



Supreme Court of Florida

500 South Duval Street
Tallahassee, Florida 32399-1925

RICKY POLSTON
CHIEF JUSTICE
BARBARA J. PARIENTE
R. FRED LEWIS
PEGGY A. QUINCE
CHARLES T. CANADY
JORGE LABARGA
JAMES E. C. PERRY
JUSTICES

THOMAS D. HALL
CLERK OF COURT

SILVESTER DAWSON
MARSHAL

October 15, 2012

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

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

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

Dear Directors:

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Ricky Polston", is written over a horizontal line.

Ricky Polston

RP/ssb

Department Level Exhibits and Schedules

Non-Strategic IT Service:		Network Service			
Dept/Agency: State Courts System		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Donna Brewer					
Phone: 850-617-1847					
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			8.75		\$777,472
A-1.1	State FTE	1&2	8.75		\$777,472
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$254,027
B-1	Servers	3	12	0	\$0
B-2	Server Maintenance & Support	4	12	12	\$4,404
B-3	Network Devices & Hardware (e.g., routers, switches, hubs, cabling, etc.)	5	178	127	\$106,496
B-4	Online Storage for file and print (indicate GB of storage)	6	5741		\$0
B-5	Archive Storage for file and print (indicate GB of storage)	6	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)	7			\$143,127
C. Software		8			\$12,259
D. External Service Provider(s)					\$0
D-1	MyFloridaNet				\$0
D-2	Other (Please specify in Footnote Section below)				\$0
E. Other (Please describe in Footnotes Section below)		9			\$1,120,683
F. Total for IT Service					\$2,164,441
G. Please identify the number of users of the Network Service					10,027
H. How many locations currently host IT assets and resources used to provide LAN services?					10
I. How many locations currently use WAN services?					75
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: 1 Sr. User Support Analyst @ 100%; 1 Distributed Sys Network Coord @ 100%;				
2	Footnote 1 con't: 1 Sr. Network Support Analyst @ 100%; 1 Sr. Network Supp Analyst @ 75%; 20 court Technology Officers at 25%				
3	Server refresh that was planned for FY 11/12 then delayed, was able to be completed during FY 11/12. Desktops will be refreshed FY 12/13.				
4	Ongoing maintenance for servers in support of this service: These servers are dedicated to network only, therefore 0 logical servers.				
5	Smartnet maintenance in support of routers, switches, hubs, etc.				
6	Estimated online storage. No archive storage.				
7	Includes Multi-Function Printers, UPS, VoIP phones, Polycoms for SC, OSCA, and Appellate Cts; Proj costs for PIX Firewall & Core Fiber Switch Ref				
8	SW includes: NW Solutions, Solarwinds, What's Up Gold, PRTG 500, Scruutinzer, APC Infrastructure, Fluke				
9	Costs include annual line costs in support of the St Cts Network, all other misc costs, \$ appropriated to FDLE & JT's to courts qtrly to support NW				
10					
11	G: Total FTE and OPS in the State Courts System (4,268) + non-court employees accessing Judicial Inquiry System (5,759)				
12	H: Supreme Court (houses SC and OSCA staff), Annex (OSCA staff), and 5 Appellate Courts (6 locations)				
13	I: Supreme Court, Annex, 5 Appellate Courts (6 locations), 67 County Courthouses				
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Non-Strategic IT Service:		E-Mail, Messaging, and Calendaring Service			
Agency: State Courts System		# of Assets & Resources			
Prepared by: Donna Brewer		AppORTioned to this IT Service in FY			
Phone: 850-617-1847		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. Personnel			1.00		\$62,277
A-1	State FTE	1	1.00		\$62,277
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$33,704
B-1	Servers	2	33	0	\$0
B-2	Server Maintenance & Support	3	33	7	\$862
B-3	Wireless Communication Devices (e.g., Blackberries, iPhones, PDAs, etc.)	4	66	34	\$23,579
B-4	Online Storage (indicate GB of storage)	5	5741		\$0
B-5	Archive Storage (indicate GB of storage)	6	0		\$0
B-6	Other Hardware Assets (Please specify in Footnote Section below)	7			\$9,263
C. Software		8			\$0
D. External Service Provider(s)					\$0
D-1	Southwood Shared Resource Center				\$0
D-2	Northwood Shared Resource Center				\$0
D-3	Northwest Regional Data Center				\$0
D-4	Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$95,981
G. Please provide the number of user mailboxes.					703
H. Please provide the number of resource mailboxes.					10
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: 1 Sr. User Support Analyst @ 25%; 1 Sr. Network Support Analyst at 75%				
2	Server refresh that was planned for FY 11/12 then delayed, was able to be completed during FY 11/12. Desktops will be refreshed FY 12/13.				
3	Ongoing maintenance for servers in support of this service. 20 Logical Servers.				
4	Devices include smart phones, iPads, wireless cards, Mi-Fi, and Pagers				
5	Estimated Online Storage				
6	Only Email information archived - and only via disc. No GB associated with email archival as no technology resources are used for this purpose.				
7	Ironport Spam Filter Appliance (2) annual maintenance costs.				
8	Assoc. SW costs (MS Outlook, Exchange, etc) included in MS Enterprise Agreement as noted on Desktop Svs				
9	Note: The Judicial Branch is not defined as an agency for these purposes and is not included in the AEIT consolidation of email services				

Non-Strategic IT Service:		Desktop Computing Service			
Agency: State Courts System		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Donna Brewer					
Phone: 850-617-1847					
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			8.50		\$545,657
A-1	State FTE	1 & 2	8.50		\$545,657
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			1060	14	\$335,671
B-1	Servers	3	40	0	\$0
B-2	Server Maintenance & Support	4	40	14	\$5,174
B-3.1	Desktop Computers	5	703	0	\$330,497
B-3.2	Mobile Computers (e.g., Laptop, Notebook, Handheld, Wireless Computer)	6	277	0	\$0
B-3.3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		7			\$277,572
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		8			\$111,539
F. Total for IT Service					\$1,270,439
G. Please identify the number of users of this service.					703
H. How many locations currently use this service?					8
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: 2 Sr. User Support Analysts at 50%; 1 Appellate Sr User Support Analyst at 75%; 1 Appellate User Supp Analyst @ 75%;				
2	Footnote 1 cont: 6 Appellate System Administrators at 75%; 2 User Support Analysts at 75%				
3	Server refresh that was planned for FY 11/12 then delayed, was able to be completed during FY 11/12. Desktops will be refreshed FY 12/13.				
4	Ongoing maintenance for servers in support of this service; 33 logical servers.				
5	Desktop refresh planned for FY 13/14. Maintenance costs included in purchase price.				
6	Mobile Computers for SC, OSCA, and Appellate Courts, but each court/division purchases individual laptops. OSCA/ISS provides licensing.				
7	Costs include annual MS Enterprise Agreement and Symantec Anti-Virus maintenance costs (which supports all desktop and mobile comp SW)				
8	Misc costs related to operating budget for ISS desktop services staff expenses, FTE training/educational requirements, and MS Premier Support				
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10	G: Total FTE and OPS in the SC, OSCA, and 5 Appellate Courts				
11	H: Supreme Court (houses SC and OSCA staff), Annex (OSCA staff), and 5 Appellate Courts (6 locations)				
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Non-Strategic IT Service:		Helpdesk Service			
Agency: State Courts System		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Donna Brewer					
Phone: 850-617-1847					
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			10.50		\$863,364
A-1	State FTE	1 & 2	10.50		\$863,364
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software					\$0
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$863,364
G. Please identify the number of users of this service.					703
H. How many locations currently host IT assets and resources used to provide this service?					8
I. What is the average monthly volume of calls/cases/tickets?					N/A
J. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: 1 Info Sys Supp Mgr at 50%; 1 Sr User Supp Analyst at 25%; 1 Sr User Supp Analyst at 50%; 1 Sr User Supp Analyst at 100%; 1 Sr. Network Supp Analyst at 25%; 1 Distributed Systems Svr Coord at 50%				
2	Footnote 1 cont: 20 Court Technology Officers at 25%; Appellate Sr User Support Analyst at 25%; 1 Appellate User Supp Analyst @ 25%; 6 Appellate System Administrators at 25%; 2 User Support Analysts at 25%				
3	Note - Section I: The OSCA does not currently track helpdesk calls due to the costs associated with this task.				
4					
5	G: Total FTE and OPS staff at SC, OSCA, and Appellate Courts				
6	H: Supreme Court (ISS Staff and SC staff), Annex (ISS Staff), and 5 Appellate Courts (6 locations - System Administrators) have support staff and assets on hand for helpdesk				
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Non-Strategic IT Service:		IT Security/Risk Mitigation Service			
Agency: State Courts System		# of Assets & Resources Apportioned to this IT Service in FY 2013-14			
Prepared by: Donna Brewer					
Phone: 850-617-1847					
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			7.00		\$641,786
A-1	State FTE	1	7.00		\$641,786
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			72	9	\$2,094
B-1	Servers	2	35	0	\$0
B-2	Server Maintenance & Support	3	35	9	\$2,094
B-3	Other Hardware Assets (Please specify in Footnote Section below)	4	2	0	\$0
C. Software		5			\$69,265
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$713,145
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: 1 Info Security Coordinator @ 100%; 1 Info Security Analyst @ 100%; 20 CTO's at 25%				
2	Server refresh that was planned for FY 11/12 then delayed, was able to be completed during FY 11/12. Desktops will be refreshed FY 12/13.				
3	Ongoing maintenance for servers in support of this service. 22 Logical Servers.				
4	2 storage area network (SAN) devices which support disaster recovery (P4500)				
5	SW includes: Backup Exec., DoubleTake server backup, QualysGuard, SunGuard LDRPS, Alert Logic, Zenworks, Comodo, Namescape				
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Non-Strategic IT Service: Agency Financial and Administrative Systems Support Service					
Agency: State Courts System Prepared by: Donna Brewer Phone: 850-617-1847			# 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. Personnel			2.00		\$147,834
A-1	State FTE	1&2	2.00		\$147,834
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware			0	0	\$0
B-1	Servers		0	0	\$0
B-2	Server Maintenance & Support		0	0	\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0	0	\$0
C. Software		3			\$1,533
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)					\$0
F. Total for IT Service					\$149,367
G. Please identify the number of users of this service.					4,268
H. How many locations currently host agency financial/administrative systems?					73
I. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: Info Systems Consultant I @ 75%; Sr. Info Systems Consultant @ 25%; 2 Info Systems Consultant I @ 25%;				
2	Footnote 1 con't: and IS Consultant II at 25%; Applic/Database Admin at 25%				
3	Search Express (budget)				
4					
5	G: Total FTE and OPS in the State Courts System				
6	H: Supreme Court, 5 Appellate Courts, 67 County Courthouses (Circuit Court staff)				
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Non-Strategic IT Service: IT Administration and Management Service					
Agency: State Courts System Prepared by: Donna Brewer Phone: 850-617-1847			# of Assets & Resources Apportioned to this IT Service in FY 2013-14		
Service Provisioning -- Assets & Resources (Cost Elements)				Footnote Number	Estimated FY 2013-14 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel					\$1,093,570
A-1	State FTE		13.00	1&2	\$1,093,570
A-2	OPS FTE		0.00		\$0
A-3	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$0
B-1	Servers		0		\$0
B-2	Server Maintenance & Support		0		\$0
B-3	Other Hardware Assets (Please specify in Footnote Section below)		0		\$0
C. Software					\$0
D. External Service Provider(s)					\$0
E. Other (Please describe in Footnotes Section below)				3	\$40,847
F. Total for IT Service					\$1,134,417
G. How many locations currently host assets and resources used to provide this service?					21
G. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.					
1	FTE includes ISS staff: 1 St Ct Tech Officer at 100%; 1 Info Sys Support Mgr at 50%; 1 Ct Operations Consultant at 100%; 2 info Sys Svs Mgrs at 100%;				
2	Footnote 1 con't: 2 Sys Proj Consultants @ 100%; 2 Admin Asst III @ 100%; 1 Distributed Systems Server Coord @ 50%; 20 Court Tech Officers @ 25%				
3	Costs include ISS Division administrative operating budget (travel, training, registration, office supplies, etc.); Contracted Services (shipping);				
4					
5					
6	G: Supreme Court Building (OSCA staff) and 20 Circuit Courts (CTO's)				
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Non-Strategic IT Service: Web/Portal Service					
Dept/Agency: State Courts System Prepared by: Donna Brewer Phone: 850-617-1847		# 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. Personnel			2.00		\$131,952
A-1.1	State FTE	1	2.00		\$131,952
A-2.1	OPS FTE		0.00		\$0
A-3.1	Contractor Positions (Staff Augmentation)		0.00		\$0
B. Hardware					\$3,319
B-1	Servers	2	7	0	\$0
B-2	Server Maintenance & Support	3	7	7	\$862
B-3	Other Hardware Assets (Please specify in Footnotes Section below)	4	1	1	\$2,457
C. Software		5			\$1,309
D. External Service Provider(s)			0	0	\$0
E. Other (Please describe in Footnotes Section below)		6			\$7,500
F. Total for IT Service					\$144,080
G. Please identify the number of Internet users of this service.					10,027
H. Please identify the number of intranet users of this service.					4,268
I. How many locations currently host IT assets and resources used to provide this service?					1
J.	Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	FTE includes 1 Supreme Court Web Administrator at 100%; 1 OSCA Web Administrator at 100%; NOTE: These positions are NOT IT staff				
2	Server refresh that was planned for FY 11/12 then delayed, was able to be completed during FY 11/12. Desktops will be refreshed FY 12/13.				
3	Ongoing maintenance for servers in support of this service. 8 Logical Servers.				
4	Thunderstone Search Appliance - 1 device				
5	Webtrends Analytics 8				
6	Miscellaneous Costs for OSCA Web Administrator to support training, travel, software, supplies for this position; Ustream				
7					
8	G: Total FTE and OPS in the State Courts System (4,268) + non-court employees accessing Judicial Inquiry System (5,759)				
9	H: Total FTE and OPS staff in the State Courts System - all have access to the Intranet				
10	I: All hosted at the Supreme Court Building by OSCA's ISS Division				
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Non-Strategic IT Service: Data Center Service				# of Assets & Resources Apportioned to this IT Service in FY 2013-14
Dept/Agency: State Courts System				
Prepared by: Donna Brewer				
Phone: 850-617-1847				
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.)		0.25		\$16,034
A-1.1 State FTE	1	0.25		\$16,034
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)	2	0	0	\$0
B-2 Servers - Mainframe		0	0	\$0
B-3 Server Maintenance & Support		0	0	\$0
B-4 Online or Archival Storage Systems (Indicate GB of storage)	2	0		
B-5 Data Center/ Computing Facility Internal Network				\$0
B-6 Other Hardware (Please specify in Footnotes Section below)				\$0
C. Software				\$0
D. External Service Provider(s)				\$0
D-1 Southwood Shared Resource Center (indicate # of Board votes)	3	0		\$0
D-2 Northwood Shared Resource Center (indicate # of Board votes)		0		\$0
D-3 Northwest Regional Data Center (indicate # of Board votes)		0		\$0
D-4 Other Data Center External Service Provider (specify in Footnotes below)				\$0
E. Plant & Facility				\$37,975
E-1 Data Center/Computing Facilities Rent & Insurance	4			\$0
E-2 Utilities (e.g., electricity and water)	5, 6, 7			\$23,400
E-3 Environmentals (e.g., HVAC, fire control, and physical security)	8, 9, 10			\$14,575
E-4 Other (please specify in Footnotes Section below)				\$0
F. Other (Please describe in Footnotes Section below)				\$0
G. Total for IT Service				\$54,009
H. Please provide the number of agency data centers.				1
I. Please provide the number of agency computing facilities.				8
J. Please provide the number of single-server installations.				0
H. Footnotes - Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.				
1	FTE includes ISS staff: 1 Sr Network Supp Analyst @ .25 in support of backup and recovery			
2	No Data Center mainframe equipment or non-mainframe servers or other Data Center specific other hardware. All servers, etc. are accounted for under other services			
3	State Courts System does not utilize any space at any of the facilities listed or at any other provider location, therefore there are no associated costs			
4	900 sq. ft. in the Supreme Court building is utilized for data center. No rent or specialized insurance is associated with this space.			
5	Data Center electricity based on monthly KWH usage of 21,740 provided by the Supreme Court Marshal's Office annualized to 260,880 KWH x .0897 = annual cost of \$23,400.			
6	Footnote 5 con't: of \$23,400. These costs are paid from Sup Ct Marshall's Office budget, not the IT budget. The electricity is a building wide service and not			
7	Footnote 5 con't: isolated to the Data Center area (the electricity for the building would be the same if this area was something other than the Data Center).			
8	Costs associated with annual sprinkler maintenance (Simplex Grinnel - \$695); Maint on Data Center AC UPS (Emerson Network Power - \$7,555; and maintenance on			
9	Footnote 8 con't: Liebert AC Unit (Johnson Control - \$6,325). Physical Security is maintained building-wide by the Supreme Court Marshal's Office and there are no			

Agency: State Courts System

										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 Entry Code	Budget Entity	Program Component Code	Program Component	Appropriation Category Code	Appropriation Category	Fund Code	Fund	FSI	Identified Funding as % of	Line Item Total	Funding Identified for IT Service								
									75.4337%	\$72,402	\$1,602,081	\$814,957	\$863,364	\$682,775	\$156,057	\$1,093,570	\$144,080	\$54,009	
1										\$0									
2										\$0									
3	22 01 01 00	Supreme Court	15.01.00.00.00	Adjudicatory Process-SCS	010000	GR	General Revenue			\$186,146		\$91,767	\$30,589				\$63,790		
4	22 01 02 00	Executive Direction	16.02.00.00.00	Exec Leadership&Supp Svs	010000	GR	General Revenue			\$1,556,711	\$62,277	\$274,457	\$60,118	\$198,503	\$138,771	\$147,834	\$590,555	\$68,162	\$16,034
5	22 10 06 00	Appellate Courts	15.01.00.00.00	Adjudicatory Process-SCS	010000	GR	General Revenue			\$131,257				\$131,257					
6	22 30 01 00	Circuit Courts	15.01.00.00.00	Adjudicatory Process-SCS	010000	GR	General Revenue			\$2,012,060		\$503,015	\$503,015	\$503,015		\$503,015			
7										\$0									
8										\$0									
9										\$0									
10										\$0									
11										\$0									
12	22 01 01 00	Supreme Court	15.01.00.00.00	Adjudicatory Process-SCS	040000	GR	General Revenue			\$23,400								\$23,400	
13	22 01 02 00	Executive Direction	16.02.00.00.00	Exec Leadership&Supp Svs	040000	GR	General Revenue			\$1,500							\$1,500		
14	22 01 02 00	Executive Direction	16.02.00.00.00	Exec Leadership&Supp Svs	100777	GR	General Revenue			\$6,690					\$6,690				
15	22 01 02 00	Executive Direction	16.02.00.00.00	Exec Leadership&Supp Svs	060000	GR	General Revenue			\$83,086		\$83,086							
16	22 01 02 00	Executive Direction	16.02.00.00.00	Exec Leadership&Supp Svs	210014	GR	General Revenue			\$942,143	\$10,125	\$403,481	\$460,812	\$40,989	\$1,533		\$10,628	\$14,575	
17	22 10 06 00	Appellate Courts	15.01.00.00.00	Adjudicatory Process-SCS	210014	GR	General Revenue			\$171,100		\$66,742	\$104,358						
18	22 30 01 00	Circuit Courts	15.01.00.00.00	Adjudicatory Process-SCS	040000	GR	General Revenue			\$271,300		\$271,300							
19	22 30 01 01	Circuit Courts	15.01.00.00.00	Adjudicatory Process-SCS	210014	GR	General Revenue			\$97,902		\$97,902							
20										\$0									
21										\$0									
22										\$0									
23										\$0									
24										\$0									
25										\$0									
26										\$0									
27										\$0									
28										\$0									
29										\$0									
30										\$0									
Sum of IT Cost Elements Across IT Services																			
IT Cost Element Data as entered on IT Service Worksheets	Personnel	State FTE (#)	53.00	1.00	8.75	8.50	10.50	7.00	2.00	13.00	2.00	0.25							
		State FTE (Costs)	\$4,279,946	\$62,277	\$777,472	\$545,657	\$863,364	\$641,786	\$147,834	\$1,093,570	\$131,952	\$16,034							
		OPS FTE (#)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
		OPS FTE (Cost)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
		Vendor/Staff Augmentation (# Positions)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
		Vendor/Staff Augmentation (Costs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
		Hardware	\$628,815	\$33,704	\$254,027	\$335,671	\$0	\$2,094	\$0	\$0	\$0	\$0	\$0						
		Software	\$361,938	\$0	\$12,259	\$277,572	\$0	\$69,265	\$1,533	\$0	\$0	\$0	\$0						
		External Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0						
		Plant & Facility (Data Center Only)	\$37,975																
Other	\$1,280,569	\$0	\$1,120,683	\$111,539	\$0	\$0	\$0	\$40,847	\$7,500	\$0									
Budget Total	\$6,589,243	\$95,981	\$2,164,441	\$1,270,439	\$863,364	\$713,145	\$149,367	\$1,134,417	\$144,080	\$54,009									
FTE Total	53.00	1.00	8.75	8.50	10.50	7.00	2.00	13.00	2.00	0.25									
Users		713	10,027	703	703		4,268												
Cost Per User		\$135	215.8612746	1807.167852	1228.113798		34.99695408												

(cost/all mailboxes) Help Desk Tickets: N/A
Cost/Ticket: #VALUE!

Schedule VII: Agency Litigation Inventory

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

Agency:	Office of the State Courts Administrator		
Contact Person:	Laura Rush	Phone Number:	850-488-1824
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	<p><u>Roy Wasson v. The Honorable Pam Bondi, Florida Attorney General, et al.</u> Case No. 12-25606-CA-23, Eleventh Judicial Circuit</p> <p><u>Brent Del Gaizo v. The Honorable Peter Weinstein, Chief Judge, Seventeenth Judicial Circuit, et al.</u> Case No. 4D12-25548, Fourth District Court of Appeal</p> <p><u>David Markus v. The Honorable Joel Brown, Chief Judge, Eleventh Judicial Circuit, et al.</u> Case No. 3D12-2034, Third District Court of Appeal</p>		
Court with Jurisdiction:	Eleventh Judicial Circuit Fourth District Court of Appeal Third District Court of Appeal		
Case Number:	Case No. 12-25606-CA-23; complaint for declaratory judgment and injunctive relief Case No. 4D12-25548, petition for writs of certiorari, quo warranto and prohibition Case No. 3D12-2034, petition for writ of certiorari		
Summary of the Complaint:	Challenges to the constitutionality of ch. 2012-123, sections 1-8, Laws of Florida, amending sections 27.40 and 27.5304, Florida Statutes, establishing the limited registry for court-appointed counsel.		
Amount of the Claim:	None. These are actions for declaratory, injunctive and other non-monetary relief.		
Specific Statutes or Laws (including GAA) Challenged:	ch. 2012-123, Laws of Florida, amending sections 27.40 and 27.5304, Florida Statutes		
Status of the Cases:	Pending		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel	
	X	Office of the Attorney General (Wasson v. Bondi; Del Gaizo v. Weinstein)	
	X	Outside Contract Counsel (Markus v. Brown)	

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	
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Office of Policy and Budget – July 2012

Schedule VIII - A

Priority Listing of Agency Budget Issues

Supreme Court - 22010100

Issue Title	Issue Code	FTE	Amount	Fund	Priority
State Court System Compensation Issue	4400A10		183,196	1000	1
FCO - Major Repairs: Roof, Building Envelope, & ADA	990M000		3,720,880	1000	2
FCO - Site Hardening (080052)	990M000		1,143,349	1000	4
Courtroom Camera Replacement	2403180		30,000	1000	7
eFACTS Technical Support	36313C0		52,223	1000	3
Law Related Reference Materials (SC Library)	4100200		15,538	1000	8
Salary Incentive Payments (CJIP)	4401000		20,534	1000	6
Supreme Court - Meet Acceptable Security Standards	6800600	3.0	200,348	1000	5

Schedule VIII - A

Priority Listing of Agency Budget Issues

Executive Direction - 22010200

Issue Title	Issue Code	FTE	Amount	Fund	Priority
State Court System Compensation Issue	4400A10		340,305	1000	1
Certification of Additional Judgeships (Placeholder)	102702		36,000	1000	8
Data Administration Workload	3004200	2.0	163,989	1000	7
Continuation of Post-Adjudicatory Drug Court Program	5406010		297,429	1000	6
Judicial Inquiry System Re-Write	35005C0		375,000	1000	5
IT Security and Core System Replacement	24010C0		90,508	1000	2
EFACTS Implementation Support	36313C0		606,103	1000	3
West Knowledge Management System	4100200		114,491	1000	4

Schedule VIII - A

Priority Listing of Agency Budget Issues

District Courts of Appeal - 22100600

Issue Title	Issue Code	FTE	Amount	Fund	Priority
State Court System Compensation Issue	4400A10		714,211	1000	1
Certification of Additional Judgeships	3009310	4.0	418,407	1000	2
Replacement Equipment (3rd and 5th DCA)	2401150		58,035	1000	2/3
Appellate Court Central Staff Workload (2nd DCA)	3000050	2.0	188,795	1000	2
Appellate Court Workload (2nd DCA IT Support)	3000100	1.0	69,702	1000	3
Appellate Court Operational Increases (2nd DCA)	4600600		32,000	1000	2
Building, Facilities Maintenance, and Operational Upkeep (All but the 1st DC)	7000210		400,000	1000	2

Schedule VIII - A

Priority Listing of Agency Budget Issues

Circuit Courts - 22300100

Issue Title	Issue Code	FTE	Amount	Fund	Priority
State Court System Compensation Issue	4400A10		3,832,374	1000	1
Certification of Additional Judgeships	3009310	79.0	7,729,108	1000	4
Due Process Element - Cost Sharing	3000410		2,677,648	1000	7
Foreclosure Backlog Reduction Initiative	3005010		4,000,000	1000	3
Criminal Conflict Counsel Payments Over the Flat Fee	5210000		4,404,984	1000	2
Due Process Element - Court Reporting	5302000		4,500,841	1000	5
Post-Adjudicatory Drug Court Continuation	5406010		5,543,957	1000	6

Schedule VIII - A

Priority Listing of Agency Budget Issues

County Courts - 22300200

Issue Title	Issue Code	FTE	Amount	Fund	Priority
State Court System Compensation Issue	4400A10		426,188	1000	1
Certification of Additional Judgeships	3009310	96.0	11,027,297	1000	2

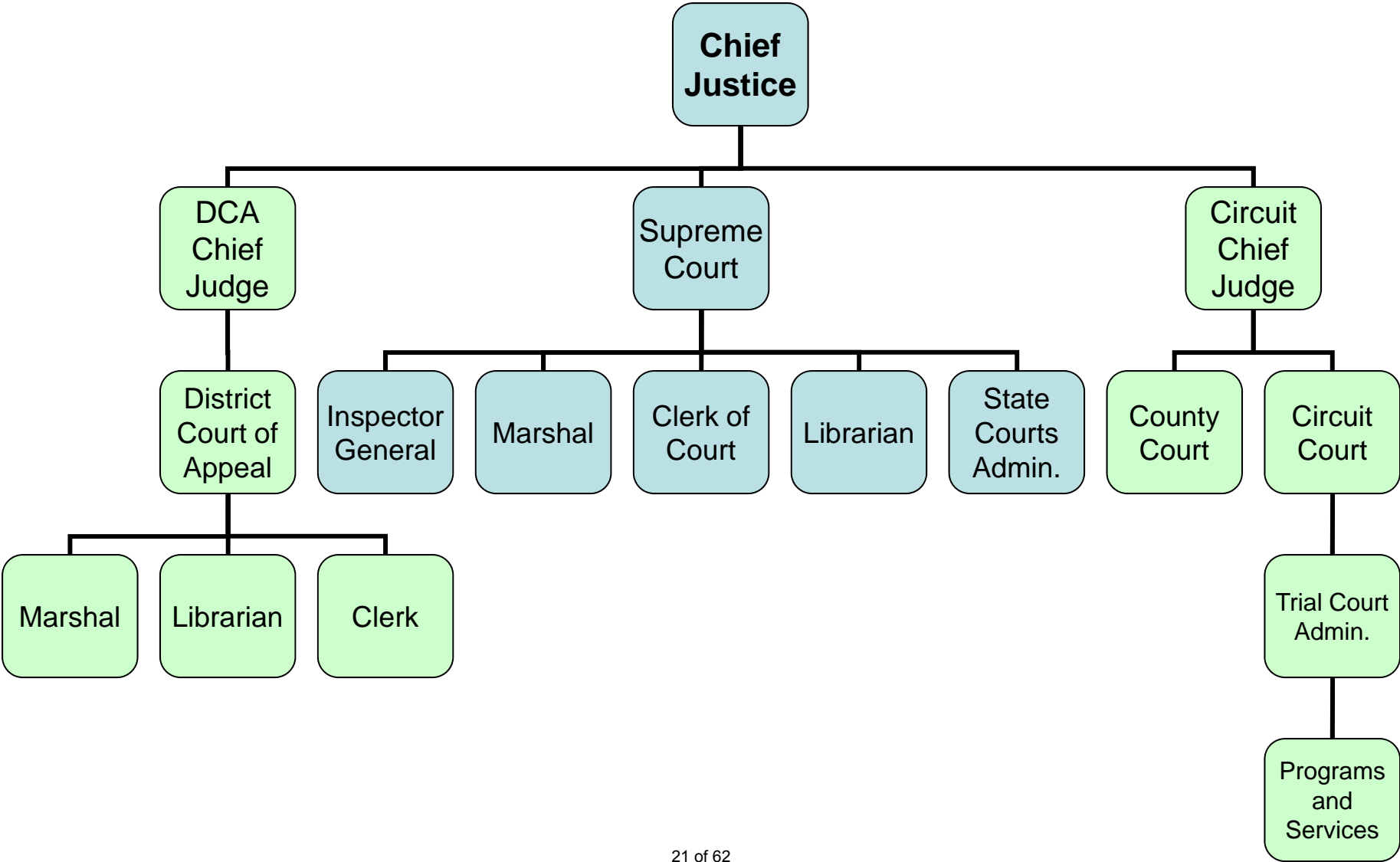
Schedule VIII - A

Priority Listing of Agency Budget Issues

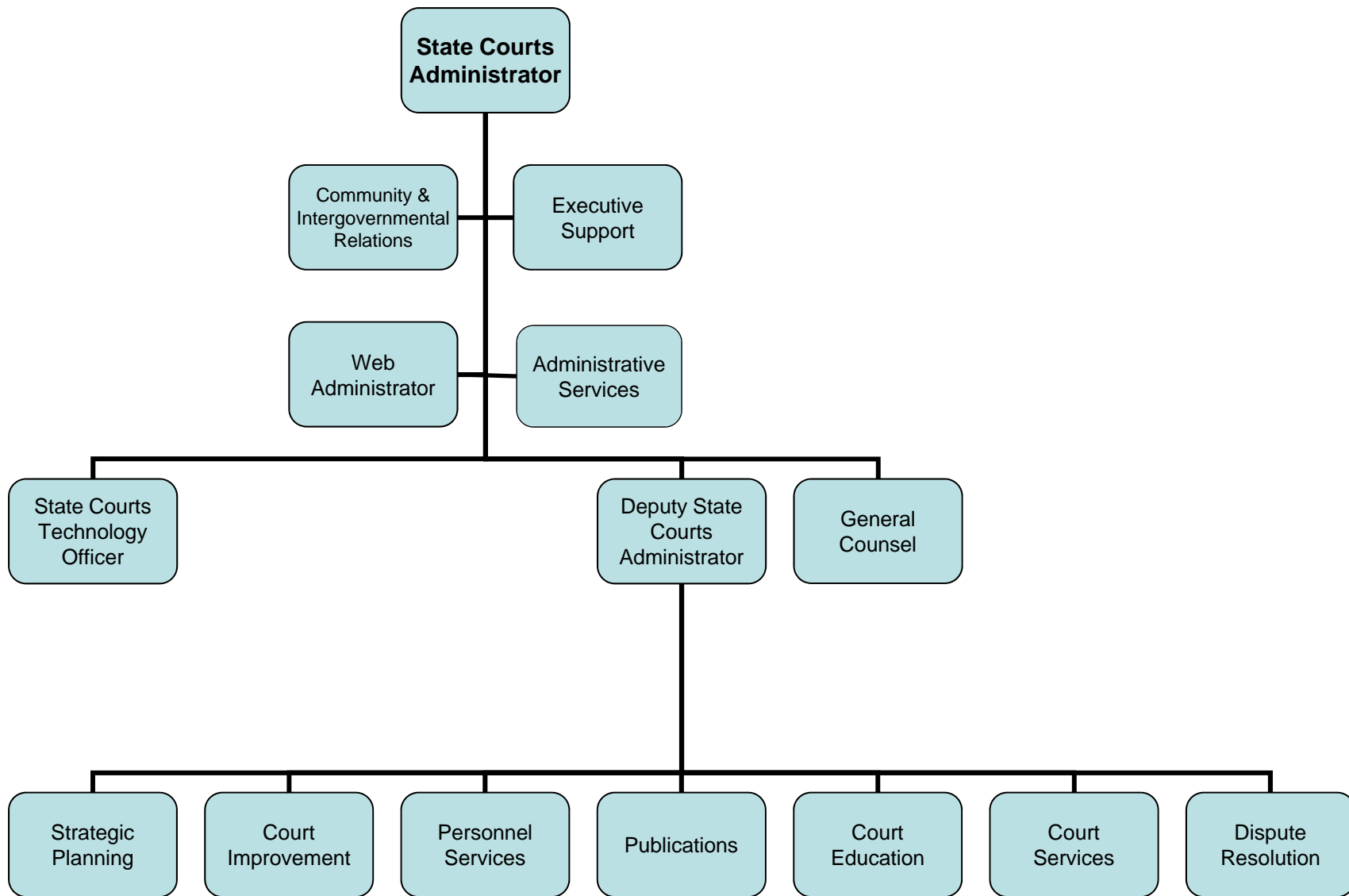
Judicial Qualifications Commission - 22350100

Issue Title	Issue Code	FTE	Amount	Fund	Priority
State Court System Compensation Issue	4400A10		11,087	1000	1

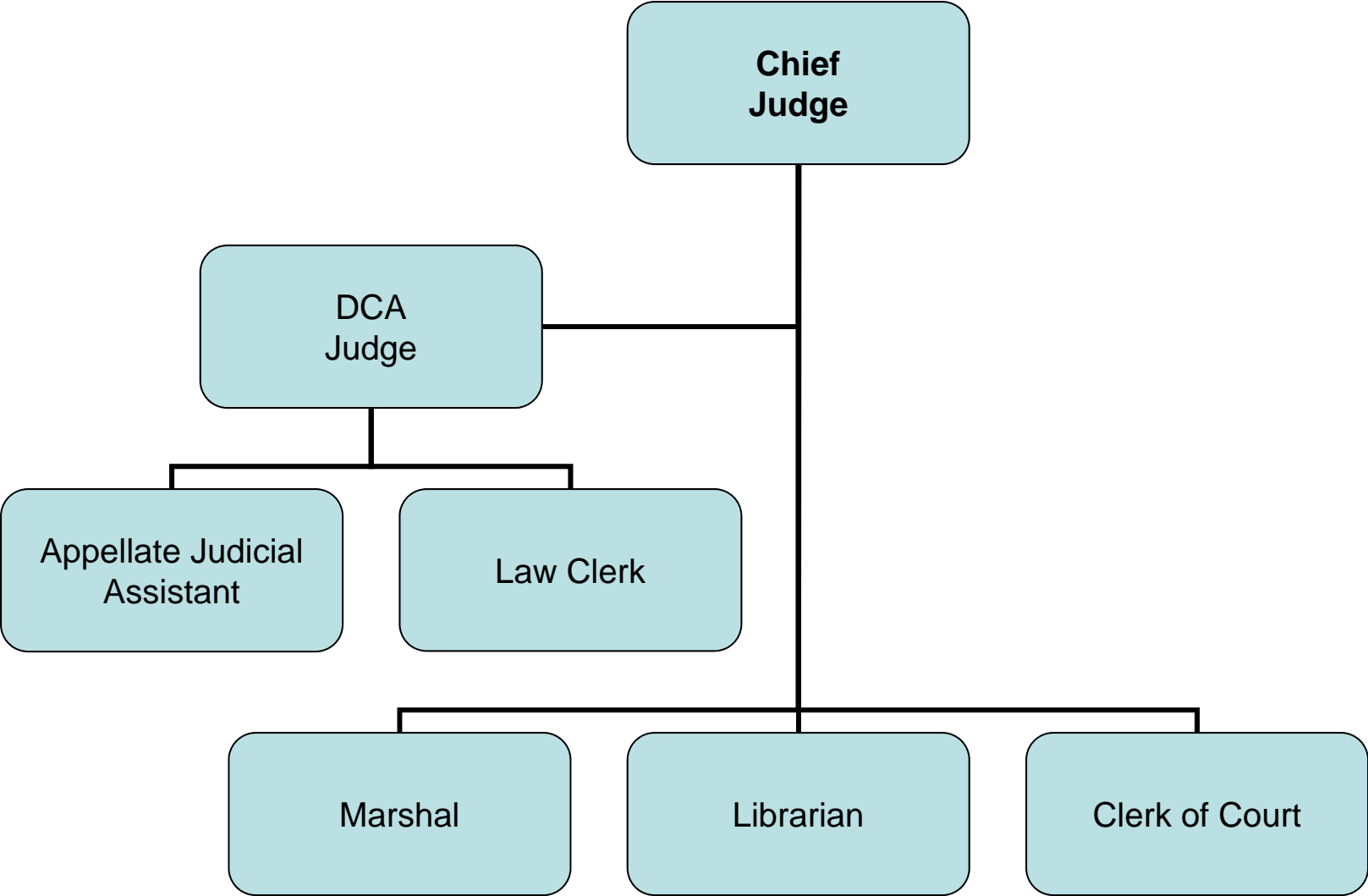
FLORIDA STATE COURTS SYSTEM



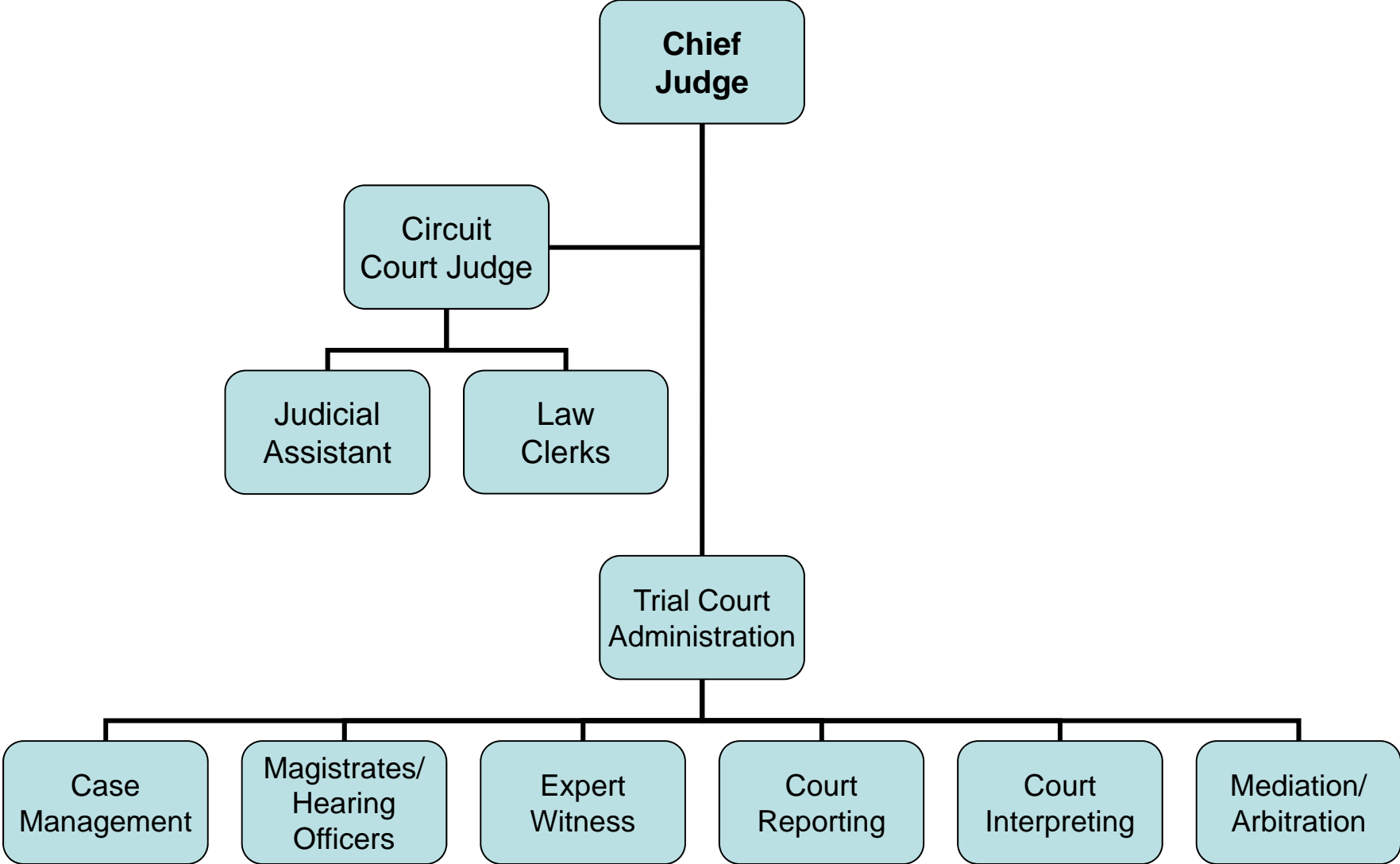
OFFICE OF THE STATE COURTS ADMINISTRATOR



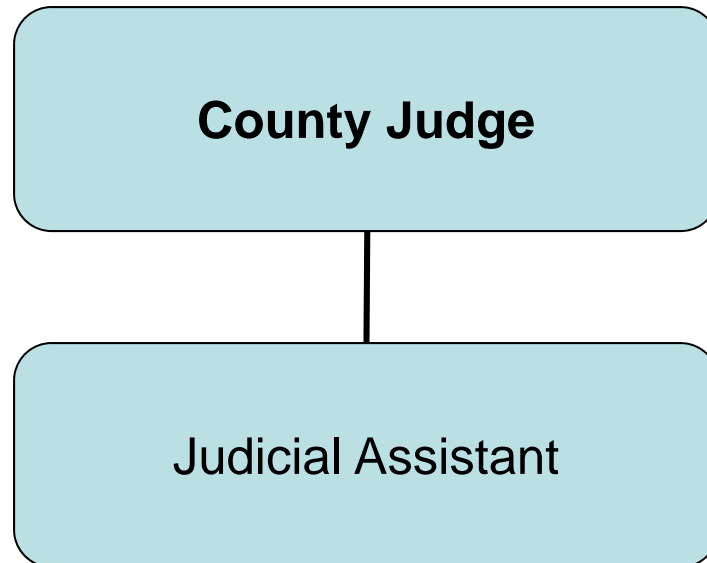
DISTRICT COURTS OF APPEAL



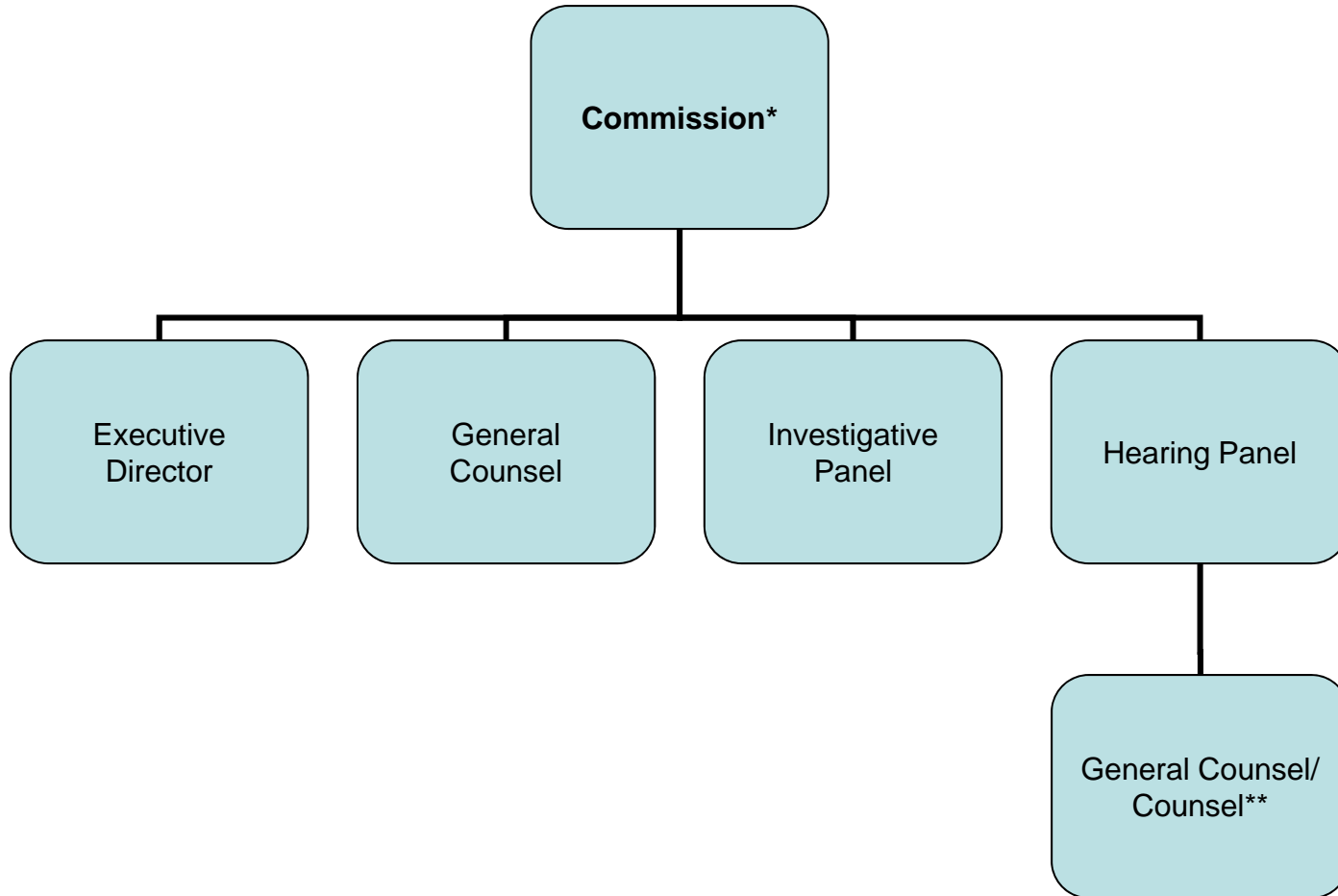
CIRCUIT COURTS



COUNTY COURTS



JUDICIAL QUALIFICATIONS COMMISSION



* Volunteer, Non-Salaried Positions

** Contractual, Non-Salaried Positions

STATE COURT SYSTEM	FISCAL YEAR 2011-12		
SECTION I: BUDGET	OPERATING		FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT		459,179,015	0
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)		99,428,583	0
FINAL BUDGET FOR AGENCY		558,607,598	0

SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
	<i>Executive Direction, Administrative Support and Information Technology (2)</i>			
Supreme Court Library * Number of cases supported	3,808	153.41	584,193	
Court Records And Case Flow Management * Number of records maintained	48,157	111.13	5,351,737	
Security * Number of square feet secured	1,531,422	0.90	1,384,743	
Facilities Maintenance And Management * Number of square feet maintained	1,531,422	3.11	4,768,130	
Judicial Processing Of Cases * Number of cases disposed (all case types)	3,715,844	72.21	268,337,245	
Judicial And Court Staff Education * Number of contact hours	68,275	39.81	2,718,223	
Professional Certification * Number of professionals certified	3,170	238.28	755,357	
Court Services * Number of analyses conducted	15,774	119.69	1,887,958	
Case Process Analysis And Improvement * Number of cases analyzed.	43,299	126.96	5,497,178	
Disposition Of Complaints Against The Judiciary * Number of complaints disposed	589	1,055.97	621,966	

TOTAL			291,906,730	
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES			138,240	
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER			111,971,379	
REVERSIONS			32,891,313	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)			436,907,662	

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

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

(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.

(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.

(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding. In addition, Section I Final Budget for Agency includes a non-recurring appropriation received from General Revenue in the FY 2012-13 General Appropriations Act, Section 50 in the amount of \$121,700,000 to cover the Fiscal Year 2011-2012 trust fund deficits in the State Courts Revenue Trust Fund.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: State Courts System **Contact:** Dorothy Wilson

Article III, Section 19(a)3, Florida Constitution, requires each agency Legislative Budget Request to be based upon and reflect the long range financial outlook adopted by the Joint Legislative Budget Commission or to explain any variance from the outlook.

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2012 contain revenue or expenditure estimates related to your agency?

Yes No

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2013-2014 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2013-2014 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Fixed Capital Outlay - Supreme Court and District Courts of Appeal	B	\$700,000	\$6,414,135
b	State Courts Revenue Trust Fund (SCRTF) Article V Revenue	R	\$109,700,000	\$109,700,000
c				
d				
e				
f				

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

a) The Judicial Branch LBR request for \$6,414,135 in General Revenue for FY 2013-2014 FCO includes two projects for the Supreme Court at \$5,056,568; three projects for the 2nd District Court of Appeal at \$457,912; four projects for the 3rd District Court of Appeal at \$473,453; one project for the 4th District Court of Appeal at \$50,000; three projects for the 5th District Court of Appeal at \$136,202; and one project for all the District Courts of Appeal at \$240,000
 b) No Variance

* R/B = Revenue or Budget Driver

Schedule I Series

Supreme Court Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013-2014

Department
Trust Fund
Budget Entry:
LAS/PBS F

State Courts System
State Courts Revenue Trust Fund
22010100
2057

	Balance as of 6/30/2012		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	74,442.48	(A)			74,442.48
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD:		(E)			0.00
Total Cash plus Accounts Receivable	74,442.48	(F)	0.00		74,442.48
LESS Allowances for Uncollectibles		(G)			0.00
LESS "A" Carry Forwards	(21,267.32)	(H)			(21,267.32)
"B" Carry Forwards	(73,409.42)	(H)			(73,409.42)
Approved "FCO" Certified Forwards		(H)			0.00
LESS Other Accounts Payable (Nonoperating)		(I)			0.00
PLUS Transfer within Fund to Correct Negative Balance	20,234.26	(J)			20,234.26
Unreserved Fund Balance, 07/01/12	0.00	(K)	0.00		0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

Executive Direction

Schedule I Series

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: State Court System **Budget Period: 2013-14**
Program: Department Level
Fund: 2146 Court Education Trust Fund

Specific Authority: 25.384, Florida Statutes
Purpose of Fees Collected: To provide education and training to Judges and other court personnel.

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

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

<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2011 - 12	FY 2012 - 13	FY 2013 - 14
<u>Receipts:</u>			
Filing Fees - Probate & Circuit Civil	1,573,870	1,500,000	1,500,000
Filing Fees - County Civil	1,573,870	1,600,000	1,600,000
Total Fee Collection to Line (A) - Section III	3,147,741	3,100,000	3,100,000

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,038,796	1,142,798	1,142,798
Other Personal Services	44,070	105,540	105,540
Expenses	1,297,258	1,859,606	1,859,606
Operating Capital Outlay	8,486	10,000	10,000
Contracted Services	46,586	158,448	158,448
HR/Transfers/Special Categories	4,116	4,116	4,116
GR Service Charge	251,819	248,000	248,000
Total Full Costs to Line (B) - Section III	2,691,132	3,528,508	3,528,508

Basis Used: _____

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	3,147,741	3,100,000
TOTAL SECTION II	(B)	2,691,132	3,528,508
TOTAL - Surplus/Deficit	(C)	456,609	(428,508)

EXPLANATION of LINE C:

Deficits in FY 2012-13 and FY 2013-14 will be covered by carry forward cash.

Office of Policy and Budget - July 2012

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Administrative Trust Fund
LAS/PBS Fund Number:	22010200
	2021

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	551,743.21	(A)		551,743.21
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	22,524.21	(D)		22,524.21
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	574,267.42	(F)	0.00	574,267.42
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(602.15)	(H)		(602.15)
"B" Carry Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(1,692.00)	(I)		(1,692.00)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/12	571,973.27	(K)	0.00	571,973.27 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department:	Budget Period: 2013-2014
Trust Fund:	State Courts System
Budget Entry:	State Courts Revenue Trust Fund
LAS/PBS 1	22010200
	2057

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,376,963.17	(A)		1,376,963.17
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	6,118,851.62	(D)		6,118,851.62
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	7,495,814.79	(F)	0.00	7,495,814.79
LESS: SWFS Adjustments		(G)	(70,759.42)	(70,759.42)
LESS: "A" Carry Forwards	(59,883.64)	(H)		(59,883.64)
"B" Carry Forwards	(1,000,996.93)	(H)		(1,000,996.93)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(5,611,036.91)	(I)		(5,611,036.91)
PLUS: Transfer within Fund to Correct Negative Balance	(278,710.74)	(J)		(278,710.74)
Unreserved Fund Balance, 07/01/12	545,186.57	(K)	70,759.42	474,427.15 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Court Education Trust Fund
LAS/PBS Fund Number:	22010200
	2146

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,296,449.00	(A)		1,296,449.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	1,296,449.00	(F)	0.00	1,296,449.00
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(206,808.89)	(H)		(206,808.89)
"B" Carry Forwards	(7,343.21)	(H)		(7,343.21)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(64,381.73)	(I)		(64,381.73)
LESS: Due to Other Departments		(J)	465.87	465.87
Unreserved Fund Balance, 07/01/12	1,017,915.17	(K)	(465.87)	1,018,381.04**

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Mediation & Arbitration Trust Fund
LAS/PBS Fund Number:	22010200
	2213

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,134,394.17	(A)		1,134,394.17
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	1,134,394.17	(F)	0.00	1,134,394.17
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	0.00	(H)		0.00
"B" Carry Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Compensated Absences		(J)		0.00
Unreserved Fund Balance, 07/01/12	1,134,394.17	(K)	0.00	1,134,394.17 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Federal Grants Trust Fund
LAS/PBS Fund Number:	22010200
	2261

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	83,160.74	(A)		83,160.74
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)	(24,566.52)	(24,566.52)
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	83,160.74	(F)	(24,566.52)	58,594.22
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(22,663.46)	(H)		(22,663.46)
LESS: "B" Carry Forwards	(3,616.14)	(H)		(3,616.14)
LESS: Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Compensated Absences	0.00	(J)		0.00
Unreserved Fund Balance, 07/01/12	56,881.14	(K)	(24,566.52)	32,314.62 **

Notes:

*SWFS = Statewide Financial Statement

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

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	22010200
	2339

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	62,011.55	(A)		62,011.55
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	62,011.55	(F)	0.00	62,011.55
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(1,861.02)	(H)		(1,861.02)
LESS: "B" Carry Forwards		(H)		0.00
LESS: Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(2.52)	(I)		(2.52)
LESS: Unearned Revenue	(60,148.01)	(J)		(60,148.01)
Unreserved Fund Balance, 07/01/12	0.00	(K)	0.00	0.00 **

Notes:

*SWFS = Statewide Financial Statement

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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Department Title:	Budget Period: 2013 - 2014	
	State Courts System	
Trust Fund Title:	Court Education Trust Fund	22010200
LAS/PBS Fund Number:	2146	

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/12		
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds		(1,025,535.97) (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)		
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :		
SWFS Adjustment # and Description	Adj. Payables	(465.87) (C)
SWFS Adjustment # and Description	Adj. Comp. Abs	(111.20) (C)
Add/Subtract Other Adjustment(s):		
Approved "B" Carry Forward (Encumbrances) per LAS/PBS		7,343.21 (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS		
A/P not C/F-Operating Categories		388.79 (D)
Compensated Absences		0.00 (D)
ADJUSTED BEGINNING TRIAL BALANCE:		(1,018,381.04) (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)		(1,018,381.04) (F)
DIFFERENCE:		0.00 (G)*

***SHOULD EQUAL ZERO.**

District Courts of Appeal

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Administrative Trust Fund
LAS/PBS Fund Number:	22100600
	2021

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	88,230.95	(A)		88,230.95
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	88,230.95	(F)	0.00	88,230.95
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards		(H)		0.00
LESS: "B" Carry Forwards	(194.75)	(H)		(194.75)
LESS: Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/12	88,036.20	(K)	0.00	88,036.20 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department	Budget Period: 2013-2014
Trust Fund	State Courts System
Budget Entry:	State Courts Revenue Trust Fund
LAS/PBS Ft	22100600
	2057

	Balance as of 6/30/2012		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	186,227.73	(A)			186,227.73
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD:		(E)			0.00
Total Cash plus Accounts Receivable	186,227.73	(F)	0.00		186,227.73
LESS: Allowances for Uncollectibles		(G)			0.00
LESS: "A" Carry Forwards	(143,338.36)	(H)			(143,338.36)
"B" Carry Forwards	(85,282.55)	(H)			(85,282.55)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
PLUS: Transfer within Fund to Correct Negative Balance	42,393.18	(J)			42,393.18
Unreserved Fund Balance, 07/01/12	0.00	(K)	0.00		0.00

Notes:

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

Circuit Courts

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Administrative Trust Fund
LAS/PBS Fund Number:	22300100
	2021

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,035,995.07	(A)		1,035,995.07
ADD: Other Cash (See Instructions)	9,993.04	(B)		9,993.04
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	11,498.50	(D)		11,498.50
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	1,057,486.61	(F)	0.00	1,057,486.61
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(181,467.58)	(H)		(181,467.58)
LESS: "B" Carry Forwards	(22,725.81)	(H)		(22,725.81)
LESS: Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	(19,305.09)	(I)		(19,305.09)
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/12	833,988.13	(K)	0.00	833,988.13 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department	Budget Period: 2013-2014
Trust Fund	State Courts System
Budget Entry:	State Courts Revenue Trust Fund
LAS/PBS Fu	22300100
	2057

	Balance as of 6/30/2012		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,211,968.19	(A)			2,211,968.19
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD:		(E)			0.00
Total Cash plus Accounts Receivable	2,211,968.19	(F)	0.00		2,211,968.19
LESS: Allowances for Uncollectibles		(G)			0.00
LESS: "A" Carry Forwards	(2,090,234.11)	(H)			(2,090,234.11)
"B" Carry Forwards	(282,349.66)	(H)			(282,349.66)
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
PLUS: Transfer within Fund to Correct Negative Balance	160,615.58	(J)			160,615.58
Unreserved Fund Balance, 07/01/12	0.00	(K)	0.00		0.00 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Mediation & Arbitration Trust Fund
LAS/PBS Fund Number:	22300100
	2213

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,134,394.17)	(A)		(1,134,394.17)
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	(1,134,394.17)	(F)	0.00	(1,134,394.17)
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	0.00	(H)		0.00
"B" Carry Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	0.00	(I)		0.00
LESS: Compensated Absences		(J)		0.00
Unreserved Fund Balance, 07/01/12	(1,134,394.17)	(K)	0.00	(1,134,394.17)**

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Federal Grants Trust Fund
LAS/PBS Fund Number:	22300100
	2261

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	403,589.62	(A)		403,589.62
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	703,373.31	(D)		703,373.31
ADD: Deferred Charges	16,761.08	(E)		16,761.08
Total Cash plus Accounts Receivable	1,123,724.01	(F)	0.00	1,123,724.01
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(29,992.94)	(H)		(29,992.94)
LESS: "B" Carry Forwards	(2,332.07)	(H)		(2,332.07)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Compensated Absences		(J)		0.00
Unreserved Fund Balance, 07/01/12	1,091,399.00	(K)	0.00	1,091,399.00 **

Notes:

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SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2013-2014
Trust Fund Title:	State Courts System
Budget Entry:	Grants and Donations Trust Fund
LAS/PBS Fund Number:	22300100
	2339

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	22,379.70	(A)		22,379.70
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	22,379.70	(F)	0.00	22,379.70
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards		(H)		0.00
"B" Carry Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
LESS: Unearned Revenue	(22,379.70)	(J)		(22,379.70)
Unreserved Fund Balance, 07/01/12	0.00	(K)	0.00	0.00

Notes:

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County Courts

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department T Trust Fund T1 Budget Entry: LAS/PBS Fun	Budget Period: 2013-2014 State Courts System
	State Courts Revenue Trust Fund
	22300200
	2057

	Balance as of 6/30/2012		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	75,242.81	(A)		75,242.81
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable		(D)		0.00
ADD:		(E)		0.00
Total Cash plus Accounts Receivable	75,242.81	(F)	0.00	75,242.81
LESS: Allowances for Uncollectibles		(G)		0.00
LESS: "A" Carry Forwards	(24,798.13)	(H)		(24,798.13)
"B" Carry Forwards	(105,912.40)	(H)		(105,912.40)
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)		(I)		0.00
PLUS: Transfer within Fund to Correct Negative Balance	55,467.72	(J)		55,467.72
Unreserved Fund Balance, 07/01/12	0.00	(K)	0.00	0.00 **

Notes:

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Judicial Qualification Commission

Schedule I Series

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2013-2014

Department:	State Courts System
Trust Fund:	State Courts System
Budget Entry:	22350100
LAS/PBS I:	2057

	Balance as of 6/30/2012		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	230,144.22	(A)			230,144.22
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments		(C)			0.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD:		(E)			0.00
Total Cash plus Accounts Receivable	230,144.22	(F)	0.00		230,144.22
LESS Allowances for Uncollectibles		(G)			0.00
LESS "A" Carry Forwards	(79,492.30)	(H)			(79,492.30)
"B" Carry Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS Other Accounts Payable (Nonoperating)		(I)			0.00
PLUS Transfer within fund to Correct Negative Balance		(J)			0.00
Unreserved Fund Balance, 07/01/12	150,651.92	(K)	0.00		150,651.92 **

Notes:

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SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2011-12

Department: State Court System

Chief Internal Auditor: Greg White

Budget Entity: All State Court Budget Entities

Phone Number: 488-9123

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
2012-176	Report issued April 2012	State Court Operations	<p>A policy for mitigation, detection, and reporting of fraud had not been implemented. A fraud policy should be implemented.</p> <p>P-card transaction reports were not always timely reconciled to supporting documentation. Some bills for p-card charges were paid prior to approval by Trial Court Administrators. Employee p-card transaction reports should be timely reconciled to supporting documentation with the date indicated. Procedures should be established to ensure that Trial Court Administrators approve p-card charges within legal timeframes.</p>	<p>A fraud policy has been approved by the Chief Justice which identifies actions constituting fraud, incident reporting procedures, and responsibility for fraud investigation.</p> <p>The State Court's Purchasing Card Program Policy has been updated to include deadlines for the P-Card Administrator's review of transaction reports and submission to the Finance and Accounting unit for timely reconciliation. An internal process has been developed to track late submission of reconciliation reports. The policy now requires the cardholder to submit receipts to the Trial Court Administrator/designee for certification, if applicable, and forwarding to the approver.</p> <p>A memorandum was also distributed to the Trial Court Administrators directing them to certify p-card invoices prior to FLAIR approval. The P-Card Administrator monitors the certification dates and approval dates when the p-card packages are submitted to the General Services unit for review.</p>	
AU11-02	Report issued February 2012	Tangible Personal Property	Administration of property records could be improved.	Improvements have been made in physical inventory procedures, updating the property master file, documentation procedures, custodian designation, and training.	

Fiscal Year 2013-14 LBR Technical Review Checklist

Department/Budget Entity (Service):							
Agency Budget Officer/OPB Analyst Name:							
A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.							
Action	Program or Service (Budget Entity Codes)						
	22010100	22010200	22020100	22100600	22300100	22300200	22350100
1. GENERAL							
1.1	Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? (CSDI)	Y					
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y					
AUDITS:							
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y					
1.4	Has security been set correctly? (CSDR, CSA)	Y					
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.						
2. EXHIBIT A (EADR, EXA)							
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 58 of the LBR Instructions?	Y	Y	N/A	Y	Y	Y
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	N/A	Y	Y	Y
2.3	Are the issue codes and titles consistent with Section 3 of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	N/A	Y	Y	Y
2.4	Have the coding guidelines in Section 3 of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	N/A	Y	Y	Y
3. EXHIBIT B (EXBR, EXB)							
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A					
3.2	Are the 33XXXXX0 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 33XXXXX0 - a unique issue should be used for issues that net to zero or a positive amount.						
AUDITS:							
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y	Y	Y	Y	Y	Y
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y	Y	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.						
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.						

Action	Program or Service (Budget Entity Codes)						
	22010100	22010200	22020100	22100600	22300100	22300200	22350100
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	Y	Y	Y	Y	Y
4.2 Is the program component code and title used correct?	Y	Y	Y	Y	Y	Y	Y
TIP Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.							
5. EXHIBIT D-1 (ED1R, EXD1)							
5.1 Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	N/A	Y	Y	Y	Y
AUDITS:							
5.2 Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	N/A	Y	Y	Y	Y
5.3 FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences need to be corrected in Column A01.)	Y	Y	N/A	Y	Y	Y	Y
5.4 A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences need to be corrected in Column A01.)	Yes, with rounding.						
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?	Y	Y	Y	Y	Y	Y	Y
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.							
7. EXHIBIT D-3A (EADR, ED3A)							
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y	Y	Y	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	Y	Y	Y	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?	Y	Y	N/A	N/A	N/A	N/A	N/A
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	N/A	N/A	N/A	N/A	N/A
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	Y	Y	N/A	Y	Y	Y	Y

Action	Program or Service (Budget Entity Codes)						
	22010100	22010200	22020100	22100600	22300100	22300200	22350100
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	N/A	Y	Y	Y	Y
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	Y	Y	N/A	Y	Y	Y	Y
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.9 Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A	N/A	N/A	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	Y	N/A	Y	Y	Y	Y
7.11 When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. (PLRR, PLMO)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.12 Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7.13 Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A	N/A	Y	N/A	N/A
7.14 Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y	Y	Y
7.15 Do the issues relating to <i>salary and benefits</i> have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	Y	Y	N/A	Y	Y	Y	Y
7.16 Do the issues relating to <i>Information Technology (IT)</i> have a "C" in the sixth position of the issue code (36XXXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)?	Y	Y	N/A	N/A	N/A	N/A	N/A
7.17 Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A	N/A	N/A	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	N/A	Y	Y	Y	Y
AUDIT:							
7.19 Are all FST's equal to '1', '2', '3', or '9'? There should be no FST's equal to '0'. (EADR, FSIA - Report should print "No Records Selected For Reporting")				Y			
7.20 Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)				Y			
7.21 Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)				N/A			
7.22 Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)				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			
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.							

Action		Program or Service (Budget Entity Codes)					
		22010100	22010200	22020100	22100600	22300100	22300200
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. SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level or SC1R, SC1D - Department Level)							
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?					Y	
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?					Y	
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?					Y	
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs? Need for CETF					N/A	
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?					Y	
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?					Y	
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?					Y	
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to <i>section 215.32(2)(b), Florida Statutes</i> - including the Schedule ID and applicable legislation?					N/A	
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?					Y	
8.10	Are the statutory authority references correct?					Y	
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)					Y	
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?					Y	
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?					N/A	
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?					Y	
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?					N/A	
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?					Y	
8.17	If applicable, are nonrecurring revenues entered into Column A04?					Y	
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?					Y	
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?					Y	

Action	Program or Service (Budget Entity Codes)						
	22010100	22010200	22020100	22100600	22300100	22300200	22350100
8.20 Are appropriate service charge nonoperating amounts included in Section II?	Y						
8.21 Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y						
8.22 Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y						
8.23 Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y						
8.24 Are prior year September operating reversions appropriately shown in column A01?	Y						
8.25 Are current year September operating reversions appropriately shown in column A02?	Y						
8.26 Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y						
8.27 Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y						
8.28 Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y						
AUDITS:							
8.29 Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y						
8.30 Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? (SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")	Y						
8.31 Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. (SC1R, DEPT)	Y						
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.							
9. SCHEDULE II (PSCR, SC2)							
AUDIT:							
9.1 Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? (BRAR, BRAA - Report should print "No Records Selected For This Request") Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See <i>Base Rate Audit</i> on page 157 of the LBR Instructions.)	Y	Y	N/A	Y	Y	N/A	N/A
10. SCHEDULE III (PSCR, SC3)							
10.1 Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	Y	Y	Y	Y	Y	Y	Y
10.2 Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	N/A	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)							
11.1 Are the correct Information Technology (IT) issue codes used?	Y	Y	N/A	N/A	N/A	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.							

Action	Program or Service (Budget Entity Codes)								
	22010100	22010200	22020100	22100600	22300100	22300200	22350100		
12. SCHEDULE VIIIA (EADR, SC8A)									
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?			N/A	N/A	N/A	N/A	N/A	N/A
13. SCHEDULE VIIIB-1 (EADR, S8B1)									
13.1	NOT REQUIRED FOR THIS YEAR								
14. SCHEDULE VIIIB-2 (EADR, S8B2)									
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 5% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used?						Y		
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 <i>section 216.023(4)(b), Florida Statutes</i> , the Legislature can reduce the funding level for any agency that does not provide this information.)						Y		
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, ACT1)			Differences are justified on the audit page of the Schedule XI.					
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? (Audit #1 should print "No Activities Found")						Y		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? (Audit #2 should print "No Operating Categories Found")						Y		
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)						Y		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")			Differences are justified on the audit page of the Schedule XI.					
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.								
16. MANUALLY PREPARED EXHIBITS & SCHEDULES									
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?						Y		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?						Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?						Y		
AUDITS - GENERAL INFORMATION									
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.								
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.								
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)									
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?			Y	N/A	N/A	Y	N/A	N/A
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?			Y	N/A	N/A	Y	N/A	N/A
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?			Y	N/A	N/A	Y	N/A	N/A
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?			Y	N/A	N/A	Y	N/A	N/A
17.5	Are the appropriate counties identified in the narrative?			Y	N/A	N/A	Y	N/A	N/A
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?			N/A	N/A	N/A	N/A	N/A	N/A

Action	Program or Service (Budget Entity Codes)						
	22010100	22010200	22020100	22100600	22300100	22300200	22350100
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						