPORT PERIOD SUMMARY OF SUMMARY OF ISSUE **NUMBER ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CORRECTIVE ACTION TAKEN CODE Finding 4: During the audit, it was noted that Due to budget limitations, 24/7 nursing staff is not feasible at this the refrigerator containing medication in the time. The department will submit an clinic at one regional juvenile detention center did not have a lock. This made the medication issue in their legislative budget request during the next fiscal year to accessible to youth as they are frequently in the clinic. This possible access could pose a risk to address these budget limitations in order to increase the nurse staffing the safety of youth. hours at the regional juvenile Finding 5: During the audit, it was noted that at one regional juvenile detention center, the detention centers. On at least a quarterly basis, the actual supply of acetaminophen (an over-the-Detention Registered Nursing counter medication) did not reconcile to the Consultants will provide technical inventory record sheet. assistance to the detention clinic staff **Recommendation:** We recommend: regarding appropriate medical records Detention review its medical services management of the Sick Call Index processes to identify and eliminate the factors causing the delay of conducting Comprehensive Forms, Individual Healthcare Records, Medication Administration Physical Assessments. Records and all other required Detention review its medical services procedures to ensure that the sick call documentation. · The Office of Health Services is complaints are consistently transferred to the Sick Call Index Form. exploring other options to determine The department enforces the inclusion of all the feasibility of redesigning medical services oversight. the required components of the Individual Healthcare Records and the Medication Administration Records. · Medical staff at the regional juvenile detention centers having medication inventory control issues be provided training pertaining to medication inventory controls.

Budget Period: 2013 -2014 SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS **Department: Juvenile Justice** Chief Internal Auditor: Michael Yu, CIA **Budget Entity: Detention Centers** Phone Number: (850) 921-5698 **(2) (3) (5) (6)** REPORT PERIOD SUMMARY OF SUMMARY OF **ISSUE NUMBER ENDING** UNIT/AREA FINDINGS AND RECOMMENDATIONS CORRECTIVE ACTION TAKEN CODE Based on the evaluation of healthcare services processes, we further recommend the department: · Conduct a study of the feasibility of redesigning the current medical services oversight structure to include the oversight of the Designated Health Authority and Advanced Registered Nurse Practitioner's performance. Explore the feasibility of incorporating a health education curriculum in the regular school classes that address all health issues that predominantly affect youth and include gender specific classes within the detention school education program. A study should be conducted on the available levels of funding to provide for the educational needs of all youth. Re-evaluate the current healthcare services contracting practice to assess the feasibility of employing in-house medical staff. We also recommend that the department conducts a study to assess the cost and benefit of having 24/7 nursing staff on site in the regional juvenile detention centers. Develop and implement an electronic medical records management system to better manage youth medical records and to improve the healthcare services to youth.

Office of Policy and Budget - July 2012

Florida Department of Juvenile Justice Residential Corrections Program Secure Residential Commitment Exhibits or Schedules



Wansley Walters, Secretary

	SCHEDULE V	T: DETAIL OF DE	EBT SERVICE	
Department:	80 Juvenile Justice		_	od 2013 - 14
Budget Entity:	80800200 Secure	Residential Commit (2)	<u>ment</u> (3)	(4)
(1)		ACTUAL	ESTIMATED	REQUEST
SECTION I		FY 2011 - 12	FY 2012 - 13	FY 2013 - 14
Interest on Debt	(A)	584,685	521,896	455,494
Principal	(B)	1,197,497	1,260,577	1,346,473
Repayment of Loans	(C)			
Fiscal Agent or Other Fees	(D)			
Other Debt Service	(E)	4,277	4,277	4,277
Total Debt Service	(F)	1,786,459	1,786,750	1,806,244
Explanation:	payments for Hasti (96-Bed Juvenile F	ings Comprehensive	contractually obligated Mental Health Treatm t. Johns County. This	ent Program
SECTION II				
ISSUE:				
(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2013	JUNE 30, 2014
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 2011 - 12	FY 2012 - 13	FY 2013 - 14
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			
ISSUE:				
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 2013	JUNE 30, 2014
		ACTUAL FY 2011 - 12	ESTIMATED FY 2012 - 13	REQUEST FY 2013 - 14
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(1)			
Other	(J)			

Office of Policy and Budget - July 2012

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

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

(addition	nal sheets can be used as necessary), and "TIPS" are other areas to consider.	Program	or Service	e (Budget I	Intity C	odes)
	Action	80400100		(Duaget 1	Zitity C	oucs)
	Action	80400100	Dept.			
1. GEN	NERAL					
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			
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			
AUDIT						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit					
	Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4	Has security been set correctly? (CSDR, CSA)	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. EXH	HBIT 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 58 of the LBR					
	Instructions?	Y	N/A			ı
2.2	Are the statewide issues generated systematically (estimated expenditures,					
	nonrecurring expenditures, etc.) included?	Y	N/A			ı
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions					
	(pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4	Have the coding guidelines in Section 3 of the LBR Instructions (pages 15					
	through 30) been followed?	Y	Y			
3. EXH	HBIT 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			
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.	N/A	N			
AUDIT:						
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")					
	i d ii i i i i i i i i i i i i i i i i	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			

		Program o	or Service	e (Budge	et Entity (Codes)
	Action	80400100	Dept.			
TID						
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. EXH	IIBIT 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 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	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. EXH	(IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			T
AUDITS					<u>.</u>	
5.2	Do the fund totals agree with the object category totals within each appropriation					1
	category? (ED1R, XD1A - Report should print "No Differences Found For					
	This Report")	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			<u> </u>
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.)	* 7	* 7			
		Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column					
	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2011-12 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.					
	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on					_
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A			

		Program	or Service (l	Budget Entit	y Codes)
	Action	80400100	Dept.		
			1 1	<u> </u>	
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 FYU	HBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15				
7.1	through 30 of the LBR Instructions.)	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the				
,	explanation consistent with the LRPP? (See page 66-67 of the LBR				
	Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional				
	narrative requirements described on pages 68 through 70 of the LBR				
	Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT				
	COMPONENT?" field? If the issue contains an IT component, has that	37/4			
	component been identified and documented?	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and				
	Human Resource Services Assessments package? Is the nonrecurring portion in				
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A		
7.6	Does the colony note received amount accountally reflect any new received and are	IN/A	IN/A		
7.6	Does the salary rate request amount accurately reflect any new requests and are				
	the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits	11/11	11/71		
7.7	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	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	-	1 1/11		
7.0	where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?				
		N/A	N/A		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or				
	in the process of being approved) and that have a recurring impact (including				
	Lump Sums)? Have the approved budget amendments been entered in Column				
	A18 as instructed in Memo #13-003?	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions				
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?				
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.				
	(PLRR, PLMO)	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements				
	when requesting additional positions?	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	37/4			
	as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	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.)	N/A	N/A		
		1 - " - 1	1 - " - *		

		Program o	or Service	(Budget	Entity C	odes)
	Action	80400100	Dept.	(= ###		
		00.00100	Бера.			
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, 23001C0 or 55C01C0)?	N/A	N/A			
7 17	33001C0 or 55C01C0)?	IN/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT:			<u>l</u>			
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year					
	Expenditures) issues net to zero? (GENR, LBR1)	N/A	Y			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	N/A			
7.23	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	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.	<u> </u>	14/21			
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 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D - 1	Departm	ent Lev	vel)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

		Program	or Servic	e (Budget I	Entity C	(lodes)
	Action	80400100	Dept.			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each					
0.2	operating trust fund?	N/A	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the	,				
0.5	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included	1 1/11	+ -			
0.4	for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve	14/11	14/21			
0.5	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating					
	· · · · · · · · · · · · · · · · · · ·	N/A	Y			
0.6	methodology narrative)?	IN/A	1			
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?	NT/ A	* 7			
		N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	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 section					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent					
0.12	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the	1 1/11	+ -			
0.13	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual	1 \ //A	1			
0.14	grant? Are the correct CFDA codes used?	NT/A	Y			
0.15		N/A	1			
8.15	Are anticipated grants included and based on the state fiscal year (rather than	NT/A	W			
0.16	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	N/A	Y			
8.17	3A? If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
		IN/A	IV/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the					
	latest and most accurate available? Does the certification include a statement					
	that the agency will notify OPB of any significant changes in revenue estimates					
	that occur prior to the Governor's Budget Recommendations being issued?	N/A	Y			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification	11/11	+ -			
0.17	provided for exemption? Are the additional narrative requirements provided?					
	provided for exemption? Are the additional narrative requirements provided?	27/4	3.7			
		N / /				
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A	Y			

8.22 I 8.23 A i	Action Are nonoperating expenditures to other budget entities/departments cross-referenced accurately? 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.)	80400100 N/A	Dept.		
8.22 l 8.23 4 i	referenced accurately? Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling	N/A	Y		
8.23 A	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling				
8.23 i					
8.23 i	\$100,000 or more)				
i		N/A	Y		
,	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A	Y		
	Are prior year September operating reversions appropriately shown in column A01?	N/A	Y		
	Are current year September operating reversions appropriately shown in column A02?	N/A	Y		
1	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?	N/A	Y		
	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	> T / A	* 7		
	in sufficient detail for analysis?	N/A	Y		
	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y		
AUDITS:			T	<u> </u>	T
	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A	Y		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1				
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")	N/A	Y		
	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)	N/A	Y		
	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!				
	Determine if the agency is scheduled for trust fund review. (See page 125 of the				
	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides				
	an LBR review date for each trust fund.				
	Review the unreserved fund balances and compare revenue totals to expenditure				
	totals to determine and understand the trust fund status.				
	Typically nonoperating expenditures and revenues should not be a negative				
	number. Any negative numbers must be fully justified.				
9. SCHEI	DULE II (PSCR, SC2)				
	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.)	N/A	N/A		
	EDULE III (PSCR, SC3)				<u>.</u>
	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR				
	Instructions.)	N/A	N/A		

	Program	or Service	(Budget Ent	ity Codes)
Action	80400100	Dept.		
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page				
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.				
OADI of OADIR to identify agency other salary amounts requested.	Y	N/A		
11. SCHEDULE IV (EADR, SC4)	•			•
11.1 Are the correct Information Technology (IT) issue codes used?	N/A	N/A		
TIP If IT issues are not coded correctly (with "C" in 6th position), they will not				
appear in the Schedule IV.				
12. SCHEDULE VIIIA (EADR, SC8A)				
12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the				
Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y		
13. SCHEDULE VIIIB-1 (EADR, S8B1)	•			
13.1 NOT REQUIRED FOR THIS YEAR				
14. SCHEDULE VIIIB-2 (EADR, S8B2)	_			
14.1 Do the reductions comply with the instructions provided on pages 102 through				
104 of the LBR Instructions regarding a 5% reduction in recurring General				
Revenue and Trust Funds, including the verification that the 33BXXX0 issue has	N/A	N/A		
NOT been used?				4:)
15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions id	or detail	<u>ea instruc</u>	ctions)
15.1 Agencies are required to generate this spreadsheet via the LAS/PBS Web. The Final Excel version no longer has to be submitted to OPB for inclusion on				
the Governor's Florida Performs Website. (Note: Pursuant to section				
216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for				
any agency that does not provide this information.)				
any agency that does not provide this information.)	N/A	Y		
15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR				
match?	N/A	Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:				
15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile				
to Column A01? (GENR, ACT1)	N/A	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")	N/A	Y		
15.5 Does the Fixed Comited Outley (FCO) statewide activity (ACT0010) only contain	IV/A	1		
Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No				
Operating Categories Found")	N/A	Y		
15.6 Has the agency provided the necessary standard (Record Type 5) for all activities	14/11	1		
which should 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.)				
, and the second	N/A	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")	N/A	Y		
TIP If Section I and Section III have a small difference, it may be due to rounding			<u> </u>	
and therefore will be acceptable.				
16. MANUALLY PREPARED EXHIBITS & SCHEDULES				

		Program	or Service	e (Budge	et Entity C	Codes)
	Action	80400100	Dept.			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y			
17.5	Are the appropriate counties identified in the narrative?	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			
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. FL	ORIDA 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			

Department/Budget Entity (Service): Department of Juvenile Justice/Aftercare Services/Conditional Release

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

(additior	nal sheets can be used as necessary), and "TIPS" are other areas to consider.	Program	or Servic	e (Budget	Entity C	Codes)
	Action	80700100	Dept.		·	
1 OEN	IDD AT		•	•		
1. GEN	NERAL Ara Columna A01 A02 A04 A05 A26 A02 IA1 IA5 ID1 IV1 IV2 and		1			
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)	* 7	**			
1.0	<u>*</u>	Y	Y			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE	37	37			
ALIDIT	status for both the Budget and Trust Fund columns? (CSDI)	Y	Y			
AUDIT			1	I I		
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit	Y	Y			
1.4	Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4 TIP	Has security been set correctly? (CSDR, CSA) The agency should prepare the budget request for submission in this order: 1)	1	I			<u> </u>
TIP	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 EVI	HBIT A (EADR, EXA)					
2.1	Is the budget entity authority and description consistent with the agency's LRPP					
2.1	and does it conform to the directives provided on page 58 of the LBR					
	Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,	1	14/21			
2.2	nonrecurring expenditures, etc.) included?	Y	N/A			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions	-	1 1/1 1			
2.3	(pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4	Have the coding guidelines in Section 3 of the LBR Instructions (pages 15	-				
2	through 30) been followed?	Y	Y			
3. EXE	HBIT B (EXBR, EXB)			<u> </u>		
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS					
	correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and					
	unique add back issue should be used to ensure fund shifts display correctly on					
	the LBR exhibits.	N/A	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.	N/A	N/A			
AUDIT	S:					
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			
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			

		Program	or Servic	e (Budge	et Entity (Codes)
	Action	80700100	Dept.			
TILD						
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. EXH	IIBIT 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 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components		<u> </u>		•	•
	will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
	,					
5. EXH	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			1
AUDITS			<u> </u>		•	
5.2	Do the fund totals agree with the object category totals within each appropriation					1
	category? (ED1R, XD1A - Report should print "No Differences Found For					
	This Report")	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.)					
	<u> </u>	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.)	* 7	* 7			
		Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column					
	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2011-12 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.					
	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on		1 3 7 / :		ı	Т
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A			

		Program	or Service (I	Budget Entit	y Codes)
	Action	80700100	Dept.		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed				
	for this particular appropriation category/issue sort. Exhibit D-3 is also a useful				
	report when identifying negative appropriation category problems.				
a exti	HDEED 24 (EADD ED24)				
7. EAH	HBIT D-3A (EADR, ED3A) Are the issue titles correct and do they clearly identify the issue? (See pages 15)				
7.1	through 30 of the LBR Instructions.)	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the	1	1		
1.2	explanation consistent with the LRPP? (See page 66-67 of the LBR				
	Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional	_			
7.5	narrative requirements described on pages 68 through 70 of the LBR				
	Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT				
	COMPONENT?" field? If the issue contains an IT component, has that				
	component been identified and documented?	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and				
	Human Resource Services Assessments package? Is the nonrecurring portion in				
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)				
		N/A	N/A		
7.6	Does the salary rate request amount accurately reflect any new requests and are				
	the amounts proportionate to the Salaries and Benefits request? Note: Salary				
	rate should always be annualized.	N/A	N/A		
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	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,				
	where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?				
		N/A	N/A		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or				
	in the process of being approved) and that have a recurring impact (including				
	Lump Sums)? Have the approved budget amendments been entered in Column				
	A18 as instructed in Memo #13-003?	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions				
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?				
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.				
	(PLRR, PLMO)	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements				
	when requesting additional positions?	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues				
	as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y		
7.15	Do the issues relating to salary and benefits have an "A" in the fifth position of				
	the issue code (XXXXAXX) and are they self-contained (not combined with				
	other issues)? (See page 29 and 88 of the LBR Instructions.)	NT / A	NT/A		
		N/A	N/A		

		Program	or Service	e (Budge	Entity (Codes)
	Action	80700100	Dept.		-	
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used					
	(361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT						
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	Y			
7.23	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					
THE STATE OF THE S	cases State Capital Outlay - Public Education Capital Outlay (IOE L)	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D -	Departi	nent Le	vel)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

		Program	or Servic	e (Budget Entity)	Codes)
	Action	80700100	Dept.		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each			 	1
0.2	operating trust fund?	N/A	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the	1 1/11	1		
0.5	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included	11/11	1		
0.4	for the applicable regulatory programs?	N/A	N/A		
8.5	Have the required detailed narratives been provided (5% trust fund reserve	1,712	1,711		1
0.5	narrative; method for computing the distribution of cost for general management				
	and administrative services narrative; adjustments narrative; revenue estimating				
	methodology narrative)?	N/A	Y		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as		1		
0.0	applicable for transfers totaling \$100,000 or more for the fiscal year?				
	applicable for transfers totaling \$100,000 of more for the fiscal year.	N/A	Y		
8.7	If the agency is scheduled for the annual trust fund review this year, have the	11/21	1		1
0.7	Schedule ID and applicable draft legislation been included for recreation,				
	modification or termination of existing trust funds?	N/A	Y		
8.8	If the agency is scheduled for the annual trust fund review this year, have the		-		1
0.0	necessary trust funds been requested for creation pursuant to <i>section</i>				
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable				
	legislation?	N/A	Y		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency	,	<u> </u>		†
0.7	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)?	N/A	Y		
8.10	Are the statutory authority references correct?	N/A	Y		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue		1		
	source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate				
	general revenue service charge percentage rates.)	N/A	Y		
8.12	Is this an accurate representation of revenues based on the most recent				
	Consensus Estimating Conference forecasts?	N/A	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the		1		
	revenue estimates appear to be reasonable?	N/A	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual		1		
	grant? Are the correct CFDA codes used?	N/A	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than		1		
0.10	federal fiscal year)?	N/A	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-		1		
0.10	3A?	N/A	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the				
	latest and most accurate available? Does the certification include a statement				
	that the agency will notify OPB of any significant changes in revenue estimates				
	that occur prior to the Governor's Budget Recommendations being issued?	NT / A	***		
0.1-		N/A	Y		1
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?	37/1			
		NI/A	Y	i l	1
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A	1		

		Program	or Servic	e (Budget	Entity (Codes)
	Action	80700100	Dept.			
8.21	Are nonoperating expenditures to other budget entities/departments cross-					
0.21	referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column	14/11	1			
0.23	A02?	N/A	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	1 1/1 1				
0.20	fund as defined by the LBR Instructions, and is it reconciled to the agency					
	accounting records?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year	14/11	1			
0.27	accounting data as reflected in the agency accounting records, and is it provided					
	in sufficient detail for analysis?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS			<u> </u>			
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	N T / A	X7			
0.20		N/A	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")	N/A	Y			
8.31	Has a Department Level Reconciliation been provided for each trust fund and	14/11	1			
0.31	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It		1	1		
	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.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
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.					
	EDULE II (PSCR, SC2)					
AUDIT			ı			
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 instified in the D. 2A issue parentials. (See Page Pate Audit on page 157 of the					
	justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A	N/A			
10 50	,	1 V / / A	11/11			
10. SCI	HEDULE III (PSCR, SC3) Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR)					
10.1	Instructions.)	N/A	N/A			
<u> </u>	mou avaonon	11/11	1 1/ / 1			

Action 97000 Des. Program or Service (Budget Entity Codes)	97 of OAD 11. SCHEDUI 11.1 Are the TIP If IT is appead 12. SCHEDUI 12.1 Is then Schede 13. SCHEDUI 14.1 Do the 104 of Rever NOT 15.1 Agence Final the G 216.0 any agence The General Schede AUDITS INCL 15.3 Does to Co. 15.4 None technic (Reconstruction (Reconstr	e amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page of the LBR Instructions for appropriate use of the OAD transaction.) Use DI or OADR to identify agency other salary amounts requested. ULE IV (EADR, SC4) The correct Information Technology (IT) issue codes used? Tissues are not coded correctly (with "C" in 6th position), they will not ear in the Schedule IV. ULE VIIIA (EADR, SC8A) There only one #1 priority, one #2 priority, one #3 priority, etc. reported on the edule VIII-A? Are the priority narrative explanations adequate? ULE VIIIB-1 (EADR, S8B1) OT REQUIRED FOR THIS YEAR ULE VIIIB-2 (EADR, S8B2) The reductions comply with the instructions provided on pages 102 through of the LBR Instructions regarding a 5% reduction in recurring General	80700100 Y N/A	N/A N/A	(Budge	Linuty	Souces
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15. SCHEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 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 no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.) 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	15. SCHEDUI 15.1 Agend Final the G 216.0 any ag 15.2 Do the match AUDITS INCL 15.3 Does to Co. 15.4 None techno (Reco 15.5 Does 08XX Oper 15.6 Has the which that d Throu 'Paym if thes	venue and Trust Funds, including the verification that the 33BXXX0 issue has					
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		Program	or Servic	e (Budg	et Entity (Codes)
	Action	80700100	Dept.			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	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?	N/A	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. FLO	ORIDA 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			

Department/Budget Entity (Service): Department of Juvenile Justice/Juvenile Probation

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

\(\text{cace}\)	at sneets can be used as necessary), and 11FS are other areas to consider.	Program	or Service	e (Budget l	Entity C	lodes)
	Action	80700200	Dept.			
1. GEN	ERAL					
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			
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			
AUDITS			1	1		
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y Y	Y			
1.4 TIP	Has security been set correctly? (CSDR, CSA) The agency should prepare the budget request for submission in this order: 1)	<u>I</u>	I			
TIP	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. EXH	IBIT 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 58 of the LBR Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,					
	nonrecurring expenditures, etc.) included?	Y	N/A			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions	37	3.7			
2.4	(pages 15 through 30)? Do they clearly describe the issue?	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			
3 FYH	IBIT B (EXBR, EXB)	1	1			
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	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.	N/A	N/A			
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			
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			

		Program o	or Service	(Budge	t Entity (Codes)
	Action	80700200	Dept.			
TITE						
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. EXH	IIBIT 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 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	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. EXH	IIBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
AUDITS	S:					
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			
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			
<i>5</i> 4	A01/G	I	ĭ			<u> </u>
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			
TIP	If objects are negative amounts, the agency must make adjustments to Column	1	1			<u>.l</u>
111	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
111	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
111	carry/certifications forward in A01 are less than FY 2011-12 approved budget.					
	Amounts should be positive.					
TIP	If B08 is not equal to A01, check the following: 1) the initial FLAIR					
111	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. EXH	IIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only	v.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y Y	N/A			1
0.1	The issues appropriately anglied with appropriation categories:		1 1/ 1 1			<u> </u>

		Program	or Service (B	udget Entity	Codes)
	Action	80700200	Dept.		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.			•	
7. EXE	HBIT 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		
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A		
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A		
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	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments? 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 N/A	Y N/A		

7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sposition of the issue code (36XXXCX) and are the correct issue codes use (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010 33001C0 or 55C01C0)? 7.17 Are the issues relating to <i>major audit findings and recommendations</i> proceed (4A0XXX0, 4B0XXX0)? 7.18 Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo 100? AUDIT: 7.19 Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '(EADR, FSIA - Report should print "No Records Selected For Report Tool 2008 the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) 7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations net to zero? (GENR, LBR2) 7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realigneed and the position of the process of the General Revenue for 200XXXX (Estimated Expenditures Realigneed and the position of the position of the position of the process of the general Revenue for 200XXXX (Estimated Expenditures Realigneed and the position of the	80700200 ixth ed OCO, N/A perly N/A r no# 13- Y Y N/A issues Y Y N/A Y	N/A N/A Y N/A N/A N/A	Budget Entity	
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 7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1) 7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations net to zero? (GENR, LBR2) 7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) 	Y N/A) issues Y	N/A		
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7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realig				
` 1	anmont'	N/A		+
	- 1	37		
issues net to zero? (GENR, LBR3)	N	Y		+
7.23 Have FCO appropriations been entered into the nonrecurring column A04				
(GENR, LBR4 - Report should print "No Records Selected For Repo	_			
or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in so				
cases State Capital Outlay - Public Education Capital Outlay (IOE L))) N/A	N/A		
TIP Salaries and Benefits amounts entered using the OADA/C transactions mu	ust be	1	l .	
thoroughly justified in the D-3A issue narrative. Agencies can run				
OADA/OADR from STAM to identify the amounts entered into OAD an	nd			
ensure these entries have been thoroughly explained in the D-3A issue na				
TIP The issue narrative must completely and thoroughly explain and justify ea				
3A issue. Agencies must ensure it provides the information necessary for				
OPB and legislative analysts to have a complete understanding of the issu				
submitted. Thoroughly review pages 66 through 70 of the LBR Instruction	ons.			
TIP Check BAPS to verify status of budget amendments. Check for reapprove	als not			
picked up in the General Appropriations Act. Verify that Lump Sum	and not			
appropriations in Column A02 do not appear in Column A03. Review bu	dget			
amendments to verify that 160XXX0 issue amounts correspond accurately				
net to zero for General Revenue funds.	J			
TIP If an agency is receiving federal funds from another agency the FSI shoul	d = 9			
(Transfer - Recipient of Federal Funds). The agency that originally received				
funds directly from the federal agency should use FSI = 3 (Federal Funds)				
TIP If an appropriation made in the FY 2012-13 General Appropriations Act				
duplicates an appropriation made in substantive legislation, the agency me	ust			
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 Leve		Departme	nt Level)	
8.1 Has a separate department level Schedule I and supporting documents page	_	_		
been submitted by the agency?	N/A	Y		

		Program	or Service	e (Budget	Entity C	lodes)
	Action	80700200	Dept.		•	
8.2	Has a Sahadula I and Sahadula ID been completed in I AS/DDS for each					
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the	1 1/11	1			
0.5	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included	1 1/11	1			
0.1	for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve					
	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating					
	methodology narrative)?	N/A	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as					
	applicable for transfers totaling \$100,000 or more for the fiscal year?					
		N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	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</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent					
	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the					
	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual					
	grant? Are the correct CFDA codes used?	N/A	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than					
	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	NT/A	v			
0.17	3A?	N/A	Y N/A			
8.17	If applicable, are nonrecurring revenues entered into Column A04? Has the agency certified the revenue estimates in columns A02 and A03 to be the	N/A	1 N /A			
8.18	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?					
	and occur prior to the Governor's Dudget Recommendations being issued?	N/A	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?					
	• • •	N/A	Y			
8.20	Are appropriate service charge nonoperating amounts included in Section II?					
		N/A	Y			

		Program	or Service	e (Budget	Entity C	odes)
	Action	80700200	Dept.			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A	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?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS	S:					
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A	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")	N/A	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)	N/A	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.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
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.					
	EDULE II (PSCR, SC2)					
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.)	N/A	N/A			
10 SCI	HEDULE III (PSCR, SC3)	11/11	11/11			
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A			

		Program o	or Service	- (Rudge	t Entity C	'odes)
	Action	80700200		(Budge	t Entity C	oucs)
	1 Kettoli	80700200	Dept.			
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.					
	or or or bit to identify agency other saidly amounts requested.	Y	N/A			
11. SCI	HEDULE IV (EADR, SC4)		•			
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
12. SCF	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
12.1	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y			
12 SCI	HEDULE VIIIB-1 (EADR, S8B1)	11/11	-			
13.1		N/A	N/A			
	NOT REQUIRED FOR THIS YEAR	1 V /A	IN/A			
	HEDULE VIIIB-2 (EADR, S8B2)		1			
14.1	Do the reductions comply with the instructions provided on pages 102 through					
	104 of the LBR Instructions regarding a 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has	N/A	Y			
15 GOT	NOT been used?				4.	
	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions fo	r detai	led ins	truction	1S)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
	match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	N/A	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")					
		N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should 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.)					
	would need to be added for that activity and the senedule AI submitted again.)	N/A	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	1 1/ 1/1	1			
13./		N/A	Y			
TID	Agency) equal? (Audit #4 should print "No Discrepancies Found") If Section Land Section III have a small difference, it may be due to rounding	1 N/ FA	1			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
16 354	and therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154	37	17			
	of the LBR Instructions), and are they accurate and complete?	Y	Y			

		Program	or Service	e (Budge	et Entity C	Codes)
	Action	80700200	Dept.			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	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?	N/A	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. FL	ORIDA 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			

Department/Budget Entity (Service): Department of Juvenile Justice/Non-Residential Delinquency Rehabilitation

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

	an sheets can be used as necessary), and 1115 are other areas to constaer.	Program o	r Service	(Budget	Entity Co	des)
	Action	80700300	Dept.			
1. GEN	IED AT					
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			
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			
AUDITS						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4 TIP	Has security been set correctly? (CSDR, CSA) The agency should prepare the budget request for submission in this order: 1)	<u>I</u>	1			
TIP	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. EXH	IIBIT 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 58 of the LBR Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,					
	nonrecurring expenditures, etc.) included?	Y	N/A			
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			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15	1	1			
	through 30) been followed?	Y	Y			
3. EXH	IIBIT B (EXBR, EXB)					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	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.	N/A	N/A			
AUDITS				1		
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			
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			

		Program or	r Service	(Budget	Entity C	odes)
	Action	80700300	Dept.			
TID						
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. EXH	IBIT 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 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	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. EXH	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
AUDITS			T		•	
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			
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			
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report:	-				
3.1	Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to					
	be corrected in Column A01.)					
	be corrected in Column 11011)	Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column					
	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2011-12 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. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on	ly.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A			

		Program o	or Service (B	udget Entity Co	odes)
	Action	80700300	Dept.		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed				
111	for this particular appropriation category/issue sort. Exhibit D-3 is also a useful				
	report when identifying negative appropriation category problems.				
7. EXH	HBIT 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		
7.2	Does the issue narrative adequately explain the agency's request and is the				
	explanation consistent with the LRPP? (See page 66-67 of the LBR	Y	Y		
7.3	Instructions.) Does the narrative for Information Technology (IT) issue follow the additional	1	1		
7.3	narrative requirements described on pages 68 through 70 of the LBR				
	Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT				
	COMPONENT?" field? If the issue contains an IT component, has that				
	component been identified and documented?	N/A	N/A		<u> </u>
7.5	Does the issue narrative explain any variances from the Standard Expense and				
	Human Resource Services Assessments package? Is the nonrecurring portion in				
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	/.			
		N/A	N/A		
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	NT/A	N/A		
7.7	rate should always be annualized.	N/A	N/A		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)?				
	Amounts entered into OAD are reflected in the Position Detail of Salaries and				
	Benefits section of the Exhibit D-3A.	N/A	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	1,711	1 1/12		
,	where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?				
		N/A	N/A		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or				
	in the process of being approved) and that have a recurring impact (including				
	Lump Sums)? Have the approved budget amendments been entered in Column				
	A18 as instructed in Memo #13-003?	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions				
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?				
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.	NT/ A	NT/A		
7.10	(PLRR, PLMO)	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements	NT / A	NI/A		
7.13	when requesting additional positions? Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues.	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y		
7.14	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of	1	+ +		
7.13	the issue code (XXXXAXX) and are they self-contained (not combined with				
	other issues)? (See page 29 and 88 of the LBR Instructions.)				
		N/A	N/A		
-					-

		Program or	Service	(Budget	Entity Co	odes)
	Action	80700300	Dept.		,	
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth					
7.10	position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT:			1			
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	Y			
7.23	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)					
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be	N/A	N/A			
	thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D - De	partme	nt Leve	el)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

		Program o	or Service	(Budget Er	tity Codes	s)
	Action	80700300	Dept.			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each					
0.2	operating trust fund?	N/A	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the					
0.0	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included					
0.1	for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve					
	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating					
	methodology narrative)?	N/A	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as					
	applicable for transfers totaling \$100,000 or more for the fiscal year?					
		N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	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</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent					
	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the					
	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual					
	grant? Are the correct CFDA codes used?	N/A	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than					
	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	**/*		Ţ		
0.1=	3A?	N/A	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the					
	latest and most accurate available? Does the certification include a statement					
	that the agency will notify OPB of any significant changes in revenue estimates					
	that occur prior to the Governor's Budget Recommendations being issued?	N/A	Y			
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification		1			
0.17	provided for exemption? Are the additional narrative requirements provided?					
	resistant in additional national requirements provided.	N/A	Y			
			1 -			
8.20	Are appropriate service charge nonoperating amounts included in Section II?					

		Program o	r Service	(Budget I	Entity Co	odes)
	Action	80700300	Dept.			
8.21	Are nonoperating expenditures to other budget entities/departments cross-					
0.21	referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column					
	A02?	N/A	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?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year					
	accounting data as reflected in the agency accounting records, and is it provided					
	in sufficient detail for analysis?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS			Τ	I I		
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	N/A	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					ļ
0.21	should print "No Discrepancies Exist For This Report")	N/A	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	N/A	Y			
TIP	correct Line A. (SC1R, DEPT) The Schedule I is the most reliable source of data concerning the trust funds. It	IN/A	I			
111	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					
111	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
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.					
-	EDULE II (PSCR, SC2)					
AUDIT			1			T
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 instiffed in the D. 3A issue parenting. (See Page Page Audit on page 157 of the					
	justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	N/A	N/A			
10 SCI	HEDULE III (PSCR, SC3)	11/11	1 1/11			<u> </u>
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR					
10.1	Instructions.)	N/A	N/A			
	* **					

		Program or	Sarvica	(Budget En	tity Coo	lac)
	Action			(Duaget Ell	iny Cot	103)
	Action	80700300	Dept.			
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.					
	OADI of OADR to identify agency other safary amounts requested.	N/A	N/A			
11. SCI	HEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not		L			
111	appear in the Schedule IV.					
12 SCI	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
12.1	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y			
12 SCI		14/21	1			
13. SCF	HEDULE VIIIB-1 (EADR, S8B1)	N/A	N/A			
	NOT REQUIRED FOR THIS YEAR	IN/A	IN/A			
	HEDULE VIIIB-2 (EADR, S8B2)			1	I	
14.1	Do the reductions comply with the instructions provided on pages 102 through					
	104 of the LBR Instructions regarding a 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has	N/A	Y			
15 COT	NOT been used?			1	4.	
	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Insti	ructions for	<u>detaile</u>	d instruc	tions)	
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
	match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:				•	
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	N/A	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")					
	VI / . (N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should 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.)					
	would need to be added for that activity and the Schedule At Submitted again.)	NT/A	Y			
15 7	Door Section I (Final Budget for A coner) and Section III (Testal Decision I	N/A	1	-	+	
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	NT / A	W			
TITE.	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
46.33:	and therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES			<u> </u>	-	
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154	T 7	* 7			
	of the LBR Instructions), and are they accurate and complete?	Y	Y			

		Program o	or Service	(Budget	Entity C	odes)
	Action	80700300	Dept.			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	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?	N/A	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. FL	ORIDA 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			

Department/Budget Entity (Service): Department of Juvenile Justice/Community Supervison

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

(aaaiiior	nal sheets can be used as necessary), and "TIPS" are other areas to consider.	Program	or Service	e (Budget I	Entity C	odes)
	Action	80700700	Dept.			Í
1 CEN	JED AT		•			
1. GEN 1.1	Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and		1			
1.1	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)	37	37			
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE	Y	Y			
1.2		Y	Y			
AUDIT	status for both the Budget and Trust Fund columns? (CSDI)	1	1 1			
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit		1	П		
1.5	Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y			
TIP	The agency should prepare the budget request for submission in this order: 1)	-	1 -			
111	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. EXH	HIBIT 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 58 of the LBR					
	Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,					
	nonrecurring expenditures, etc.) included?	Y	N/A			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions					
	(pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4	Have the coding guidelines in Section 3 of the LBR Instructions (pages 15					
	through 30) been followed?	Y	Y			
	HIBIT B (EXBR, EXB)	1				
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	NT/A	37			
2.0	the LBR exhibits.	N/A	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	N/A	N/A			
AUDIT	to zero or a positive amount.	IN/A	1 V /A			
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and					
3.3	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")					
	report should print the fiedure repetopriumon cutegories round	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")	N/A	Y			

		Program	or Service	e (Budge	et Entity (Codes)
	Action	80700700	Dept.			<u> </u>
TIP	Generally look for and be able to fully explain significant differences between					
TID	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					
111	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. EXH	IBIT 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 61 of the LBR					
	Instructions?	Y	Y		<u> </u>	
4.2	Is the program component code and title used correct?	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.					
	(IBIT D-1 (ED1R, EXD1)	NT/A	1 17		1	Т
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A	Y			
AUDITS					<u> </u>	
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")	N/A	Y			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01	1 1/11				
5.5	less than Column B04? (EXBR, EXBB - Negative differences need to be					
	corrected in Column A01.)					
		N/A	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.)	N/A	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column	14/11	1		1	
111	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2011-12 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					
C ******	was created.					
	(IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on	l y.) Y	N/A		1	T
6.1	Are issues appropriately aligned with appropriation categories?	I	1 N /A		<u>I</u>	<u> </u>

		Program	or Service (Budget Entit	y Codes)
	Action	80700700	Dept.		
		1		<u>.</u>	<u>.</u>
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 EXH	HBIT 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		
7.2	Does the issue narrative adequately explain the agency's request and is the				
	explanation consistent with the LRPP? (See page 66-67 of the LBR				
	Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional				
	narrative requirements described on pages 68 through 70 of the LBR				
	Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT				
	COMPONENT?" field? If the issue contains an IT component, has that				
	component been identified and documented?	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and				
	Human Resource Services Assessments package? Is the nonrecurring portion in				
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)				
		N/A	N/A		
7.6	Does the salary rate request amount accurately reflect any new requests and are				
	the amounts proportionate to the Salaries and Benefits request? Note: Salary				
	rate should always be annualized.	N/A	N/A		
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	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,				
	where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?	27/4	27/4		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or	N/A	N/A		
7.10					
	in the process of being approved) and that have a recurring impact (including				
	Lump Sums)? Have the approved budget amendments been entered in Column	NI/A	N/A		
7.11	A18 as instructed in Memo #13-003?	N/A	IN/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions				
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?				
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.	N/A	N/A		
7.12	(PLRR, PLMO) Does the issue narrative include plans to satisfy additional space requirements	1 N / FA	14/71		
1.12	when requesting additional positions?	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	13/71	1 1/ /1		
7.13	as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	-	
7.14	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of				
7.13	the issue code (XXXXAXX) and are they self-contained (not combined with				
	other issues)? (See page 29 and 88 of the LBR Instructions.)				
	outer issues). (See page 27 and 60 of the DDR instructions.)	N/A	N/A		
		1		I	

		Program o	or Service	(Budget	Entity C	odes)
	Action	80700700	Dept.	(Daage	Zinny c	0400)
		00700700	Вери.			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT:						
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	Y			
7.23	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	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D - 1	Departn	nent Le	vel)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

		Program	or Service	e (Budget En	tity Codes)
	Action	80700700	Dept.		
0.2	Has a Cabadula Land Cabadula ID bean completed in LAC/DDC for each			I	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each	N/A	Y		
8.3	operating trust fund? Have the appropriate Schedule I supporting documents been included for the	1 \ //A	1		
0.3		N/A	Y		
0.4	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	IN/A	1		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included	NT/A	NT/A		
0.5	for the applicable regulatory programs?	N/A	N/A		
8.5	Have the required detailed narratives been provided (5% trust fund reserve				
	narrative; method for computing the distribution of cost for general management				
	and administrative services narrative; adjustments narrative; revenue estimating	NT/ A	* 7		
	methodology narrative)?	N/A	Y		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as				
	applicable for transfers totaling \$100,000 or more for the fiscal year?				
		N/A	Y		
8.7	If the agency is scheduled for the annual trust fund review this year, have the				
	Schedule ID and applicable draft legislation been included for recreation,				
	modification or termination of existing trust funds?	N/A	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</i>				
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable				
	legislation?	N/A	Y		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency	1 1/1 1	1		
0.7	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)?	N/A	Y		
9.10	·	N/A	Y		
8.10	Are the statutory authority references correct?	IN/A	1		
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	NT/A	3.7		
0.10	general revenue service charge percentage rates.)	N/A	Y		
8.12	Is this an accurate representation of revenues based on the most recent				
	Consensus Estimating Conference forecasts?	N/A	Y		
8.13	If there is no Consensus Estimating Conference forecast available, do the				
	revenue estimates appear to be reasonable?	N/A	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual				
	grant? Are the correct CFDA codes used?	N/A	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than				
	federal fiscal year)?	N/A	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-				
	3A?	N/A	N/A		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	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?				
		N/A	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?				
		N/A	Y		
8.20	Are appropriate service charge nonoperating amounts included in Section II?				1
		N/A	Y		

		Program	or Servic	e (Budge	Entity C	Codes)
	Action	80700700	Dept.			
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column A02?	N/A	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?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year					
	accounting data as reflected in the agency accounting records, and is it provided	**/*				
	in sufficient detail for analysis?	N/A	Y			<u> </u>
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS			T .	1 1		T
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	N/A	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")	N/A	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)	N/A	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.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
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.					
	EDULE II (PSCR, SC2)					
AUDIT			ı	, ,		
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	NT / A	NT / A			
10 00	LBR Instructions.)	N/A	N/A			
	HEDULE III (PSCR, SC3)			 		
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A			
	mou uvuono.)	1 1/1 1	1 1/ 1 1			

		Program	or Servic	e (Budget	Entity C	odes)
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		00/00/00	ъері.			
10.2	Are amounts in Other Salary Amount appropriate and fully justified? (See page					
	97 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.					
		Y	N/A			
11. SCI	HEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y			
13. SCI	HEDULE VIIIB-1 (EADR, S8B1)			-	-	
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
14. SCI	HEDULE VIIIB-2 (EADR, S8B2)			<u> </u>		
14.1	Do the reductions comply with the instructions provided on pages 102 through					
	104 of the LBR Instructions regarding a 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has					
	NOT been used?	N/A	Y			
15. SCH	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions fo	r detai	led inst	ruction	ns)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR	14/11	-			
13.2	match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:	14/11				
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile		Ī			
13.3	to Column A01? (GENR, ACT1)	N/A	Y			
15.4	None of the executive direction, administrative support and information	11/11	1			
13.4	technology statewide activities (ACT0010 thru ACT0490) have output standards					
	(Record Type 5)? (Audit #1 should print "No Activities Found")	N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain		 	 		
10.0	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities			 		
13.0	which should 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.)	NT/A	v			
157	Door Coation I (Final Dudget for Account) and God' HI (F. 1 D. 1 . C.	N/A	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	NT / A	v			
THE PARTY OF THE P	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
4 5 5 5	and therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES		1	, ,	1	
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			

		Program	or Service	e (Budge	et Entity C	Codes)
	Action	80700700	Dept.			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT S	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	Y	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y			
17.5	Are the appropriate counties identified in the narrative?	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			
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. FL(ORIDA 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			

Department/Budget Entity (Service): Department of Juvenile Justice/Community Interventions and Services

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

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.

\(\text{tatatiton}\)	at sheets can be used as necessary), and TIPS are other areas to consider.	Program	or Service	(Budget	Entity C	odes)
	Action	80700800	Dept.			
1. GEN	ERAL					
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			
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			
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			
1.4 TIP	Has security been set correctly? (CSDR, CSA) The agency should prepare the budget request for submission in this order: 1)	1	1			
111	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. EXH	IBIT 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 58 of the LBR Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,					
	nonrecurring expenditures, etc.) included?	Y	N/A			
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			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15					
	through 30) been followed?	Y	Y			
3. EXH	IBIT B (EXBR, EXB)					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	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.	N/A	N/A			
AUDITS	S:					
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			
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")	N/A	Y			

		Program o	r Service	(Budget	Entity C	odes)
	Action	80700800	Dept.			
TID						
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					
4 EXII	(10XXXX) should be used.					
4. EXH 4.1	IBIT D (EADR, EXD) Is the program component objective statement consistent with the agency LRPP,		I I	1		
4.1	and does it conform to the directives provided on page 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	Y	Y			
TIP	Fund shifts or transfers of services or activities between program components		1			1
	will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXH	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	N/A	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	NT/A	37			
5.2	This Report")	N/A	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.)					
	corrected in Column Avr.)	N/A	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.)	NT/A	37			
TID	If chicate are reactive amounts the accuracy must make adjustments to Column	N/A	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
1.11	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 2011-12 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					
C ENVIY	was created.	\				
	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes onl	y.) Y	N/A	1		
6.1	Are issues appropriately aligned with appropriation categories?	1	11/71	Ţ		

		Program o	or Service (Budge	et Entity Co	odes)
	Action	80700800	Dept.		
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful		•		
	report when identifying negative appropriation category problems.				
7. EXH	IIBIT 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		
7.2	Does the issue narrative adequately explain the agency's request and is the				
	explanation consistent with the LRPP? (See page 66-67 of the LBR	37	37		
7.0	Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional				
	narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT				
	COMPONENT?" field? If the issue contains an IT component, has that				
	component been identified and documented?	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and				
	Human Resource Services Assessments package? Is the nonrecurring portion in				
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	/.			
		N/A	N/A		
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	N/A	N/A		
7.7	rate should always be annualized. Does the issue narrative thoroughly explain/justify all Salaries and Benefits	N/A	IN/A		
7.7	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	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,		1,711		
	where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?				
	1	N/A	N/A		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or				
	in the process of being approved) and that have a recurring impact (including				
	Lump Sums)? Have the approved budget amendments been entered in Column				
<u> </u>	A18 as instructed in Memo #13-003?	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions				
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?				
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.	N/A	N/A		
7.12	(PLRR, PLMO) Does the issue narrative include plans to satisfy additional space requirements	11//1	11/11		
7.12	when requesting additional positions?	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	- 11 - 2			
	as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	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.)	3. T / A	NT/A		
		N/A	N/A		

		Program of	r Service (Budget	Entity C	odes)
	Action	80700800	Dept.			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used					
	(361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT:						
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	N/A	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N/A	N/A			
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some					
	cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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. SCHI	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	R, SC1D - D	epartme	nt Lev	el)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

		Program or Service (Budget Entity Cod				
	Action	80700800	Dept.			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each					
	operating trust fund?	N/A	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the	37/1				
	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included	37/1				
	for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve					
	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating	NT/A	V			
0.6	methodology narrative)?	N/A	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?	NT/ A	***			
		N/A	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,	NT/A	\ ₃₇			
0.0	modification or termination of existing trust funds?	N/A	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</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable	NT/A	37			
0.0	legislation?	N/A	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)?	N/A	Y			
8.10	,	N/A	Y			
8.11	Are the Statutory authority references correct?	11/11	1			
0.11	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent	14/11	1			
0.12	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the	11/11	1			
0.13	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual	1 V / <i>F</i> 1	1			
0.14	grant? Are the correct CFDA codes used?	N/A	Y			
8.15		IN/A	1			
0.13	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	11/11	1			
0.10	3A?	N/A	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the		1			
	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?	3. T / A	₁₇			
0.10		N/A	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?	N T / A	37			
0.20	A 1, 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	N/A	Y			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	NT/A	₃₇			
		N/A	Y			

		Program	or Service	(Budget En	tity Code	es)
	Action	80700800	Dept.			
9.21	And in our constraints are an discussion of them by dead antities (demants are and a					
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column	- "				
	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column	IN/A	1		-	
6.23	Ale current year september operating reversions appropriately shown in column A02?	N/A	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	14/11	1			
0.20	fund as defined by the LBR Instructions, and is it reconciled to the agency					
	accounting records?	N/A	Y			
9.27		IN/A	1			
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?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS		14/11	1 * 1			
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to		1 1			
0.25	eliminate the deficit).					
	,	N/A	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	NT/A	37			
0.21	should print "No Discrepancies Exist For This Report")	N/A	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)	N/A	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It	IN/A	1			
111	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					
111	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
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. SCH	EDULE 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.)	N/A	N/A			
	HEDULE III (PSCR, SC3)			<u> </u>		
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR	***	[]			
	Instructions.)	N/A	N/A			

		Drogram e	r Corrigo	Pudgot	Entity C	odos)
-	Action	Program o	1	Duuget	сину С	oues)
	Action	80700800	Dept.			
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.					
	OTDI OF OTDIX to identify agency other satary amounts requested.	Y	N/A			
11. SCI	HEDULE IV (EADR, SC4)		1	<u> </u>		
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
12.1	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y			
13 SCI	HEDULE VIIIB-1 (EADR, S8B1)	- 11				
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
		IN/A	IN/A			
	HEDULE VIIIB-2 (EADR, S8B2)			1		
14.1	Do the reductions comply with the instructions provided on pages 102 through					
	104 of the LBR Instructions regarding a 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has	N/A	Y			
15 GOT	NOT been used?		_	1: 4	4.	`
	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions for	r detail	ed insti	ruction	S)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
	match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	N/A	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")					
	(Total Type b). (Taute in a should print the free free free free free free free fr	N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should 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.)	NT/A	*7			
1		N/A	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	NT/A	*7			
_	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES		T			
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			
			_		_	

		Program	or Service	(Budge	t Entity C	odes)
	Action	80700800	Dept.			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	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?	N/A	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. FLO	ORIDA 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			

Department/Budget Entity (Service): Department of Juvenile Justice/Executive Direction/Support Services

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

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.

(aaaiii0ni	al sheets can be used as necessary), and "TIPS" are other areas to consider.	Program	or Serv	ice (Budg	et Entity	Codes)
	Action	80750100	Dept.			
1. GEN	IERAL					
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			
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			
AUDITS	S:					
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4	Has security been set correctly? (CSDR, CSA)	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. EXH	IIBIT 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 58 of the LBR Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	N/A			
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			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y			
3. EXH	HBIT B (EXBR, EXB)					
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	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.	N/A	N			
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			
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			

Program	or Serv	ice (Budg	get Entity	Codes)
Action 80750100	Dept.			
TIP Generally look for and be able to fully explain significant differences between				
A02 and A03.				
TIP Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a				
backup of A02. This audit is necessary to ensure that the historical detail records				
have not been adjusted. Records selected should net to zero.				
TIP Requests for appropriations which require advance payment authority must use				
the sub-title "Grants and Aids". For advance payment authority to local units of				
government, the Aid to Local Government appropriation category (05XXXX)				
should be used. For advance payment authority to non-profit organizations or				
other units of state government, the Special Categories appropriation category				
(10XXXX) should be used.				
4. EXHIBIT D (EADR, EXD)				
4.1 Is the program component objective statement consistent with the agency LRPP,				
and does it conform to the directives provided on page 61 of the LBR				
Instructions? Y	Y			
4.2 Is the program component code and title used correct?	Y			
TIP Fund shifts or transfers of services or activities between program components				
will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.				
5. EXHIBIT D-1 (ED1R, EXD1)				
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y			
AUDITS:				
5.2 Do the fund totals agree with the object category totals within each appropriation				
category? (ED1R, XD1A - Report should print "No Differences Found For				
This Report")	Y			
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01				
less than Column B04? (EXBR, EXBB - Negative differences need to be				
corrected in Column A01.)	Y			
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report:	1			
Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to				
be corrected in Column A01.)				
Y	Y			
TIP If objects are negative amounts, the agency must make adjustments to Column				
A01 to correct the object amounts. In addition, the fund totals must be adjusted				
to reflect the adjustment made to the object data.				
TIP If fund totals and object totals do not agree or negative object amounts exist, the				
agency must adjust Column A01.				
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and				
carry/certifications forward in A01 are less than FY 2011-12 approved budget.				
Amounts should be positive.				
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR				
disbursements or carry forward data load was corrected appropriately in A01; 2)				
the disbursement data from departmental FLAIR was reconciled to State				
Accounts; and 3) the FLAIR disbursements did not change after Column B08				
was created.				
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.) 6.1 Are issues appropriately aligned with appropriation categories?	N/A			

		Program	or Servi	ce (Budge	t Entity	Codes)
	Action	80750100	Dept.		آ	
		· -				
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 EVII	UDIED 24 (EADD ED24)					
7. EAD	IIBIT D-3A (EADR, ED3A) Are the issue titles correct and do they clearly identify the issue? (See pages 15)					
7.1	through 30 of the LBR Instructions.)	Y	Y			
7.2	Does the issue narrative adequately explain the agency's request and is the	1	1			
1.2	explanation consistent with the LRPP? (See page 66-67 of the LBR					
	Instructions.)	Y	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional					
	narrative requirements described on pages 68 through 70 of the LBR					
	Instructions?	N/A	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT					
	COMPONENT?" field? If the issue contains an IT component, has that					
	component been identified and documented?	N/A	N/A			
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.)	NT/A	NT/A			
7.6		N/A	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are					
	the amounts proportionate to the Salaries and Benefits request? Note: Salary	Y	N/A			
7.7	rate should always be annualized.	I	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)?					
	Amounts entered into OAD are reflected in the Position Detail of Salaries and					
	Benefits section of the Exhibit D-3A.	Y	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	1	14/11			
7.0	where appropriate?	N/A	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	1 1/11	11/11			
1.5	Does the issue narrative reference the specific county(ies) where applicable.	N/A	N/A			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or		<u> </u>			
	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 #13-003?	Y	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions					
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?					
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.					
	(PLRR, PLMO)	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements					
	when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues				Ţ	
	as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	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.)	N/A	N/A			
		11/17	11/11		ļ	

		Program	or Servi	ice (Budg	get Entity	Codes)
	Action	80750100	Dept.			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth					
7.10	position of the issue code (36XXXCX) and are the correct issue codes used					
	(361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0,					
	33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly					
	coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year					
	Statewide Strategic Plan for Economic Development as requested in Memo# 13-					
	010?	Y	Y			
AUDIT:		ı	•		1	
7.19	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	N/A			
7.20	Does the Canaral Dayanya for 160VVVV (Adjustments to Cymant Veer	1	IN/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues	1	IN/A			
7.21	net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment)	1 1/11	1,011			
7.22	issues net to zero? (GENR, LBR3)	N	Y			
7.23	Have FCO appropriations been entered into the nonrecurring column A04?					
	(GENR, LBR4 - Report should print "No Records Selected For Reporting"					
	or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some					
	cases State Capital Outlay - Public Education Capital Outlay (IOE L))					
		N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be					
	thoroughly justified in the D-3A issue narrative. Agencies can run					
	OADA/OADR from STAM to identify the amounts entered into OAD and					
	ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-					
	3A issue. Agencies must ensure it provides the information necessary for the					
	OPB and legislative analysts to have a complete understanding of the issue					
	submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not					
	picked up in the General Appropriations Act. Verify that Lump Sum					
	appropriations in Column A02 do not appear in Column A03. Review budget					
	amendments to verify that 160XXX0 issue amounts correspond accurately and					
TIP	net to zero for General Revenue funds. If an agency is receiving federal funds from another agency the FSI should = 9					
111	(Transfer - Recipient of Federal Funds). The agency that originally receives the					
	funds directly from the federal agency should use FSI = 3 (Federal Funds).					
	index and only from the reactar agone, should use rot = 3 (reactar rands).					
TIP	If an appropriation made in the FY 2012-13 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. SCHI	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC	IR, SC1D	- Depa	rtment	Level)	
8.1	Has a separate department level Schedule I and supporting documents package		Ι			
0.1	been submitted by the agency?	N/A	Y			
	occi submitted by the agency:	1 1/ / 1				

		Program	or Servi	ce (Budg	et Entity	Codes)
	Action	80750100	Dept.			
8.2	Has a Sahadula Land Sahadula ID haan completed in LAS/DDS for each					
0.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	N/A	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the	14/11	-			
0.5	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included	11/11				
0.4	for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve	11/11	1 1/11			
0.5	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating					
	methodology narrative)?	N/A	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as					
0.0	applicable for transfers totaling \$100,000 or more for the fiscal year?					
	approved for managers to manage 4100,000 of more for the fiscent year.	N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the	1,712				
0.7	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	Y			
8.8	If the agency is scheduled for the annual trust fund review this year, have the	,,	<u> </u>			
0.0	necessary trust funds been requested for creation pursuant to <i>section</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent					
	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the					
	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual					
	grant? Are the correct CFDA codes used?	N/A	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than					
	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-					
	3A?	N/A	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the					
	latest and most accurate available? Does the certification include a statement					
	that the agency will notify OPB of any significant changes in revenue estimates					
	that occur prior to the Governor's Budget Recommendations being issued?	N/A	Y			
Q 10	Is a 50% trust fund records reflected in Caption IIO If not is sufficient in the interest in		1			
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?					
	- provided for exemption/ Are the additional natiative rediffrenents brovided/	1	I	Ī		
	provided for exemption. The the additional national requirements provided.	N/Δ	\mathbf{V}			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A	Y			

		Program	or Serv	ice (Budg	get Entity	Codes)
	Action	80750100	Dept.			
8.21	Are nonoperating expenditures to other budget entities/departments cross-					
0.21	referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column					
	A02?	N/A	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?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year					
	accounting data as reflected in the agency accounting records, and is it provided					
	in sufficient detail for analysis?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS		T	ī	T		ı
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	N/A	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")	N/A	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)	N/A	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It					
TID	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.) Transaction DFTR in LAS/PBS is also available and provides an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
111	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. SCH	EDULE II (PSCR, SC2)	ı				
AUDIT						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and					
	3? (BRAR, BRAA - Report should print "No Records Selected For This					
	Request") Note: Amounts other than the pay grade minimum should be fully					
	justified in the D-3A issue narrative. (See Base Rate Audit on page 157 of the					
	LBR Instructions.)	Y	N/A			
	HEDULE III (PSCR, SC3)	T	1	1		1
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR	NT/A	NT/A			
	Instructions.)	N/A	N/A			

10.2 Are amounts in Other Salary Amount appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADI to identify agency other salary amounts requested. Y N/A			Program or Service (Budget Entit				Codes)
97 of the LRB Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. 11. SCHEDULE IV (EADR, SC4) 11.1 Are the correct Information Technology (IT) issue codes used? 11.1 Are the correct Information Technology (IT) issue codes used? 12. If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. 12. SCHEDULE VIIIA (EADR, SCSA) 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIIIAA? Are the priority marrative explanations adequate? 13. SCHEDULE VIIIB-1 (EADR, SSB1) 13. IN TO REQUIRED FOR THIS YEAR 14. SCHEDULE VIIIB-2 (EADR, SSB2) 14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXXI issue has N/A 15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 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 no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.) 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR macch? ADDITS INCLUDED IN THE SCHEDULE XI REPORT: 15.3 Does the Five ORM, ACTI) 15.4 None of the executive direction, administrative support and information echnology statewide activities (ACTO010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found") 15.5 Does the Fived Capital Outlay (FCO) statewide activity (ACT0210) only contain O8XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") 15.6 Has the agency provided the necessary standard (Record		Action	80750100	Dept.			
97 of the LRB Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested. 11. SCHEDULE IV (EADR, SC4) 11.1 Are the correct Information Technology (IT) issue codes used? 11.1 Are the correct Information Technology (IT) issue codes used? 12. If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. 12. SCHEDULE VIIIA (EADR, SCSA) 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIIIAA? Are the priority marrative explanations adequate? 13. SCHEDULE VIIIB-1 (EADR, SSB1) 13. IN TO REQUIRED FOR THIS YEAR 14. SCHEDULE VIIIB-2 (EADR, SSB2) 14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXXI issue has N/A 15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 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 no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website. (Note: Pursuant to section 216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.) 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR macch? ADDITS INCLUDED IN THE SCHEDULE XI REPORT: 15.3 Does the Five ORM, ACTI) 15.4 None of the executive direction, administrative support and information echnology statewide activities (ACTO010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found") 15.5 Does the Fived Capital Outlay (FCO) statewide activity (ACT0210) only contain O8XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found") 15.6 Has the agency provided the necessary standard (Record	10.2	A 1 £ 11		Ī		I	
OADI or OADR to identify agency other salary amounts requested. Y N/A	10.2						
II. SCHEDULE IV (EADR, SC4) 11.1 Are the correct Information Technology (IT) issue codes used? IP If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV. 12. SCHEDULE VIIIA (EADR, SC8A) 12.1 Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate? 13. SCHEDULE VIIIB-1 (EADR, SSB1) 13. IN TO REQUIRED FOR THIS YEAR 14. SCHEDULE VIIIB-2 (EADR, SSB2) 14.1 Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? 15. SCHEDULE XI (USCR, SCXI) (LAS/PBS Web - see page 105-109 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 no longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website, (Note: Pursuant to section 216.023/4) (b). Florida Statutes, the Legislature can reduce the funding level for any agency that does not provide this information.) 15.2 Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match? AUDITS INCLUDED IN THE SCHEDULE XI REPORT: 15.3 Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACTI) 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") 15.5 Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Activities which should appear in Section III (Note: Audit #3 will identify those activities which should appear in Section III (Note: Audit #3 should print "No Activities which should print should appear							
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	111	·					
	16. MA						

		Program or Service (Budget Entity Code				Codes)
	Action	80750100	Dept.			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	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?	N/A	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. FL	ORIDA FISCAL PORTAL	<u> </u>				
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			

Department/Budget Entity (Service): Department of Juvenile Justice/Information Technology

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification

(addition	nal sheets can be used as necessary), and "TIPS" are other areas to consider.	Program or Service (Budget Entity Co			(Codes)	
	Action	80750200	Dept.		,	
1 OEN	TO A I	•				•
-	NERAL	l	Ī	1	Ī	1
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			
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			
AUDITS		ı	T		1	1
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit	3.7	* 7			
1.4	Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4	Has security been set correctly? (CSDR, CSA)	Y	Y			1
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					
2 EVI	MANAGEMENT CONTROL for UPDATE status.					
2. EXE 2.1	IIBIT A (EADR, EXA) Is the budget entity authority and description consistent with the agency's LRPP	1		l	I	
2.1	and does it conform to the directives provided on page 58 of the LBR					
	Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,	1	IV/A			
2.2	nonrecurring expenditures, etc.) included?	Y	N/A			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions	-	1 1/11			
2.3	(pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4	Have the coding guidelines in Section 3 of the LBR Instructions (pages 15					
2.1	through 30) been followed?	Y	Y			
3. EXH	HBIT B (EXBR, EXB)					<u>I</u>
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS					
	correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and					
	unique add back issue should be used to ensure fund shifts display correctly on					
	the LBR exhibits.	N/A	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.	N/A	N			
AUDIT	S:					
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")	***	* 7			
		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	Y	Y			
	To Zero")	I	I			

		Program or Service (Budget Entity Codes)				Codes)
	Action	80750200	Dept.			
TIP	Generally look for and be able to fully explain significant differences between					
111	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. EXF	HBIT 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 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	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.					
	HBIT D-1 (ED1R, EXD1)	37	37			1
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
AUDIT			Ι			l
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			
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01	-	-			
5.5	less than Column B04? (EXBR, EXBB - Negative differences need to be					
	corrected in Column A01.)					
	<u> </u>	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.)	37	37			
TID		Y	Y			
TIP	If objects are negative amounts, the agency must make adjustments to Column					
	A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
111	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
111	carry/certifications forward in A01 are less than FY 2011-12 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. EXI	HBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on	ly.)				
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A			

		Program	or Servi	ce (Budg	et Entity	Codes)
	Action	80750200	Dept.		, ,	
TOTAL						
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.					
	report when identifying negative appropriation category problems.					
7. EXH	IBIT 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			
7.2	Does the issue narrative adequately explain the agency's request and is the					
	explanation consistent with the LRPP? (See page 66-67 of the LBR					
-	Instructions.)	Y	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional					
	narrative requirements described on pages 68 through 70 of the LBR	N/A	N/A			
7.4	Instructions? Are all issues with an IT component identified with a "Y" in the "IT	1 V /A	1 V /A			
/ .4	COMPONENT?" field? If the issue contains an IT component, has that					
	component been identified and documented?	N/A	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and	- 1/ 2 2	- '/ 1 1			
1	Human Resource Services Assessments package? Is the nonrecurring portion in					
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)					
		N/A	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are					
	the amounts proportionate to the Salaries and Benefits request? Note: Salary					
	rate should always be annualized.	N/A	N/A			
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	3. T / A	NT/4			
7.0	Benefits section of the Exhibit D-3A.	N/A	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	N/A	N/A			
7.0	where appropriate?	IN/A	IN/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A			
7 10	Do the 160XXX0 issues reflect budget amendments that have been approved (or	11/17	11/13			
7.10	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 #13-003?	Y	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions					
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?					
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.					
	(PLRR, PLMO)	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements					
	when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	**/:				
	as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments?	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.)	N/A	N/A			
		/	- :/			<u> </u>

		Program	or Servi	ce (Budg	et Entity	Codes)
	Action	80750200	Dept.			
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used					
	(361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT:						
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	Y			
7.23	Have FCO appropriations been entered into the nonrecurring column A04? (GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))	N/A	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1	IR, SC1D	- Depa	rtment]	Level)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

				Program or Service (Budget Entity Codes)					
	Action	80750200	Dept.						
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each								
o. _	operating trust fund?	N/A	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)?	N/A	Y						
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included								
	for the applicable regulatory programs?	N/A	N/A						
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)?	N/A	Y						
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as								
	applicable for transfers totaling \$100,000 or more for the fiscal year?								
		N/A	Y						
8.7	If the agency is scheduled for the annual trust fund review this year, have the								
	Schedule ID and applicable draft legislation been included for recreation,								
	modification or termination of existing trust funds?	N/A	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</i>								
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable								
	legislation?	N/A	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)?	N/A	Y						
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y						
8.12	Is this an accurate representation of revenues based on the most recent								
	Consensus Estimating Conference forecasts?	N/A	Y						
8.13	If there is no Consensus Estimating Conference forecast available, do the								
	revenue estimates appear to be reasonable?	N/A	Y						
8.14	Are the federal funds revenues reported in Section I broken out by individual								
	grant? Are the correct CFDA codes used?	N/A	Y						
8.15	Are anticipated grants included and based on the state fiscal year (rather than								
	federal fiscal year)?	N/A	Y						
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-								
	3A?	N/A	Y						
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	 					
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the								
	latest and most accurate available? Does the certification include a statement								
	that the agency will notify OPB of any significant changes in revenue estimates								
	that occur prior to the Governor's Budget Recommendations being issued?	N/A	Y						
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification	11/1	1						
0.19	provided for exemption? Are the additional narrative requirements provided?								
	provided for exemption: Are the additional narrative requirements provided?	NT/A	Y						
		N/ 4							
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A	1						

		Program	or Servi	ce (Budget	Entity	Codes)
	Action	80750200	Dept.			
8.21	Are nonoperating expenditures to other budget entities/departments cross-					
0.21	referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
0.22	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column	1 1/11				
0.2	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column	IN/A	1	 		
0.23	And current year september operating reversions appropriately shown in column A02?	N/A	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	14/11	1			
0.20	fund as defined by the LBR Instructions, and is it reconciled to the agency					
	accounting records?	N/A	Y			
8.27		IN/A	1	 		
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?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS		1 1/2 1		<u> </u>		
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to			П		
0.27	eliminate the deficit).					
	<u> </u>	N/A	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		37			
0.21	should print "No Discrepancies Exist For This Report")	N/A	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	N/A	Y			
TIP	correct Line A. (SC1R, DEPT) The Schedule I is the most reliable source of data concerning the trust funds. It	IN/A	1			
111	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					
111	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
- 11	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. SCH	EDULE 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.)	N/A	N/A			
	HEDULE III (PSCR, SC3)	1				
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR	**/*	N7/ 1			
	Instructions.)	N/A	N/A			

		Program	or Servi	ce (Budg	get Entity	Codes)
	Action	80750200	Dept.			
10.2	And appropriate in Oak on Column Associate and fully instiffed 2 (Conneces		1			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page					
	97 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.	N/A	N/A			
11. SCF	HEDULE IV (EADR, SC4)		Į.	I		
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not		I	I		
	appear in the Schedule IV.					
12. SCF	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y			
13. SCF	HEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
	HEDULE VIIIB-2 (EADR, S8B2)	- "	- "			
14.1	Do the reductions comply with the instructions provided on pages 102 through					
17.1	104 of the LBR Instructions regarding a 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has					
	NOT been used?	N/A	Y			
15. SCF	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions	for det	ailed i	nstruct	ions)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the DDE files unlessed to the Floride Fiscal Dortal for the LDDD and LDD	1 \ /A	1			
13.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:	14/11	1			
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile				I	
13.3	to Column A01? (GENR, ACT1)	N/A	Y			
15.4	None of the executive direction, administrative support and information	1 1/11	-			
13.4	technology statewide activities (ACT0010 thru ACT0490) have output standards					
	(Record Type 5)? (Audit #1 should print "No Activities Found")					
	(Record Type 5). (Rudit #1 Should print Two receivings Found)	N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should 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.)					
		N/A	Y		<u> </u>	
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for					
	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
16. MA	NUALLY PREPARED EXHIBITS & SCHEDULES					

		Program	or Servi	ce (Bud	get Entity	Codes)
	Action	80750200	Dept.			
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			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	N/A	Y			
AUDIT:	S - 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. CA	PITAL IMPROVEMENTS PROGRAM (CIP)	1				
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	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?	N/A	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. FL	ORIDA 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			

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

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

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

<u>(aaaiiioi</u>	nal sheets can be used as necessary), and "TIPS" are other areas to consider.	Progra	Program or Service (Budget Entity Codes			ty Codes)
	Action	80800100	Dept.			-
1 CEN	JED AT					
1. GEN 1.1	NERAL Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and					
1.1	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			
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			
AUDIT		1			Ī	
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit					
	Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4	Has security been set correctly? (CSDR, CSA)	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.					
	HIBIT A (EADR, EXA)				Ī	
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 58 of the LBR					
	Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures,	* 7	27/4			
	nonrecurring expenditures, etc.) included?	Y	N/A			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions					
	(pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15					
	through 30) been followed?	Y	Y			
	HIBIT B (EXBR, EXB)	1		1	1	
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	27/1				
	the LBR exhibits.	N/A	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	27/4				
	to zero or a positive amount.	N/A	N			
AUDIT		ı			ı	
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			
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			

		Progra	ity Codes)		
	Action	80800100	Dept.		
TEXT		1			
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. EXH	IBIT 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 61 of the LBR				
	Instructions?	Y	Y		
4.2	Is the program component code and title used correct?	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. EXH	IBIT D-1 (ED1R, EXD1)				
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y		
AUDITS	S:				
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		
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		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report:	1	1		
3.4	• • • • • • • • • • • • • • • • • • • •				
	Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to				
	be corrected in Column A01.)	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column		-		
111	A01 to correct the object amounts. In addition, the fund totals must be adjusted				
	to reflect the adjustment made to the object data.				
TIP	If fund totals and object totals do not agree or negative object amounts exist, the				
	agency must adjust Column A01.				
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and				
	carry/certifications forward in A01 are less than FY 2011-12 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. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on	ly.)			
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A		

		Progr	am or Servio	ce (Budget E	ntity Codes)
	Action	80800100	Dept.		
		00000100	Dep.:	!	_
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 EVU	IIBIT D-3A (EADR, ED3A)				
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15				
7.1	through 30 of the LBR Instructions.)	Y	Y		
7.2	Does the issue narrative adequately explain the agency's request and is the	_			
7.2	explanation consistent with the LRPP? (See page 66-67 of the LBR				
	Instructions.)	Y	Y		
7.3	Does the narrative for Information Technology (IT) issue follow the additional				
	narrative requirements described on pages 68 through 70 of the LBR				
	Instructions?	N/A	N/A		
7.4	Are all issues with an IT component identified with a "Y" in the "IT				
	COMPONENT?" field? If the issue contains an IT component, has that				
	component been identified and documented?	N/A	N/A		
7.5	Does the issue narrative explain any variances from the Standard Expense and				
	Human Resource Services Assessments package? Is the nonrecurring portion in				
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A		
7.6	Does the colors note received amount accountally reflect any new receives and an	IN/A	IN/A		
7.6	Does the salary rate request amount accurately reflect any new requests and are				
	the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A		
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits	14/74	IV/A		
7.7	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	N/A		
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	_	1,711		
,	where appropriate?	N/A	N/A		
7.9	Does the issue narrative reference the specific county(ies) where applicable?				
		N/A	N/A		
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or				
	in the process of being approved) and that have a recurring impact (including				
	Lump Sums)? Have the approved budget amendments been entered in Column				
	A18 as instructed in Memo #13-003?	N/A	N/A		
7.11	When appropriate are there any 160XXX0 issues included to delete positions				
	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?				
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted.				
	(PLRR, PLMO)	N/A	N/A		
7.12	Does the issue narrative include plans to satisfy additional space requirements				
	when requesting additional positions?	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues		NT/A		
	as required for lump sum distributions?	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	Y	N/A		
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of				
	the issue code (XXXXAXX) and are they self-contained (not combined with				
	other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A		
<u> </u>		1 - 1/ 2 1	1 - 1/1 -		

		Progra	m or Sei	rvice (Bı	ıdget Enti	ty Codes)
	Action	80800100	Dept.	,		
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth		•			
7.10	position of the issue code (36XXXCX) and are the correct issue codes used					
	(361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0,					
	33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to major audit findings and recommendations properly					
	coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year					
	Statewide Strategic Plan for Economic Development as requested in Memo# 13-					
	010?	Y	Y			
AUDIT:				1		
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year	1	IN/A			
7.20	Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues	1	14/1			
7.21	net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment)					
	issues net to zero? (GENR, LBR3)	N	Y			
7.23	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	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be					
	thoroughly justified in the D-3A issue narrative. Agencies can run					
	OADA/OADR from STAM to identify the amounts entered into OAD and					
	ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-					
111	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 66 through 70 of the LBR Instructions.					
	suchinical. Thoroughly forten pages of through 70 of the 221t 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).					
TID	If an appropriation mode in the EV 2012 12 Consul Appropriations Ast					
TIP	If an appropriation made in the FY 2012-13 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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC	IR SC1T) . Dane	artmon	(laval)	
8.1	Has a separate department level Schedule I and supporting documents package	IN, 5011	, - Dch		L LL VEI)	
0.1	been submitted by the agency?	N/A	Y			

		Progra	ım or Ser	vice (Budge	t Entity Cod	les)
	Action	80800100	Dept.			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each					
0.2	operating trust fund?	N/A	Y			
8.3	Have the appropriate Schedule I supporting documents been included for the	1 (/ 1 1	-			
0.5	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included					
0.1	for the applicable regulatory programs?	N/A	N/A			
8.5	Have the required detailed narratives been provided (5% trust fund reserve					
	narrative; method for computing the distribution of cost for general management					
	and administrative services narrative; adjustments narrative; revenue estimating					
	methodology narrative)?	N/A	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?					
	8, 1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	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</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent					
	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the					
	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual					
	grant? Are the correct CFDA codes used?	N/A	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than					
	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-					
	3A?	N/A	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the					
	latest and most accurate available? Does the certification include a statement					
	that the agency will notify OPB of any significant changes in revenue estimates					
	that occur prior to the Governor's Budget Recommendations being issued?	N/A	Y			
0.10	Is a 50/ trust found recourse mell-stadius Castian IIO IC 11 CC 11 CC 11		1			
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?					
		N / A	· ·			
8.20	Are appropriate service charge nonoperating amounts included in Section II?	N/A	Y	-		

		Progra	ım or Sei	rvice (B	udget Enti	ity Codes)
	Action	80800100	Dept.			
0.21			1	l		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column	14/11	1			
0.23	A02?	N/A	Y			
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust	14/21	1			
0.20	fund as defined by the LBR Instructions, and is it reconciled to the agency					
	accounting records?	NT/A	37			
0.27		N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year					
	accounting data as reflected in the agency accounting records, and is it provided	N/A	Y			
8.28	in sufficient detail for analysis? Door Line Lof Column A01 (Schodule Deguel Line K of the Schodule IC?)	N/A	Y			
AUDITS	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	11/11	1			
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to	l		1	1	1
0.27	eliminate the deficit).					
	eminiate the deficit).	N/A	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")	N/A	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)	N/A	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.) Transaction DFTR in LAS/PBS is also available and provides					
(II)XI	an LBR review date for each trust fund.	<u> </u>				
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
TID	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
0 COIT	number. Any negative numbers must be fully justified.					
AUDIT:	EDULE II (PSCR, SC2)					
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and			<u> </u>	l	l
7.1	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.)	N/A	N/A			
10. SCF	HEDULE III (PSCR, SC3)	<u> </u>	<u> </u>	<u> </u>		I
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR					
	Instructions.)	N/A	N/A			
-		-	-	-	•	-

		Program or Service (Budget Entity				ty Codes)
	Action	80800100	Dept.			
10.0						
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	N/A			
11. SCF	HEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
	appear in the Schedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y			
13. SCF	HEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
	HEDULE 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 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has					
	NOT been used?	N/A	Y			
15. SCI	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions	for de	etailed	instruc	tions)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
	match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	N/A	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")	NT/A	Y			
15.5	D. d. E'. 10. '(10. d. (ECO) (4. '11. d' '(ACEO210) 1. d'	N/A	1			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities	14/11	1			
13.0	which should 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.)					
	note here to be under for that uctivity and the benedule 211 submitted again.)	N/A	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	- 1/	-			
15.,	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
16. MA	NUALLY 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			

		Progra	ım or Sei	rvice (Bu	ıdget Enti	ity Codes)
	Action	80800100	Dept.			
160		1				1
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate					
10.0	level of detail?	N/A	Y			
AUDIT:	S - GENERAL INFORMATION					
TIP	Review Section 6: Audits of the LBR Instructions (pages 156-158) for a list of					
	audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
	are due to an agency reorganization to justify the audit error.					
17. CA	PITAL IMPROVEMENTS PROGRAM (CIP)					
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y			
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP					
	Instructions)?	Y	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP					
	Instructions)?	Y	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,					
	A08 and A09)?	Y	Y			
17.5	Are the appropriate counties identified in the narrative?	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			
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. FL0	ORIDA FISCAL PORTAL					
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as					
	outlined in the Florida Fiscal Portal Submittal Process?	Y	Y			

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

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.

	at sheets can be used as necessary), and 1113 are other areas to consider.	Program	or Serv	ice (Budg	get Entity	Codes)
	Action	80800200	Dept.			
1. GEN	TEDAT					
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			
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			
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			
1.4 TIP	Has security been set correctly? (CSDR, CSA) The agency should prepare the budget request for submission in this order: 1)	1	1			
TIP	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. EXH	IBIT 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 58 of the LBR Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	N/A			
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions					
	(pages 15 through 30)? Do they clearly describe the issue?	Y	Y			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15					
	through 30) been followed?	Y	Y			
	IBIT B (EXBR, EXB)	r				T
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. Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring	N/A	Y			
	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.	N/A	N			
AUDITS		1		1 1		Ī
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			
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			

		Program	or Serv	ice (Bud	get Entity	Codes)
	Action	80800200	Dept.			
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXH	IBIT 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 61 of the LBR Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	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. EXH	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	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			
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			
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			
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2011-12 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. EXH	IBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on					
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A			

			Program or Service (Budge			
	Action	80800200	Dept.			
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXH	IIBIT D-3A (EADR, ED3A)	·I				
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			
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	Y	Y			
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A			
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A			
7.5	Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A			
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A			
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A			
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A			
7.9	Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A			
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #13-003?	Y	N/A			
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A			
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A			
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A			
7.14	Do the amounts reflect appropriate FSI assignments? 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 N/A	N/A N/A			

		Program	or Serv	rice (Bud	get Entity	Codes)
	Action	80800200	Dept.			•
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	N/A	N/A			
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A			
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?	Y	Y			
AUDIT:						
7.19	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	N/A			
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A			
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	N/A	N/A			
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	N	Y			
7.23	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	N/A			
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC	1R, SC1I) - Dep	artmen	t Level)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	N/A	Y			

		Program	or Serv	ice (Bud	get Entity	Codes
	Action	80800200	Dept.			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each					
	operating trust fund?	N/A	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)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included					
	for the applicable regulatory programs?	N/A	N/A			
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)?	N/A	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?					
	<i>g</i> ,,	N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the	1				
J.,	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	Y			
8.8	If the agency is scheduled for the annual trust fund review this year, have the	/				
5.5	necessary trust funds been requested for creation pursuant to <i>section</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	Y			
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency	1,711	_			
0.7	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	Y			
8.11	Are the General Revenue Service Charge percentage rates used for each revenue	- 0,				
0.11	source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate					
	general revenue service charge percentage rates.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent	1,711				
0.12	Consensus Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the	14/11	-			
0.13	revenue estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual	14/11	1			
0.14	grant? Are the correct CFDA codes used?	N/A	Y			
8.15	Are anticipated grants included and based on the state fiscal year (rather than	11/1	1			
0.13	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	11/11	-			1
0.10	3A?	N/A	Y			
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the					
	latest and most accurate available? Does the certification include a statement					
	that the agency will notify OPB of any significant changes in revenue estimates					
	that occur prior to the Governor's Budget Recommendations being issued?					
		N/A	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?					
		N/A	Y			
8.20	Are appropriate service charge nonoperating amounts included in Section II?				_	
		N/A	Y			

		Program	n or Serv	vice (Buo	dget Entity	y Codes)
	Action	80800200	Dept.			
0.21	A no man amount in a armon discuss to other bridgest antities/demantments areas				1	
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?	N/A	Y			
8.25	Are current year Contember operating reversions appropriately shown in column	IN/A	1		1	
8.23	Are current year September operating reversions appropriately shown in column	N/A	Y			
9.26	A02?	IN/A	1		 	
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?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year					
	accounting data as reflected in the agency accounting records, and is it provided					
	in sufficient detail for analysis?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS		•			•	•
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	N/A	Y			
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1	1,1/2.1	<u> </u>		 	
0.50	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")	N/A	Y			
8.31	Has a Department Level Reconciliation been provided for each trust fund and	1,711	_			
0.51	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It	14/21				
111	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					
111	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
111	totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative					
111	number. Any negative numbers must be fully justified.					
0 SCH	EDULE II (PSCR, SC2)	L				
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and	I			I	
7.1	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.)	N/A	N/A			
10 SCI	HEDULE III (PSCR, SC3)	- 1/11	1 - 1/11		1	
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR	<u> </u>	1		1	
10.1	Instructions.)	N/A	N/A			
	induserono.)	- 1/11	2.7/2.1	1	1	<u> </u>

		Program or Service (Budget Entity Co				Codes)
	Action	80800200	Dept.			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page					
	97 of the LBR Instructions for appropriate use of the OAD transaction.) Use					
	OADI or OADR to identify agency other salary amounts requested.	N/A	N/A			
11 001	IEDIUE IV. (EADD. CCA)	14/11	14/11			
	HEDULE IV (EADR, SC4)	N/A	N/A			
11.1	Are the correct Information Technology (IT) issue codes used?	IN/A	IN/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not					
12 COI	appear in the Schedule IV.					
	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the	N/A	Y			
12 001	Schedule VIII-A? Are the priority narrative explanations adequate?	1 V /A	1			
	HEDULE VIIIB-1 (EADR, S8B1)	NT/A	NT/A			
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
	HEDULE 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 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has	N/A	Y			
15 COT	NOT been used?			4 1 1	• 4	4•
	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	ructions	s tor a	etanea	instruc	tions)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)	N/A	Y			
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
	match?	N/A	Y			
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)	N/A	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")	NT/A	37			
15.5	D 4 F 10 '-10 4 (FCO) + + '-1 + +' '- (ACT0210) 1	N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No	NT/A	Y			
4 7 -	Operating Categories Found")	N/A	I			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities					
	which should 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.)					
		N/A	Y			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	3. 77.				
	Agency) equal? (Audit #4 should print "No Discrepancies Found")	N/A	Y			
TIP	If Section I and Section III have a small difference, it may be due to rounding					
	and therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES	1				
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154					
Ī	of the LBR Instructions), and are they accurate and complete?	Y	Y			

		Program	or Serv	Program or Service (Budget Entity Codes)					
	Action	80800200	Dept.						
160					1				
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A						
16.3	Are agency organization charts (Schedule X) provided and at the appropriate		- "						
	level of detail?	N/A	Y						
AUDIT S	S - GENERAL INFORMATION	•			•				
TIP	Review Section 6: Audits of the LBR Instructions (pages 156-158) for a list of								
	audits and their descriptions.								
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors								
	are due to an agency reorganization to justify the audit error.								
17. CA	PITAL IMPROVEMENTS PROGRAM (CIP)								
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y						
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP								
	Instructions)?	Y	Y						
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP								
	Instructions)?	Y	Y						
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,								
	A08 and A09)?	Y	Y						
17.5	Are the appropriate counties identified in the narrative?	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						
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. FL(ORIDA FISCAL PORTAL								
18.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as								
	outlined in the Florida Fiscal Portal Submittal Process?	Y	Y						

Fiscal Year 2013-14 LBR Technical Review Checklist

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

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

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.

Controlle	at sneets can be used as necessary), and 11FS are other areas to consider.	Program	or Servi	ice (Budge	Entity	Codes)
	Action	80900100	Dept.			
1 CEN	ERAL					
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			
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			
AUDITS		_	1			
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y			
1.4	Has security been set correctly? (CSDR, CSA)	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. EXH	IBIT 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 58 of the LBR Instructions?	Y	N/A			
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	N/A			
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			
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?	Y	Y			
3. EXH	IBIT B (EXBR, EXB)	•				
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	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.	N/A	N			
AUDITS	S:					
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			

		Program	or Serv	ice (Bud	get Entity	Codes)
	Action	80900100	Dept.			
2.4	Country Van Estimated Weiffersting Countries Boards Le Colons A02 and					
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal					
	to Column B07? (EXBR, EXBC - Report should print "Records Selected Net	Y	Y			
TIP	To Zero") Generally look for and be able to fully explain significant differences between	1	1			
111	A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a					
111	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. EXH	IBIT 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 61 of the LBR					
	Instructions?	Y	Y			
4.2	Is the program component code and title used correct?	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.					
	IBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y			
AUDITS			1	1	I	1
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	Y	Y			
<i>5</i> 2	This Report")	1	I			
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			
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			
TIP	If objects are negative amounts, the agency must make adjustments to Column					
	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2011-12 approved budget.					
	Amounts should be positive.	Ī				

		Program or Service (Budget Entity Cod					
	Action	80900100	Dept.		<u> </u>		
					ı	1	
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. EXH	IIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only			•		_	
6.1	Are issues appropriately aligned with appropriation categories?	Y	N/A				
TIP	Exhibit D-3 is no longer required in the budget submission but may be needed for						
	this particular appropriation category/issue sort. Exhibit D-3 is also a useful						
	report when identifying negative appropriation category problems.						
	IIBIT D-3A (EADR, ED3A)				T		
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				
7.2	Does the issue narrative adequately explain the agency's request and is the						
	explanation consistent with the LRPP? (See page 66-67 of the LBR Instructions.)	37	*7				
		Y	Y			1	
7.3	Does the narrative for Information Technology (IT) issue follow the additional						
	narrative requirements described on pages 68 through 70 of the LBR Instructions?	N/A	N/A				
7.4	And all issues with an IT common and identified with a "IV" in the "IT"	1 \ / <i>A</i>	IN/A			<u> </u>	
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	N/A	N/A				
7.5	component been identified and documented?	1 N /A	IN/A			+	
7.5	Does the issue narrative explain any variances from the Standard Expense and						
	Human Resource Services Assessments package? Is the nonrecurring portion in						
	the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	N/A				
7.6	Does the salary rate request amount accurately reflect any new requests and are	1	11/74			 	
7.0							
	the amounts proportionate to the Salaries and Benefits request? Note: Salary rate	Y	N/A				
7.7	should always be annualized.	1	IN/A			+	
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits						
	amounts entered into the Other Salary Amounts transactions (OADA/C)?						
	Amounts entered into OAD are reflected in the Position Detail of Salaries and	Y	N/A				
7.0	Benefits section of the Exhibit D-3A. Does the issue porretive include the Consensus Estimating Conference forecast.	1	11/71			1	
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,	Y	N/A				
7.0	where appropriate?	1	1 N /A				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	N/A				
7.10	Do the 160XXX0 issues reflect budget amendments that have been approved (or	1	11/11		1		
7.10	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 #13-003?	N/A	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions	11/11	11/11			1	
/.11	placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)?						
	Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR , PLMO)	N/A	N/A				
7.12	Does the issue narrative include plans to satisfy additional space requirements	11/11	11/17		1		
1.12	when requesting additional positions?	N/A	N/A				
	when requesting additional positions:	1 1/ 🕰	11/17		1		

		Program	Program or Service (Budget Entity Code				
	Action	80900100	Dept.		,,	/	
		· · · · · · · · · · · · · · · · · · ·				I	
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues						
	as required for lump sum distributions?	N/A	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y				
7.15	Do the issues relating to salary and benefits have an "A" in the fifth position of						
	the issue code (XXXXAXX) and are they self-contained (not combined with						
	other issues)? (See page 29 and 88 of the LBR Instructions.)	27/4	37/4				
		N/A	N/A				
7.16	Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth						
	position of the issue code (36XXXCX) and are the correct issue codes used						
	(361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0,						
	33001C0 or 55C01C0)?	N/A	N/A				
7.17	Are the issues relating to major audit findings and recommendations properly						
	coded (4A0XXX0, 4B0XXX0)?	N/A	N/A				
7.18	Does the issue narrative identify the strategy or strategies in the Five Year						
	Statewide Strategic Plan for Economic Development as requested in Memo# 13-						
	010?	Y	Y				
AUDIT:							
7.19	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")	***	37/4				
		Y	N/A				
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year						
	Expenditures) issues net to zero? (GENR, LBR1)	Y	N/A				
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues						
	net to zero? (GENR, LBR2)	N/A	N/A				
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment)						
	issues net to zero? (GENR, LBR3)	N	Y				
7.23	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))	27/4	37/4				
		N/A	N/A				
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be						
	thoroughly justified in the D-3A issue narrative. Agencies can run						
	OADA/OADR from STAM to identify the amounts entered into OAD and ensure						
	these entries have been thoroughly explained in the D-3A issue narrative.						
TIP	The issue narrative must completely and thoroughly explain and justify each D-						
	3A issue. Agencies must ensure it provides the information necessary for the						
	OPB and legislative analysts to have a complete understanding of the issue						
	submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.						
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not						
111	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.						
	net to zero for General Revenue funds.						

		Program or Service (Budget Entity Code				
	Action	80900100	Dept.		<u> </u>	
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 2012-13 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. SCH	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1)	R, SC1D	- Depar	tment	Level)	
8.1	Has a separate department level Schedule I and supporting documents package					
	been submitted by the agency?	N/A	Y			
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating					
	trust fund?	N/A	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)?	N/A	Y			
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included					
	for the applicable regulatory programs?	N/A	N/A			
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)?	N/A	Y			
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as					
	applicable for transfers totaling \$100,000 or more for the fiscal year?					
		N/A	Y			
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?	N/A	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 section					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?	N/A	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)?	N/A	Y			
8.10	Are the statutory authority references correct?	N/A	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.)	N/A	Y			
8.12	Is this an accurate representation of revenues based on the most recent Consensus					
	Estimating Conference forecasts?	N/A	Y			
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue					
	estimates appear to be reasonable?	N/A	Y			
8.14	Are the federal funds revenues reported in Section I broken out by individual					
	grant? Are the correct CFDA codes used?	N/A	Y		<u></u>	<u> </u>
8.14		N/A	Y			

		Program	or Servi	ice (Budget l	Entity C	Codes)
	Action	80900100	Dept.		T	
8.15	Are anticipated grants included and based on the state fiscal year (rather than	N T / A	* 7			
	federal fiscal year)?	N/A	Y			
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-	N/A	Y			
8.17	3A? If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A			
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the	14/71	11/11			
0.10	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?					
	occur prior to the Governor's Budget Recommendations being issued:	N/A	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?					
		N/A	Y			
8.20	Are appropriate service charge nonoperating amounts included in Section II?					
		N/A	Y			
8.21	Are nonoperating expenditures to other budget entities/departments cross-			\prod		
	referenced accurately?	N/A	Y			
8.22	Do transfers balance between funds (within the agency as well as between					
	agencies)? (See also 8.6 for required transfer confirmation of amounts totaling					
	\$100,000 or more.)	N/A	Y			
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in					
	Section III?	N/A	Y			
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?	N/A	Y			
8.25	Are current year September operating reversions appropriately shown in column					
	A02?	N/A	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?	N/A	Y			
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year					
	accounting data as reflected in the agency accounting records, and is it provided					
	in sufficient detail for analysis?	N/A	Y			
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	N/A	Y			
AUDITS						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).	N/A	Y			
Q 20	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1	1 V / A	1	 		
8.30	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")	N/A	Y			
8.31	Has a Department Level Reconciliation been provided for each trust fund and	- 1/ 2 1		 	1	
0.51	does Line A of the Schedule I equal the CFO amount? If not, the agency must					
	correct Line A. (SC1R, DEPT)	N/A	Y			
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is			<u> </u>		
1.1	very important that this schedule is as accurate as possible!					
	r					

		Program	or Servi	ice (Budg	et Entity	Codes)
	Action	80900100	Dept.			
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the		-			
1117	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure					
111	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. SCH	EDULE 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				ı	
	Request'') Note: Amounts other than the pay grade minimum should be fully				ı	
	justified in the D-3A issue narrative. (See Base Rate Audit on page 157 of the				ı	
	LBR Instructions.)	N	N/A			
10. SCI	HEDULE III (PSCR, SC3)		_			
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR				ı	
	Instructions.)	N/A	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page				ı	
	97 of the LBR Instructions for appropriate use of the OAD transaction.) Use				ı	
	OADI or OADR to identify agency other salary amounts requested.	Y	N/A		ı	
11 CCI	HEDULE IV (EADR, SC4)	1	11/17			<u> </u>
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A			
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear	1 1// 2 1	1 1/ 1 1	<u> </u>		<u> </u>
111	in the Schedule IV.					
12. SCI	HEDULE VIIIA (EADR, SC8A)					
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the					
	Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	Y		ı	
13. SCI	HEDULE VIIIB-1 (EADR, S8B1)					
13.1	NOT REQUIRED FOR THIS YEAR	N/A	N/A			
14. SCI	HEDULE 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 5% reduction in recurring General				ı	
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has				ı	
	NOT been used?	N/A	Y			
15. SCI	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Instr	ructions	for det	ailed in	ıstructi	ons)
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on				İ	
	the Governor's Florida Performs Website. (Note: Pursuant to section				İ	
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for				İ	
	any agency that does not provide this information.)	N/A	Y		İ	
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
10.2	match?	N/A	Y		İ	
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR. ACT1)	N/A	Y			

		Program	or Servi	ce (Budg	get Entity	Codes)
	Action	80900100	Dept.			
15.4	N 64 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					
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")	N/A	Y			
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain	14/11	1			
13.3	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
	Operating Categories Found")	N/A	Y			
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities	1 1/1 1	_			
13.0	which should 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.)	NI/A	Y			
15.7	Door Continuit (Final Dudget for Appear) and Continuity (Total Dead of C	N/A	I			
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for	N/A	Y			
TID	Agency) equal? (Audit #4 should print "No Discrepancies Found") If Section Land Section III have a small difference it may be due to rounding and	1 V /A	1			<u> </u>
TIP	If Section I and Section III have a small difference, it may be due to rounding and					
16 374	therefore will be acceptable.					
	NUALLY PREPARED EXHIBITS & SCHEDULES					
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154	Y	Y			
160	of the LBR Instructions), and are they accurate and complete?	Y	Y			
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	N/A	N/A			
16.3	Are agency organization charts (Schedule X) provided and at the appropriate	11/11	11/11			
10.5	level of detail?	N/A	Y			
AUDITS	S - GENERAL INFORMATION					L
TIP	Review Section 6: Audits of the LBR Instructions (pages 156-158) for a list of					
111	audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors					
111	are due to an agency reorganization to justify the audit error.					
17 CA1	PITAL IMPROVEMENTS PROGRAM (CIP)					
17. CAI	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A	Y			I
17.1	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	11/11				
17.2	The the Cit -4 and Cit -5 forms submitted when applicable (see Cir histractions)?	N/A	Y			
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP	11/11	1			
17.3	Instructions)?	N/A	Y			
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07,	11/11	1			
1 / .4	A08 and A09)?	N/A	Y			
17.5	Are the appropriate counties identified in the narrative?	N/A	Y			
17.5	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for	11/17	1			
17.0	each project and the modified form saved as a PDF document?	N/A	Y			
TIP	Requests for Fixed Capital Outlay appropriations which are Grants and Aids to	11/17				<u> </u>
1112						
	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.					

	Program or Service (Budget Entity Codes)					
Action	80900100	Dept.				
18. FLORIDA FISCAL PORTAL						
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as						
outlined in the Florida Fiscal Portal Submittal Process?	Y	Y				

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of Juvenile Justice/Fixed Capital Outlay

Agency Budget Officer/OPB Analyst Name: Vickie J. Harris/Melonie Davila

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.

(addition	al sheets can be used as necessary), and "TIPS" are other areas to consider.	Program o	r Service (Budget Ent	ity Codes)	
	Action	80400100	80700700	80800100	80800200	
	7 Delion	80400100	80700700	80800100	80800200	
1. GEN	ERAL					
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?					ı
	Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)					ı
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)					
AUDITS		<u> </u>	<u> </u>		<u> </u>	
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)					
1.4	Has security been set correctly? (CSDR, CSA)					
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. EXH	IBIT 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 58 of the LBR Instructions?					
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?					
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?					
2.4	Have the coding guidelines in <i>Section 3</i> of the LBR Instructions (pages 15 through 30) been followed?					1
3. EXH	IBIT 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.					
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.					
AUDITS	S:					
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")					
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")					

	Action	Program or S	80700700			
	7 IOIOII	80400100	80700700	80800100	80800200	<u> </u>
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. EXF	HBIT 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 61 of the LBR					İ
	Instructions?					
4.2	Is the program component code and title used correct?					
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. EXH	HBIT D-1 (ED1R, EXD1)					
5.1	Are all object of expenditures positive amounts? (This is a manual check.)					
AUDIT	S:					
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")					
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.)					
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report:					
5.4	Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to					!
	be corrected in Column A01.)					!
	be corrected in Column Avi.)					
TIP	If objects are negative amounts, the agency must make adjustments to Column	L			<u> </u>	1
	A01 to correct the object amounts. In addition, the fund totals must be adjusted					
	to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the					
	agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and					
	carry/certifications forward in A01 are less than FY 2011-12 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. EXF	HBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes on	y.)				
6.1	Are issues appropriately aligned with appropriation categories?					

		Program o	r Service (1	Budget Ent	ity Codes)	
	Action	80400100	80700700	80800100	80800200	
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. EXH	IBIT 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.)					
7.2	Does the issue narrative adequately explain the agency's request and is the					
	explanation consistent with the LRPP? (See page 66-67 of the LBR					
	Instructions.)					
7.3	Does the narrative for Information Technology (IT) issue follow the additional					
	narrative requirements described on pages 68 through 70 of the LBR					
7.4	Instructions? Are all issues with an IT component identified with a "Y" in the "IT					
/.4	COMPONENT?" field? If the issue contains an IT component, has that					
	component been identified and documented?					
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.)					
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.					
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.					
7.8	Does the issue narrative include the Consensus Estimating Conference forecast,					1
7.0	where appropriate?	Y	Y	Y	Y	
7.9	Does the issue narrative reference the specific county(ies) where applicable?	-	 		1	
7.5	Does the issue narrance reference the specific county (res) whose approache.					
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 #13-003?					
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.					
7.10	(PLRR, PLMO)					
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?					
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues	1	+	1		
7.13	as required for lump sum distributions?					
7.14	Do the amounts reflect appropriate FSI assignments?					<u> </u>
7.15	Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of	1	1	1		
	the issue code (XXXXAXX) and are they self-contained (not combined with					
	other issues)? (See page 29 and 88 of the LBR Instructions.)					
	<u> </u>					<u> </u>

		Program o	r Service (1	Budget Ent	ity Codes)	
	Action	80400100	80700700	80800100	80800200	
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)?					
7.17	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?					
7.18	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development as requested in Memo# 13-010?					
AUDIT:						
7.19	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")					
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)					
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)					
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)					
7.23	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))					
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 66 through 70 of the LBR Instructions.					
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2012-13 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.					
	EDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC	IR, SCID	- Depart	ment Lev	el)	
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?					

		Program or Service (Budget Entity Codes)				
	Action	80400100	80700700	80800100	80800200	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each					
0.2	operating trust fund?					
8.3	Have the appropriate Schedule I supporting documents been included for the					
	trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?					
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included					
	for the applicable regulatory programs?					
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					
0.1	methodology narrative)?					
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?					
8.7	If the agency is scheduled for the annual trust fund review this year, have the					
J.,	Schedule ID and applicable draft legislation been included for recreation,					
	modification or termination of existing trust funds?					
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</i>					
	215.32(2)(b), Florida Statutes - including the Schedule ID and applicable					
	legislation?					
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,					
0.10	001970)?					
8.10	Are the statutory authority references correct?					
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.)					
8.12	Is this an accurate representation of revenues based on the most recent					
0.12	Consensus Estimating Conference forecasts?					
8.13	If there is no Consensus Estimating Conference forecast available, do the					
	revenue estimates appear to be reasonable?					
8.14	Are the federal funds revenues reported in Section I broken out by individual					
	grant? Are the correct CFDA codes used?					
8.15	Are anticipated grants included and based on the state fiscal year (rather than					
	federal fiscal year)?					
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-					
0.17	SA?	1	1			
8.17	If applicable, are nonrecurring revenues entered into Column A04?					
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?					
	and occar prior to the Governor a Dauget Recommendations being issued:					
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?					
8.20	Are appropriate service charge nonoperating amounts included in Section II?					
			<u> </u>			

		Program or	Service (I	Budget Enti	ity Codes)	
	Action	80400100	80700700	80800100	80800200	
8.21	Are nonoperating expenditures to other budget entities/departments cross-					
0.21	referenced accurately?					
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.)					
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded					
	in Section III?					
8.24	Are prior year September operating reversions appropriately shown in column					
	A01?					
8.25	Are current year September operating reversions appropriately shown in column					
	A02?					
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?					
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?					
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?					
AUDITS		I	I	I	1	
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to					
	eliminate the deficit).					
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")					
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					
TID	correct Line A. (SC1R, DEPT)					
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					
111	LBR Instructions.) Transaction DFTR in LAS/PBS is also available and provides					
	an LBR review date for each trust fund.					
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.					
	EDULE II (PSCR, SC2)					
AUDIT:		1	1	1		
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					
10 001	LBR Instructions.)					
10. SCE 10.1	IEDULE III (PSCR, SC3) Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR	I	1	1		
10.1	Instructions.)					
	mou ucuono.	<u> </u>	<u> </u>	<u> </u>		

		Program or Service (Budget Entity Codes)				
	Action	80400100	80700700	80800100	80800200	
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.					
11. SCF	HEDULE IV (EADR, SC4)	<u> </u>			ı	
11.1	Are the correct Information Technology (IT) issue codes used?					
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCI	HEDULE 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?					
13. SCI	HEDULE VIIIB-1 (EADR, S8B1)			ı		
13.1	NOT REQUIRED FOR THIS YEAR					
	HEDULE VIIIB-2 (EADR, S8B2)		1		1	
14.1	Do the reductions comply with the instructions provided on pages 102 through					
	104 of the LBR Instructions regarding a 5% reduction in recurring General					
	Revenue and Trust Funds, including the verification that the 33BXXX0 issue has					
	NOT been used?					
15. SCH	HEDULE XI (USCR,SCXI) (LAS/PBS Web - see page 105-109 of the LBR Inst	tructions	for detai	led instr	ructions)	
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. The					
	Final Excel version no longer has to be submitted to OPB for inclusion on					
	the Governor's Florida Performs Website. (Note: Pursuant to section					
	216.023(4) (b), Florida Statutes, the Legislature can reduce the funding level for					
	any agency that does not provide this information.)					
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR					
	match?					
AUDITS	S INCLUDED IN THE SCHEDULE XI REPORT:					
15.3	Does the FY 2011-12 Actual (prior year) Expenditures in Column A36 reconcile					
	to Column A01? (GENR, ACT1)					
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")					
15.5	D 4 F 10 '(10 4 (FCO) (('1 ((ACT0010) 1 ()					
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain					
	08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No					
15.6	Operating Categories Found") Has the agency provided the necessary standard (Record Type 5) for all activities					
15.6	• • • • • • • • • • • • • • • • • • • •					
	which should 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					
	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.)					
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for		1		1	
13.7	Agency) equal? (Audit #4 should print "No Discrepancies Found")					
TIP	If Section I and Section III have a small difference, it may be due to rounding		<u> </u>	<u>I</u>	<u> </u>	<u> </u>
111	and therefore will be acceptable.					
16 MA	NUALLY PREPARED EXHIBITS & SCHEDULES	L				
10. WIA	MODEL I RELAKED EMILDING & SCHEDULES					

		Program or Service (Budget Entity Codes)				
	Action	80400100	80700700	80800100	80800200	
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?					
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?					
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?					
AUDITS	S - 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. CA	PITAL 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	