

RON DESANTIS
Governor



250 MARRIOTT DRIVE
TALLAHASSEE, FLORIDA 32301

LEGISLATIVE BUDGET REQUEST

October 15, 2020

Florida, Department of the Lottery
Tallahassee, Florida
October 15, 2020

Chris Spencer, Policy Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

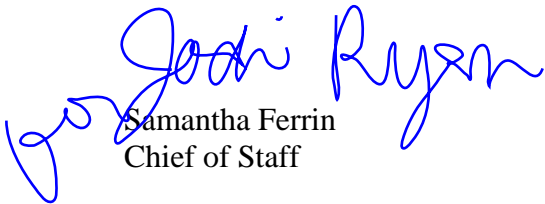
J. Eric Pridgeon, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Cynthia Kynoch, Staff Director
Senate Committee on Appropriations
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of the Lottery 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 2021-22 Fiscal Year. This submission has been approved by Samantha Ferrin, Chief of Staff of the Lottery.

Sincerely,


Samantha Ferrin
Chief of Staff

Florida Lottery

Temporary Special Duty-General Pay Additives Implementation Plan for FY 2021–2022

Narrative Summary Detailing On-Call and Shift Differentials

The Florida Lottery utilizes on-call and shift differential additives year-round to support mission critical needs. On-Call is added to an employee's salary as compensation for being available to handle mission critical business needs as required. Shift differential is an additive available to certain Florida Lottery classifications required to work overnight and evening hours.

These additives are in effect each month as employees incur on-call pay and work shift differentials on a regular recurring basis. The on-call rate of pay is \$2.00 per hour for all hour's employees are required to be in an on-call status. Shift differentials vary from 5% - 15% depending on whether employees work evening, rotating or overnight shifts. Positions with shift differentials and on-call pay are communicated to the employees at the time of hire. The Florida Lottery does not utilize any other salary additives outside of on-call pay and shift differentials.

Article 13.4 of the Federation of Public Employees collective bargaining agreement states: "Bargaining unit employees who are required by the Lottery to be in "On Call" status and available to return to work during an off-duty period, shall be compensated at the rate of \$2.00 per hour, and such on call hours shall be rounded to the nearest quarter hour."

Shift Differential for Agents Working Draws:

Lottery Agents are assigned to work during lottery draws on a rotating basis. When assigned to draw duty shifts, agents typically work from 4 p.m. – 12 p.m. Shift differential pay is appropriate for this shift but is not currently being paid.

Division of Security's Field Training Program:

The Division of Security's Field Training Program provides on-the-job training to new agents. Agents are assigned duties to train new agents joining the Lottery. As part of this training responsibility the agent must go through a 40-hour Criminal Justice and Standards Commission Field Training Officer program. Field Training Officer Agents are then assigned to train new agents for approximately 16 weeks, depending upon the new agent's previous law enforcement experience. Additionally, one agent is assigned to coordinate and conduct training for full time staff as required by the Criminal Justice Standards and Training Commission for the Lottery's continued law enforcement certification (i.e., firearms, driving, defensive tactics, etc.). In both situations, the trainer should be compensated for the additional duty.

Florida Lottery

Department Level
Exhibits and
Schedules



Florida Lottery

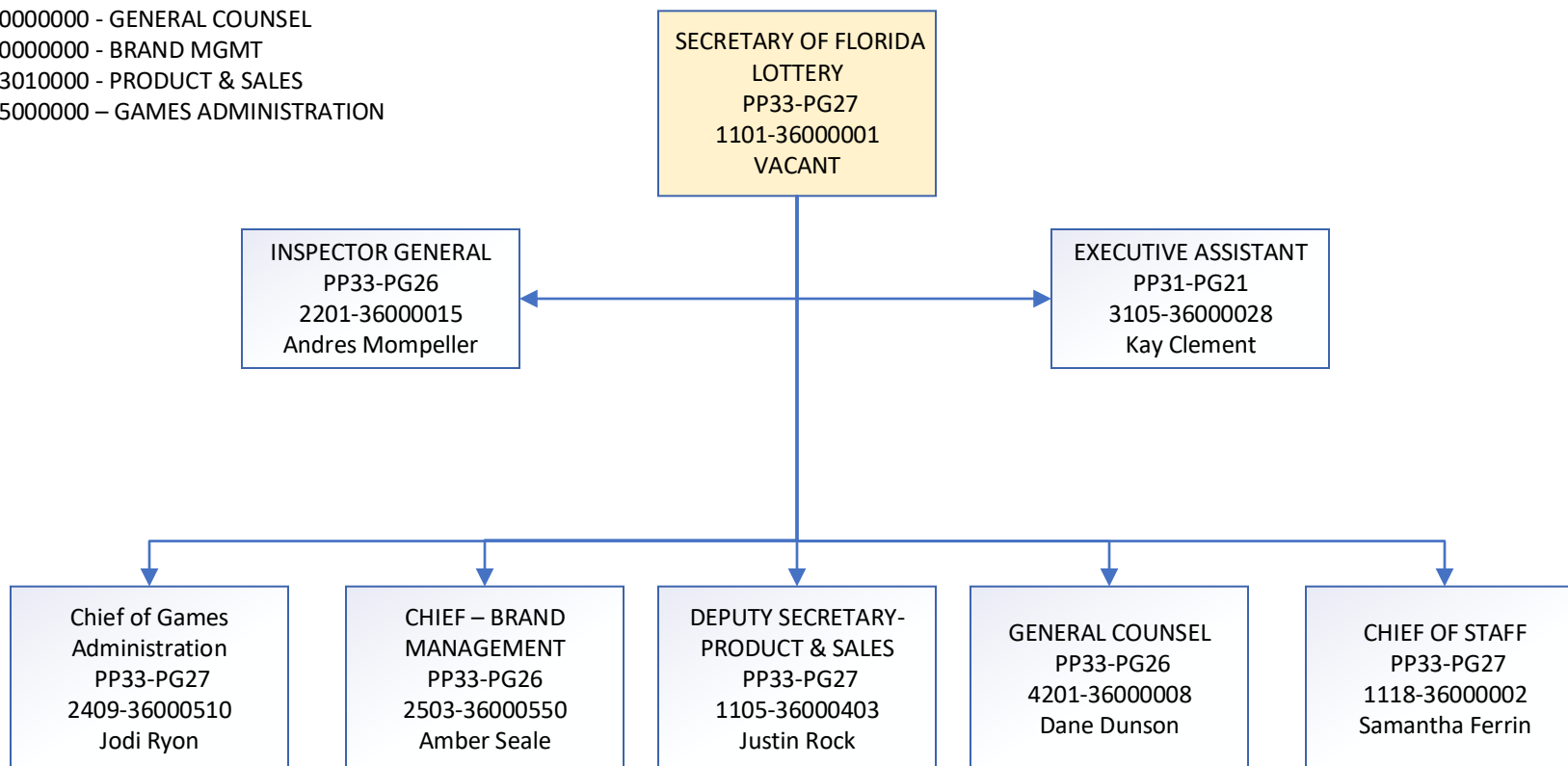
Schedule VII

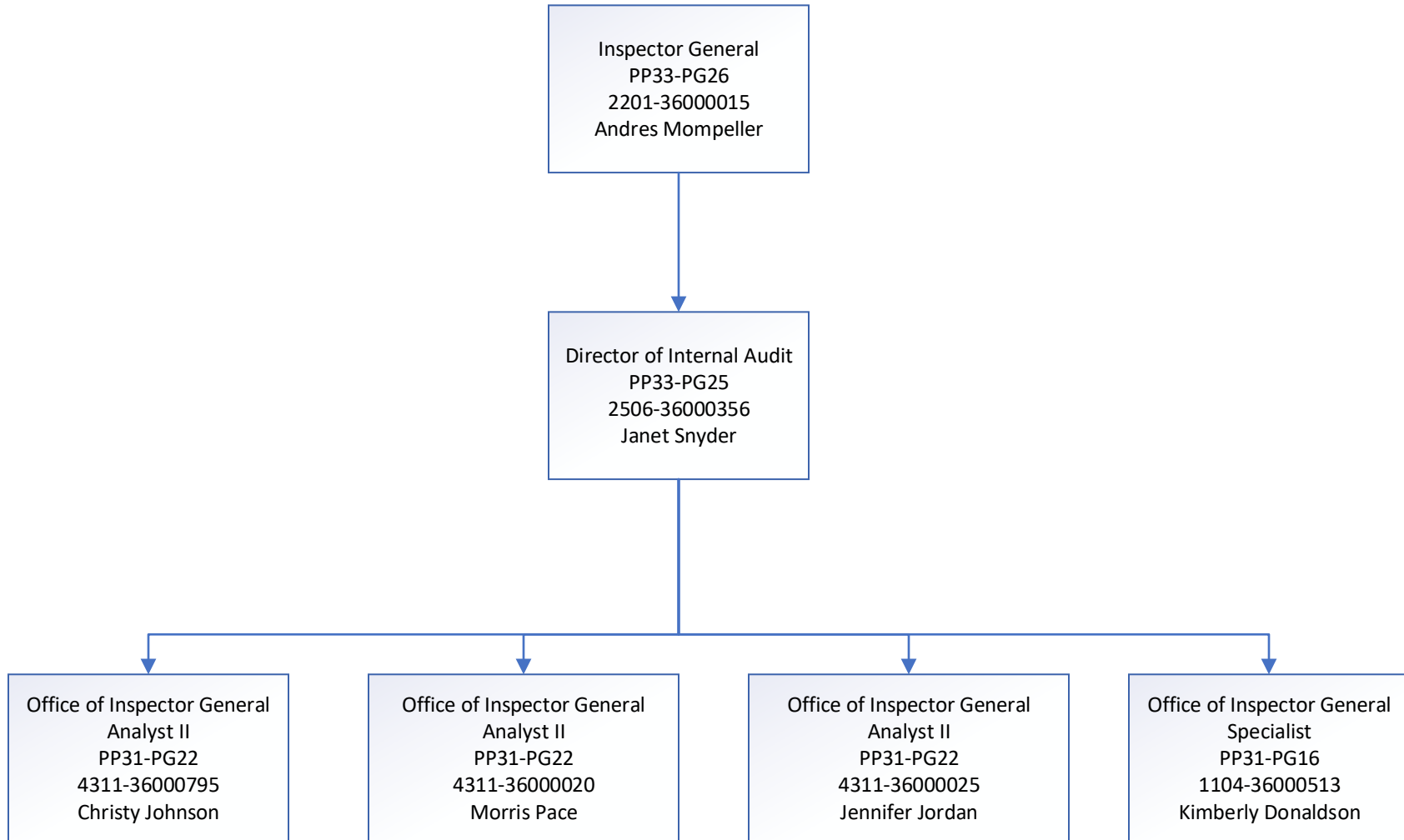
Agency Litigation
Inventory

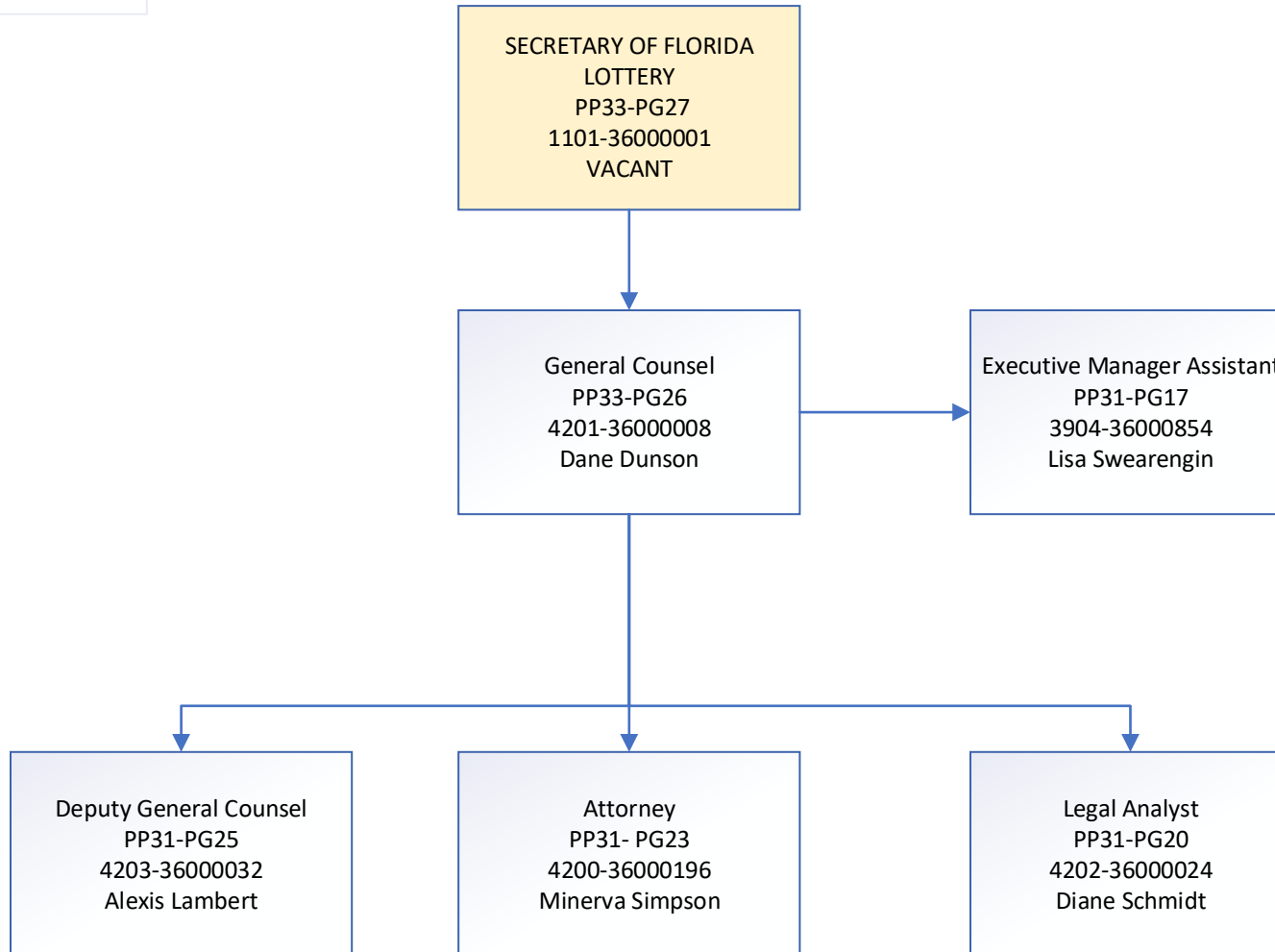
Not Applicable



3610000000 - OFFICE OF SECRETARY
36801100000 –ADMINISTRATION
36101000000 - CHIEF OF STAFF
36150000000 - OFFICE OF INSPECTOR GENERAL
36300000000 - GENERAL COUNSEL
36900000000 - BRAND MGMT
36903010000 - PRODUCT & SALES
36705000000 – GAMES ADMINISTRATION

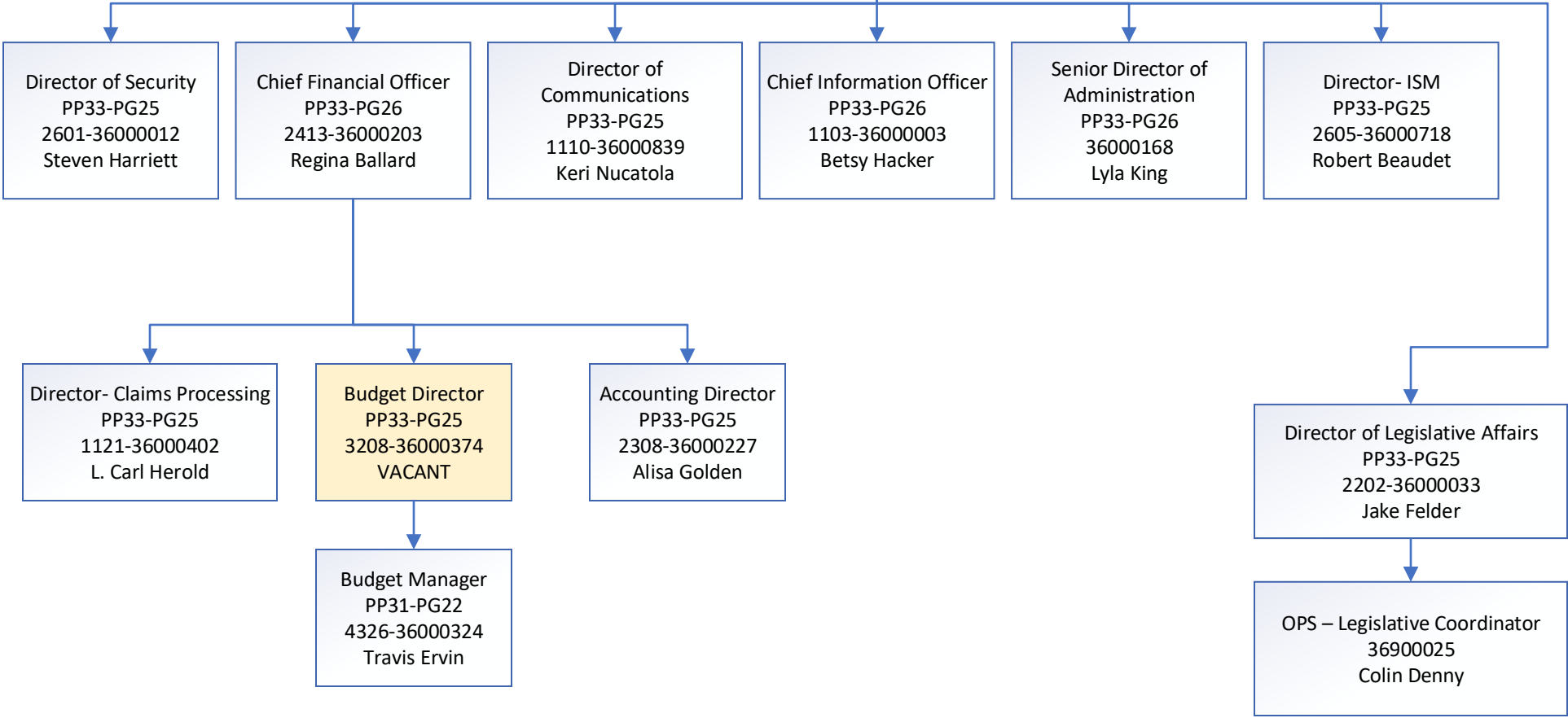


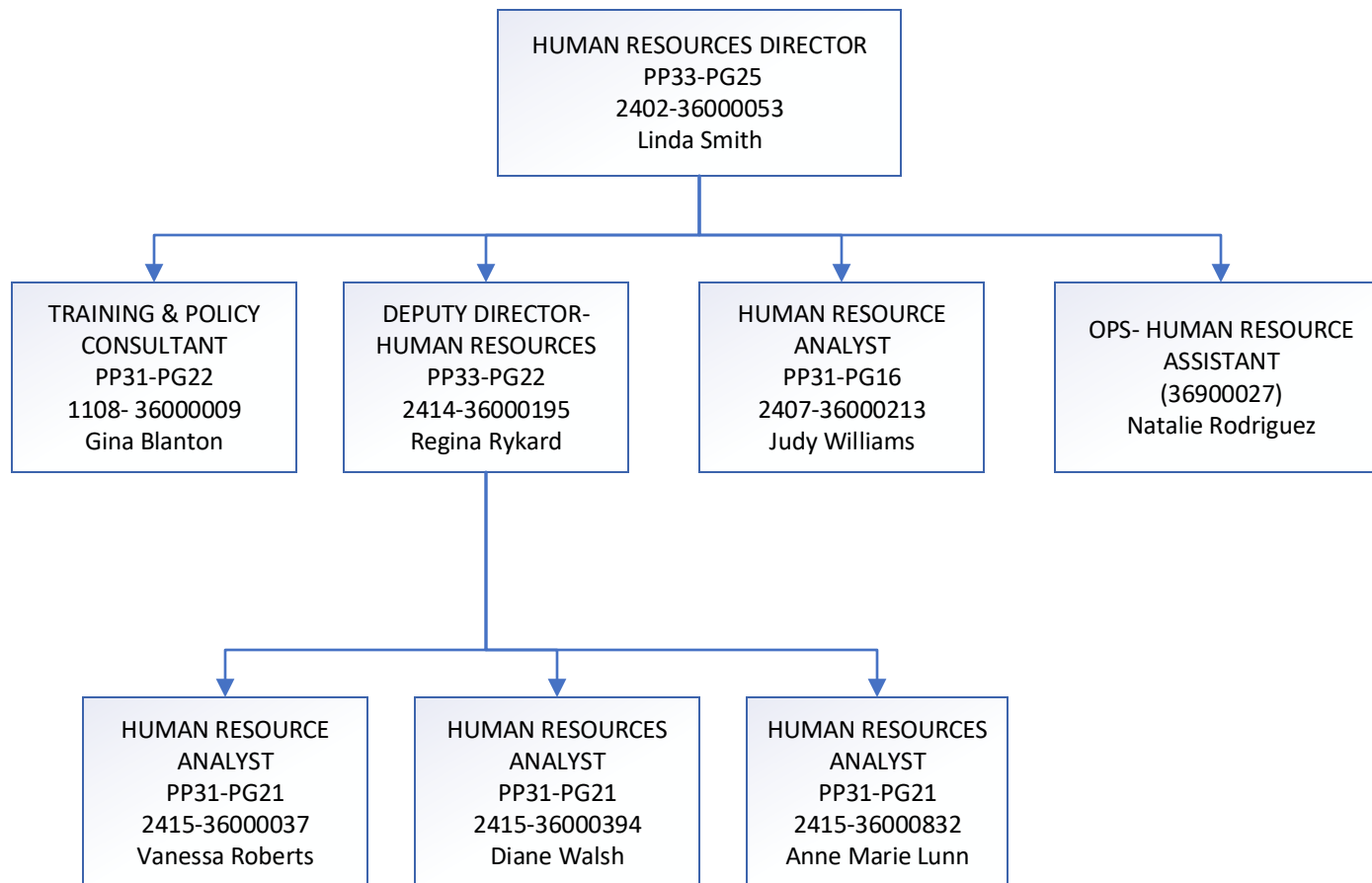




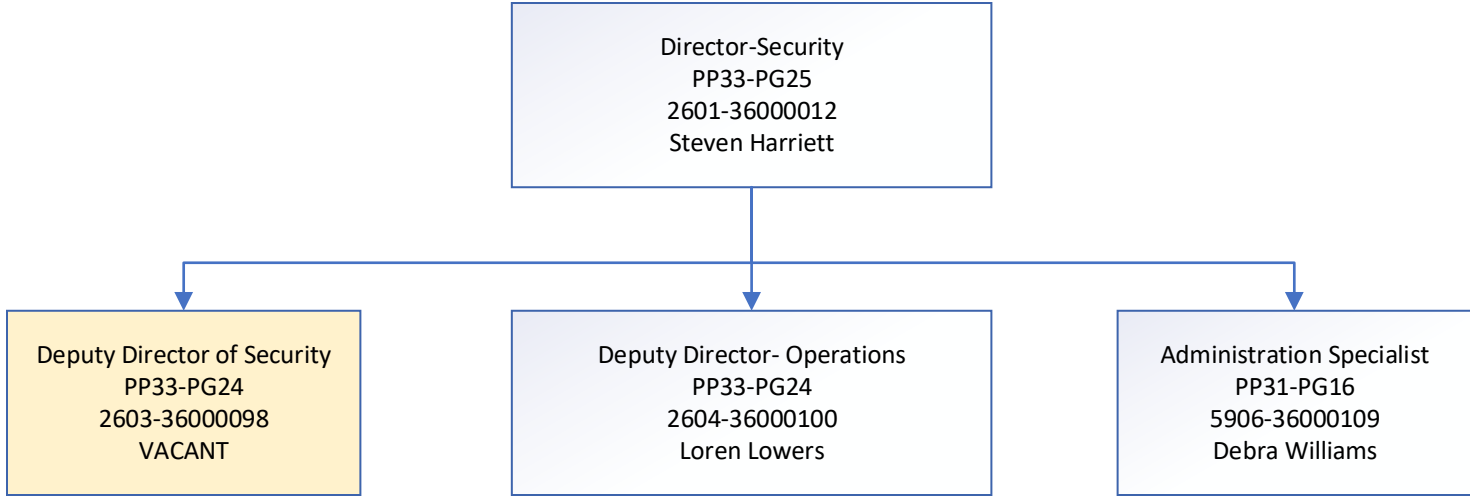
DEPARTMENT OF THE LOTTERY
 36101000000 - CHIEF OF STAFF
 36602000000 –COMMUNICATIONS
 36703010000 - CIO/SYSTEMS AND OPERATIONS SERVICES
 36101010000- LEGISLATIVE AFFAIRS
 36201510000 - DIRECTOR OF SECURITY
 36201545000 - INFORMATION SECURITY
 36801000000 - FINANCE AND BUDGET
 36803040200 - CLAIMS PROCESSING
 36803030000 - GENERAL ACCOUNTING
 36801100000 – ADMINISTRATION

CHIEF OF STAFF
 PP33-PG27
 1118-36000002
 Samantha Ferrin

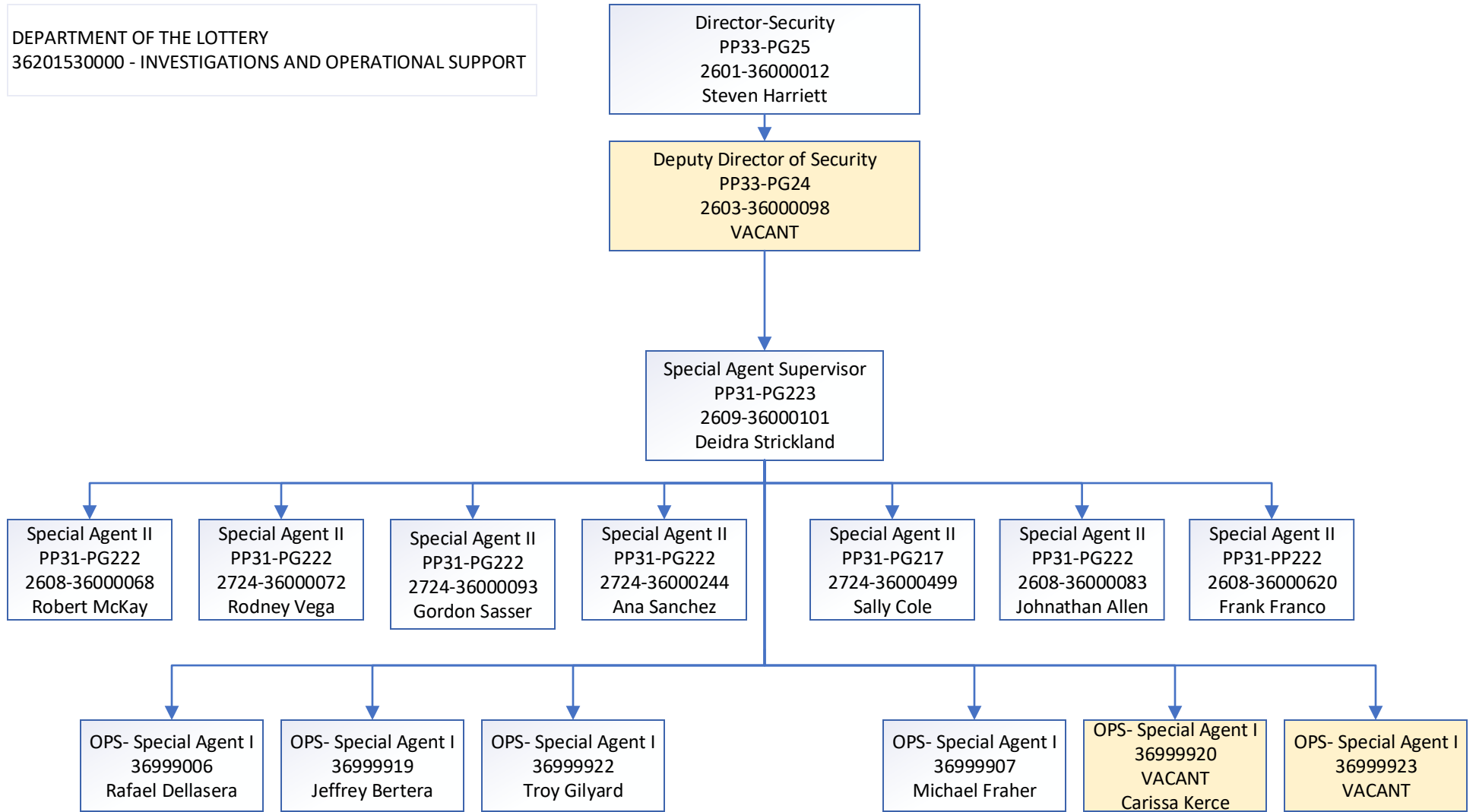




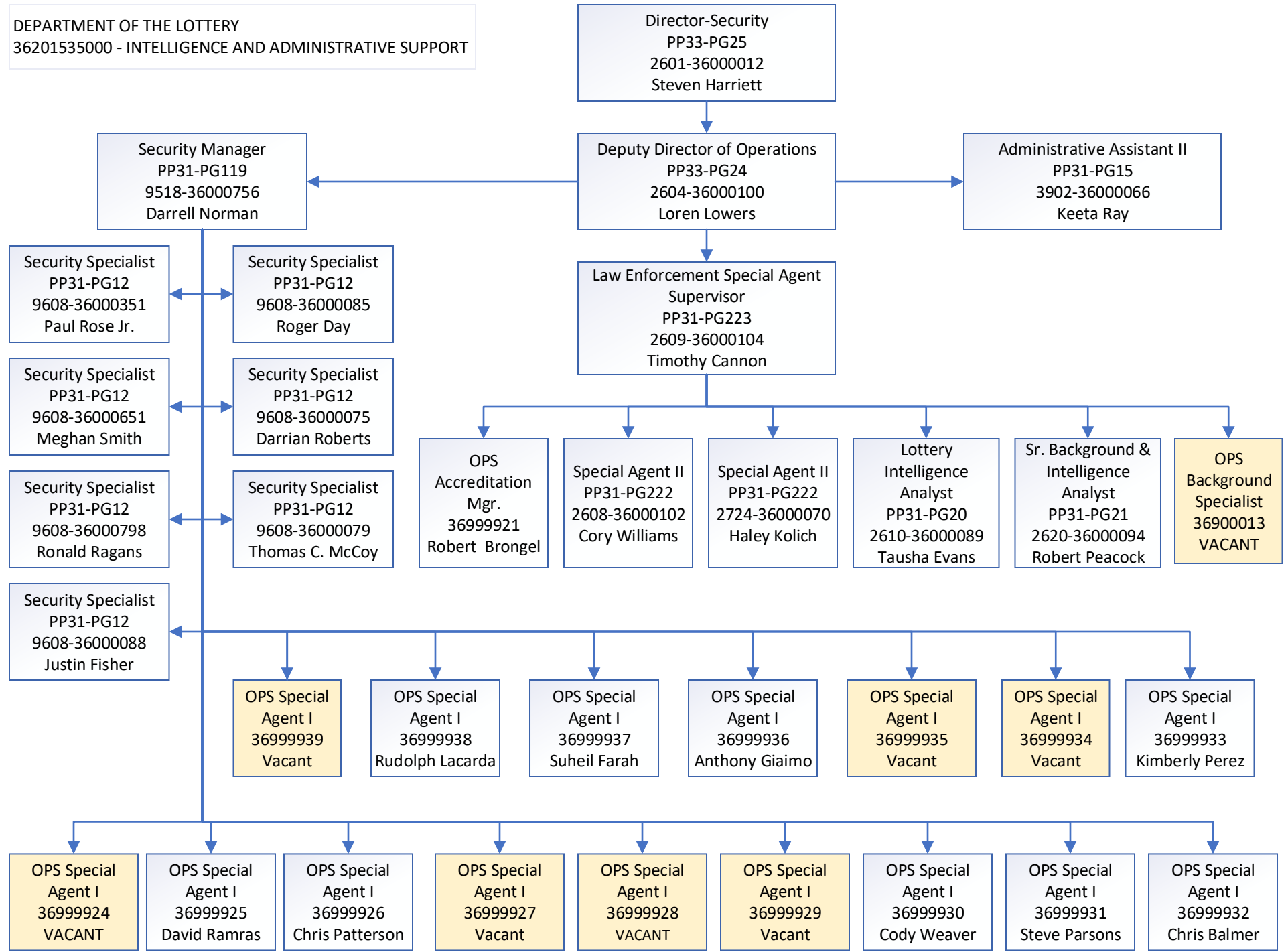
DEPARTMENT OF THE LOTTERY
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36201530000 - INVESTIGATIONS AND OPERATIONAL SUPPORT
36201535000 - INTELLIGENCE AND ADMINISTRATIVE SUPPORT



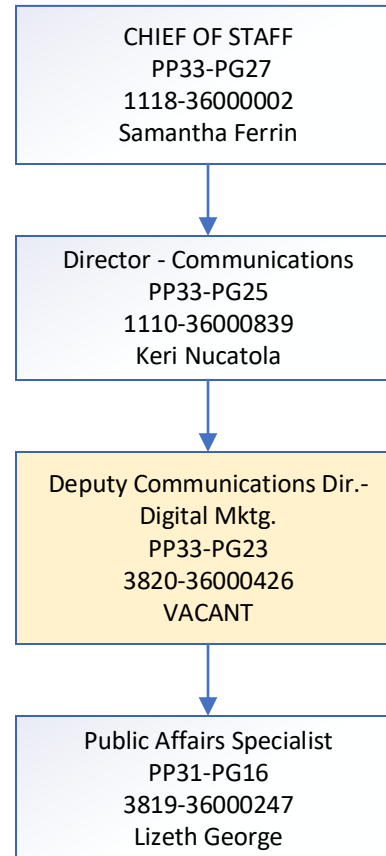
DEPARTMENT OF THE LOTTERY
36201530000 - INVESTIGATIONS AND OPERATIONAL SUPPORT

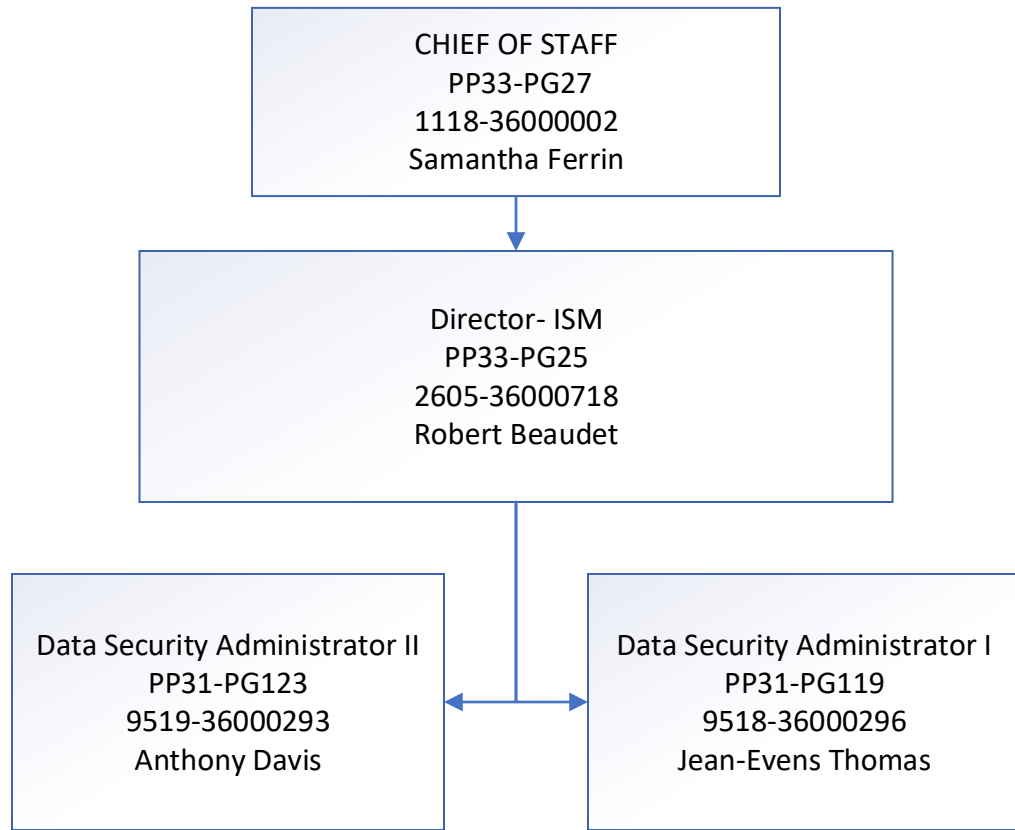


DEPARTMENT OF THE LOTTERY
36201535000 - INTELLIGENCE AND ADMINISTRATIVE SUPPORT



DEPARTMENT OF THE LOTTERY
36602000000 - COMMUNICATIONS





DEPARTMENT OF THE LOTTERY
36705000000 – GAMES ADMINISTRATION
36705010000 – SOFTWARE QUALITY ASSURANCE

Chief of Games Administration
PP33-PG27
2410-36000510
Jodi Ryon

Administrative Assistant I
PP31-PG12
3901-36000173
Annette Pearson

Games Administration
Manager
PP31-PG21
9321 - 36000865
Melanie Roberts

Games Administration
Manager
PP31-PG21
9321-36000349
Stephen Corriveau

Games Administration
Manager
PP31-PG21
3806-36000460
Jennifer Griner

Software Quality
Assurance Manager
PP31-PG124
9522-36000208
Ben Early

Gaming System Contract
Administrator
PP31-PG22
2432-36000283
Amy Gray

Games Administration
Analyst
PP31-PG19
4306-36000386
Susan Dunlap

Games Administration
Analyst
PP31-PG19
4306-36000313
Tuesday Wallace

Games Administration
Analyst
PP31-PG19
3816-36000545
Natasha Norton

Software Quality
Assurance Analyst II
PP31-PG122
9520-36000158
Mary Austin

Games Administration
Analyst
PP31-PG19
4306-36000878
Arthur Jefferson

Games Administration
Analyst
PP31-PG19
4306-36000813
Nina Jones

Games Administration
Analyst
PP31-PG19
4306-36000331
Valerie Peters

Software Quality
Assurance Analyst I
PP31-PG121
9521-36000210
Kathleen Sondola

Games Administration
Analyst
PP31-PG19
4306-36000368
David Garcia

Games Administration
Analyst
PP31-PG19
4306-36000369
David Gonzalez

Games Administration
Analyst
PP31-PG19
4306-36000363
Joshua Campbell

Software Quality
Assurance Analyst I
PP31-PG121
9521-36000121
Karuna Mishra

Games Administration
Analyst
PP31-PG19
4306-36000287
Marcus Tew

Games Administration
Analyst
PP31-PG19
4306-36000303
Helen Cuyler

Games Administration
Analyst
PP31-PG19
4306-36000120
Trevia Southern-Merlau

Software Quality
Assurance Analyst I
PP31-PG121
9521-36000192
Tonya Parker

Games Administration
Analyst
PP31-PG19
4306-36000819
Vilma Wollschlager

Games Administration
Analyst
PP31-PG19
4306-36000883
Tamekia Redding

Games Administration
Analyst
PP31-PG19
4306-36000266
Amanda Sasser

Games Administration
Analyst
PP31-PG19
4306-36000289
Elizabeth Collier

Games Administration
Analyst
PP31-PG19
4306-36000811
Alejandro Alvarado

Games Administration
Analyst
PP31-PG19
4306-36000271
Dayana Torres

Chief of Games Administration
PP33-PG25
2410-36000510
Jodi Ryon

Retailer Contracting Manager
PP31-PG21
7202-36000243
Elizabeth Selden

Retailer Contract
Coordinator
PP31-PG16
3902-36000274
Bradley Thomas

Retailer Contract
Supervisor
PP31-PG20
7202-36000245
James Black

Retailer Contract
Supervisor
PP31-PG20
7202-36000042
Timothy Kenyon

Retailer Contract
Analyst
PP31-PG18
7201-36000790
Rebecca Mueller

Collections
Supervisor
PP31-PG20
1124-36000255
Janelle Kirkland

Retailer Contract
Analyst
PP31-PG18
7201-000250
Pamela McKenzie

Retailer Contract
Analyst
PP31-PG18
7201-36000260
Angela Chunn

OPS Intern
36900011
Julia Baker

Retailer Contract
Analyst
PP31-PG18
7201-36000254
Towanda Jones

Retailer Contract
Analyst
PP31-PG18
7201-36000253
Kathryn Peterson
Vacant – 7/14

Retailer Contract
Analyst
PP31-PG18
7201-36000050
VACANT

OPS Intern
36900022
Mallory Moore

Retailer Contract
Analyst
PP31-PG18
7201-36000257
Tabitha Ingram

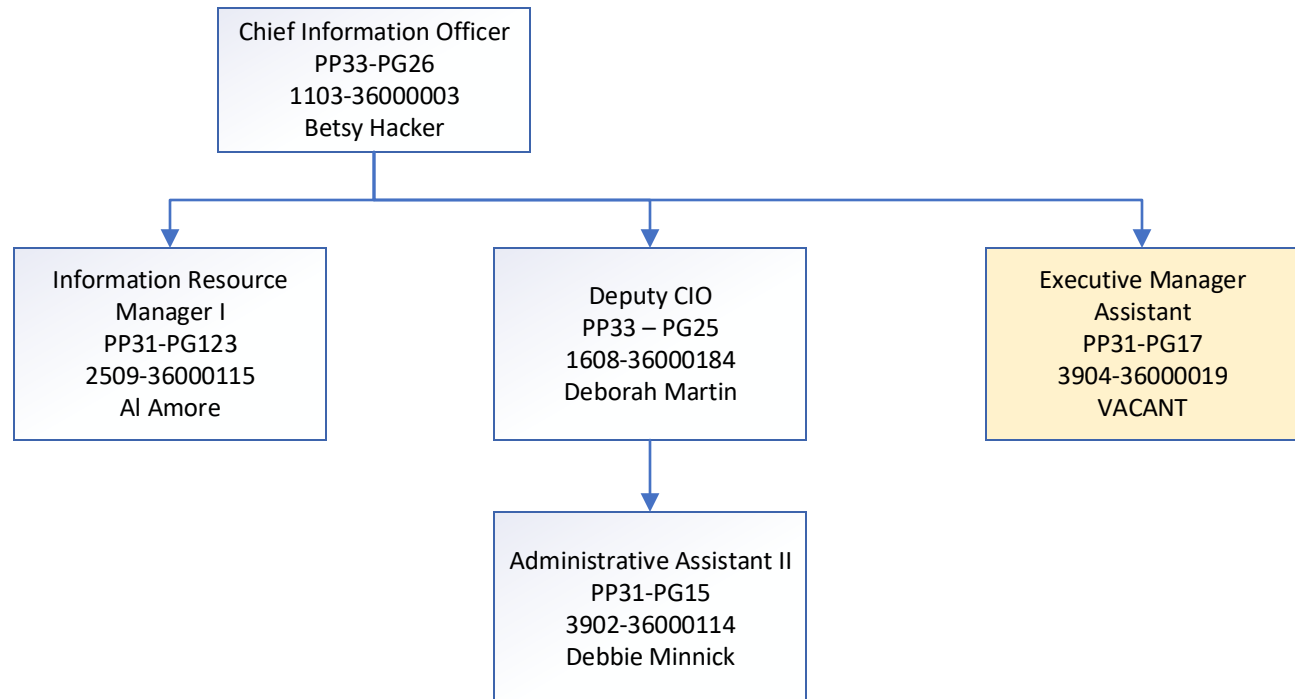
Retailer Contract
Analyst
PP31-PG18
7201-36000263
Denise Gonzalez

OPS Intern
36900028
VACANT

OPS Intern
36900012
Julia Banfill

Retailer Contract
Analyst
PP31-PG18
7201-36000226
Zachary Brandt

DEPARTMENT OF THE LOTTERY
36703010000 - CIO/SYSTEMS AND OPERATIONS SERVICES
36703020200 - COMPUTER SYSTEMS OPERATIONS
36703030100 - SYSTEMS, NETWORK AND CLIENT SERVICES
36704000000 - SOFTWARE AND DATA SERVICES



DEPARTMENT OF THE LOTTERY
36703020200 - COMPUTER SYSTEMS OPERATIONS

Chief Information Officer
PP33-PG26
1103-36000003
Betsy Hacker

Information Resource Manager I
PP31-PG123
2509-36000115
Alfonse Amore

Senior Production Control Analyst
PP31-PG119
9535-36000154
Kodi Mill

Production Control Analyst
PP31-PG118
9532-36000823
Robert McCelvy

Computer Operations Supervisor
PP31-PG18
3301-36000142
Suzanne Lewis

Computer Operations Supervisor
PP31-PG18
3301-36000739
Donald Starke

Computer Operations Analyst
PP31-PG17
3302-36000284
Belen De Jesus Valdivia

Lottery Computer Systems Operator III
PP31-PG14
2508-36000141
VACANT (Tran Pham)

Lottery Computer Systems Operator III
PP31-PG14
2508-36000122
Steven Soldano

Lottery Computer Systems Operator III
PP31-PG14
2508-36000133
Gilda Ramcharan

Computer Operations Analyst
PP31-PG17
3301-36000127
Roscoe Bell

Lottery Computer Systems Operator III
PP31-PG14
2508-36000130
Jeffrey Javier

Lottery Computer Systems Operator III
PP31-PG14
2508-36000129
Kenneth Turner

Lottery Computer Systems Operator III
PP31-PG14
2508-36000179
Ryan Sands

Computer Operations Analyst
PP31-PG17
3301-36000118
Che Williams

Lottery Computer Systems Operator III
PP31-PG14
2508-36000119
John Cone, Jr.

Lottery Computer Systems Operator III
PP31-PG14
2508-36000389
Marcello D'Errico

Lottery Computer Systems Operator III
PP31-PG14
2508-36000381
VACANT (Ryan Johns)

Lottery Computer Systems Operator II
PP31-PG14
2508-36000145
VACANT (Tierry Janiver)

DEPARTMENT OF THE LOTTERY
36703030100- SYSTEMS, NETWORK & CLIENT SERVICES

Chief Information Officer
PP33-PG26
1103-36000003
Betsy Hacker

Deputy CIO
PP33 – PG25
1608-36000184
Deborah Martin

Information Resource
Manager II
PP31-PG125
2510-36000207
Terrance McCue

SNCS Supervisor II
PP31-PG123
2516-36000174
VACANT

SNCS Supervisor II
PP31-PG123
2516-36000151
Ernie Gueth

SNCS Supervisor II
PP31-PG123
2516-36000157
Timothy Albers

SNCS Supervisor II
PP31-PG123
2516-36000175
Qian Chen

Info Ctr Technical
Analyst
PP31-PG19
9525-36000146
Timothy Ogle

Info Ctr Analyst II
PP31-PG17
9523-36000124
Alexander Castillo

Technical Analyst I
PP31-PG121
9515-36000156
Matt Adkins

Technical Analyst I
PP31-PG121
2515-36000199
Brian Hobbs

Technical Analyst II
PP31-PG123
9516-36000152
Greg Shuman

Systems Analyst II
PP31-PG122
2513-36000209
Vernon Gainous

Info Ctr Analyst II
PP31-PG17
9523-36000191
Deborah Smith

Info Ctr Analyst II
PP31-PG17
9523-36000810
Stanley Littles

Technical Analyst
II
PP31-PG123
9516-36000150
Richard Ballman

Systems Analyst I
PP31 – PG120
36000171
Todd Tucker

Technical Analyst II
PP31-PG123
9516-36000206
Perry West

Info Ctr Analyst II
PP31-PG17
9523-36000876
Freddie Johnson

Systems Analyst II
PP31-PG122
2513-36000435
Christopher
Klinger-Backen

Technical Analyst I
PP31-PG121
9515-36000128
David Holt

DEPARTMENT OF THE LOTTERY
36704000000 - SOFTWARE AND DATA SERVICES

Chief Information Officer
PP33-PG26
1103-3600003
Betsy Hacker

Deputy CIO
PP33 - PG25
1608-36000184
Deborah Martin

Administrative Assistant II
PP31-PG15
3902-36000114
Debbie Minnick

Information Resource Manager II
PP31-PG125
2510-36000182
Andrew Brown

SDS Supervisor
PP31 - PG123
2514 - 36000187
VACANT
(TBD:Daniel Campbell)

System Analyst II
PP31 - PG120
2513 - 36000205
Melissa Ging

Technical Analyst II
PP31 - PG123
9516 - 36000180
Xiao-Yan Chen

SDS Supervisor
PP31-PG123
2514-36000177
Patricia Cheeks

Technical Analyst I
PP31 - PG121
9515 - 36000815
Sunil Jacob

Systems Analyst I
PP31 - PG120
2512-36000186
VACANT

Systems Analyst II
PP31 - PG122
2513-36000181
VACANT
(TBD:Jonathan Karch)

Systems Analyst I
PP31 - PG120
2512 - 36000552
Ashley Ervin

Technical Analyst I
PP31-PG121
9515-36000185
VACANT

Technical Analyst I
PP31-PG121
9515 - 36000707
Sandya Devi Mengarathi

Technical Analyst II
PP31-PG123
9516-36000170
VACANT

Systems Analyst II
PP31 - PG122
2513 - 36000198
VACANT
(TBD:Nischala Mareedu)

Systems Analyst I
PP31 - PG120
9512 - 36000123
VACANT

DEPARTMENT OF THE LOTTERY
36801100000 –ADMINISTRATION
36101020000 - HUMAN RESOURCES
36801200000 - PROCUREMENT MANAGEMENT
36101015000 - SUPPORT SERVICES

Senior Director of Administration
PP33-PG26
36000168
Lyla King

EXECUTIVE MANAGER
ASSISTANT
PP31-PG17
36000533
Kim Thomas

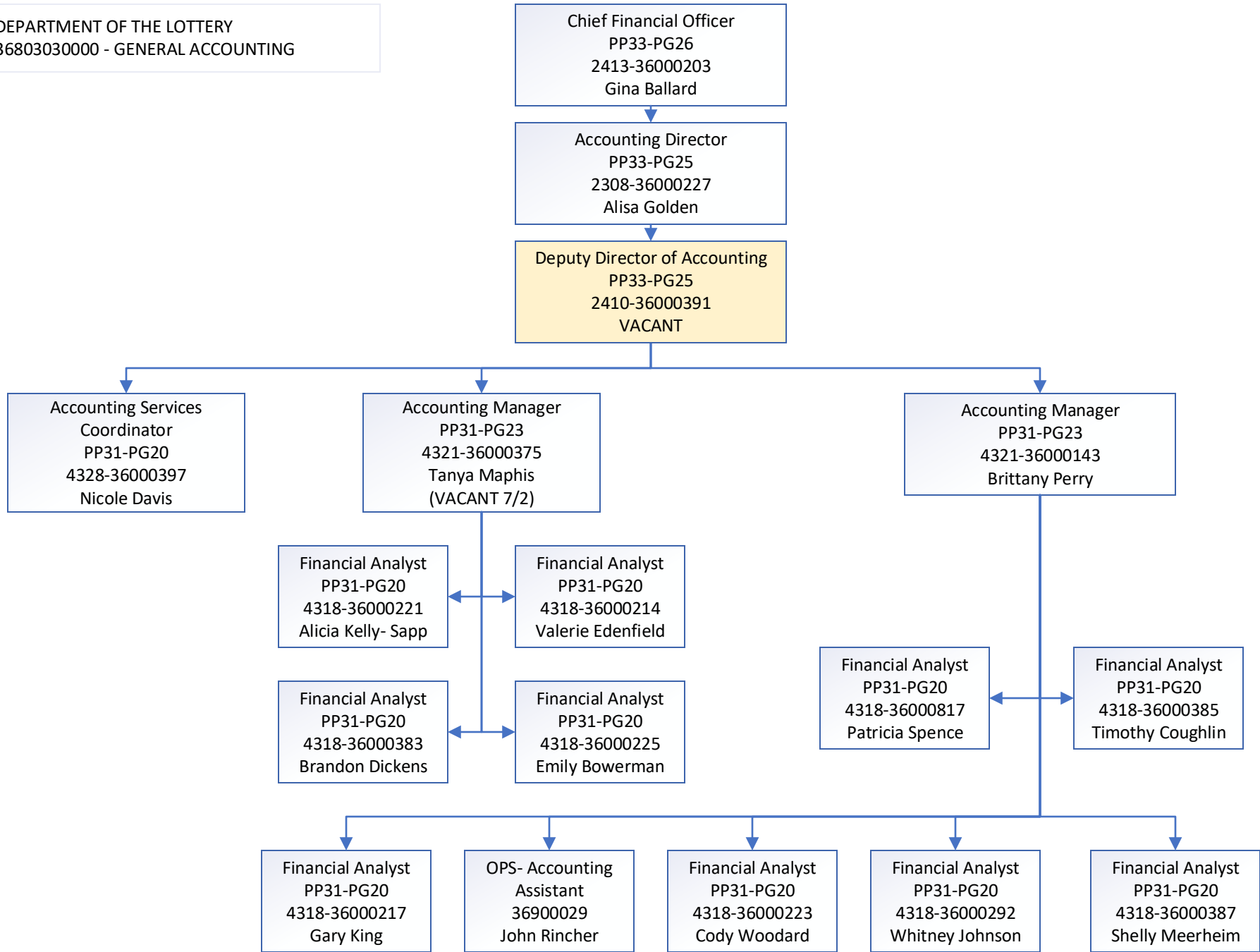
HUMAN RESOURCE DIRECTOR
PP33-PG25
2402-360000053
Linda Smith

Director-Procurement Mgmt
PP33-PG24
2420-36000235
Karen Armstrong

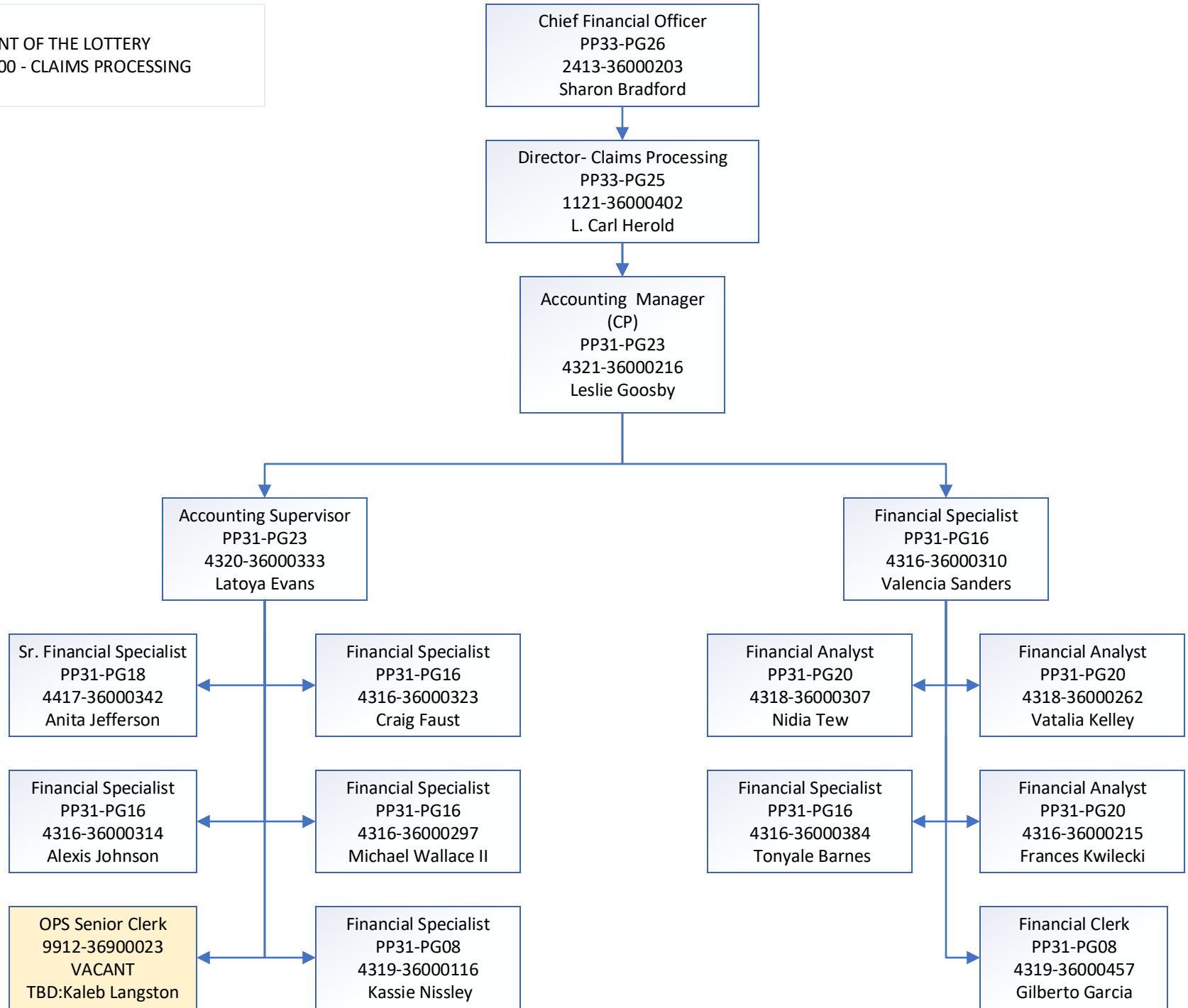
General Services Manager
PP31-PG20
7429-36000264
Jody Dwain Dyer

Project Manager
PP31-PG25
2756-36000664
Sonja Guthrie

DEPARTMENT OF THE LOTTERY
36803030000 - GENERAL ACCOUNTING



DEPARTMENT OF THE LOTTERY
36803040200 - CLAIMS PROCESSING



Director-Procurement Mgmt
PP33-PG24
2420-36000235
Karen Armstrong

Purchasing Specialist
PP31-PG17
2426-36000239
Kara Godwin

Contract Administrator
PP31-PG21
2417-36000418
VACANT

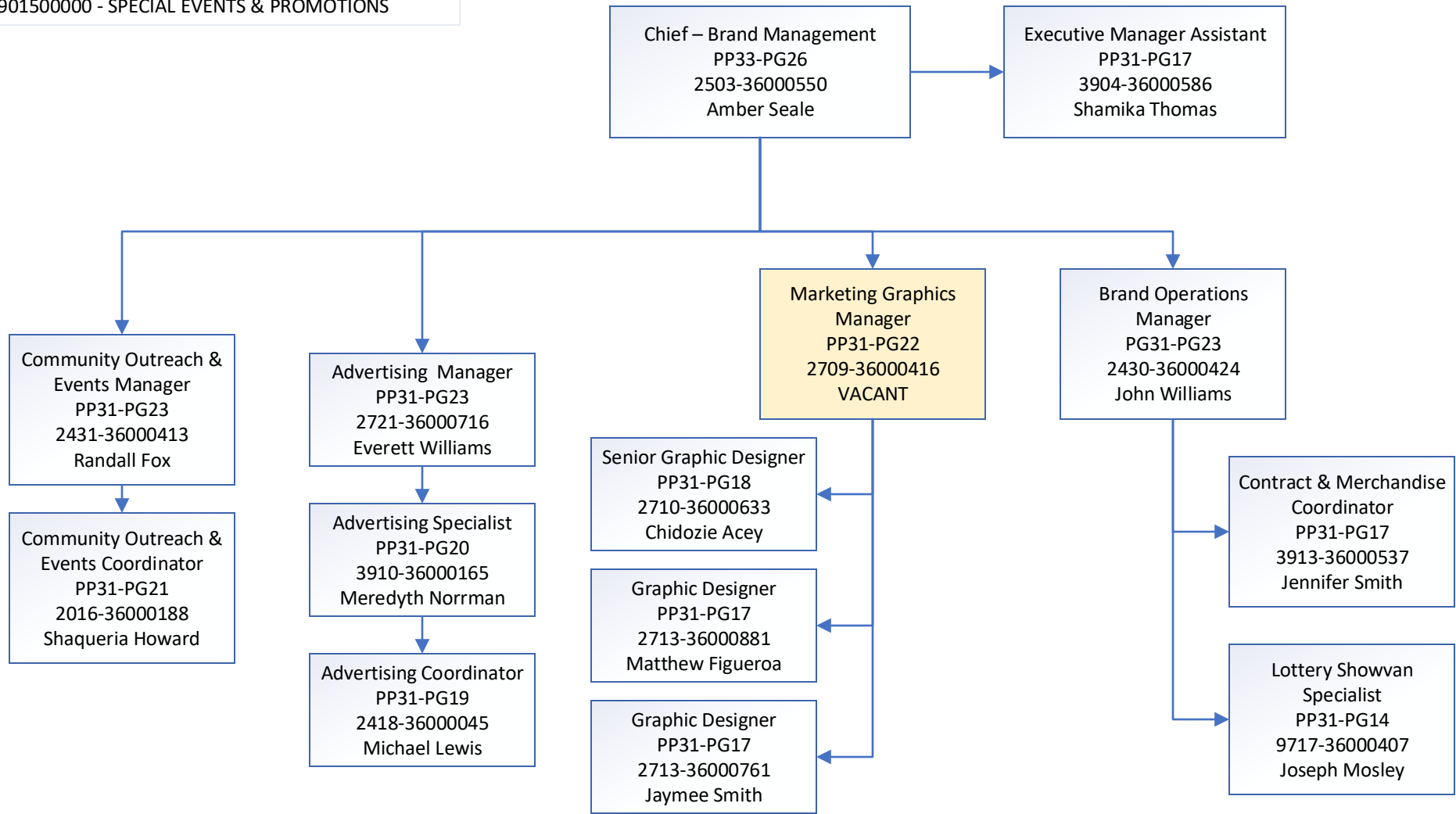
Procurement Administrator
PP31-PG22
2707-36000049
VACANT

Purchasing Agent
PP31-PG23
3404-36000057
Denise Roberts

Contract & Procurement Analyst
PP31-PG19
36000378
Vacant

OPS- Procurement Services
Assistant
36900010
Mason Posey

DEPARTMENT OF THE LOTTERY
 3690000000 - BRAND MANAGEMENT
 3690200000 – GRAPHICS
 36901500000 - SPECIAL EVENTS & PROMOTIONS



DEPARTMENT OF THE LOTTERY
36903010000 – PRODUCT & SALES

DEPUTY SECRETARY- PRODUCT &
SALES
PP33-PG27
1105-36000403
Justin Rock

Director of Product
PP33-PG25
1102-36000412
Shelly Gerteisen

Sales Program Manager
PP31-PG22
3109-36000004
Mimi Schmitzer

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

Product Manager
PP31-PG21
3207-36000172
Sarah Stanford

Lottery ADA Coordinator
PP31-PG21
2411-36000655
James Roberts

Senior Corporate Account
Manager PP33-PG24
2750-36000657
Kristin Cleveland

All District Managers
(See District Charts)

Senior Research
Manager
PP31-PG21
2716-36000415
Katherine Linn

Sales Coordinator
PP31-PG21
2750-36000556
José Parrilla

Corporate Account
Manager
PP31-PG21
2750-36000405
Deborah Colasanto

Corporate Account
Manager
PP31-PG21
2750-36000748
Julio Rodriguez-Diaz

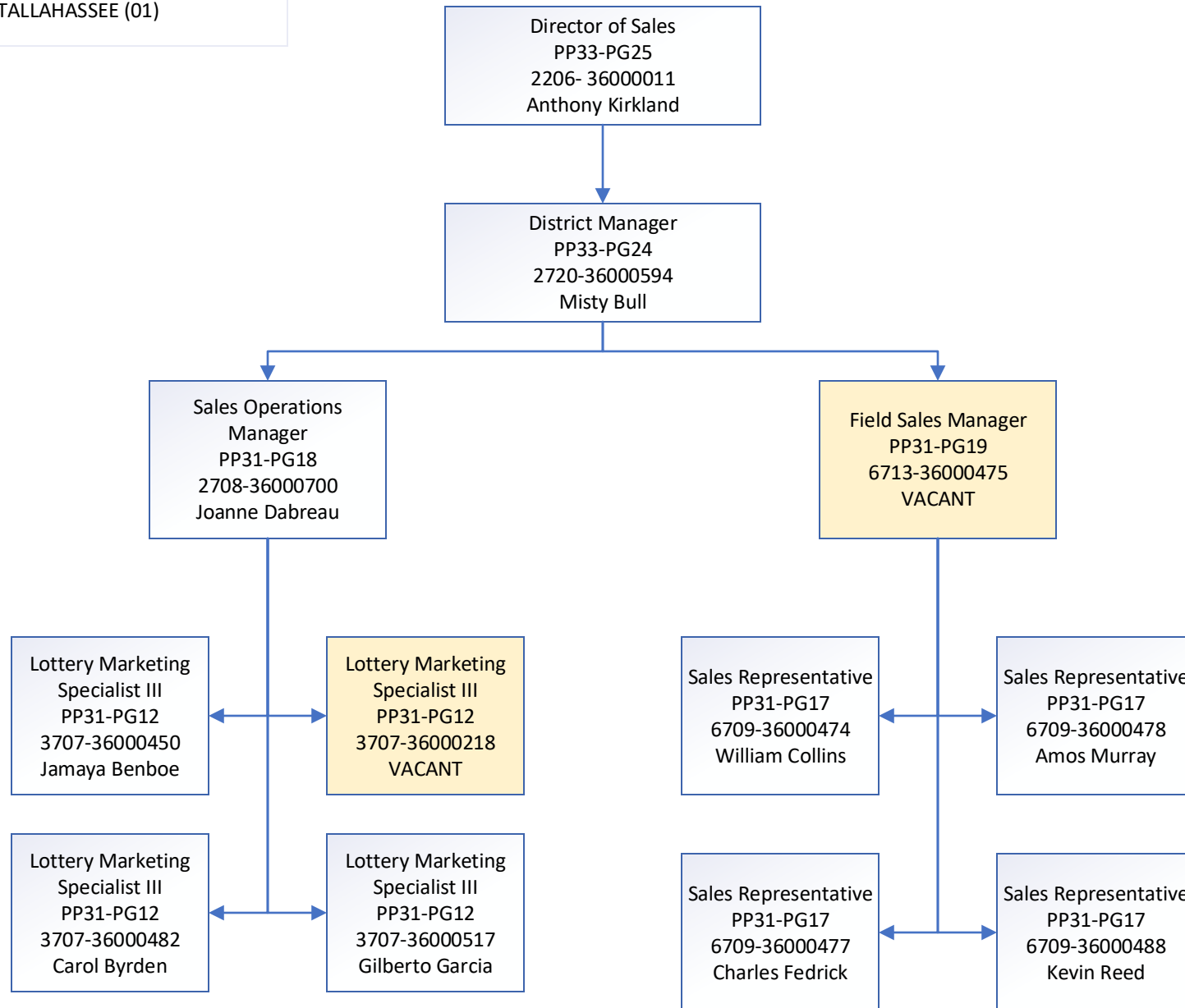
Product & Research
Specialist
3207-36000048
Deborah McGuffy

Business Development
Specialist
PP31-PG21
1125-36000148
Kirsten Combs

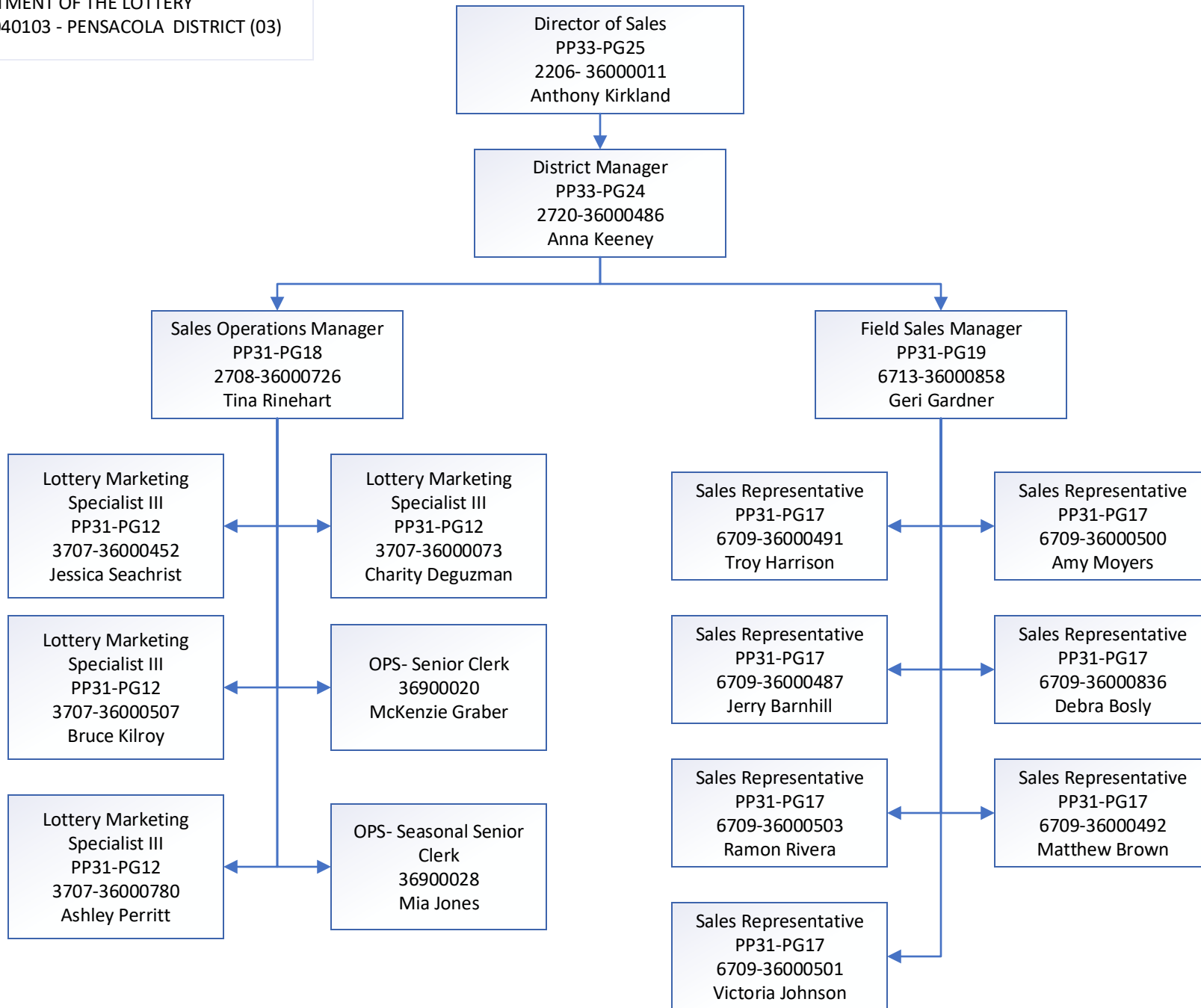
Corporate Account
Manager
PP31-PG21
2750-36000801
Kristopher Miller

Corporate Account
Manager
PP31-PG21
2720-36000204
Glenn Dupree

Corporate Account
Manager
PP31-PG21
2750-36000434
Kenneth Busker



DEPARTMENT OF THE LOTTERY
36903040103 - PENSACOLA DISTRICT (03)



DEPARTMENT OF THE LOTTERY
36903040104 - JACKSONVILLE DISTRICT (04)

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

District Manager
PP33-PG24
2720-36000682
John Beasley

Sales Operations
Manager
PP31-PG18
2708-36000763
Clyde Courson

Field Sales Manager
PP31-PG19
6713-36000713
Brent Hutchison

Lottery Marketing
Specialist III
PP31-PG12
3707-36000176
Michael Jennings

Lottery Marketing
Specialist III
PP31-PG12
3707-36000852
Karla Wolfe (Pending SR)

Lottery Marketing
Specialist III
PP31-PG12
3707-36000842
Lisa Glaze

Lottery Marketing
Specialist III
PP31-PG12
3707-36000504
Karuna Rai

Sales Representative
PP31-PG17
6709-36000523
VACANT (Karla Wolfe)

Sales Representative
PP31-PG17
6709-36000524
Bridget Taylor

Sales Representative
PP31-PG17
6709-36000512
Lisa Kumpf

Sales Representative
PP31-PG17
6709-36000522
Jonathan Donnelly

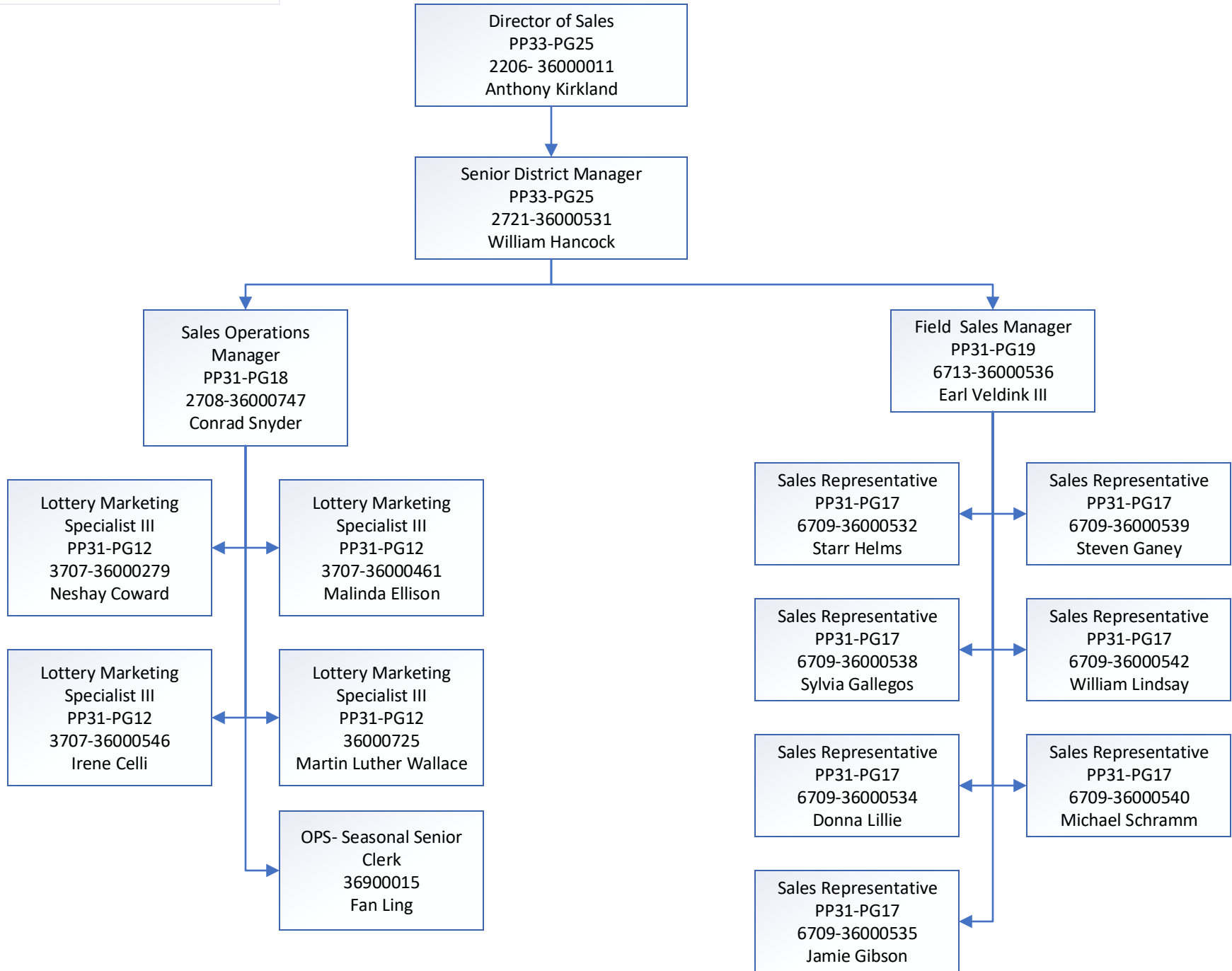
Sales Representative
PP31-PG17
6709-36000514
Wendi Crowell

Sales Representative
PP31-PG17
6709-36000519
Robert Kavanagh

Sales Representative
PP31-PG17
6709-36000516
Henry Jones

Sales Representative
PP31-PG17
6709-36000183
Vivek Rai

Sales Representative
PP31-PG17
6709-36000783
Christopher White



DEPARTMENT OF THE LOTTERY
36903040106 - ORLANDO DISTRICT (06)

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

District Manager
PP33-PG24
2720-36000630
Rocky Gonzalez

Sales Operations
Manager
PP31-PG18
2708-36000857
Marvin Campbell

Field Sales Manager
PP31-PG19
6713-36000861
Janet Garcia

Field Sales Manager
PP31-PG19
6713-36000649
Richard Totka

Lottery Marketing
Specialist III
PP31-PG12
3707-36000797
Heather Petrucelli

Lottery Marketing
Specialist III
PP31-PG12
3707-36000373
Corina Sierra
(Pending SR)

Lottery Marketing
Specialist III
PP31-PG12
3707-36000658
Collins Greenlee

Lottery Marketing
Specialist III
PP31-PG12
3707-36000654
Bernard Johnson II

Lottery Marketing
Specialist III
PP31-PG12
3707-36000653
José Hawayek

OPS- Senior Clerk
36900017
Xavier Thomas

Sales Representative
PP31-PG17
6709-36000665
Lowell Finch

Sales Representative
PP31-PG17
6709-36000644
Brian Moran

Sales Representative
PP31-PG17
6709-36000669
Emily Heckle

Sales Representative
PP31-PG17
6709-36000668
Mary- Ann Garcia

Sales Representative
PP31-PG17
36000559
Patrick Hoelle

Sales Representative
PP31-PG17
6709-36000652
Edwin Perales

Sales Representative
PP31-PG17
6709-36000642
Kelly Melancon

Sales Representative
PP31-PG17
6709-36000639
VACANT (Corina Sierra)

Sales Representative
PP31-PG17
6709-36000319
VACANT

Sales Representative
PP31-PG17
6709-36000404
William Rodriguez

Sales Representative
PP31-PG17
6709-36000648
Allison Johnson

Sales Representative
PP31-PG17
6709-36000637
Gary Heimann

Sales Representative
PP31-PG17
6709-36000645
Douglas Beldin

Sales Representative
PP31-PG17
6709-36000636
Anthony Johnson

Sales Representative
PP31-PG17
6709-36000650
James Bennett

Sales Representative
PP31-PG17
6709-36000646
Todd Mitchell

Sales Representative
PP31-PG17
6709-36000647
Joseph Gavigan

Sales Representative
PP31-PG17
6709-36000675
Christopher Rodman

Sales Representative
PP31-PG17
6709-36000641
Paul Doering

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

District Manager
PP33-PG24
2720-36000577
Charlene Feiga

Sales Operations Manager
PP31-PG18
2708-36000850
Kathryn Looney

Field Sales Manager
PP31-PG19
6713-36000428
Keith Nasco

Field Sales Manager
PP31-PG19
6713-36000565
Edna Torres

Lottery Marketing
Specialist III
PP31-PG12
3707-36000846
Jean Carnahan

Lottery Marketing
Specialist III
PP31-PG12
3707-36000849
VACANT

Lottery Marketing
Specialist III
PP31-PG12
3707-36000590
Kathryn Linn

Lottery Marketing
Specialist III
PP31-PG12
3707-36000573
Carmen Sigaran

Lottery Marketing
Specialist III
PP31-PG12
3707-36000587
Almeeta Bryant

OPS- Senior Clerk
36900016
Lynn Guido

Lottery Marketing
Specialist III
PP31-PG12
3707-36000462
Stacie Smith

Sales Representative
PP31-PG17
6709-36000584
Brenda Mock

Sales Representative
PP31-PG17
6709-36000601
Lazaro Herrera-Anton

Sales Representative
PP31-PG17
6709-36000578
Carol Breed

Sales Representative
PP31-PG17
6709-36000593
Wendy Schober

Sales Representative
PP31-PG17
6709-36000595
Mark Miller

Sales Representative
PP31-PG17
6709-36000597
Robert McBride

Sales Representative
PP31-PG17
6709-36000600
Jeffrey Miller

Sales Representative
PP31-PG17
6709-36000561
Dale Schmitz

Sales Representative
PP31-PG17
6709-36000562
Dale Sprague Jr.

Sales Representative
PP31-PG17
6709-36000579
Patricia Stewart

Sales Representative
PP31-PG17
6709-36000752
Karl Deroche

Sales Representative
PP31-PG17
6709-36000634
Ronald Gubich

Sales Representative
PP31-PG17
6709-36000548
Kenneth Davis

Sales Representative
PP31-PG17
6709-36000553
Alexander Sanchez III

Sales Representative
PP31-PG17
6709-36000557
Leonard Coley

Sales Representative
PP31-PG17
6709-36000612
Vincent Carnivale

Sales Representative
PP31-PG17
6709-36000560
Angel Rodriguez

Sales Representative
PP31-PG17
6709-36000568
Julie Fraioli

Sales Representative
PP31-PG17
6709-36000599
Ralph Barthle

Sales Representative
PP31-PG17
6709-36000588
Bruce Copeland

DEPARTMENT OF THE LOTTERY
36903040110 -FT. MYERS DISTRICT (10)

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

District Manager
PP33-PG24
2720-36000610
Joann Cootware

Sales Operations
Manager
PP31-PG18
2708-36000616
Debra Zehender

Field Sales Manager
PP31-PG19
6713-36000782
Paul Hayes

Lottery Marketing
Specialist III
PP31-PG12
3707-36000039
Leslie Hinojosa

Lottery Marketing
Specialist III
PP31-PG12
3707-36000268
Kathleen Richards

Lottery Marketing
Specialist III
PP31-PG12
3707-36000429
Mary Bricken

OPS- Senior Clerk
36900021
VACANT

Sales Representative
PP31-PG17
6709-36000611
Angela Russo

Sales Representative
PP31-PG17
6709-36000624
Troy Alexander

Sales Representative
PP31-PG17
6709-36000267
Casandra Castle

Sales Representative
PP31-PG17
6709-36000585
Elizabeth Drouin

Sales Representative
PP31-PG17
6709-36000515
David Clay

Sales Representative
PP31-PG17
6709-36000618
Devante Walker

Sales Representative
PP31-PG17
6709-36000592
Mary Heath

Sales Representative
PP31-PG17
6709-36000622
Donna Wood

Sales Representative
PP31-PG17
6709-36000619
Justin Flannary

Sales Representative
PP31-PG17
6709-36000583
Marc Weinfeld

Sales Representative
PP31-PG17
6709-36000623
Antonella Gomez

DEPARTMENT OF THE LOTTERY
36903040111 - WEST PALM BEACH DISTRICT (11)

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

District Manager
PP33-PG24
2720-36000771
Maggie Pages-Pin

Sales Operations
Manager
PP31-PG18
2708-36000674
Altagracia Guzman

Field Sales Manager
PP31-PG19
6713-36000871
Angie Livermore

Lottery Marketing
Specialist III
PP31-PG12
3707-36000786
Amber Johnston

Lottery Marketing
Specialist III
PP31-PG12
3707-36000688
Anayeli Arriaga

Lottery Marketing
Specialist III
PP31-PG12
3707-36000437
Encarnacion Zayas
Gomez

Lottery Marketing
Specialist III
PP31-PG12
3707-36000065
Chad Koster

OPS- Senior Clerk
36900018
VACANT

Lottery Marketing
Specialist III
PP31-PG12
3707-36000737
Kathryn Farber

Sales Representative
PP31-PG17
6709-36000773
Brent Wacker

Sales Representative
PP31-PG17
6709-36000785
Jeffrey Cario

Sales Representative
PP31-PG17
6709-36000666
Maria Mims

Sales Representative
PP31-PG17
6709-36000778
Brisson Etienne

Sales Representative
PP31-PG17
6709-36000670
Angela La Marca

Sales Representative
PP31-PG17
6709-36000784
David McCarty

Sales Representative
PP31-PG17
6709-36000777
Patrick Leite

Sales Representative
PP31-PG17
6709-36000774
VACANT

Sales Representative
PP31-PG17
6709-36000672
David Bereznak

Sales Representative
PP31-PG17
6709-36000676
Oriana Nason

Sales Representative
PP31-PG17
6709-36000772
Dawn Crooks

Director of Sales
PP33-PG25
2206- 36000011
Anthony Kirkland

District Manager
PP33-PG24
2720-36000683
Jorge Alfonso

Sales Operations Manager
PP31-PG18
2708-36000864
Nelsa Rojas

Field Sales Manager
PP31-PG19
6713-36000038
Robert Wood

Field Sales Manager
PP31-PG19
6713-36000502
Leondro Hernandez

Field Sales Manager
PP31-PG19
6713-36000735
Laura Campos

Lottery Marketing Specialist III
PP31-PG12
3707-36000867
Raisa O'Farrill

Lottery Marketing Specialist III
PP31-PG12
3707-36000741
Yolaimy Quintana

Lottery Marketing Specialist III
PP31-PG12
3707-36000481
Barbara Juarez

Lottery Marketing Specialist III
PP31-PG12
3707-36000803
Nicols Paz

Lottery Marketing Specialist III
PP31-PG12
3707-36000468
Marilyn Alfonso

Lottery Marketing Specialist III
PP31-PG12
3707-36000469
Clara Santos

Lottery Marketing Specialist III
PP31-PG12
3707-36000596
Claudia Zeledon

OPS- Seasonal Senior Clerk
36999001
Alexander Delgado

Sales Representative
PP31-PG17
6709-36000742
Alberto Cabrera

Sales Representative
PP31-PG17
6709-36000723
Luis Trabanco

Sales Representative
PP31-PG17
6709-36000709
Jessica Orozco

Sales Representative
PP31-PG17
6709-36000759
Marcos Fermin

Sales Representative
PP31-PG17
6709-36000715
Devanand Persad

Sales Representative
PP31-PG17
6709-36000719
Noel Rodriguez

Sales Representative
PP31-PG17
6709-36000476
Edward Pinera

Sales Representative
PP31-PG17
6709-36000711
Niza Tonarely

Sales Representative
PP31-PG17
6709-36000751
Adalberto Portugues

Sales Representative
PP31-PG17
6709-36000830
Stacey Mobley

Sales Representative
PP31-PG17
6709-36000706
Aldo Felipe

Sales Representative
PP31-PG17
6709-36000698
Omar Diaz

Sales Representative
PP31-PG17
6709-36000708
Adly Augustin

Sales Representative
PP31-PG17
6709-36000704
Carlos Amor

Sales Representative
PP31-PG17
6709-36000697
Jaime Mercado

Sales Representative
PP31-PG17
6709-36000880
Lidia Galvez

Sales Representative
PP31-PG17
6709-36000724
Francisco Guardado

Sales Representative
PP31-PG17
6709-36000696
Wendy Escobar

Sales Representative
PP31-PG17
6709-36000687
Gregory Hopkins

Sales Representative
PP31-PG17
6709-36000710
Manuel Herrera

Sales Representative
PP31-PG17
6709-36000701
Reginald Romain

Sales Representative
PP31-PG17
6709-36000106
Candice Jenkins

Sales Representative
PP31-PG17
6709-36000755
Kenneth White

Sales Representative
PP31-PG17
6709-36000743
Robert Johnston

Sales Representative
PP31-PG17
6709-36000750
Jose Martinez de la Cotera

Sales Representative
PP31-PG17
6709-36000740
Dayan Hernandez-Rodriguez

Florida Lottery

Schedule XII

Series Outsourcing or
Privatization of State
Service or Activity

Not Applicable



Florida Lottery

Schedule XIII

Proposed Consolidated
Financing of Deferred-
Payment Commodity
Contracts

Not Applicable



**Schedule XIV
Variance from Long Range Financial Outlook**

Agency: Department of the Lottery Contact: Gina Ballard

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 2020 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 2021-2022 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 2021-2022 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	Distribution to the Educational Enhancement Trust Fund	R	1,866,000,000	1,866,000,000
b				
c				
d				
e				
f				

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

N/A

* R/B = Revenue or Budget Driver

Florida Lottery

Schedule XV

Contract Reporting

Not Applicable



Florida Lottery

Schedule I Series



Florida Lottery

Schedule IA

Detail of Fees and
Related Program Costs

Not Applicable



SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2021 - 2022
Trust Fund Title:	DEPARTMENT OF LOTTERY
Budget Entity:	OPERATING TRUST FUND
LAS/PBS Fund Number:	3601
	2510

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	65,081	(A)		65,081
ADD: Other Cash (See Instructions)	256,520	(B)		256,520
ADD: Investments	317,250,461	(C)		317,250,461
ADD: Outstanding Accounts Receivable	86,950,914	(D)		86,950,914
ADD: _____	-	(E)		-
Total Cash plus Accounts Receivable	404,522,975	(F)	-	404,522,975
LESS Allowances for Uncollectibles	5,421,250	(G)		5,421,250
LESS Approved "A" Certified Forwards	13,355,687	(H)		13,355,687
Approved "B" Certified Forwards	584,515	(H)		584,515
Approved "FCO" Certified Forwards	-	(H)		-
LESS: Other Accounts Payable (Nonoperating)	268,161,650	(I)	(126)	268,161,524
LESS: _____	117,000,000	(J)		117,000,000
Unreserved Fund Balance, 07/01/20	(126)	(K)	126	0 **

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

Budget Period: 2021 - 2022

Department Title:	<u>DEPARTMENT OF THE LOTTERY</u>
Trust Fund Title:	<u>OPERATING TRUST FUND</u>
LAS/PBS Fund Number:	<u>2510</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20

Total all GLC's 5XXXX for governmental funds;	<input type="text" value="(59,315,233)"/>	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/>	(B)
---	----------------------	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	<input type="text"/>	(C)
-----------------------------------	----------------------	-----

SWFS Adjustment # and Description	<input type="text"/>	(C)
-----------------------------------	----------------------	-----

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/>	(D)
---	----------------------	-----

Approved FCO Certified Forward per LAS/PBS	<input type="text"/>	(D)
--	----------------------	-----

A/P not C/F-Operating Categories	<input type="text" value="59,315,233"/>	(D)
----------------------------------	---	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

<input type="text"/>	(D)
----------------------	-----

ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text"/>	(E)
--	----------------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text"/>	(F)
--	----------------------	-----

DIFFERENCE:	<input type="text" value="0.00"/>	(G)*
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***SHOULD EQUAL ZERO.**

Florida Lottery

Schedule IV-B

Information Technology
Projects

Not Applicable



Florida Lottery

Schedule VI

Detail of Debt Service

Not Applicable



SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2021 - 22

Department: Florida Lottery

Chief Internal Auditor: Andy Mompeller

Budget Entity: Lottery Operations

Phone Number: 850-487-7726

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
			<p>There have been no major audit findings or related recommendations.</p>		

Fiscal Year 2021-22 LBR Technical Review Checklist

Department/Budget Entity (Service): Department of the Lottery

Agency Budget Officer/OPB Analyst Name: Brea Gelin

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.

	Program or Service (Budget Entity Code)				
Action	3600				

1. GENERAL

1.1 Are Columns A01, A04, A05, A91, A92, A93, A94, A95, A96, A36, A10, IA1, IA4, IA5, IA6, 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 (no trust fund files for narrative columns)? Is Column A02 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for the Trust Fund Files (the Budget Files should already be on TRANSFER CONTROL for DISPLAY and MANAGEMENT CONTROL for UPDATE)? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only (UPDATE status remains on OWNER)? (CSDI or Web LBR Column Security)	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 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y				
1.4 Have Column A03 trust fund files been copied to Column A12? Run Schedule I (SC1R, SC1 or SC1R, SC1D adding column A12) to verify.	Y				
1.5 Has Column A12 security been set correctly to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for Budget and Trust Fund files? (CSDR, CSA)	Y				
TIP The agency should prepare the budget request for submission in this order: 1) Copy Column A03 to Column A12, and 2) Lock columns as described above. A security control feature included in the LAS/PBS Web upload process requires columns to be in the proper status before uploading to the portal.					

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				
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y				
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 28)? Do they clearly describe the issue?	Y				

3. EXHIBIT B (EXBR, EXB)

		Program or Service (Budget Entity Code)				
Action		3600				
3.1	Is it apparent that there is a fund shift where an appropriation category's funding source is different between A02 and A03? 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				
AUDITS:						
3.2	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity and program component at the FSI level? Are all nonrecurring amounts less than requested amounts? (NACR, NAC - Report should print "No Negative Appropriation Categories Found")	Y				
3.3	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? (EXBR, EXBC - Report should print "Records Selected Net To Zero")	Y				
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, a 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				
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 [with a \$5,000 allowance] need to be corrected in Column A01.)	Y				
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y				

		Program or Service (Budget Entity Code)				
Action		3600				
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 2019-20 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					
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. Note that there is a \$5,000 allowance at the department level.					
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				
TIP	Exhibit D-3 is not 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) (Required to be posted to the Florida Fiscal Portal)						
7.1	Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 28 of the LBR Instructions.)	Y				
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 66 through 68 of the LBR Instructions.)	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				
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				
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 through E.6 of the LBR Instructions.)	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.	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. (See page 95 of the LBR Instructions.)	Y				
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y				
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y				

		Program or Service (Budget Entity Code)				
Action		3600				
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 #21-001?	N/A				
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the LAS/PBS 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				
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A				
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A				
7.14	Do the amounts reflect appropriate FSI assignments?	Y				
7.15	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.	Y				
7.16	Do the issue codes relating to special <i>salary and benefits</i> issues (e.g., position reclassification, pay grade adjustment, overtime/on-call pay, etc.) have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See pages 27 and 90 of the LBR Instructions.)	N/A				
7.17	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, 24010C0, 30010C0, 33011C0, 160E470, or 160E480)?	Y				
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	N/A				
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y				
AUDIT:						
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)	Y				
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))	Y				
7.24	Has narrative been entered for all issues requested by the agency? Agencies do not need to include narrative for startup issues (1001000, 2103XXX, etc.) that were not input by the agency. (NAAR, BSNR)	Y				

		Program or Service (Budget Entity Code)				
Action		3600				
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2020-21? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2020-21. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	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 2020-21 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) (Required to be posted to the Florida Fiscal Portal)						
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?	Y				
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment 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				

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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 section 215.32(2)(b), Florida Statutes - including the Schedule ID and applicable legislation?	Y				
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y				
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 section 215.20, Florida Statutes, 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?	Y				
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)?	Y				
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				
8.20	Are appropriate General Revenue 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, Section III?	Y				

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8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	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	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y				
8.28	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				
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y				
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y				
8.31	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				
8.32	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				
8.33	Has a Schedule IB been provided for ALL trust funds having an unreserved fund balance in columns A01, A02 and/or A03, and if so, does each column's total agree with line I of the Schedule I?	Y				
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	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 132 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 163 of the LBR Instructions.)	Y				

	Program or Service (Budget Entity Code)				
Action	3600				

10. SCHEDULE III (PSCR, SC3)					
10.1	Is the appropriate lapse amount applied? (See page 92 of the LBR Instructions.)	N/A			
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See page 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y			
11. SCHEDULE IV (EADR, SC4)					
11.1	Are the correct Information Technology (IT) issue codes used?	Y			
TIP	If IT issues are not coded (with "C" in 6th position or within a program component of 1603000000), 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? Note: FCO issues can be included in the priority listing.	Y			
13. SCHEDULE VIIIB-1 (EADR, S8B1)					
13.1	Do the reductions comply with the instructions provided on pages 100 through 103 of the LBR Instructions regarding an 8.5% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y			
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, include the total reduction amount in Column A91 and the				
14. SCHEDULE VIIIB-2 (EADR, S8B2) (Required to be posted to the Florida Fiscal Portal)					
14.1	Do the reductions comply with the instructions provided on pages 104 through 107 of the LBR Instructions regarding a 10% reduction in General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has NOT been used? Verify that excluded appropriation categories and funds were not used (e.g. funds with FSI 3 and 9, etc.)	Y			
TIP	Compare the debt service amount requested (IOE N or other IOE used for debt service) with the debt service need included in the Schedule VI: Detail of Debt Service, to determine whether any debt has been retired and may be reduced.				
TIP	If all or a portion of an issue is intended to be reduced on a nonrecurring basis, in the absence of a nonrecurring column, include that intent in narrative.				
15. SCHEDULE VIIIC (EADR, S8C) (This Schedule is optional, but if included it is required to be posted to the Florida Fiscal Portal)					
15.1	Does the schedule display reprioritization issues that are each comprised of two unique issues - a deduct component and an add-back component which net to zero at the department level?	N/A			
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 108 through 110 of the LBR instructions?	N/A			

		Program or Service (Budget Entity Code)				
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15.3	Does the issue narrative in A6 address the following: Does the state have the authority to implement the reprioritization issues independent of other entities (federal and local governments, private donors, etc.)? Are the reprioritization issues an allowable use of the recommended funding source?	N/A				
AUDIT:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	N/A				
16. SCHEDULE XI (UCSR,SCXI) (LAS/PBS Web - see pages 111-115 of the LBR Instructions for detailed instructions) (Required to be posted to the Florida Fiscal Portal in Manual Documents)						
16.1	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.)	Y				
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y				
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2019-20 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y				
16.4	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				
16.5	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				
16.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: The activities listed in Audit #3 do not have an associated output standard. In addition, the activities were not identified as a Transfer to a State Agency, as Aid to Local Government, or a Payment of Pensions, Benefits and Claims. Activities listed here should represent transfers/pass-throughs that are not represented by those above or administrative costs that are unique to the agency and are not appropriate to be allocated to all other activities.)	Y				
16.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? (Audit #4 should print "No Discrepancies Found")	Y				
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
17. MANUALLY PREPARED EXHIBITS & SCHEDULES (Required to be posted to the Florida Fiscal Portal)						
17.1	Do exhibits and schedules comply with LBR Instructions (pages 116 through 160 of the LBR Instructions), and are they accurate and complete?	Y				
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y				
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y				

		Program or Service (Budget Entity Code)				
Action		3600				
17.4	Does the LBR include a separate Schedule IV-B for each IT project over \$1 million (see page 136 of the LBR instructions for exceptions to this rule)? Have all IV-Bs been emailed to: IT@LASPBS.STATE.FL.US?	N/A				
17.5	Are all forms relating to Fixed Capital Outlay (FCO) funding requests submitted in the proper form, including a Truth in Bonding statement (if applicable) ?	Y				
AUDITS - GENERAL INFORMATION						
TIP	Review <i>Section 6: Audits</i> of the LBR Instructions (pages 162-164) 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.					
18. CAPITAL IMPROVEMENTS PROGRAM (CIP) (Required to be posted to the Florida Fiscal Portal)						
18.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	N/A				
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	N/A				
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y				
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	N/A				
18.5	Are the appropriate counties identified in the narrative?	N/A				
18.6	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				
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.					
19. FLORIDA FISCAL PORTAL						
19.1	Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y				