



FISCAL YEAR 2022-2023

LEGISLATIVE BUDGET REQUEST



4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2786

Ron DeSantis, Governor
J. Todd Inman, Secretary

LEGISLATIVE BUDGET REQUEST

Department of Management Services
Tallahassee, Florida

September 15, 2021

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

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

Tim Sadberry, 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 Management Services 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 2022-23 Fiscal Year. This submission has been approved by J. Todd Inman, Secretary of Department of Management Services.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Todd Inman".

J. Todd Inman
Secretary

JTI/mbh



Temporary Special Duty- General Pay Additives Implementation Plan for FY 2022-23

This Is Not Applicable



EXHIBITS AND SCHEDULES

DEPARTMENT LEVEL

Schedule VII: Agency Litigation Inventory

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

Agency:	Department of Management Services		
Contact Person:	Rebekah Davis	Phone Number:	850-922-6617
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Tallahassee Corporate Center, Inc. v. Florida Department of Management Services, Florida Department of Financial Services and Florida Department of Education		
Court with Jurisdiction:	First District Court of Appeal		
Case Number:	1D-21-2007		
Summary of the Complaint:	<p>This action is a re-filed count from the prior Tallahassee Corporate Center lawsuit. The Plaintiff dismissed this issue (the "Dark Space") count in the prior case in order to create finality for the prior case to be appealed.</p> <p>In November 2004, the Plaintiff's predecessor entity CRT Properties, Inc. entered into an agreement with DMS (the "Master Lease") for the property known in Tallahassee as the "Koger Center." The Master Lease established the rental obligations for state entities on a sliding scale from \$16.50 per foot to \$25.49 per foot. The Plaintiff ("TCC") is now the owner of the property and the Master Lease. The lease was modified 5 times, once in 2006, once in 2008, and three times in 2010.</p> <p>The section at issue in this case falls within Addendum A, Paragraph XVIII – Availability of Funds. The contract was amended to read:</p> <p style="padding-left: 40px;">“XVIII. AVAILABILITY OF FUNDS. The following is added to Article XVIII: "In the event an annual appropriation is not made by the Legislature as contemplated in the first sentence of this Article, Lessee, on 30 days' written notice to Lessor, may defer payment of rent on such portion of the premises as to which an annual appropriation is not made by the Legislature (the "Defunded Space"). All rent so deferred and not paid currently (the "Deferred Rent") shall accrue and bear interest at the Prime Rate from time to time plus 400 basis points. "Prime Rate" shall mean the rate (or the average of rates, if more than one rate appears) inserted in the blank of the "Money Rate" Section of the Wall Street Journal (Eastern Edition) in the Section reading</p>		

"Prime Rate ___ %." The Deferred Rent shall be repaid by automatically extending the term of the lease, as to the Defunded Space only, by the length of time that Lessee deferred rent on the Defunded Space (the "Extended Term"). The rent payable during the Extended Term shall be the amount necessary to amortize the Deferred Rent, plus the interest accruing on it during the Extended Term in equal monthly installments over the Extended Term (the "Natural Amortization Rate"). These monthly rent payments shall be subject to periodic adjustments based on the changes in the prime rate from time to time.

Instead of repaying the entire balance of the Deferred Rent during the Extended Term, as provided, above, Lessee may prepay all or a portion of the Deferred Rent by increasing the rental rate payable on the remaining space other than the Defunded Space. Lessee may elect to pay such voluntary rental increases by written notice to Lessor provided that Lessee may not change the rental rate more frequently than once every 12 months. If Lessee prepays a portion but not all of the Deferred Rent prior to the expiration of the term of this lease, the remaining unpaid balance of Deferred Rent at the end of the term shall be repaid during the Extended Term at a rental rate equal to the greater of (i) the Natural Amortization Rate, or (ii) the rental rate provided in *this* lease (as increased by the 3.15% annual rent escalations provided in this lease, which escalations shall apply during the Extended Term as well). If the rental rate is the lease rate as provided in (ii) above, the Extended Term shall be shortened to the period of time necessary for Lessee to pay the balance of the Deferred Rent (including the interest accruing on it during the Extended Term) at such rental rate. The monthly payments under this paragraph, and the length of the Extended Term if the rental rate *is* that provided in (ii) above, shall be subject to periodic adjustments based on changes in the prime rate from time to time."

The Plaintiff alleges that beginning in January 2011, the Department of Education and the Department of Financial Services chose not to occupy approximately 22,800 square feet of space they had leased, sometimes with notice and sometimes without notice. Plaintiff contends that the actions of these agencies triggered the above section, and that "dark space" rents were due and payable from that moment on. Plaintiff alleges that Department of Management Services ("DMS") owes to Plaintiff approximately \$1.5 million, (\$1 million for the Department of Education and \$500,000 for the Department of Financial Services). Mediation was held in July 2020 and the case did not settle.

	<p>The bank that holds the mortgage on the Koger Center has intervened in the matter to assert that any money recovered by the Plaintiff should be paid to the bank as the lienholder.</p> <p>DMS, the Department of Education and the Department of Financial Services (“Defendants”) filed a Motion for Summary Judgment arguing that Defendants are entitled to summary judgment on the basis of: (1) sovereign immunity (because they did not have authority to enter into the contract at issue since the master lease violated the provisions of §255.2502, Florida Statutes, which expressly forbids any agency from entering into a lease that contains a multi-year commitment unless the following statement is included in the contract, verbatim and without alteration: “[t]he State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.” That same section goes on to state that “[n]o executive branch department or agency, public officer or employee shall enter into any contract on behalf of the state” unless the contract contains the required language, that the language “shall not be amended, supplemented, or waived,” and that any contract entered in violation of section 255.2502, Florida Statutes, “shall be null and void.” Without the Legislature’s authorization to enter into a contract containing Amended Article XVIII, Defendants are entitled to sovereign immunity with respect to any contract claims arising out of the same); and (2) this action is enforcement of an illegal contract term that renders the Master Lease void (see the language from §255.2502, Florida Statutes).</p> <p>On May 3, 2021, the Court issued an Order, finding that DMS, as well as the Department of Education and the Department of Financial Services were entitled to sovereign immunity and the case was dismissed with prejudice. On July 6, 2021, TCC timely filed a notice of appeal of the final judgment with the First District Court of Appeal. TCC’s initial brief is currently due on September 14, 2021.</p>	
Amount of the Claim:	Approximately \$1,500,000.00, plus Attorneys’ Fees and Costs (which are unknown at this time).	
Specific Statutes or Laws (including GAA) Challenged:	None.	
Status of the Case:	TCC has appealed the final judgment entered in DMS’ favor in the circuit court case to the First District Court of Appeal. TCC’s initial brief is currently due on September 14, 2021.	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
		Office of the Attorney General or Division of Risk Management
	X	Outside Contract Counsel

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Florida Police Benevolent Association, Inc. v. Department of Corrections and Department of Management Services
Court with Jurisdiction:	Public Employees Relations Commission (PERC)
Case Number:	CA-2020-021
Summary of the Complaint:	<p>This case was included on the Agency Litigation Inventory submitted in 2020. However, this case has been settled.</p> <p>On July 6, 2020, the PBA filed an unfair labor practice charge with PERC against the Florida Department of Corrections (“FDC”) and the Department of Management Services (“DMS”). This charge alleged that FDC and DMS engaged in an unfair labor practice by proposing a waiver, taking the waiver to impasse, and imposing a waiver of the employees’ right to negotiate a change in work hours. The PBA alleged that the impasse language constitutes an impermissible waiver of employees’ constitutional right to organize and negotiate. PBA claims that the imposed definition of workday found in Section 110.219(1), Florida Statutes, is unconstitutional:</p> <p style="text-align: center;">110.219 Attendance and leave; general policies.—</p> <p style="text-align: center;">(1) The workday for each full-time state employee shall be 8 hours or as otherwise justified by the agency head.</p> <p>PBA seeks the following relief in its charge:</p> <ol style="list-style-type: none"> 1) a declaration that the state violated section 447.501(1)(a) and (c), Florida Statutes; 2) that the state be enjoined from making any changes to work hours without first negotiating those changes lawfully; 3) that the state be directed to cease and desist from any lawful imposition and implementation of contractual articles that contain waivers of the employees’ right to negotiate mandatory subjects of bargaining; 4) restore the status quo by rescinding the unlawfully imposed changes to Article 23; 5) order the state to pay PBA’s reasonable attorney’s fees and costs; and 6) grant other such relief and remedies as PERC deems appropriate

	<p>On July 22, 2020, the PERC General Counsel (“PERC GC”) issued a “Notice of Sufficiency and Partial Summary Dismissal of Charge.” In the order, the PERC GC found that the charge was sufficient with the exception of the allegation that FDC and DMS committed an unfair labor practice by proposing a waiver during negotiations. He relied on case law that held merely proposing a waiver during negotiations is not unlawful. He ordered FDC and DMS to file an answer within twenty (20) days and ordered the final hearing to take place on September 9, 2020. The parties engaged in discovery efforts and the final hearing was continued and rescheduled multiple times. Ultimately, on June 4, 2021, the parties executed a settlement agreement and on June 9, 2021, the PBA filed a notice of voluntary dismissal of the case.</p>
Amount of the Claim:	No monetary relief sought beyond PBA’s reasonable attorney’s fees and costs.
Specific Statutes or Laws (including GAA) Challenged:	House Bill 5005 (2020) adopted in Ch. 2020-115, Laws of Florida at (6).
Status of the Case:	Settled. The settlement did not involve the payment of any funds.
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input type="checkbox"/> Agency Counsel
	<input type="checkbox"/> Office of the Attorney General or Division of Risk Management
	<input checked="" type="checkbox"/> Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Jami Claire, Kathryn Lane, and Ahmir Murphy vs. State of Florida, Department of Management Services
Court with Jurisdiction:	United States District Court, Northern District of Florida
Case Number:	4:20-cv-0020
Summary of the Complaint:	<p>The Plaintiffs are employees of the University of Florida, the Public Defender for the 2nd Judicial Circuit, and the Florida Department of Corrections. The Plaintiffs claim that the “blanket exclusion” in the Insurance Plan for transgender reassignment surgeries and related procedures is unconstitutional. The Department of Management Services (“DMS”) is a party because it administers the State Group Insurance Program. The employers were also named as parties, but the employers have since been dismissed from the case by the Court.</p> <p>The Amended Complaint requests the following relief:</p> <p>WHEREFORE, Plaintiffs respectfully request that this Court enter judgment against the Defendants and award the following relief:</p> <ul style="list-style-type: none"> A. <u>Declaratory relief, including, but not limited to, a declaration that Defendants are in violation of the Equal Protection Clause of the Fourteenth Amendment of the U.S. Constitution, and Title VII.</u> B. <u>Permanent injunctive relief with respect to all Defendants, requiring Defendants to: (1) cease enforcement of the State Plan Exclusion of coverage for “gender reassignment or modification services or supplies,” and (2) provide benefits that cover Plaintiffs’ medically necessary gender-affirming care.</u> C. <u>Permanent injunctive relief with respect to Defendant Florida Department of Management Services to prohibit the Department from soliciting and accepting bids, and granting contracts, for health insurance plans that contain an exclusion of coverage for gender-affirming care.</u> D. <u>Award Plaintiffs compensatory damages, including emotional distress, and other appropriate relief as permitted by law for all claims brought under Title VII.</u> E. <u>Award reasonable attorneys’ fees and costs where allowed by law.</u>

	<p>F. <u>Award all other relief to which Plaintiffs may be entitled that the Court deems just and equitable.</u></p> <p>DMS takes the position that it cannot unilaterally cover the services in question. As an aside, it took an act of the Legislature to cover autism spectrum disorder. <i>See</i> § 627.6686, Fla. Stat. (expressly defining “health insurance plan” to cover the State Group Plan administered by DMS). There are also instances where the Legislature mandates new coverage items via proviso.</p> <p>The Plaintiffs have argued in their summary judgment motion that the coverage exclusions related to reassignment surgeries constitutes sex discrimination under Title VII of the Civil Rights Act. Plaintiffs argue the exclusions effectively treat them differently because of their sex that they were assigned at birth. The Plaintiffs also argue that the health care coverage exclusions violate the Equal Protection Clause of the U.S. Constitution for the same reasons.</p> <p>DMS also filed a motion for summary judgment and argued that the exclusion is not discriminatory as it is an exclusion related to a particular procedure that applies to all members, regardless of their sex. DMS has also argued that there is no evidence of discriminatory intent, that a rational basis exists for the exclusion (cost savings) and that the legislature (not DMS) decides the benefits and exclusions under the plan.</p> <p>The case is on-going and the parties are awaiting a ruling on their respective motions for summary judgment.</p> <p>Discovery in this case has been completed. Mediation was conducted on February 9, 2021, but resulted in an impasse. Trial was previously scheduled to begin May 17, 2021, but the case was removed by the trial Judge from the court docket unilaterally, pending a ruling on the motions for summary judgment.</p>	
Amount of the Claim:	Injunctive Relief; Compensatory Damages and Attorneys Fees and Costs (unknown).	
Specific Statutes or Laws (including GAA) Challenged:	None.	
Status of the Case:	Discovery has been completed. The parties are awaiting a ruling on the motions for summary judgment and/or the rescheduling of the trial.	
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
	X	Office of the Attorney General or Division of Risk Management
		Outside Contract Counsel

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Netchoice, LLC and Computer & Communications Industry Association v. the Attorney General of the State of Florida, the Florida Elections Commission, and the Florida Department of Management Services
Court with Jurisdiction:	United States District Court, Northern District of Florida and United States Court of Appeals for the Eleventh Circuit
Case Number:	4:20-cv-0220 – Northern District 21-12355 – Eleventh Circuit
Summary of the Complaint:	<p>During the 2021 legislative session, Senate Bill 7072 was passed, which prevents social media companies from “deplatforming political candidates” as well as other censorship prohibitions. The new law also requires the Department of Management Services (“DMS”) to maintain an antitrust violator vendor list identifying entities that have been disqualified from the public contracting and purchasing process under the new law. The new law also requires beginning July 1, 2021, that contracts and solicitations contain specific language advising prospective vendors of the ramifications of antitrust violations. The Plaintiffs are trade associations of online businesses that allege that the law is unconstitutional. The Plaintiffs’ claims against DMS include allegations of violations of free speech and free press under the First and Fourteenth Amendments to the U.S. Constitution, equal protection violations under the Fourteenth Amendment to the U.S. Constitution, and commerce clause violations under the Fourteenth Amendment to the U.S. Constitution.</p> <p>On Monday, June 28, 2021, a hearing was held on the Plaintiffs’ motion for a temporary injunction to allow the Court time to issue a ruling prior to the effective date (July 1, 2021) of the new law. On June 30, 2021, the Court entered an Order granting Plaintiffs’ request for a preliminary injunction as to certain parts of the legislation, but the Order specifically excluded the enjoinder of the Antitrust section of the new law, Section 287.137, Florida Statutes, which applies to DMS. On July 12, 2021, the Defendants (including DMS) filed a Notice of Appeal to the United States Court of Appeals for the Eleventh Circuit from the Preliminary Injunction. The appeal and lower court case are currently proceeding.</p>
Amount of the Claim:	Injunctive and Declaratory Relief and Attorneys Fees and Costs (which are unknown at this time)
Specific Statutes or Laws (including GAA) Challenged:	Florida Senate Bill 7072 (2021); sections 106.072, 287.137, 501.2041, and 501.212 F.S. (2021).

<p>Status of the Case:</p>	<p>The Preliminary Injunction has been appealed to the United States Court of Appeals for the Eleventh Circuit. The Initial Brief is currently due August 23, 2021.</p> <p>A trial on the merits has been scheduled for February 22, 2022, in the United States District Court, Northern District of Florida, and the parties are proceeding with discovery.</p>	
<p>Who is representing (of record) the state in this lawsuit? Check all that apply.</p>	<input type="checkbox"/>	<p>Agency Counsel</p>
	<input type="checkbox"/>	<p>Office of the Attorney General or Division of Risk Management</p>
	<input checked="" type="checkbox"/>	<p>Outside Contract Counsel</p>
<p>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).</p>	<p>N/A</p>	

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Lewis Velken v. Department of Management Services
Court with Jurisdiction:	Division of Administrative Hearings (“DOAH”)
Case Number:	19-2746
Summary of the Complaint:	<p>Petitioner was employed as a Miami Dade Police Officer when he retired and went into the DROP program. Petitioner wanted to work for North Bay Village as its police chief, so he and the Village HR Liaison called the Department of Management Services, Division of Retirement (“Division”) together. The Division informed the two that the Petitioner could not work for North Bay Village without first sitting out 6 months (meeting the definition of termination found in section 121.021(39), Florida Statutes). Thereafter, the Petitioner entered into an oral agreement with his sister in law’s real estate company, Stephanie Leon, P.A., to provide services to the Village as its police chief through her company. The Village paid Stephanie Leon, P.A., and she distributed some of the money, minus a fee, to the Petitioner.</p> <p>The Division issued a Final Agency Action Letter (“FAA”) notifying Mr. Velken that he had not satisfied the statutory termination requirement of ceasing all employment with FRS employers for six calendar months after retirement. The FAA also notified Mr. Velken that this violation had resulted in an overpayment of retirement benefits in the amount of \$691,307.41, that he must now repay. Mr. Velken filed a petition for administrative hearing. The matter went to DOAH and a final hearing was held. The ALJ recommended that the Division rescind its proposed FAA because the Petitioner was an independent contractor and not an employee. The Division disputes this finding and filed exceptions. On October 12, 2020, the Department of Management Services (“Department”) issued an Order remanding the case to DOAH because the ALJ applied the wrong standard and misquoted the law when analyzing whether Velken was an employee or independent contractor. On November 2, 2020, the ALJ issued an Order on Remand declining to reopen the case or revise the previously issued Recommended Order.</p> <p>The Division asserts that the Petitioner was effectively an employee of the Village and therefore Petitioner violated the restrictions on reemployment. Petitioner claims he was an independent contractor and therefore should be entitled to keep his DROP money. The Department has been in settlement discussions with the Petitioner and is also preparing a Final Order.</p>

Amount of the Claim:	Approximately \$691,000.00	
Specific Statutes or Laws (including GAA) Challenged:	N/A.	
Status of the Case:	The parties are in settlement discussions. A Recommended Order has been issued by the ALJ, and a Final Order will be issued by the Department if a settlement cannot be reached.	
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management
	<input type="checkbox"/>	Outside Contract Counsel
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A	

Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	City of Fruitland Park v. Department of Management Services	
Court with Jurisdiction:	Division of Administrative Hearings (“DOAH”)	
Case Number:	20-0644	
Summary of the Complaint:	<p>The City of Fruitland Park (“City”) employed Michael Fewless as its Police Chief even though he had just exited DROP. This is a termination violation and resulted in Mr. Fewless’s DROP being voided and the Department of Management Services, Division of Retirement (“Division”) demanding that he repay the money he received. Under the Florida Retirement System (“FRS”), when a member commits a termination violation, the member <i>and employer</i> are jointly and severally liable for repayment of benefits to the FRS Trust Fund. <i>See</i> section 121.091(9)(c)3., Florida Statutes. The Department of Management Services (“Department”) is pursuing the City because as an FRS-covered employer, it should have known the rules and laws before allowing an FRS Retiree to become employed there and committing a termination violation.</p> <p>In the Petition, the City alleged that FRS employees visited the City to conduct a PowerPoint presentation and question/answer period. FRS employees explained benefits and procedures to the employees present, including the City Manager, Gary La Venia (“City Manager”). Allegedly, an FRS employee told City officials that management employees were not required to participate in FRS and could elect to participate in the City’s defined contribution plan. The Department has located witnesses that dispute this version of events.</p>	
Amount of the Claim:	Approximately \$541,000.00	
Specific Statutes or Laws (including GAA) Challenged:	None.	
Status of the Case:	A final hearing was held before an Administrative Law Judge and the parties are awaiting a Recommended Order.	
Who is representing (of record) the state in this lawsuit? Check all that apply.	<input checked="" type="checkbox"/>	Agency Counsel
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management
	<input type="checkbox"/>	Outside Contract Counsel

If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).	N/A
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Office of Policy and Budget – July 2021

Department of Management Services – Schedule X

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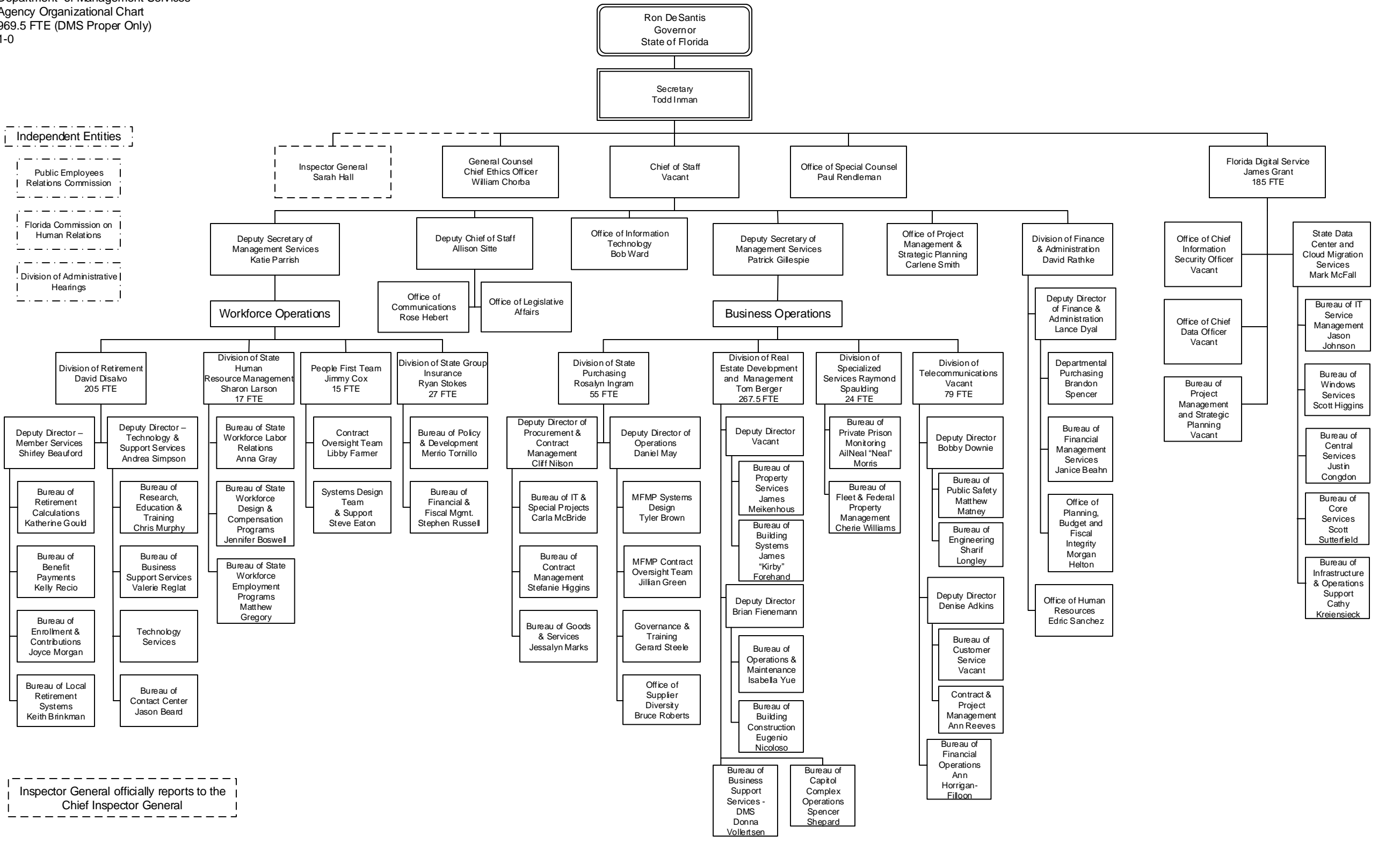
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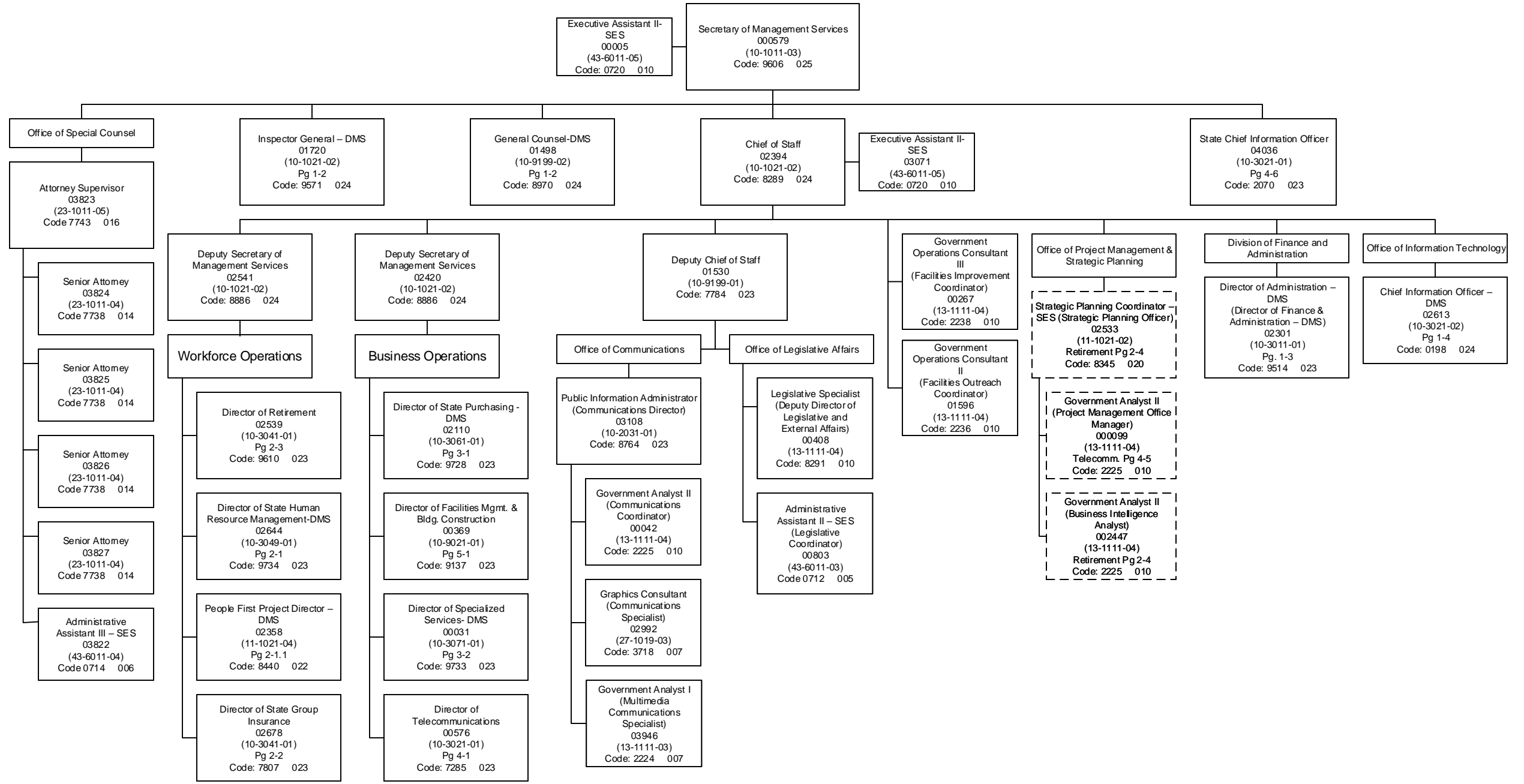
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Independent Entities

- Public Employees Relations Commission
- Florida Commission on Human Relations
- Division of Administrative Hearings





Dotted line boxes denote positions funded from other divisions/programs.

Secretary of Management
 Services
 00579
 (10-1011-03)
 Code: 9606 025

Inspector General - DMS
 01720
 (10-1021-02)
 Code: 9571 024

General Counsel - DMS
 01498
 (10-9199-02)
 Code: 8970 024

Audit Director- SES
 00931
 (11-3031-02)
 Code: 1665 020

Chief, Internal Investigations
 Officer- DMS
 (Chief of Investigations)
 02371
 (11-9199-02)
 Code: 7546 020

Senior Attorney (Deputy
 General Counsel)
 03809
 (23-1011-04)
 St. Purchasing Pg 3-1
 Code: 7738 014

Senior Attorney (Deputy
 General Counsel)
 03173
 (23-1011-04)
 Code: 7738 014

Senior Management Analyst I-
 SES
 02377
 (13-1111-03)
 Code: 2224 007

Sr. Mgmt. Analyst II - SES
 (Audit Team Leader)
 02637
 (13-1111-04)
 Code: 2225 010

Inspector Specialist
 00735
 (13-1041-04)
 Code: 2240 010

Senior Attorney (Assistant
 General Counsel) (2)
 00025 01901
 (23-1011-04)
 Code: 7738 014

Senior Attorney (Assistant
 General Counsel)
 03084
 (23-1011-04)
 Code: 7738 014

Admin Asst II- SES (2)
 01378, 02405
 (43-6011-03)
 Code: 0712 005

Management Review
 Spec. - SES (Staff Auditor)
 00009
 (13-1111-04)
 Code: 2239 010

Administrative Assistant III
 (Office Manager)
 01496
 (43-6011-04)
 Code: 0714 006

Senior Attorney (Assistant
 General Counsel)
 02590
 (23-1011-04)
 Retirement Pg 2-4
 Code: 7738 014

Senior Attorney
 (Assistant General
 Counsel) (3)
 02624, 02483 & 02544
 (23-1011-04)
 Retirement Pg 2-4
 Code: 7738 014

Admin Asst. II- SES
 01377
 (43-6011-03)
 Code: 0712 005

Sr. Mgmt. Analyst II- SES
 (Retirement Compliance
 Audit Supervisor)
 02627
 (13-1111-04)
 Retirement Pg. 2-4
 Code: 2225 010

Senior Attorney (Assistant
 General Counsel -
 Employment and Labor
 Relations)
 02312
 (23-1011-04)
 Code: 7738 014

Senior Attorney
 01668
 (23-1011-04)
 Code: 7738 014

Admin Asst. I- SES
 02554
 (43-6011-02)
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Mgmt. Review Spec. -
 SES (Retirement Audit
 Team Lead)
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 (13-1111-04)
 Retirement Pg 2-4
 Code: 2239 010

Senior Attorney (Assistant
 General Counsel)
 03927
 (23-1011-04)
 Code: 7738 014

Operations & Mgmt
 Consultant II - SES
 (Public Records
 Administrator)
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 (13-1111-04)
 Code: 2236 010

Admin Asst II-SES
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 (43-6011-03)
 Retirement Pg 2-4
 Code: 0712 005

Operations Review
 Spec. (Retirement
 Compliance Auditor) (2)
 02411, 03123
 (13-1111-04)
 Retirement Pg 2-4
 Code: 2239 010

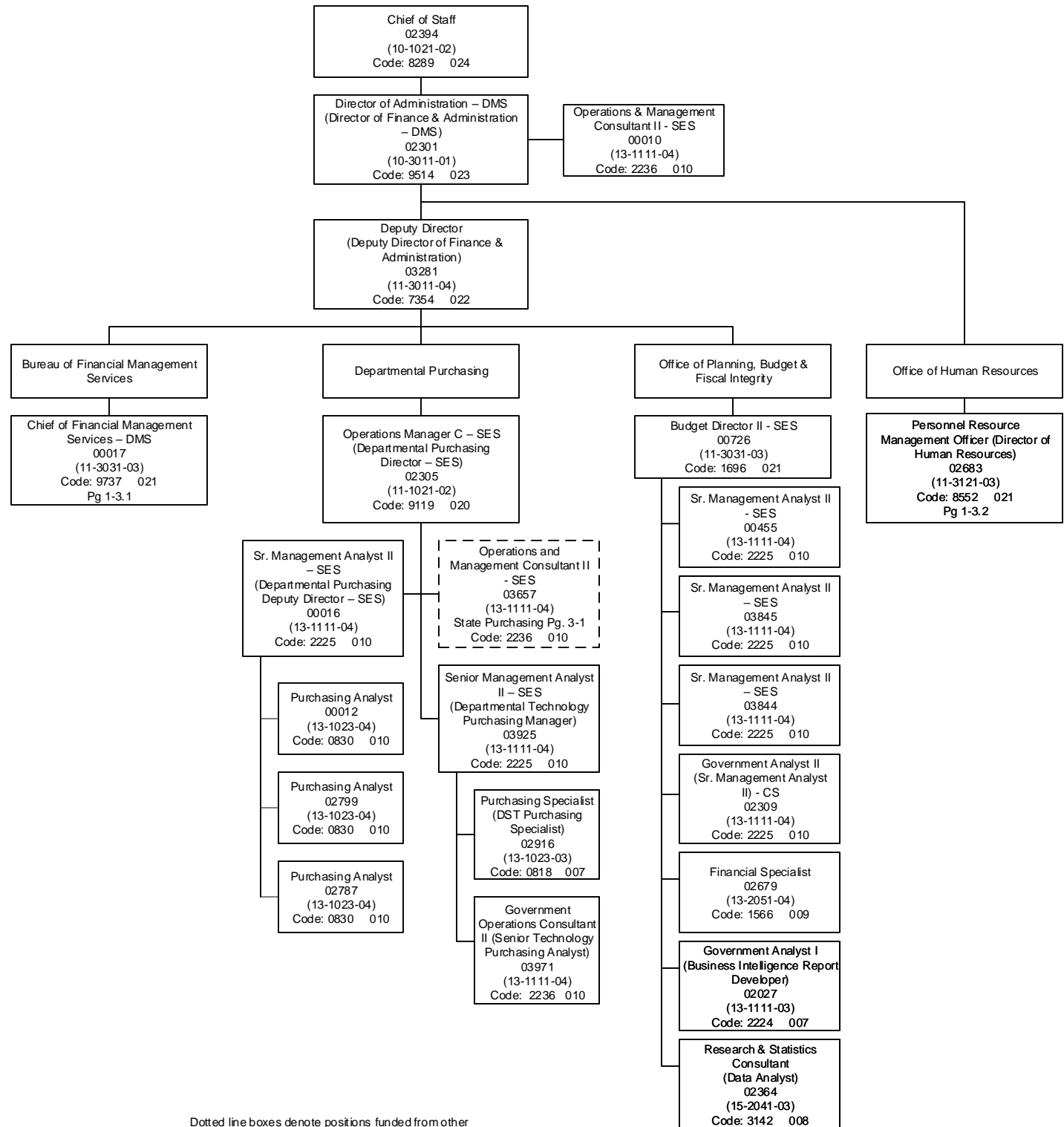
Government Analyst II
 (IT Audit Team Lead)
 04038
 (13-1111-04)
 Code: 2225 010

Senior Attorney (Assistant
 General Counsel)
 04037
 (23-1011-04)
 Code: 7738 014

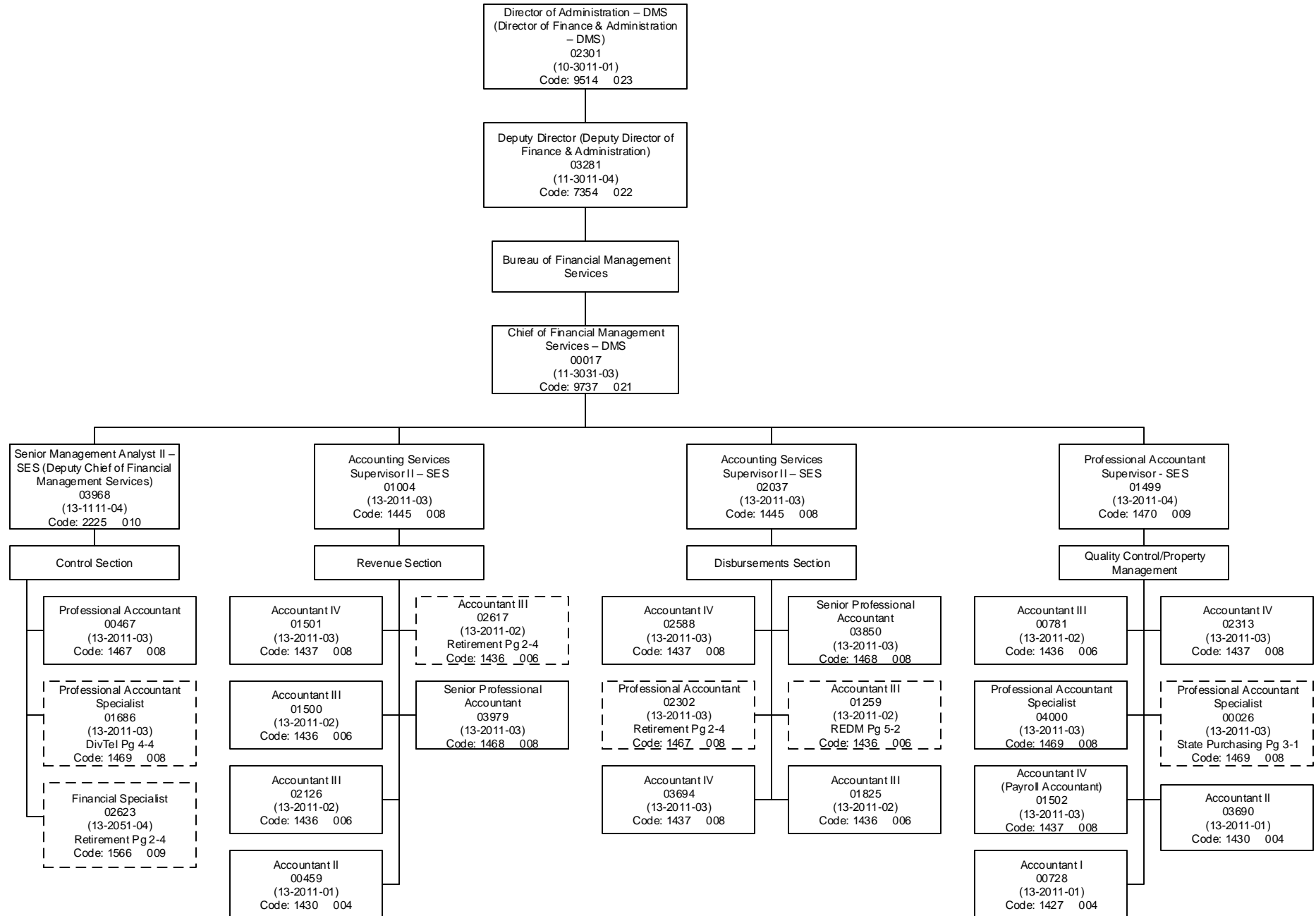
Paralegal Specialist-SES
 02685
 (23-2011-01)
 Retirement Pg 2-4
 Code: 7703 005

Government Analyst II
 (IT Auditor)
 03969
 (13-1111-04)
 Code: 2225 010

Dotted line boxes denote positions funded from other divisions/programs.



Dotted line boxes denote positions funded from other divisions/programs.



Dotted line boxes denote positions funded from other divisions/programs.

Director of Administration – DMS
(Director of Finance &
Administration – DMS)
02301
(10-3011-01)
Code: 9514 023

Office of Human Resources

Personnel Resource
Management Officer (Director of
Human Resources)
02683
(11-3121-03)
Code: 8552 021

Human Resource/Labor
Relations Consultant/HR
– SES (HR Operations
Lead/Employee
Relations Manager)
01630
(13-1071-04)
Code: 0194 010

Human Resource
Consultant/HR – SES
(Human Resource
Generalist)
04051
(13-1071-04)
FLDS
Code: 0193 010

Human Resource
Consultant/HR – SES
(Recruiter)
01714
(13-1071-04)
DivTel Pg 4-1
Code: 0193 010

Human Resource
Consultant/HR – SES
(Human Resource
Operations Coordinator)
00018
(13-1071-04)
Code: 0193 010

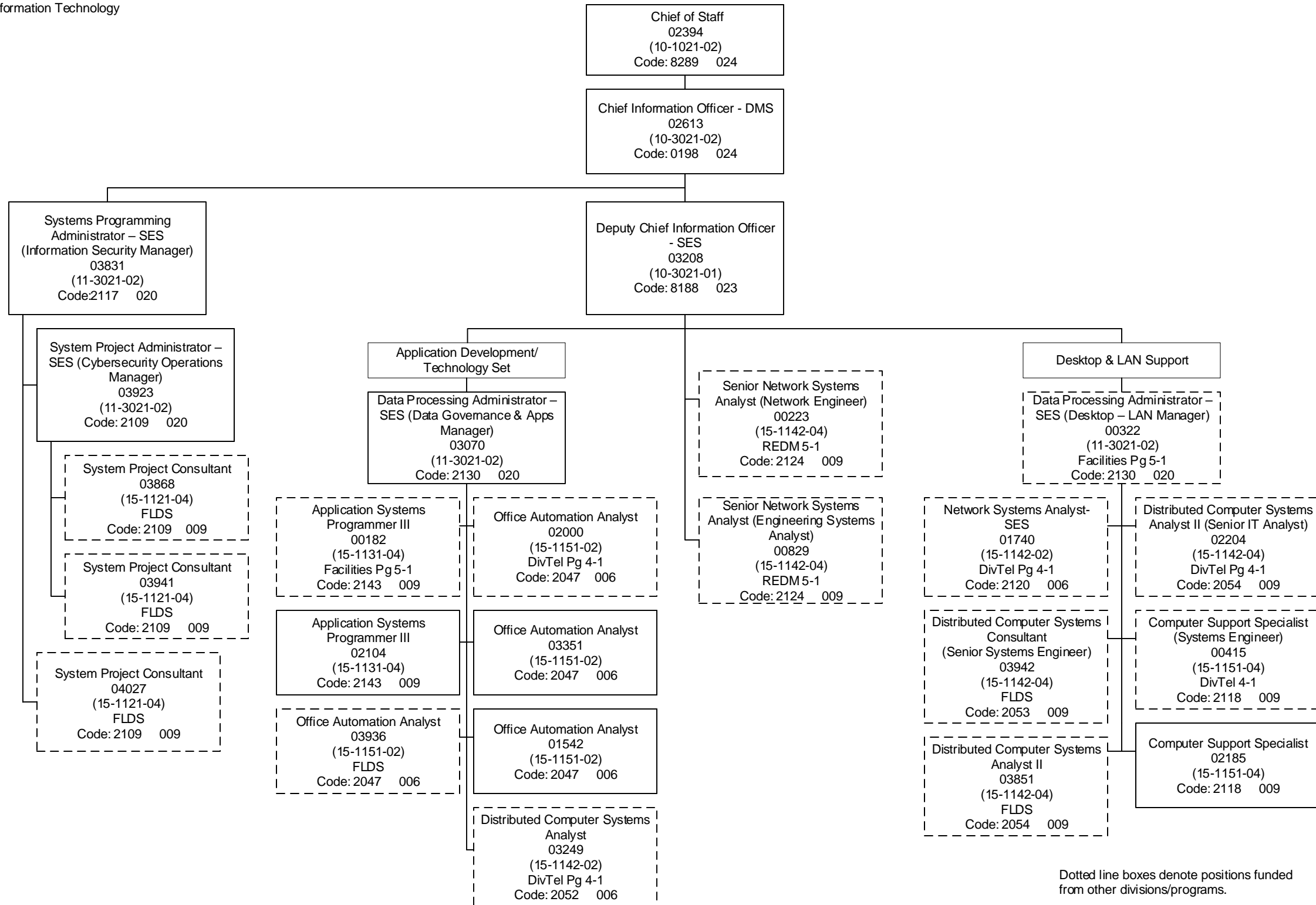
Human Resource
Consultant/HR – SES
(Benefits and
Compensation
Coordinator)
00013
(13-1071-04)
Code: 0193 010

Senior Management
Analyst II – SES
(Human Resource
Classification &
Compensation
Coordinator)
03039
(13-1111-04)
Code: 2225 010

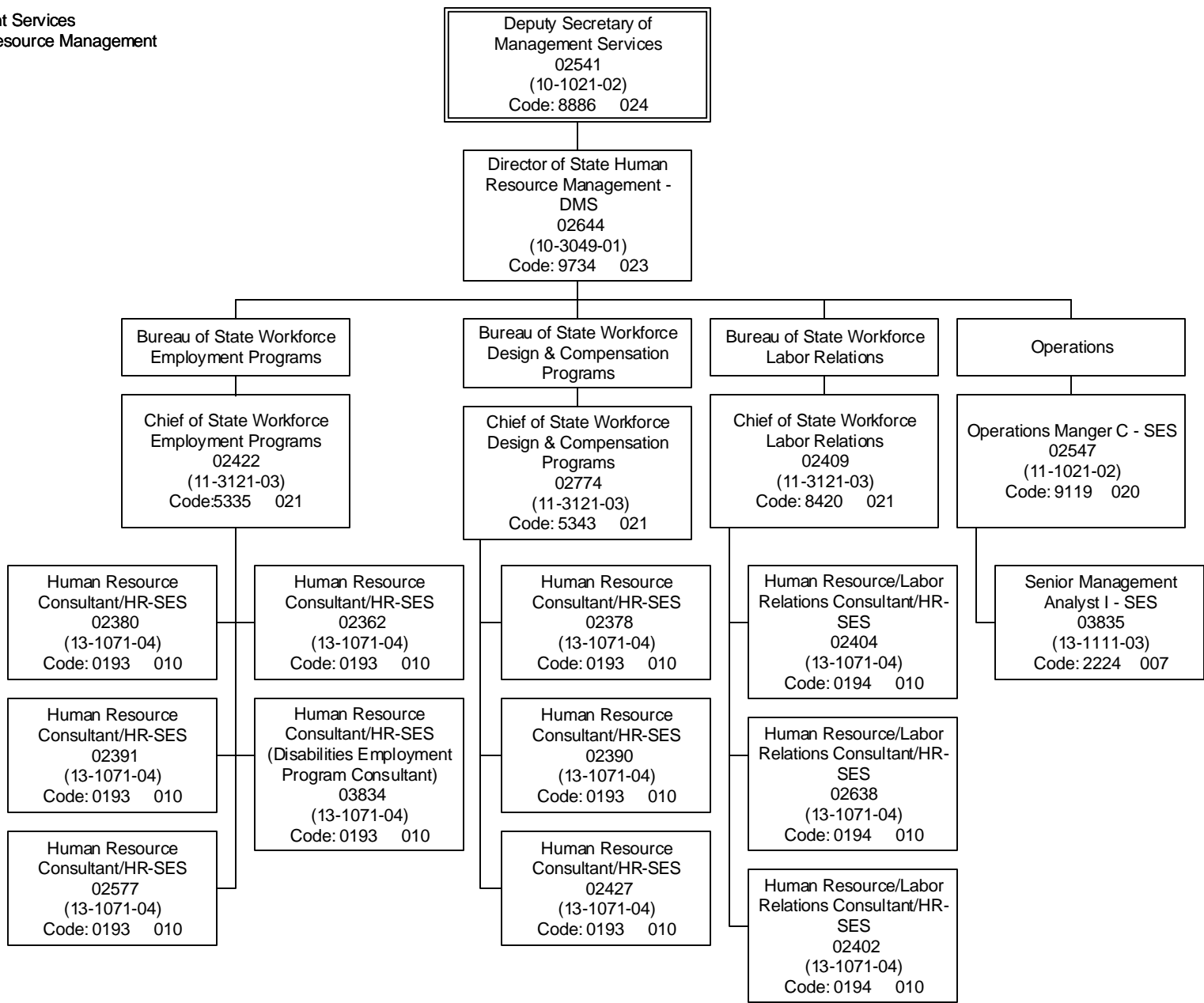
Government Operations
Consult. II
(Director of Professional
Development)
03104
(13-1111-04)
DivTel Pg 4-1
Code: 2236 010

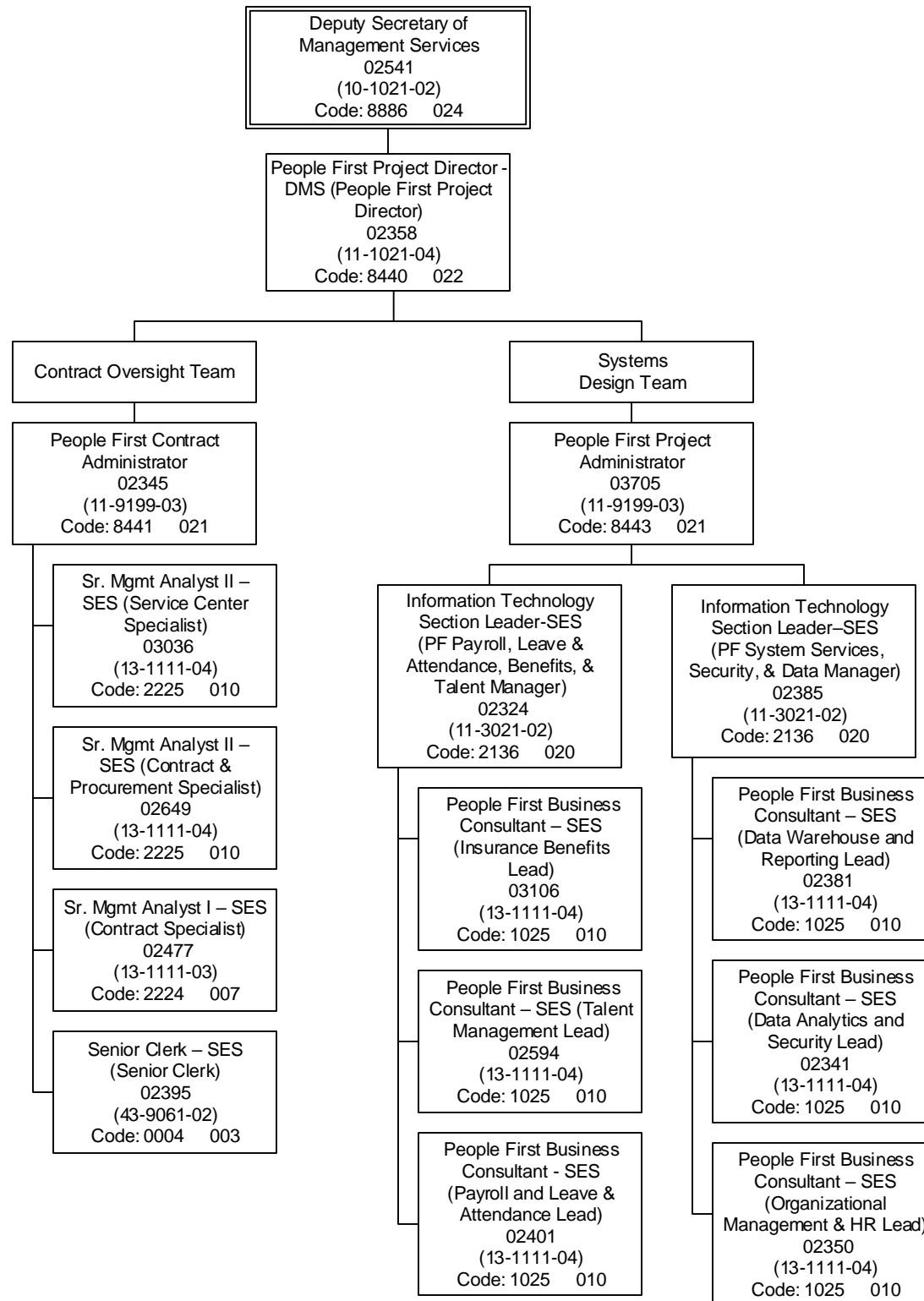
OPS Personnel
Technician II
901416
(13-1071-04)
Code: 0187 03

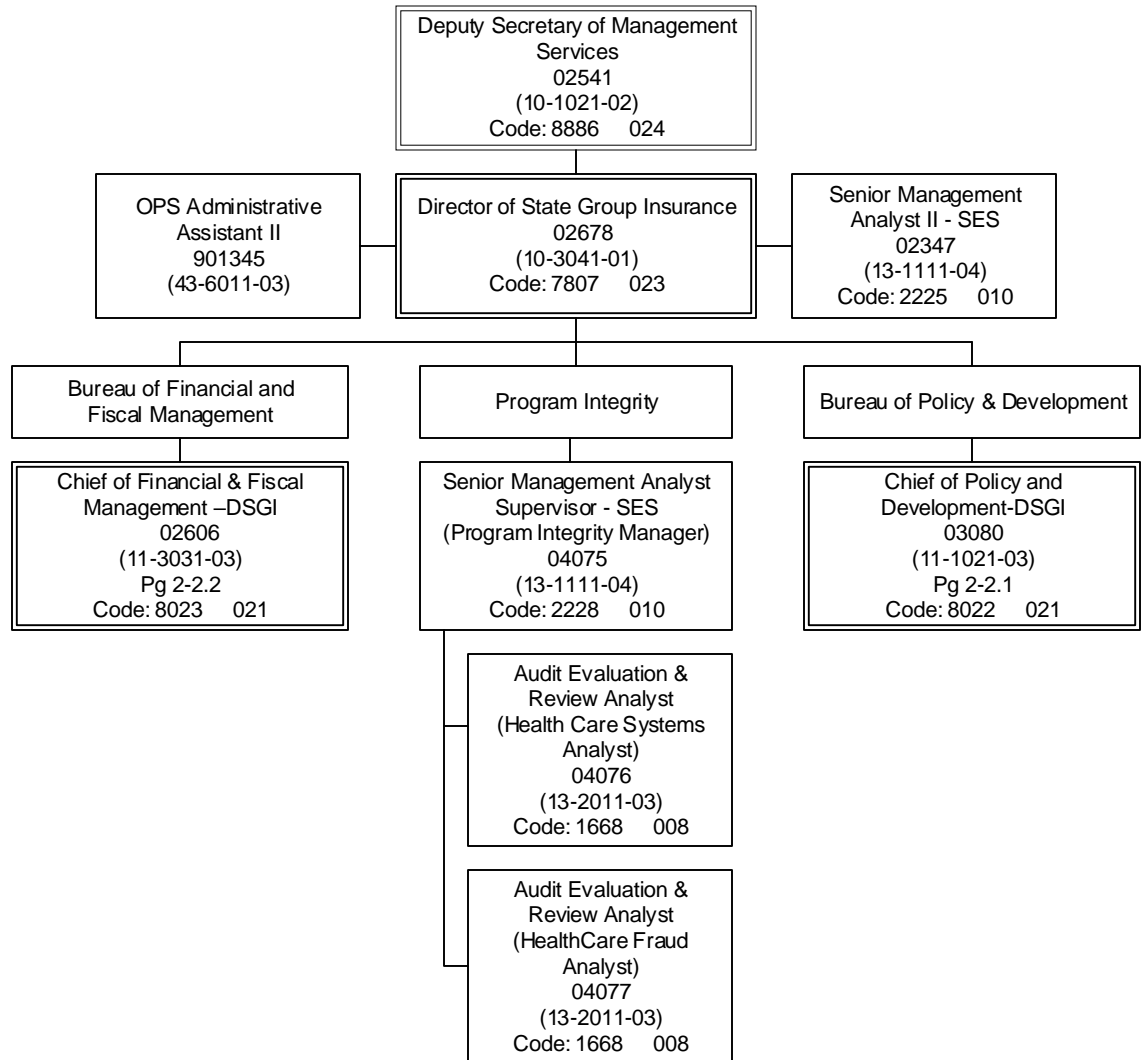
Dotted line boxes denote positions funded from other divisions/programs.



Dotted line boxes denote positions funded from other divisions/programs.

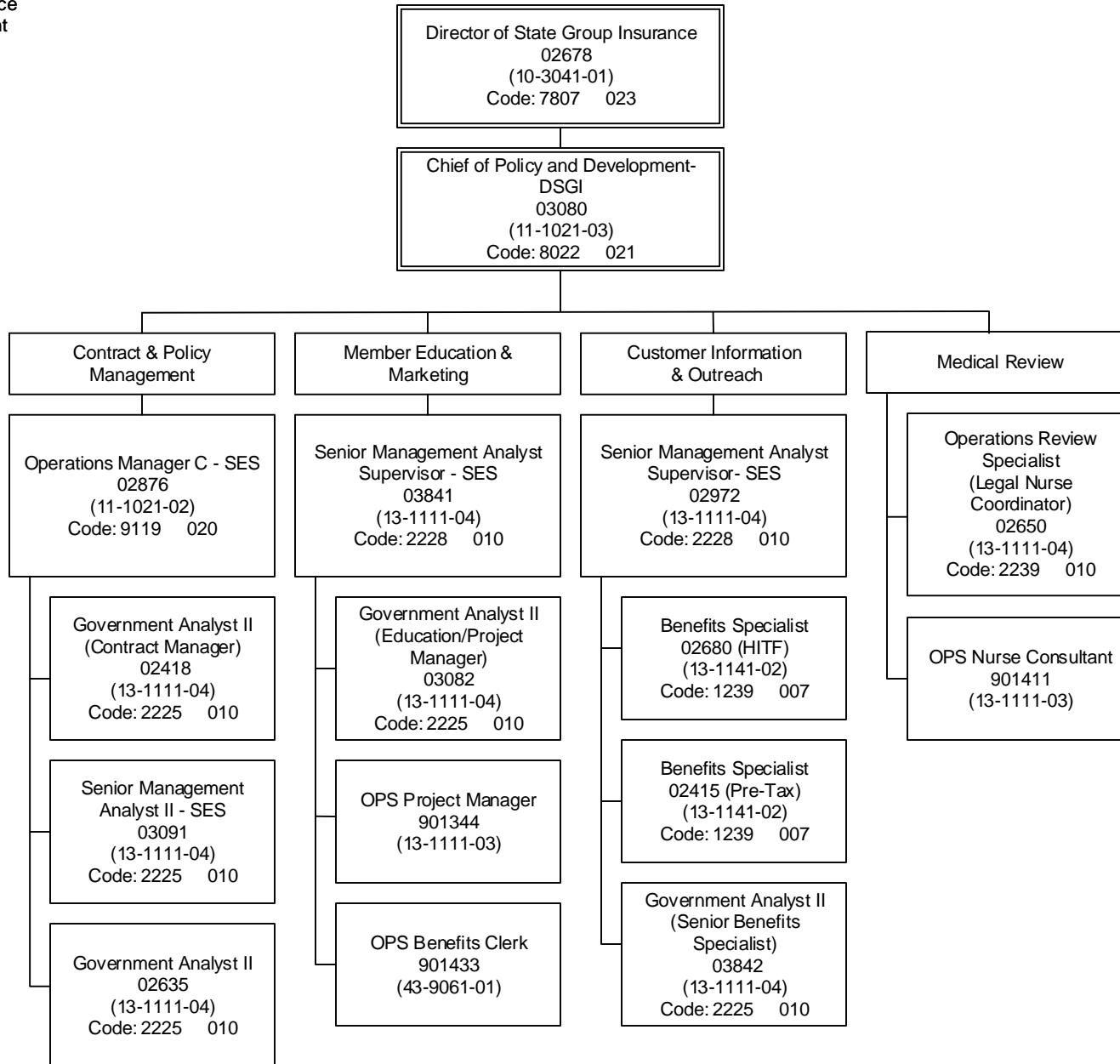


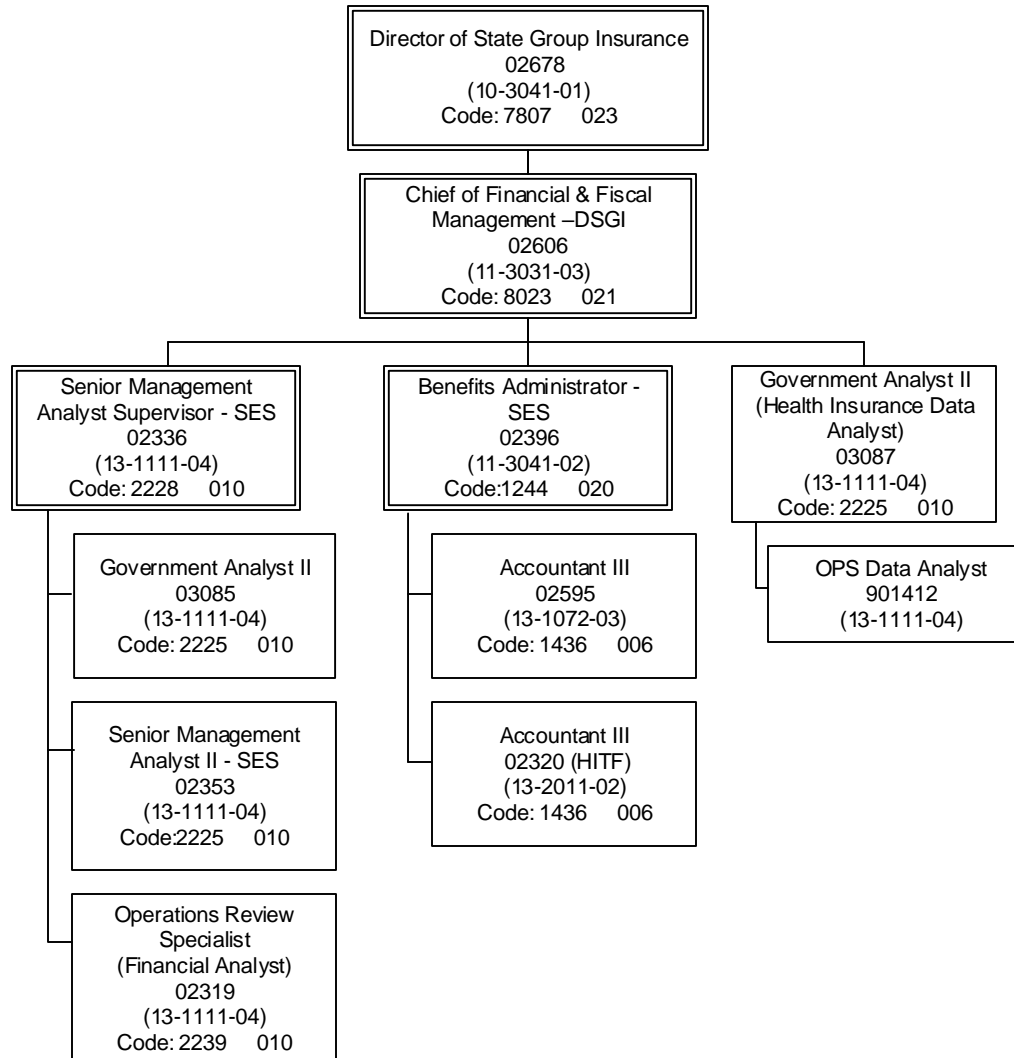


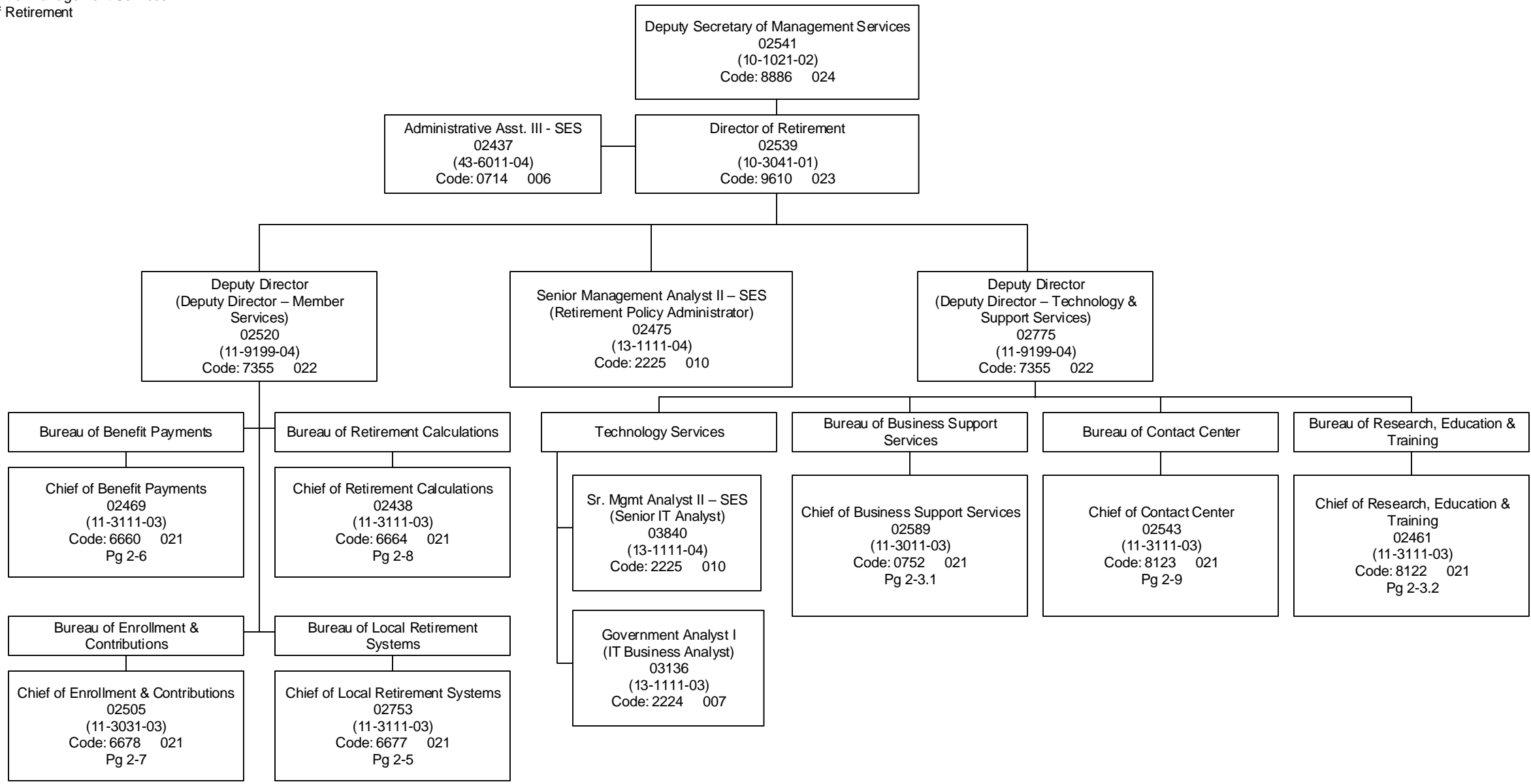


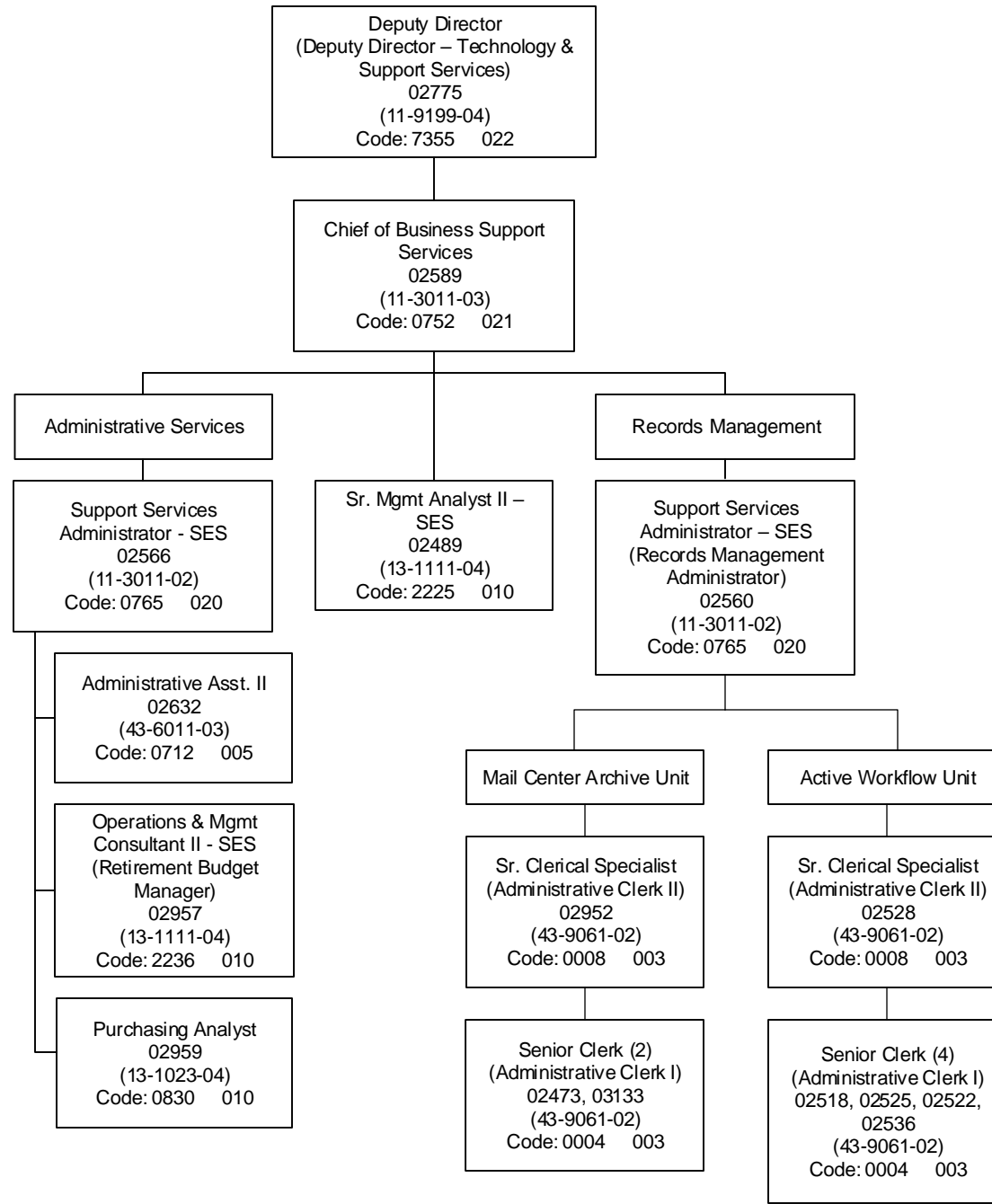
Positions paid out of DSGI
 and report to other areas

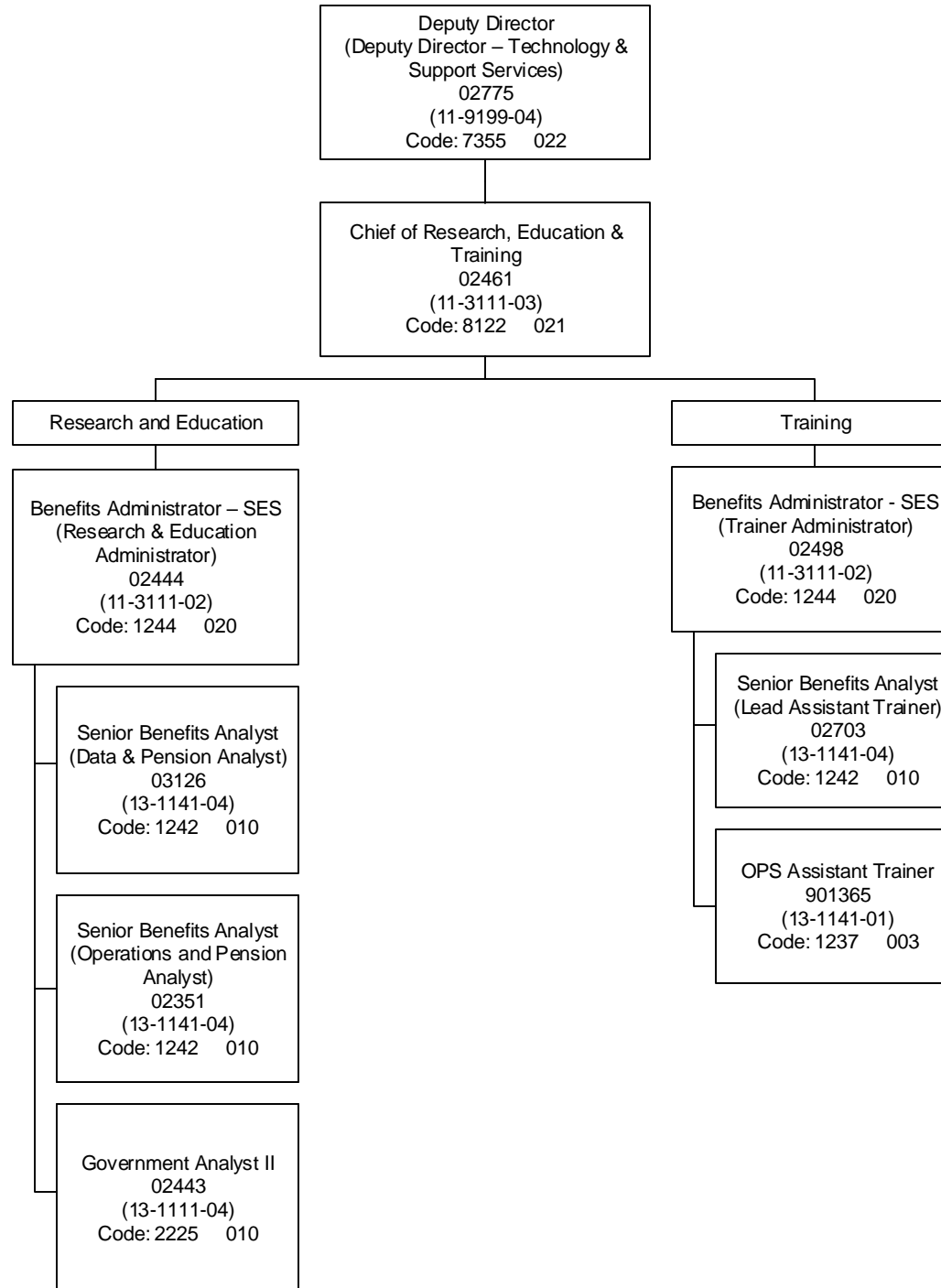
Graphics Manager - SES
 02992
 (11-9199-01)
 Office of the Sec. 1-1
 Code: 3718 019

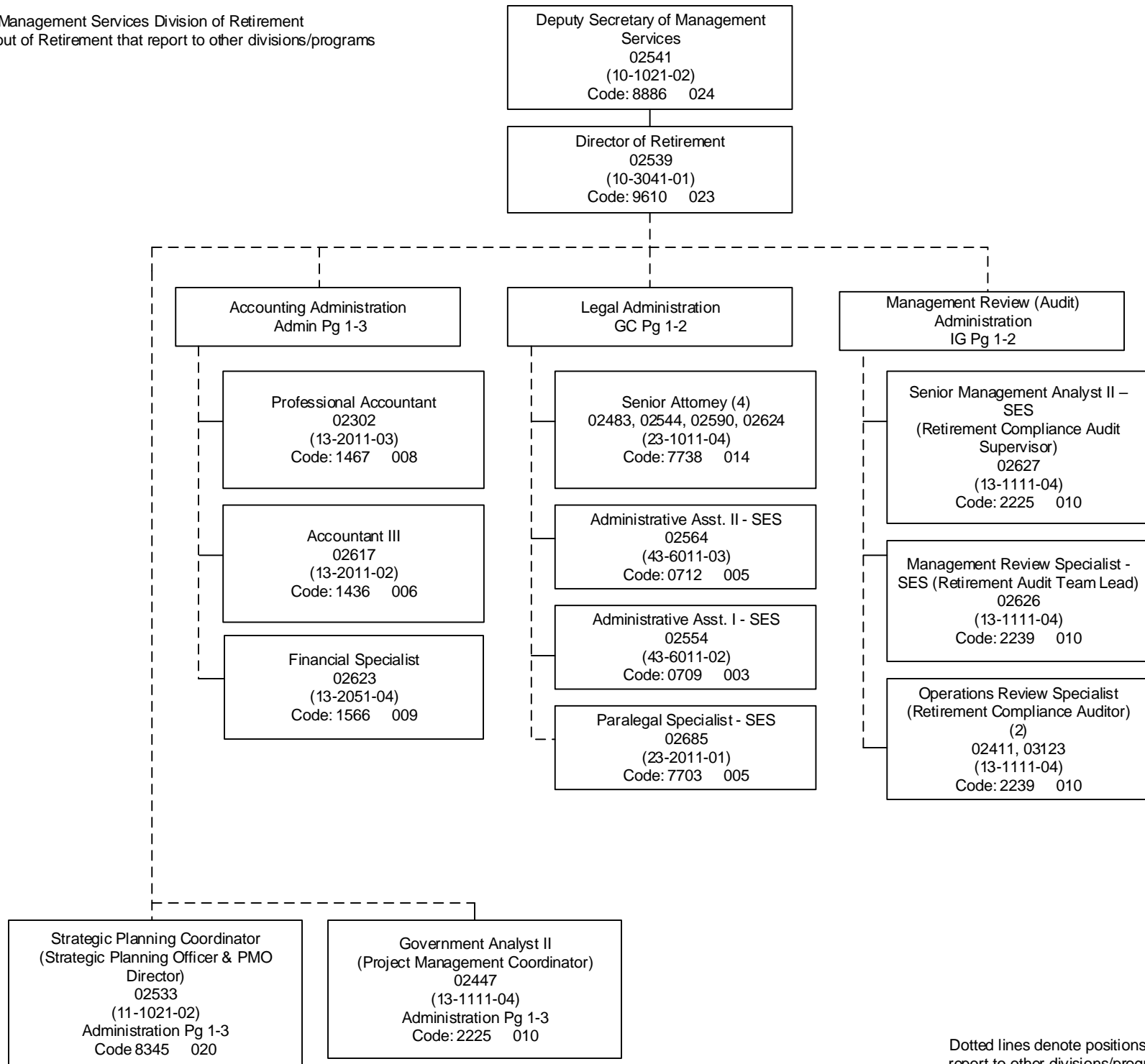




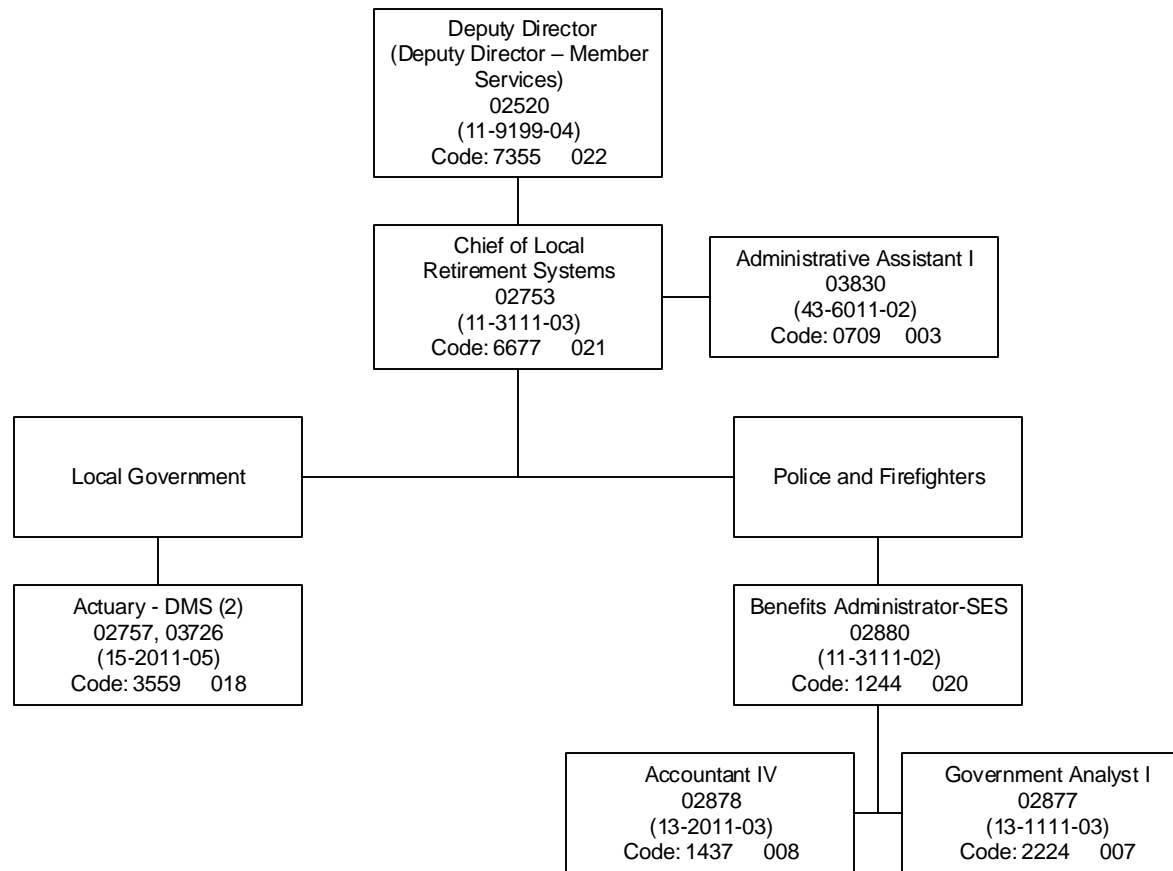


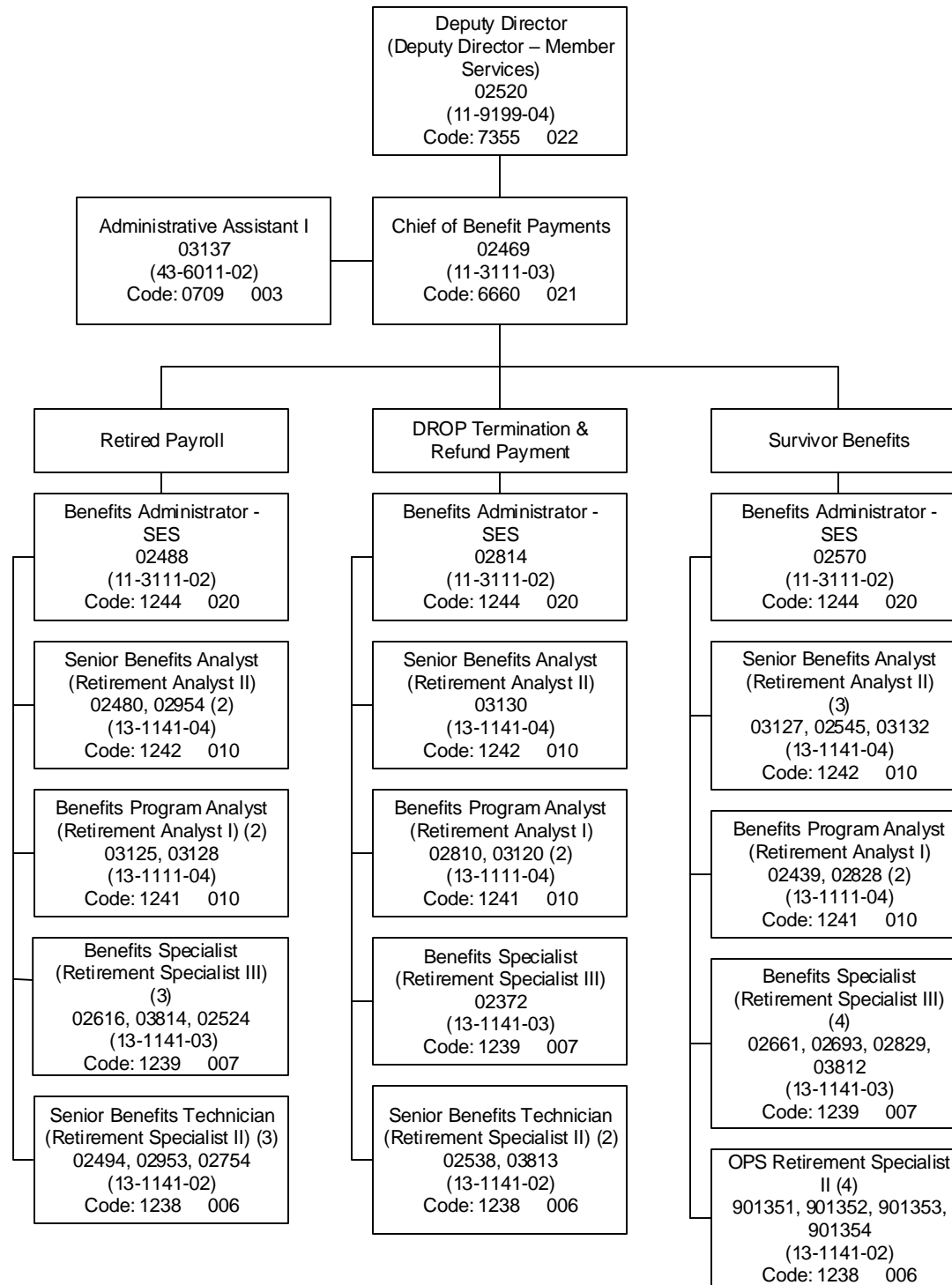






Dotted lines denote positions that report to other divisions/programs





Deputy Director
 (Deputy Director – Member Services)
 02520
 (11-9199-04)
 Code: 7355 022

Chief of Enrollment & Contributions
 02505
 (11-3031-03)
 Code: 6678 021

Administrative Assistant I
 02516
 (43-6011-02)
 Code: 0709 003

Enrollment Section

Benefits Administrator-SES
 02591
 (11-3111-02)
 Code: 1244 020

Enrollment

Senior Benefits Analyst
 (Retirement Analyst II)
 02509
 (13-1141-04)
 Code: 1242 010

Benefits Specialist
 (Retirement Specialist III)
 02669
 (13-1141-03)
 Code: 1239 007

Sr. Benefits Technician
 (Retirement Specialist II)
 02622, 02572 (2)
 (13-1141-02)
 Code: 1238 006

Special Risk

Senior Benefits Analyst
 (Retirement Analyst II)
 02562
 (13-1141-04)
 Code: 1242 010

Sr. Benefits Technician
 (Retirement Specialist II)
 02817
 (13-1141-02)
 Code: 1238 006

Contributions Section

Benefits Administrator-SES
 02456
 (11-3111-02)
 Code: 1244 020

Pension Unit

Senior Benefits Analyst
 (Retirement Analyst II)
 02462
 (13-1141-04)
 Code: 1242 010

Sr. Benefits Technician
 (Retirement Specialist II)
 02426
 (13-1141-02)
 Code: 1238 006

Sr. Benefits Technician
 (Retirement Specialist II)
 02507
 (13-1141-02)
 Code: 1238 006

Investment Plan Unit

Senior Benefits Analyst
 (Retirement Analyst II)
 02375
 (13-1141-04)
 Code: 1242 010

Benefits Specialist
 (Retirement Specialist III)
 02691
 (13-1141-03)
 Code: 1239 007

Sr. Benefits Technician
 (Retirement Specialist II)
 02636, 02818 (2)
 (13-1141-02)
 Code: 1238 006

ORP/OAP

Benefits Administrator-SES
 02512
 (11-3111-02)
 Code: 1244 020

Senior Benefits Analyst
 (Retirement Analyst II)
 02537
 (13-1141-04)
 Code: 1242 010

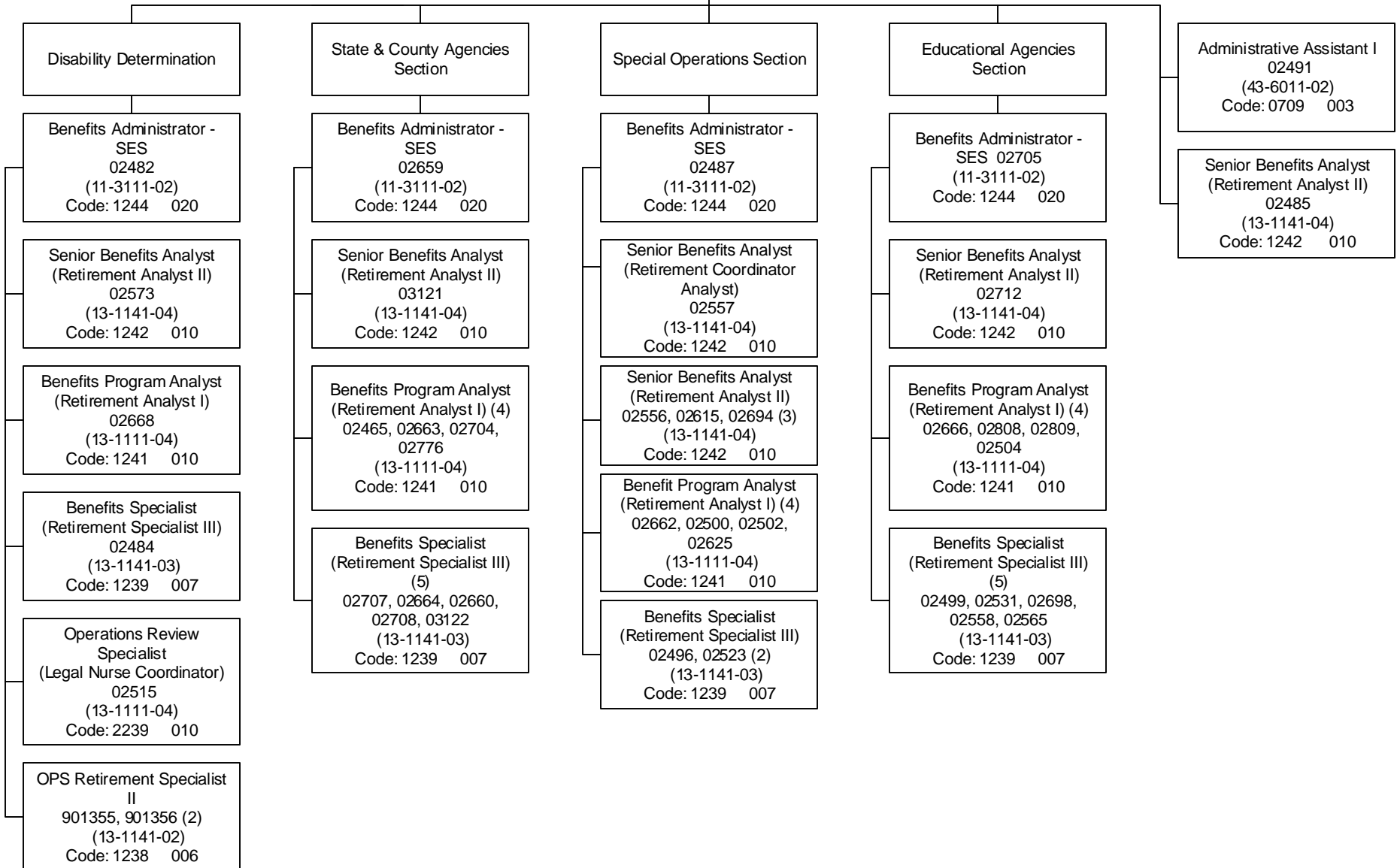
Benefits Program Analyst
 (Retirement Analyst I)
 02779
 (13-1111-04)
 Code: 1241 010

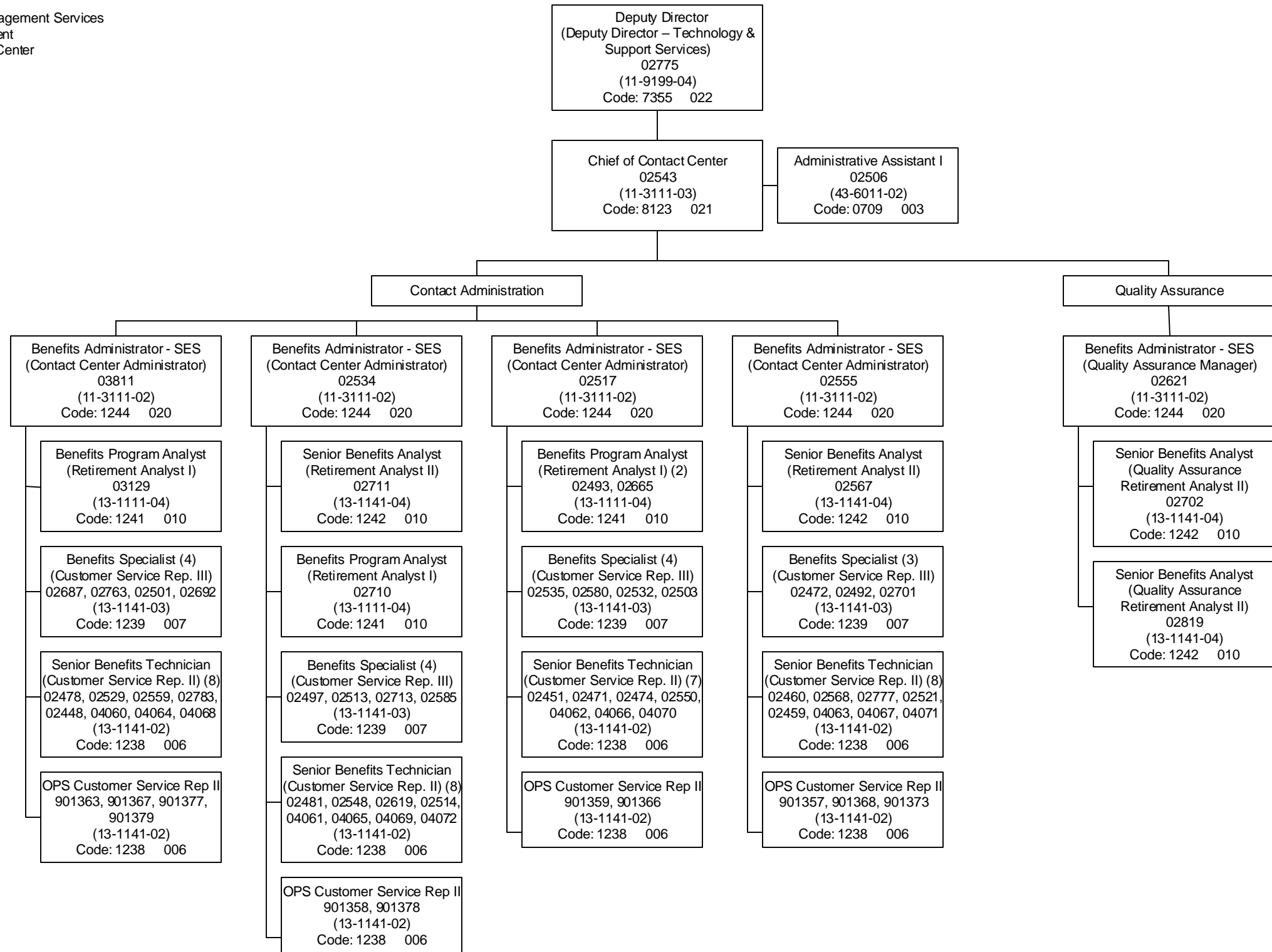
Sr. Benefits Technician
 (Retirement Specialist II)
 02511
 (13-1141-02)
 Code: 1238 006

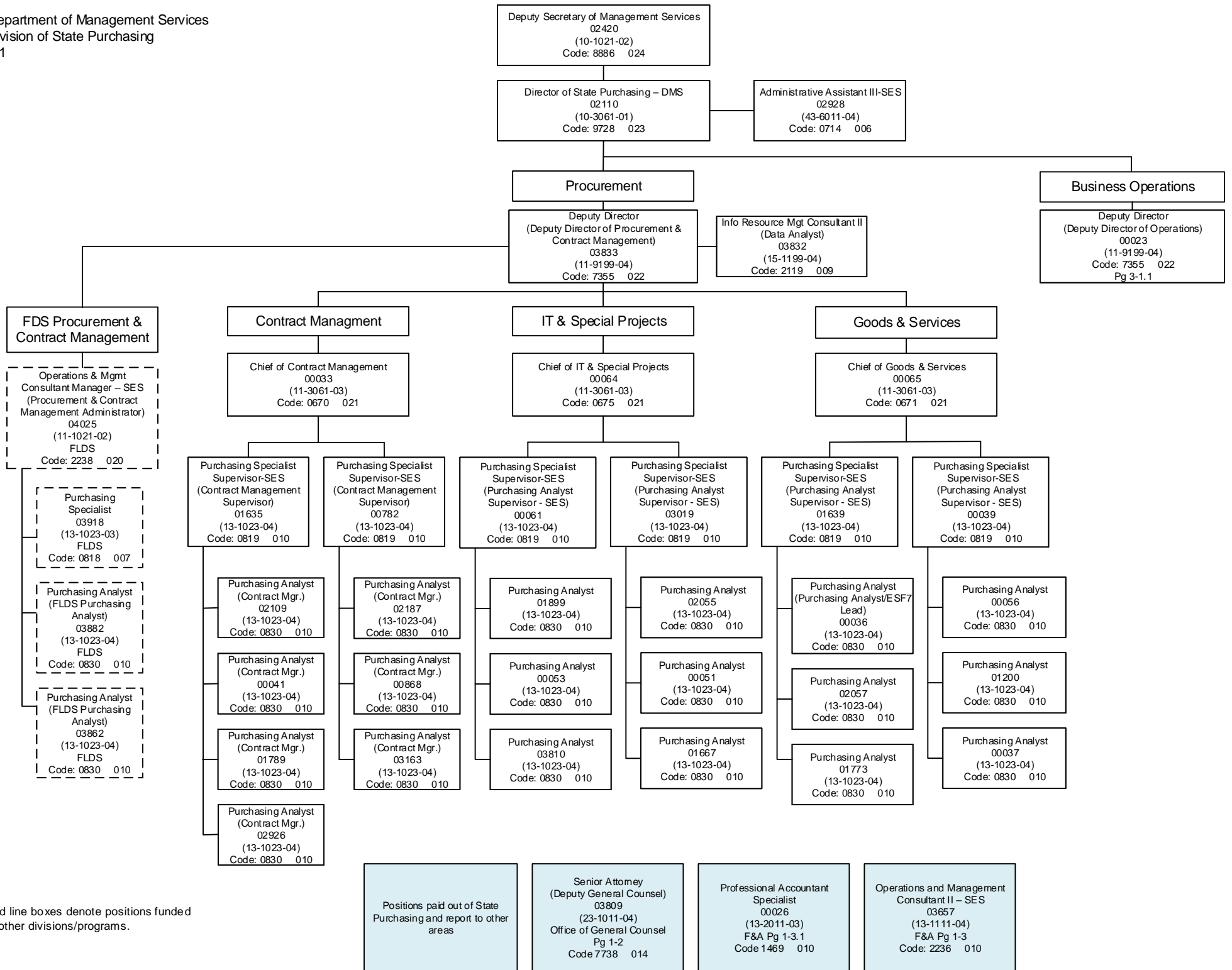
OPS Retirement
 Specialist II
 901458
 (13-1141-02)
 Code: 1238 006

Deputy Director
(Deputy Director – Member Services)
02520
(11-3111-04)
Code: 8937 022

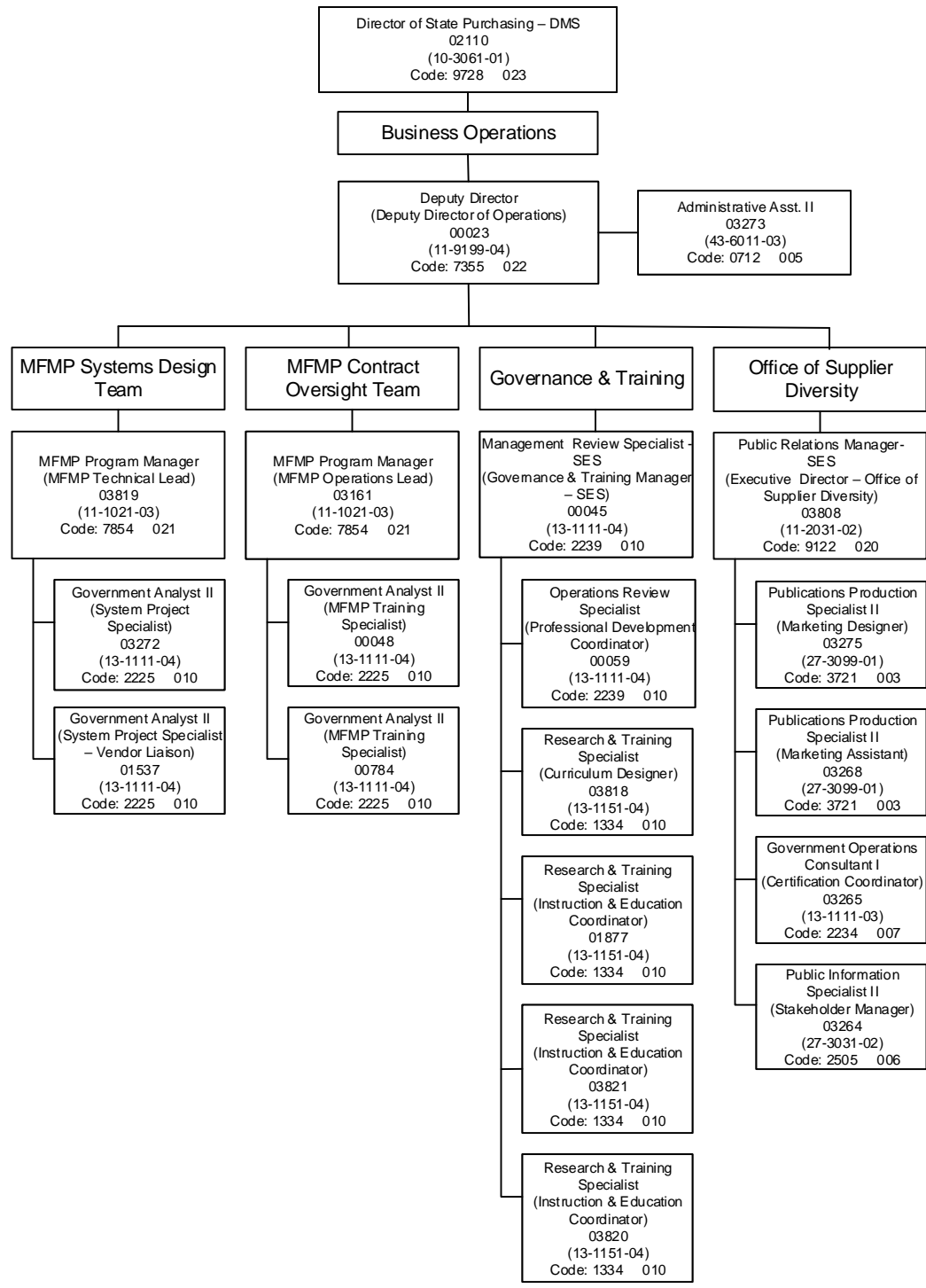
Chief of Retirement Calculations
02438
(11-3111-03)
Code: 6664 021

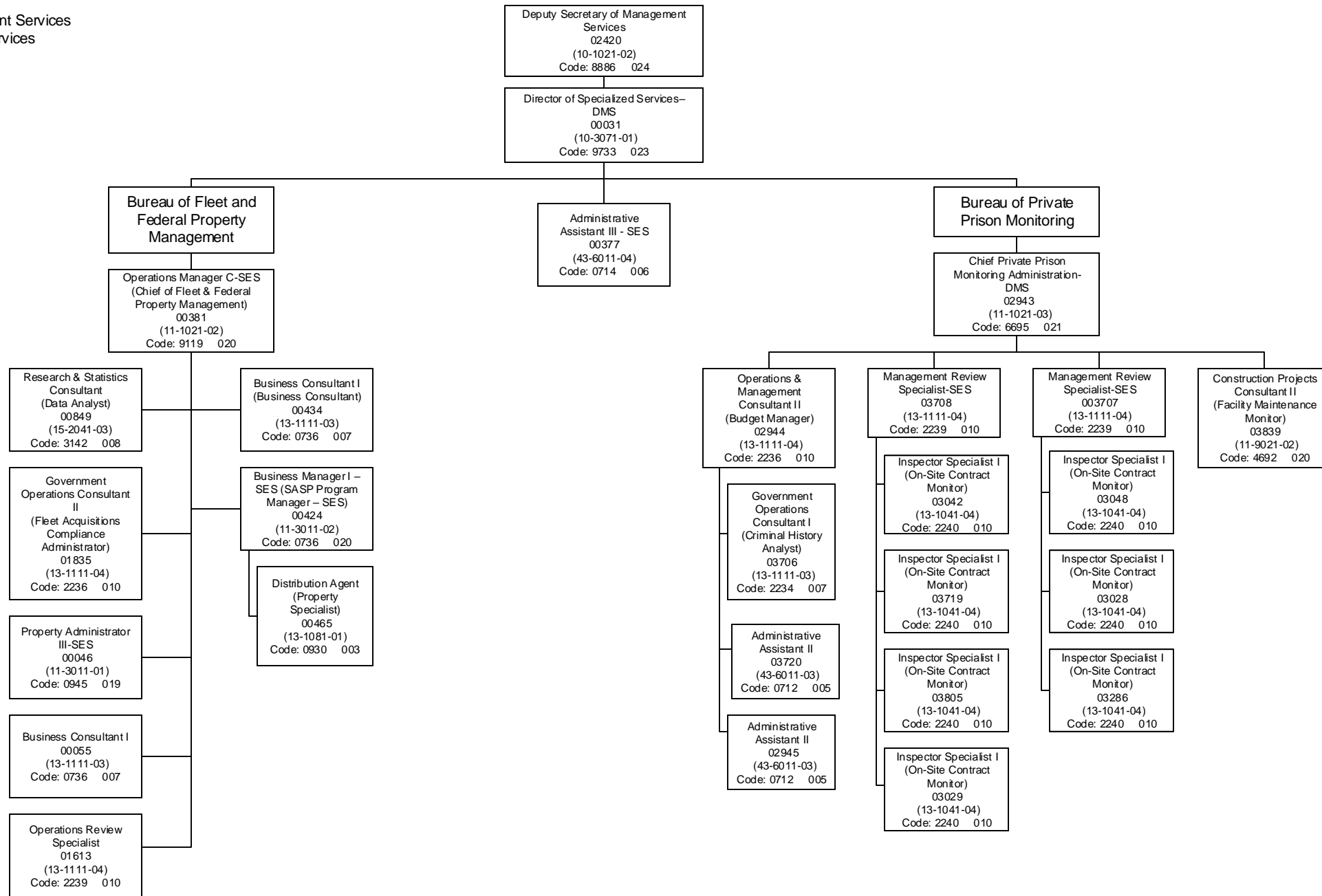


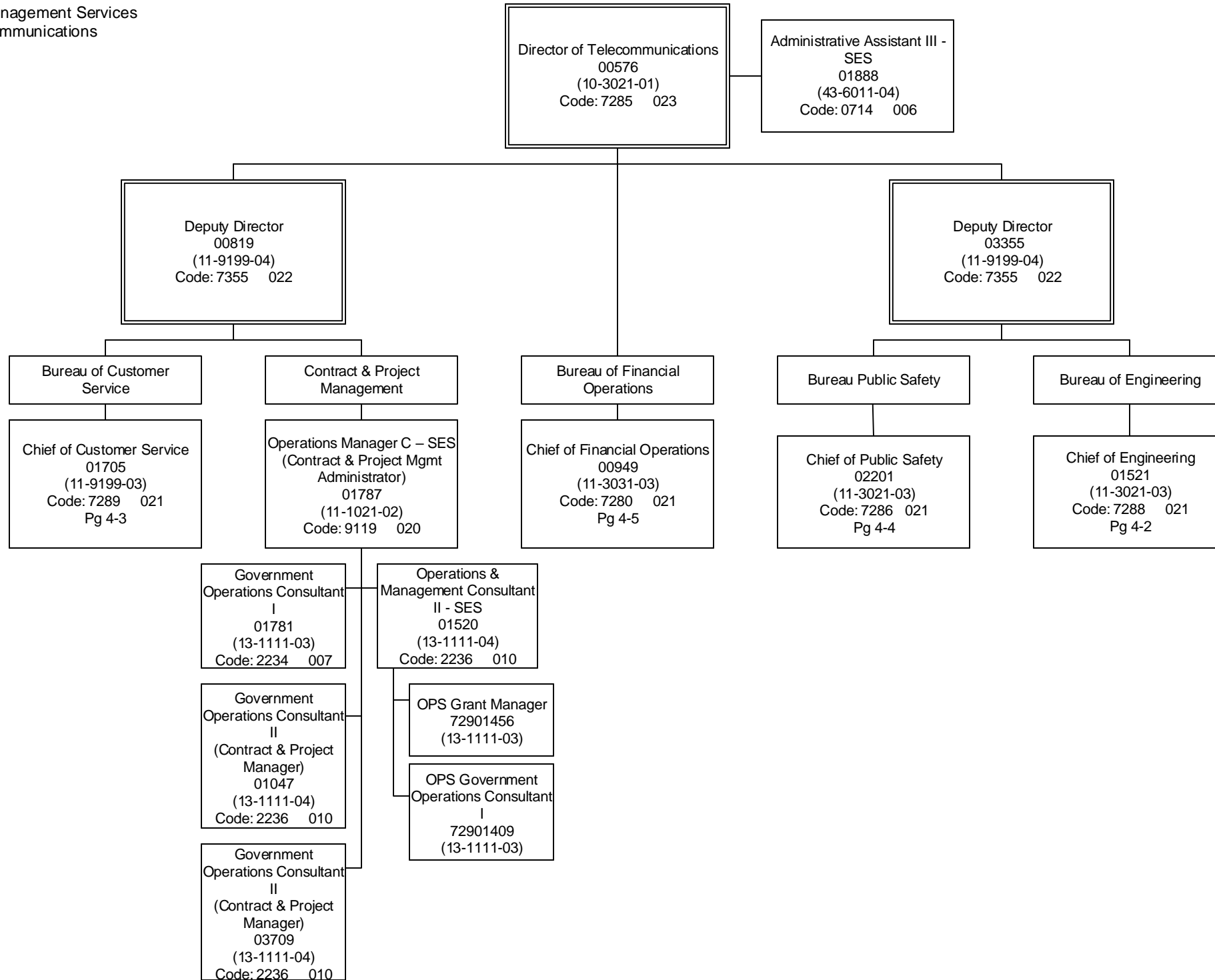




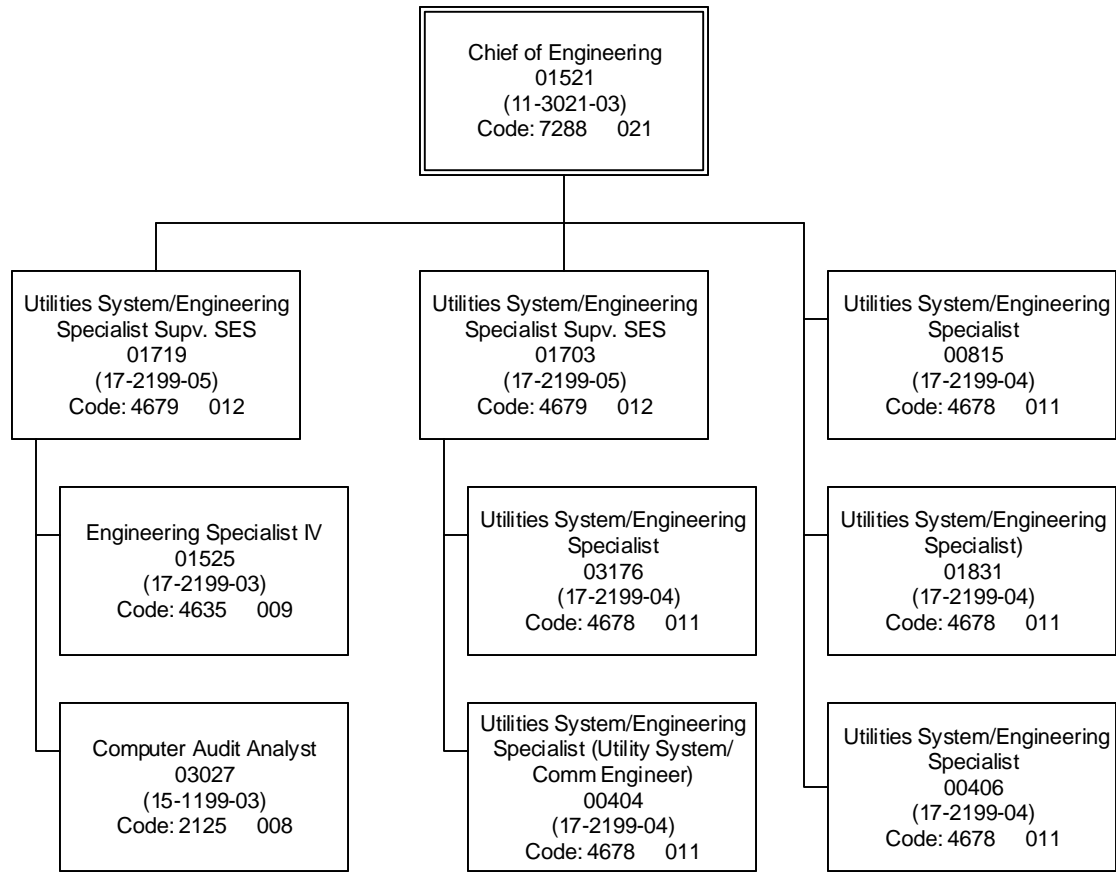
Dotted line boxes denote positions funded from other divisions/programs.

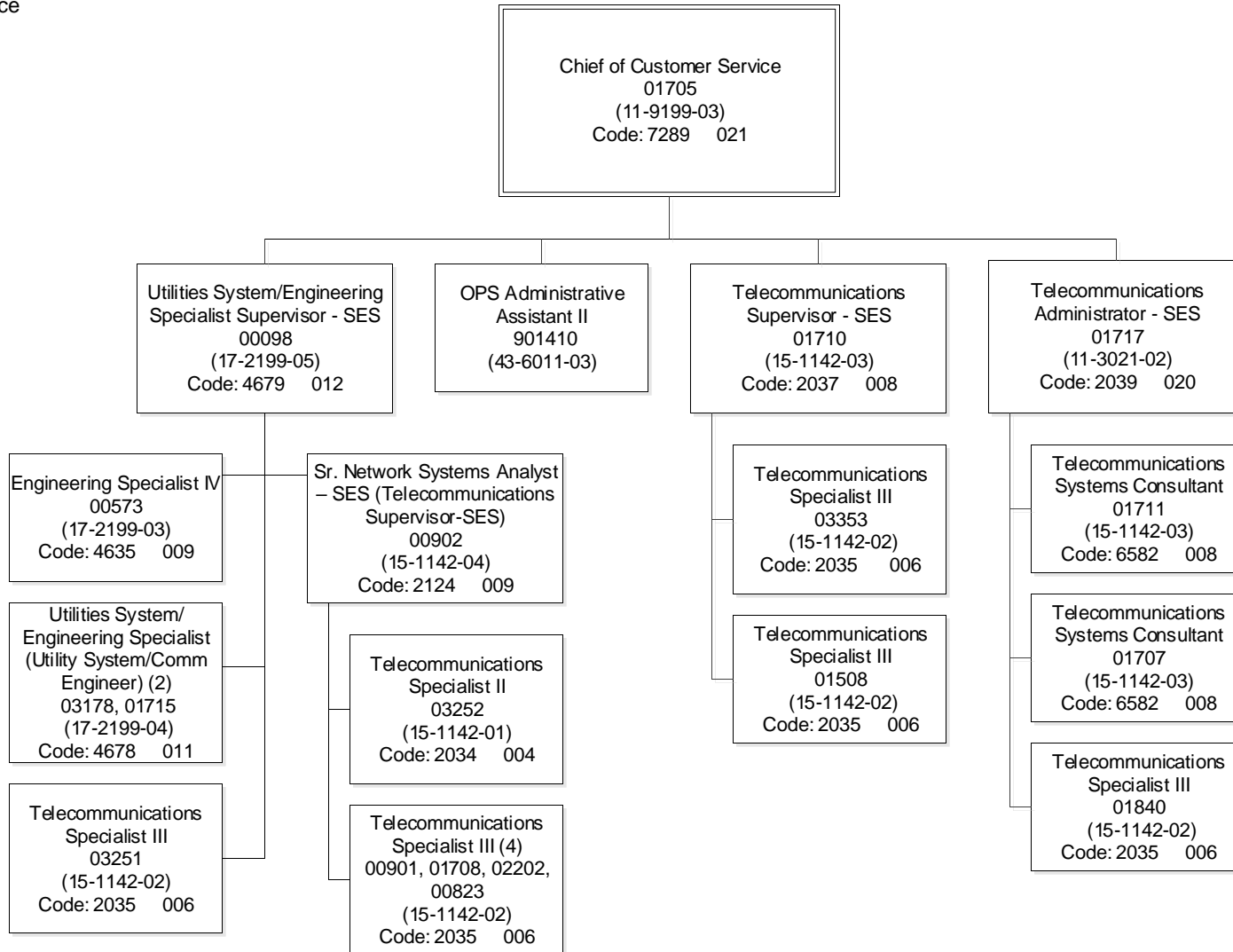




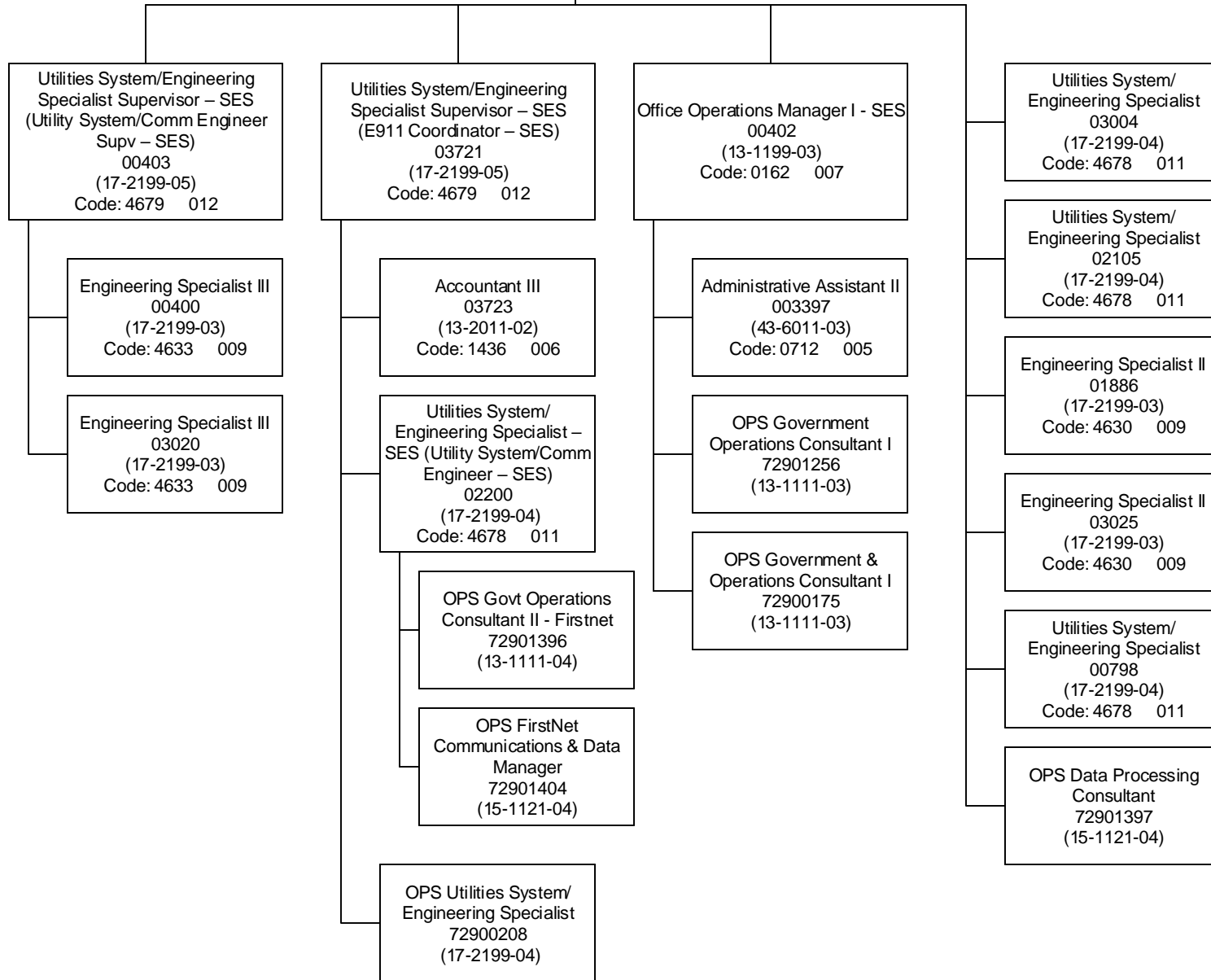


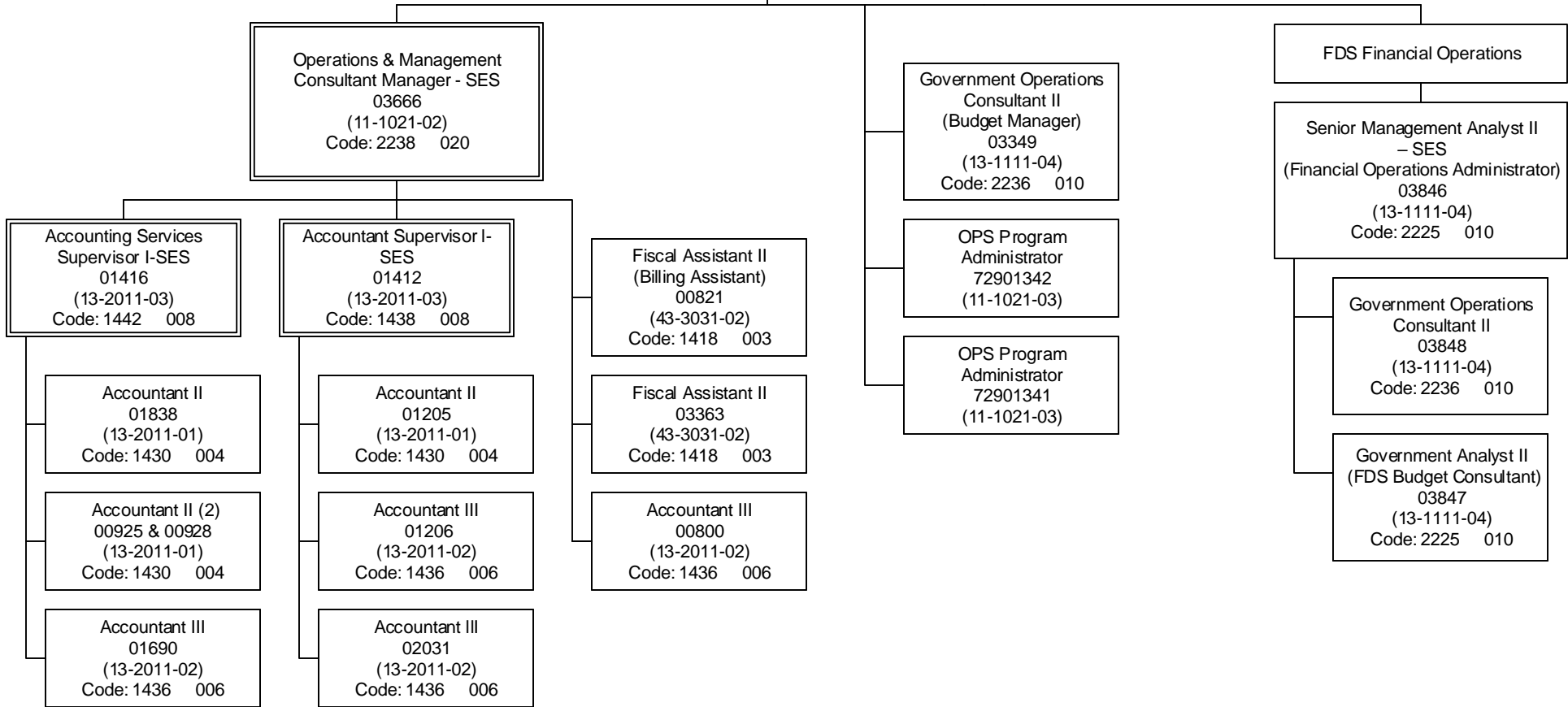
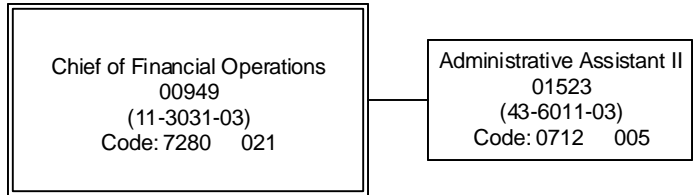
- Positions paid out of Telecommunications and report to other areas
- Administrative Assistant II - SES (Legislative Coordinator) 00803 (43-6011-03) Off of Sec. Pg 1-1 Code: 0712 010
- Legislative Specialist (Deputy Director of Legislative & External Affairs) 0408 (13-1111-04) Off of Sec Pg 1-1 Code: 8291 010
- HR Consultant/HR - SES (Recruitment Coordinator) 01714 (13-1071-04) F&A Pg 1-3 Code: 0193 010
- Government Operations Consultant II (Director of Professional Development) 03104 (13-1111-04) F&A Pg 1-3 Code: 2236 010
- Government Analyst II (Project Management Coordinator) 00099 (13-1111-04) F&A Pg 1-3 Code: 2225 005
- Accountant IV 001686 (13-2011-03) F&A 1-3.1 Code: 1437 008
- Computer Support Specialist 00415 (15-1151-04) IT Pg 1-4 Code: 2118 009
- Network Systems Analyst - SES 01740 (15-1142-02) IT Pg 1-4 Code: 2120 006
- Office Automation Analyst 02000 (15-1151-02) IT Pg 1-4 Code: 2047 006
- Distributed Computer Systems Analyst II (Senior IT Analyst) 02204 (15-1142-04) IT Pg 1-4 Code: 2054 009
- Distributed Computer Systems Analyst 03249 (15-1142-02) IT Pg 1-4 Code: 2052 006

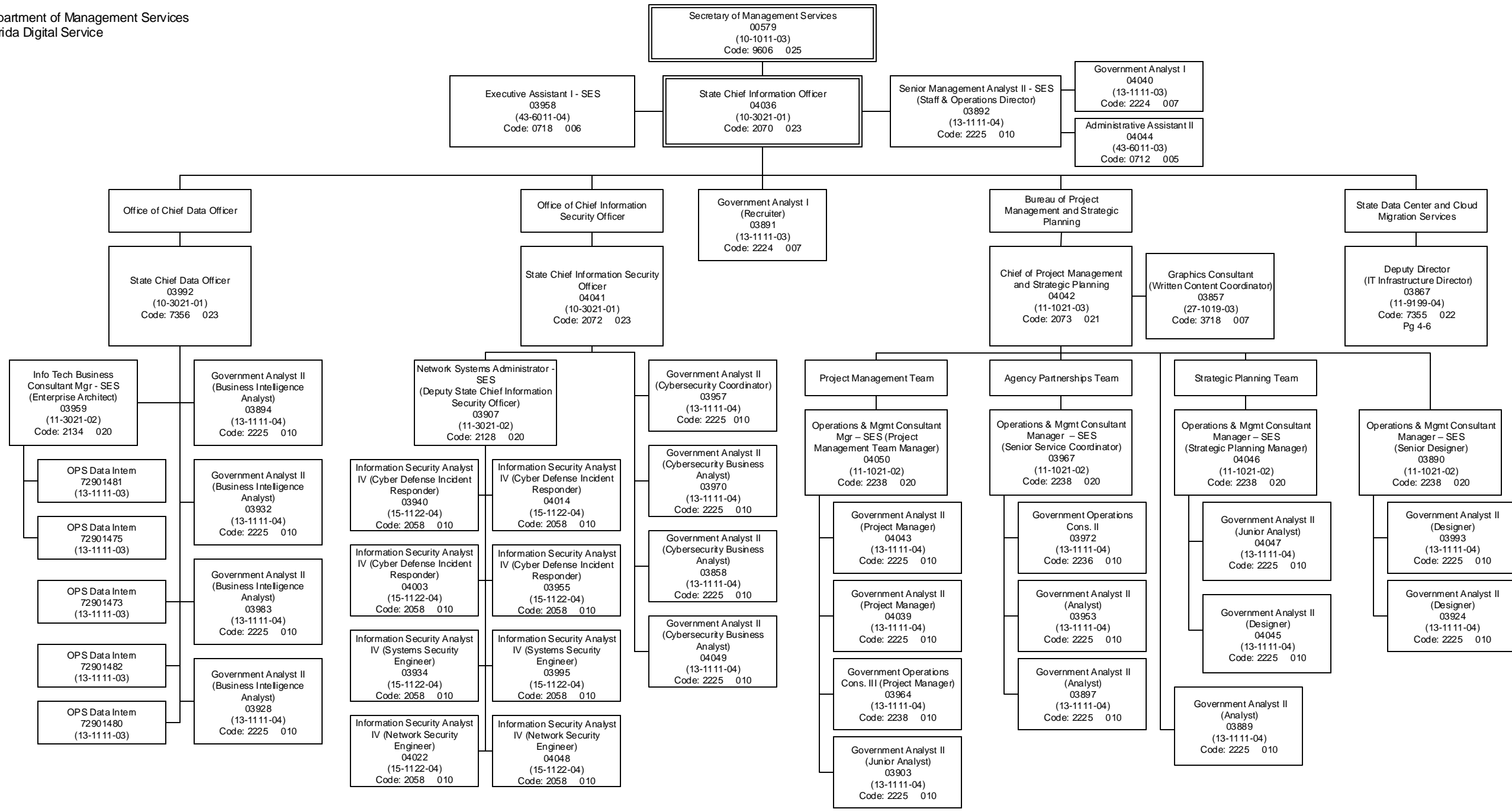




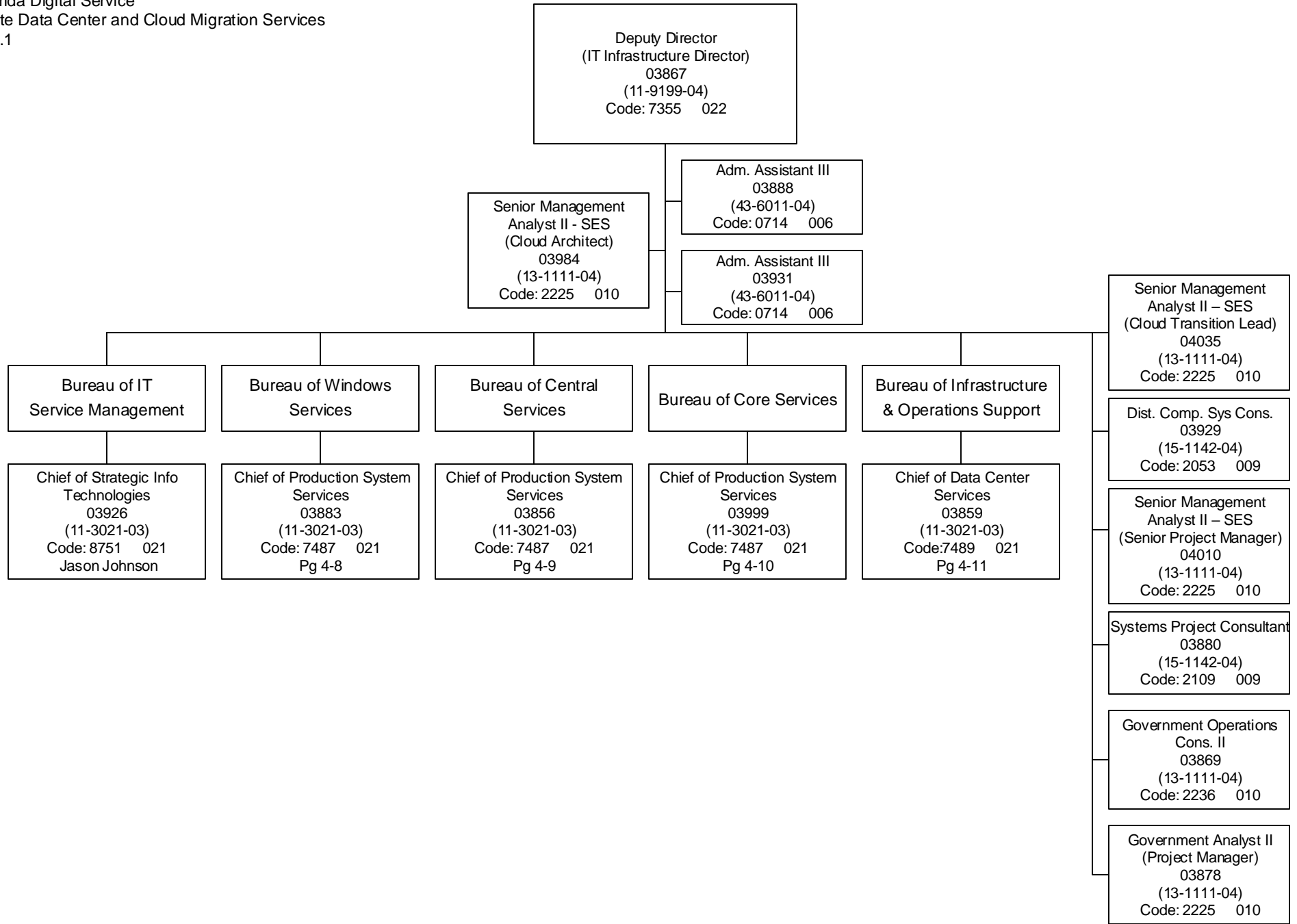
Chief of Public Safety
02201
(11-3021-03)
Code: 7286 021

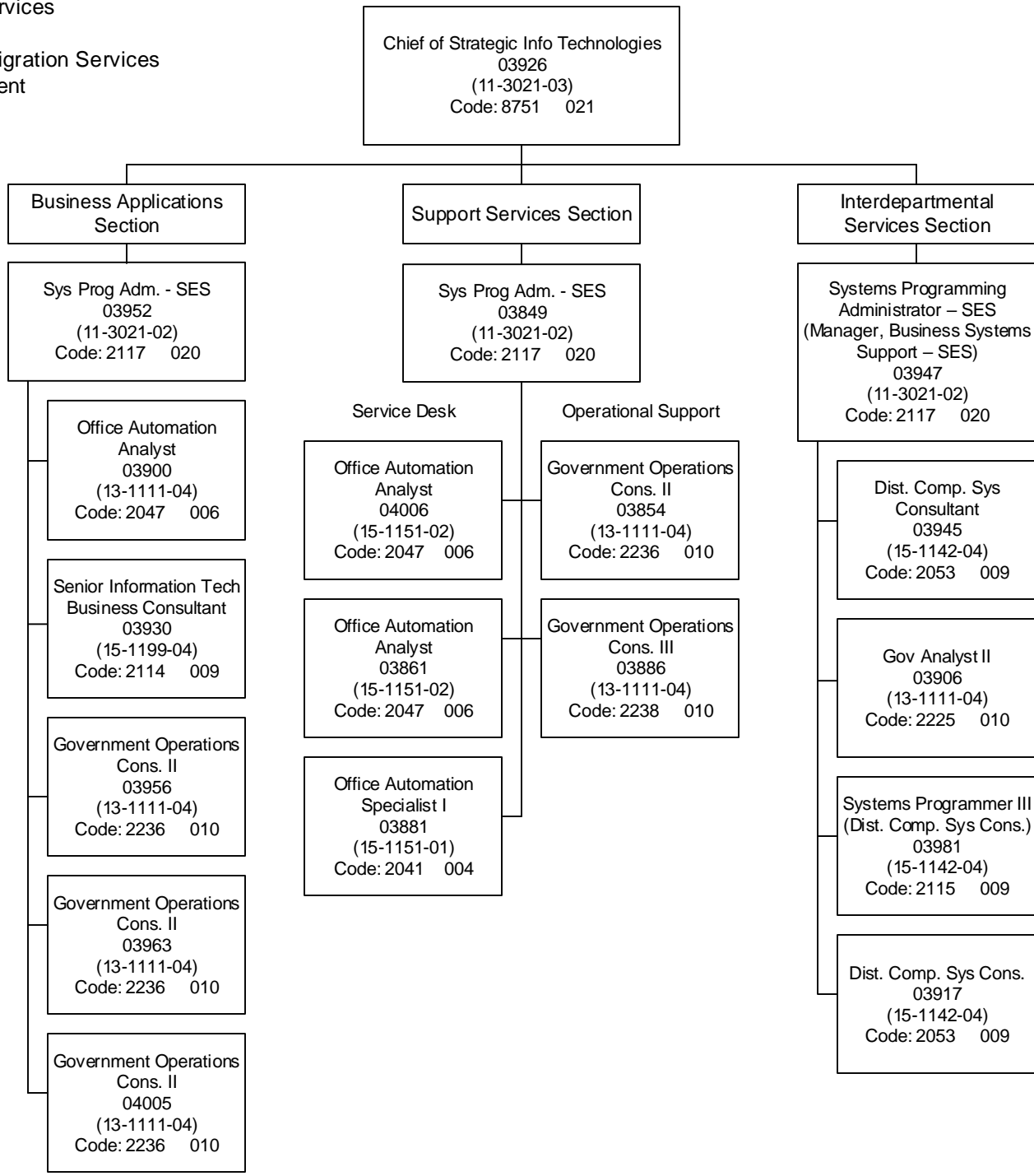


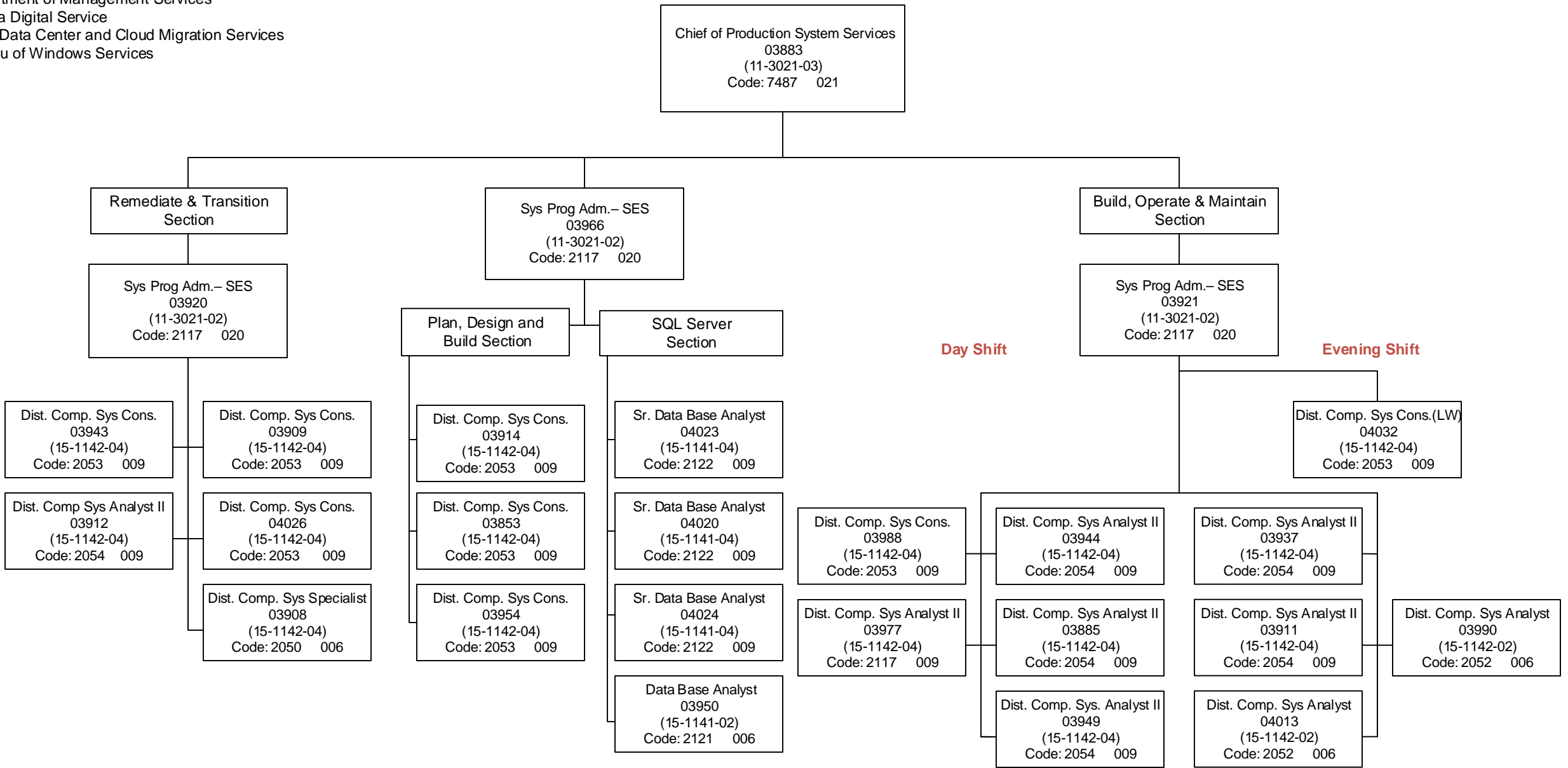




- Positions paid out of FLDS and report to other areas
- System Project Consultant
03868
(15-1121-04)
OIT 1-4
Code: 2109 009
- System Project Consultant
03941
(15-1121-04)
OIT 1-4
Code: 2109 009
- System Project Consultant
04027
(15-1121-04)
OIT 1-4
Code: 2109 009
- Office Automation Analyst
03936
(15-1142-02)
OIT 1-4
Code: 2047 006
- Distributed Computer Systems Consultant (Senior Systems Engineer)
03942
(15-1142-04)
OIT 1-4
Code: 2053 009
- Distributed Computer Systems Analyst II
03851
(15-1142-04)
OIT 1-4
Code: 2054 009
- Operations & Mgmt Consultant Manager – SES (Procurement & Contract Management Administrator)
04025 (11-1021-02)
State Purchasing 3-1
Code: 2238 020
- Purchasing Specialist
03918
(13-1023-03)
State Purchasing 3-1
Code: 0818 007
- Purchasing Analyst (FLDS Purchasing Analyst)
03882
(13-1023-04)
State Purchasing 3-1
Code: 0830 010
- Purchasing Analyst (FLDS Purchasing Analyst)
03862
(13-1023-04)
State Purchasing 3-1
Code: 0830 010







Chief of Production System
Services
03856
(11-3021-03)
Code: 7487 021

Open Systems Section

Sys Prog Adm. - SES
04029
(11-3021-02)
Code:2117 020

Dist. Comp. Sys Cons.
03989
(15-1142-04)
Code: 2053 009

Dist. Comp. Sys Cons.
04028
(15-1142-04)
Code: 2053 009

Dist. Comp. Sys Cons.
03991
(15-1142-04)
Code: 2053 009

Dist. Comp. Sys Analyst II
04034
(15-1142-04)
Code: 2054 009

Dist. Comp Sys Analyst
03902
(15-1142-02)
Code: 2052 006

Dist. Comp. Sys Analyst
04016
(15-1142-02)
Code: 2052 006

Database Section

Sys Prog Adm. - SES
03863
(11-3021-02)
Code: 2117 020

Oracle

Sr. Database Analyst (LW)
03884
(15-1141-04)
Code: 2122 009

Sr. Database Analyst
04021
(15-1141-04)
Code: 2122 009

Sr. Database Analyst
03910
(15-1141-04)
Code: 2122 009

Database-Other

Sr. Database Analyst (LW)
03916
(15-1141-04)
Code: 2122 009

Mainframe Section

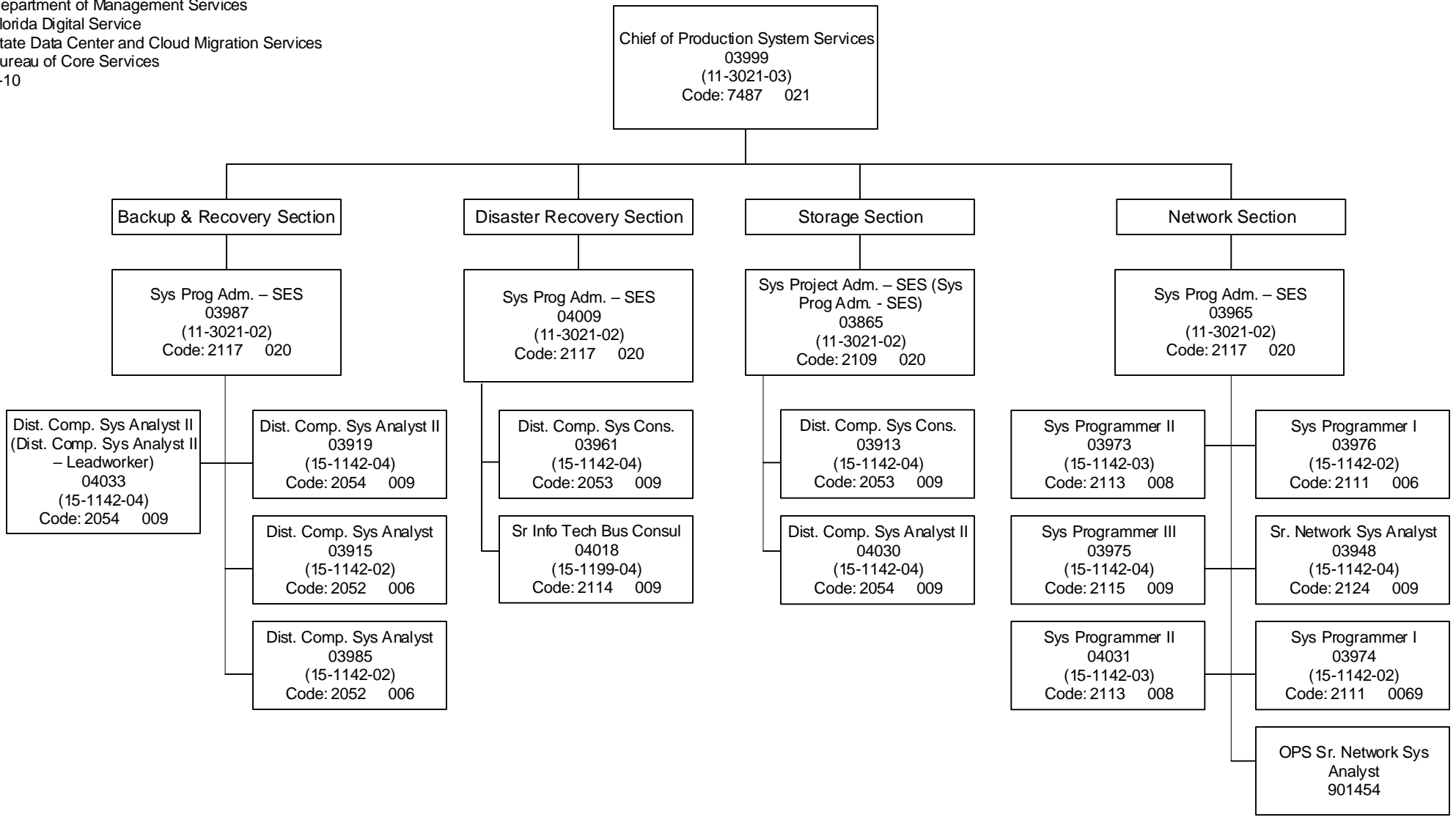
Sys Prog Adm.- SES
03960
(11-3021-02)
Code: 2117 020

Group 1

Sys Programmer II
03922
(15-1142-03)
Code: 2113 008

Group 2

Sys Programmer II
03938
(15-1142-03)
Code: 2113 008



Chief of Data Center
 Services
 03859
 (11-3021-03)
 Code:7489 021

Administrative Assistant III
 03962
 (43-6011-04)
 Code: 0714 006

Internal Networking Section

Infrastructure & Physical Security Section

Computer Operations Section

Network Systems
 Administrator – SES
 03855
 (11-3021-02)
 Code: 2128 020

Facilities Management
 Administrator – SES
 03860
 (11-1021-02)
 Code: 9152 020

Sys Prog Adm. - SES
 03866
 (11-3021-02)
 Code: 2117 020

Sr. Network Systems
 Analyst
 03951
 (15-1142-02)
 Code: 2124 009

Electrician
 03870
 (49-2094-02)
 Code: 6444 004

Sr. Network Systems
 Analyst
 03852
 (15-1142-02)
 Code: 2124 009

Property Consultant
 04007
 (13-1023-03)
 Code: 0945 007

Telecommunications
 Specialist II
 03887
 (15-1142-01)
 Code: 2034 004

Facilities Services
 Consultant
 04002
 (13-1199-03)
 Code: 0836 007

OPS Telecommunications
 Specialist I
 901452

1st Shift
 Weekends
 0600-1830

1st Shift
 Weekdays
 0730-1630

2nd Shift
 Weekends
 01800-0630

2nd Shift
 Weekdays
 1600-0030

3rd Shift
 Weekdays
 2330-0800

Computer Operations
 Supervisor- SES
 03872
 (15-1199-02)
 Code: 2025 006

Computer Operations
 Supervisor- SES
 03876
 (15-1199-02)
 Code: 2025 006

Computer Operations
 Supervisor- SES
 03874
 (15-1199-02)
 Code: 2025 006

Computer Operations
 Supervisor- SES
 03901
 (15-1199-02)
 Code: 2025 006

Computer Operations
 Supervisor- SES
 03899
 (15-1199-02)
 Code: 2025 006

Data Proc Adm. - SES
 03935
 (11-3021-02)
 Code: 2130 020

Day Shift

Evening Shift

Office Auto Spec II
 03895
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 04001
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 03905
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 04011
 (15-1151-02)
 Code: 2043 004

Office Auto Spec II
 03933
 (15-1151-01)
 Code: 2043 004

Auto. Sched. SW
 Spec.(LW)
 03871
 (15-1199-02)
 Code: 2015 006

Office Automation Analyst
 03994
 (15-1151-02)
 Code: 2047 006

Office Automation Analyst
 04012
 (15-1151-02)
 Code: 2047 006

Office Auto Spec II
 03877
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 03893
 (15-1151-01)
 Code:2043 004

Office Automation Analyst
 04015
 (15-1151-02)
 Code: 2047 006

Office Auto Spec II
 03904
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 03997
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 04008
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 04004
 (15-1151-01)
 Code: 2043 004

Office Automation Analyst
 04017
 (15-1151-02)
 Code: 2047 006

Office Auto Spec II
 03875
 (15-1151-01)
 Code: 2043 004

Office Auto Spec II
 03875
 (15-1151-01)
 Code: 2043 004

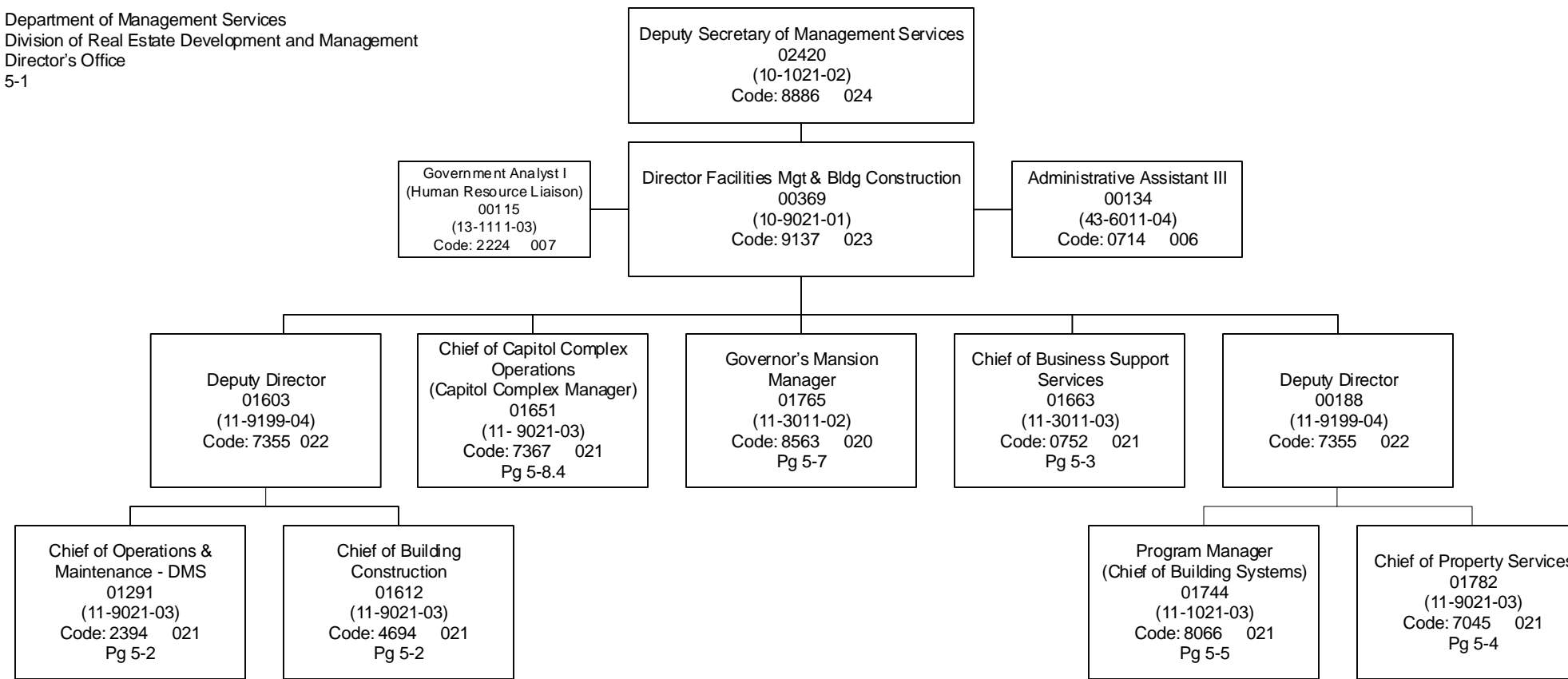
Auto. Sched. SW Spec.
 03986
 (15-1199-02)
 Code: 2015 006

Office Automation Analyst
 04019
 (15-1151-02)
 Code: 2047 006

Office Automation Analyst
 03998
 (15-1151-02)
 Code: 2047 006

Office Automation Analyst
 03996
 (15-1151-02)
 Code: 2047 006

Office Auto Spec II
 03879
 (15-1151-01)
 Code: 2043 004



Positions paid out of Real Estate Development and Management and report to other areas

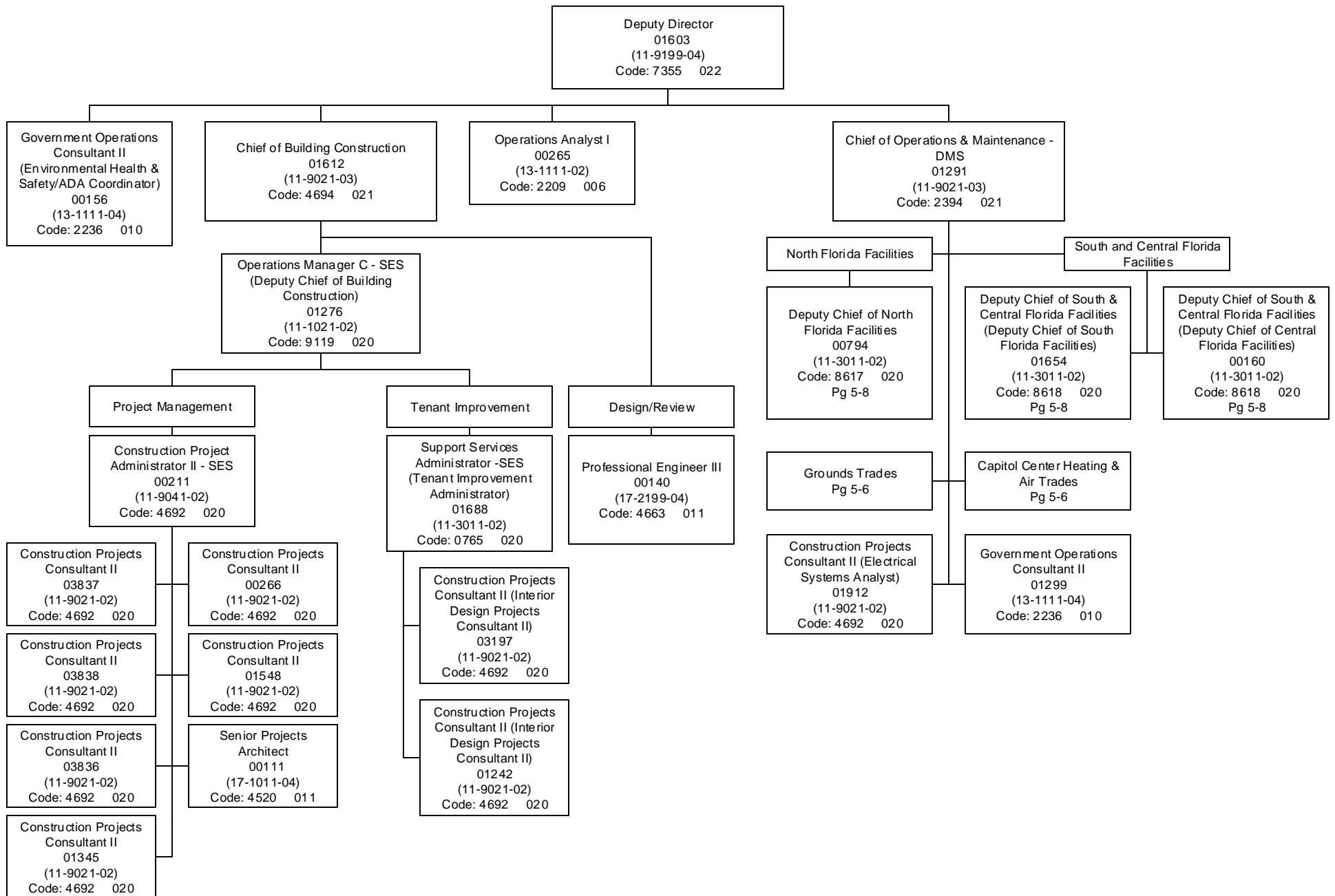
Applications Systems Programmer III
00182
(15-1131-04)
IT Pg 1-4
Code: 2143 009

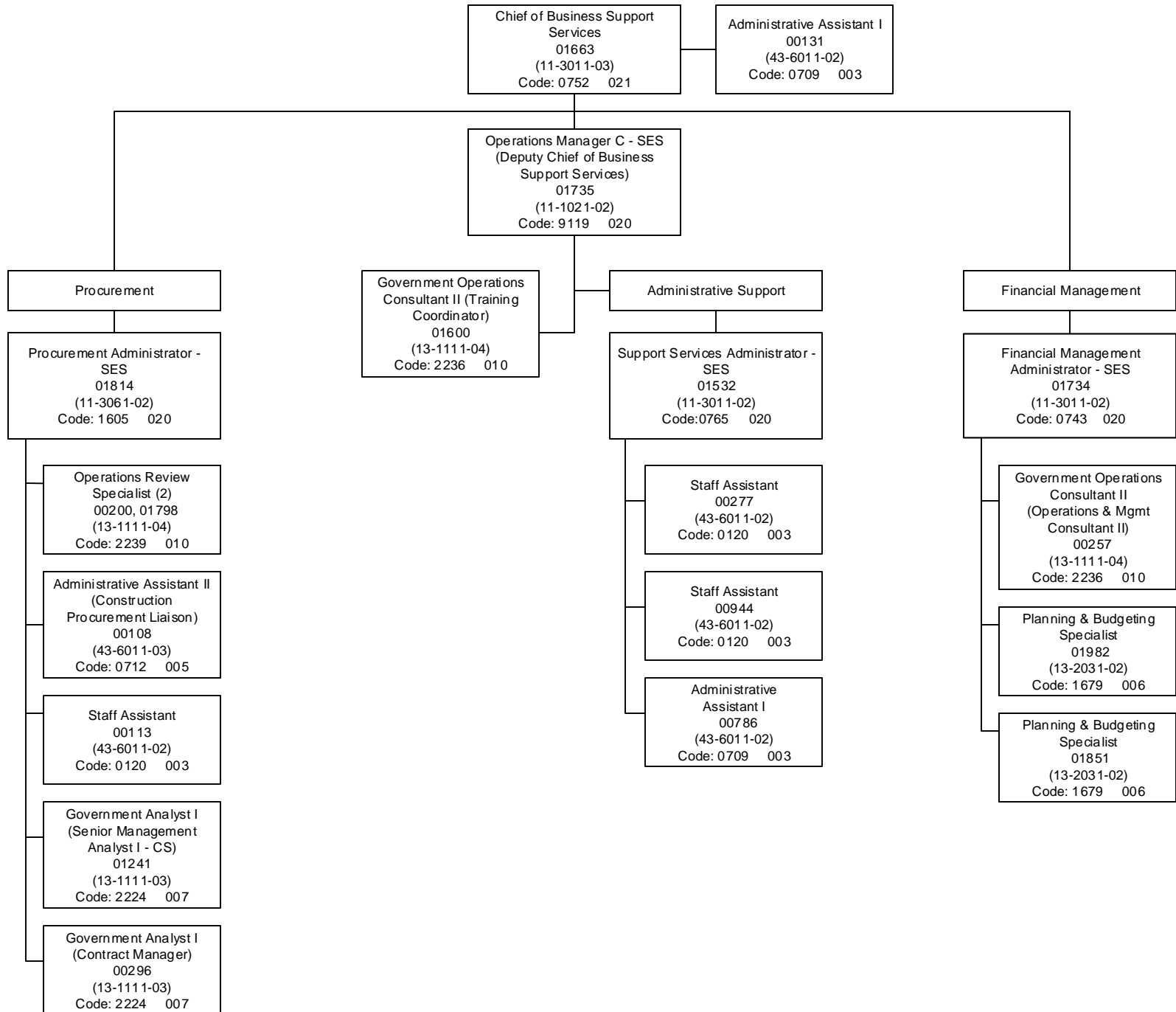
Senior Network Systems Analyst
(Network Engineer)
00223
(15-1142-04)
Code: 2124 009
IT Pg 1-4

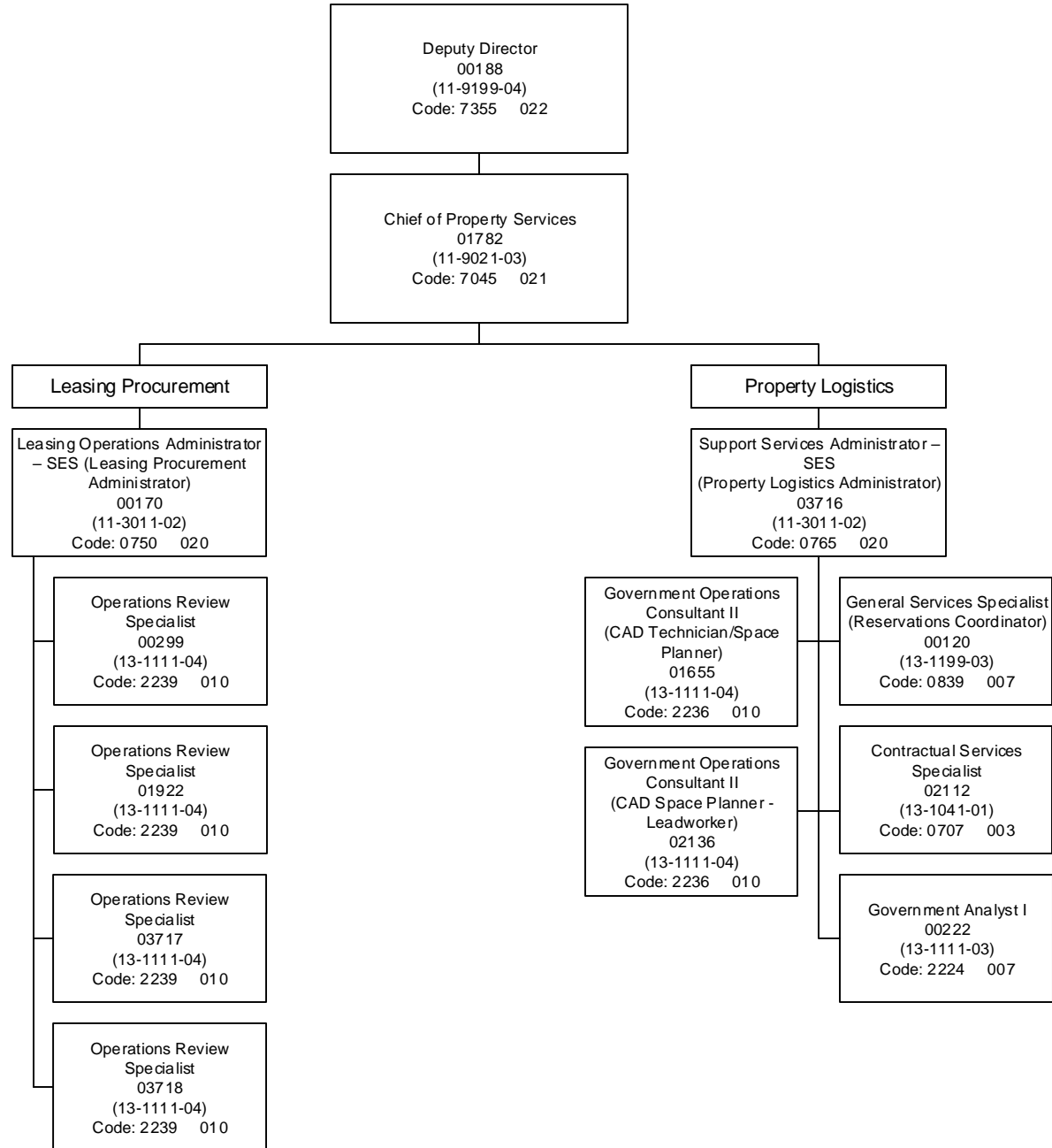
Data Processing Administrator - SES
00322
(11-3021-02)
IT Pg 1-4
Code: 2130 020

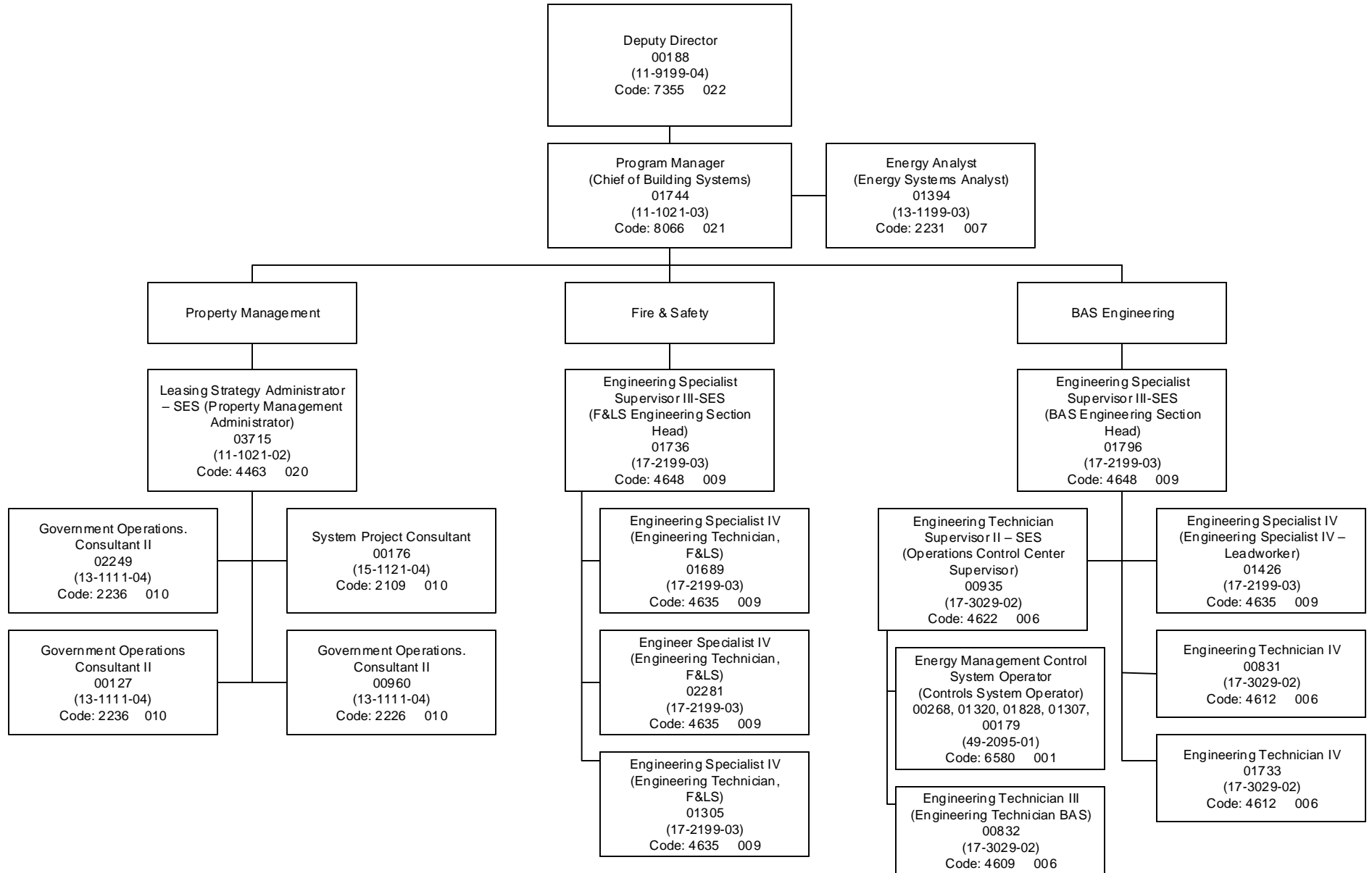
Senior Network Systems Analyst
(Engineering Systems Analyst)
00829
(15-1142-04)
Code: 2124 009
IT Pg 1-4

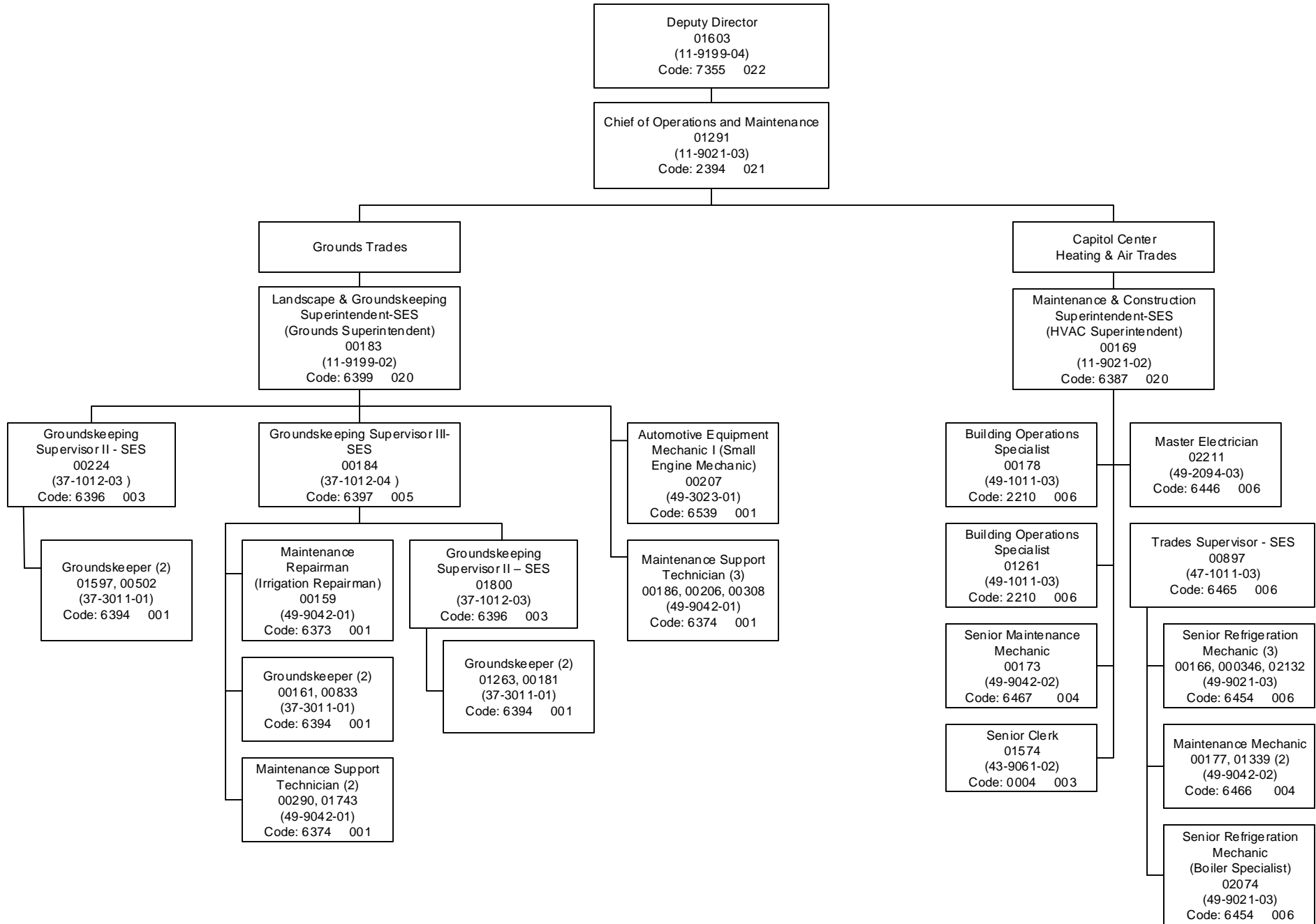
Accountant III
01259
(13-2011-02)
Administration Pg 1-3
Code: 1437 006

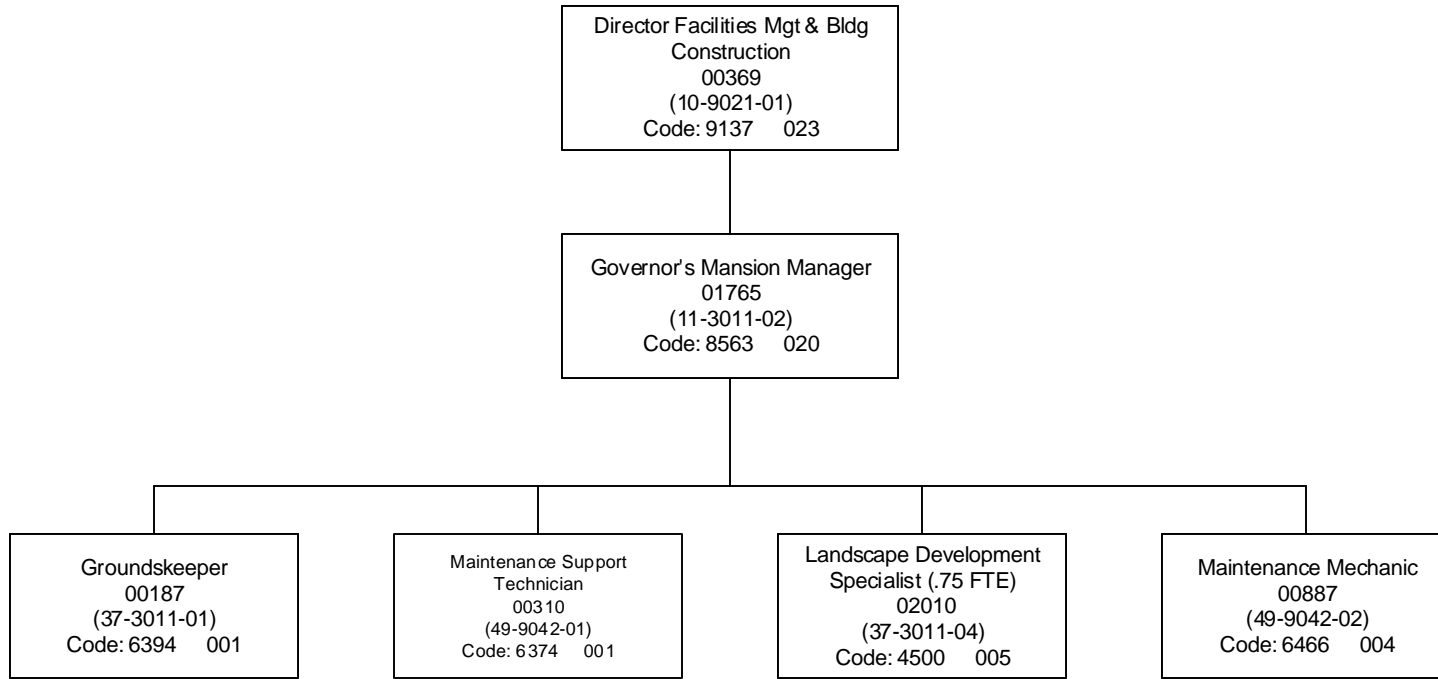


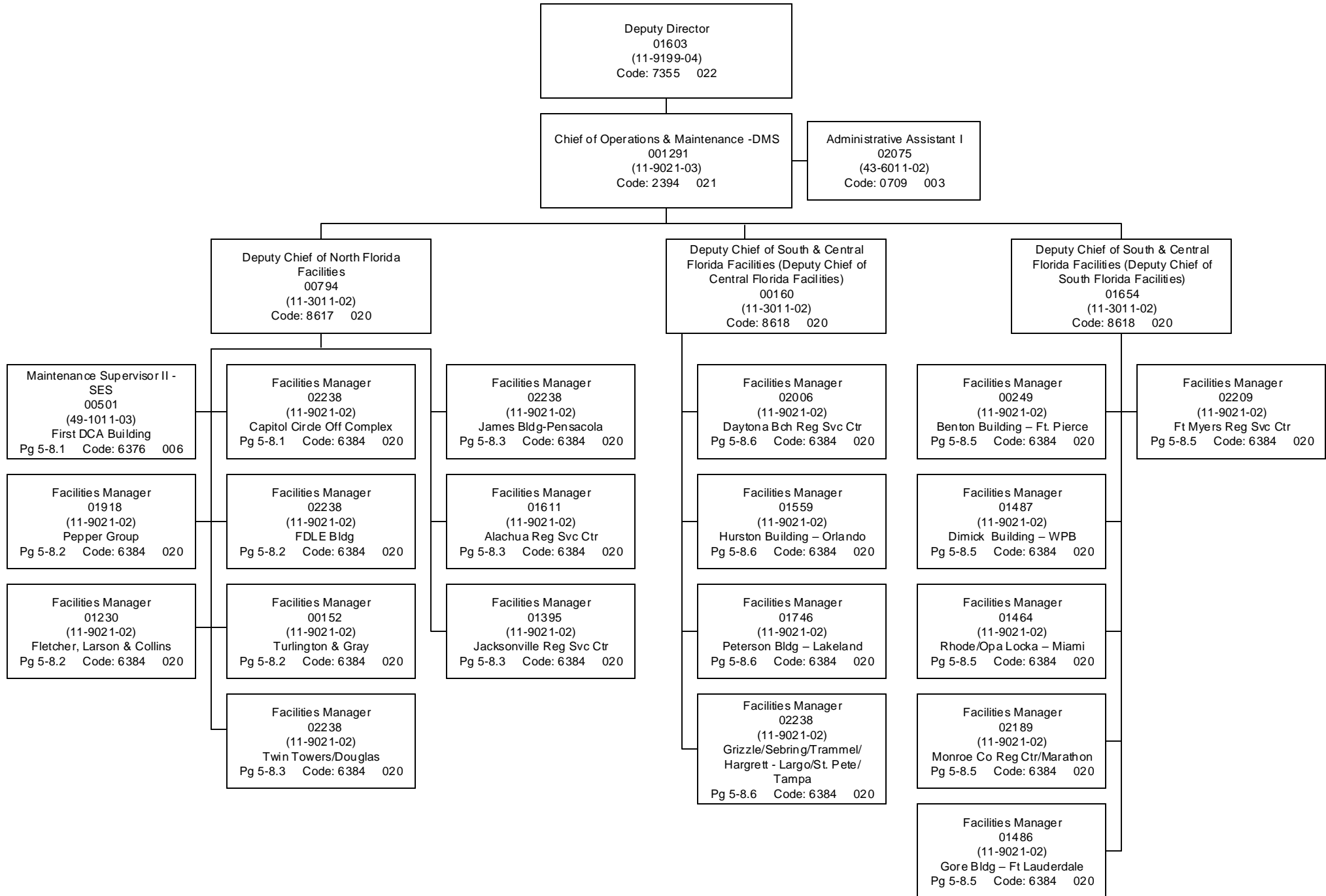


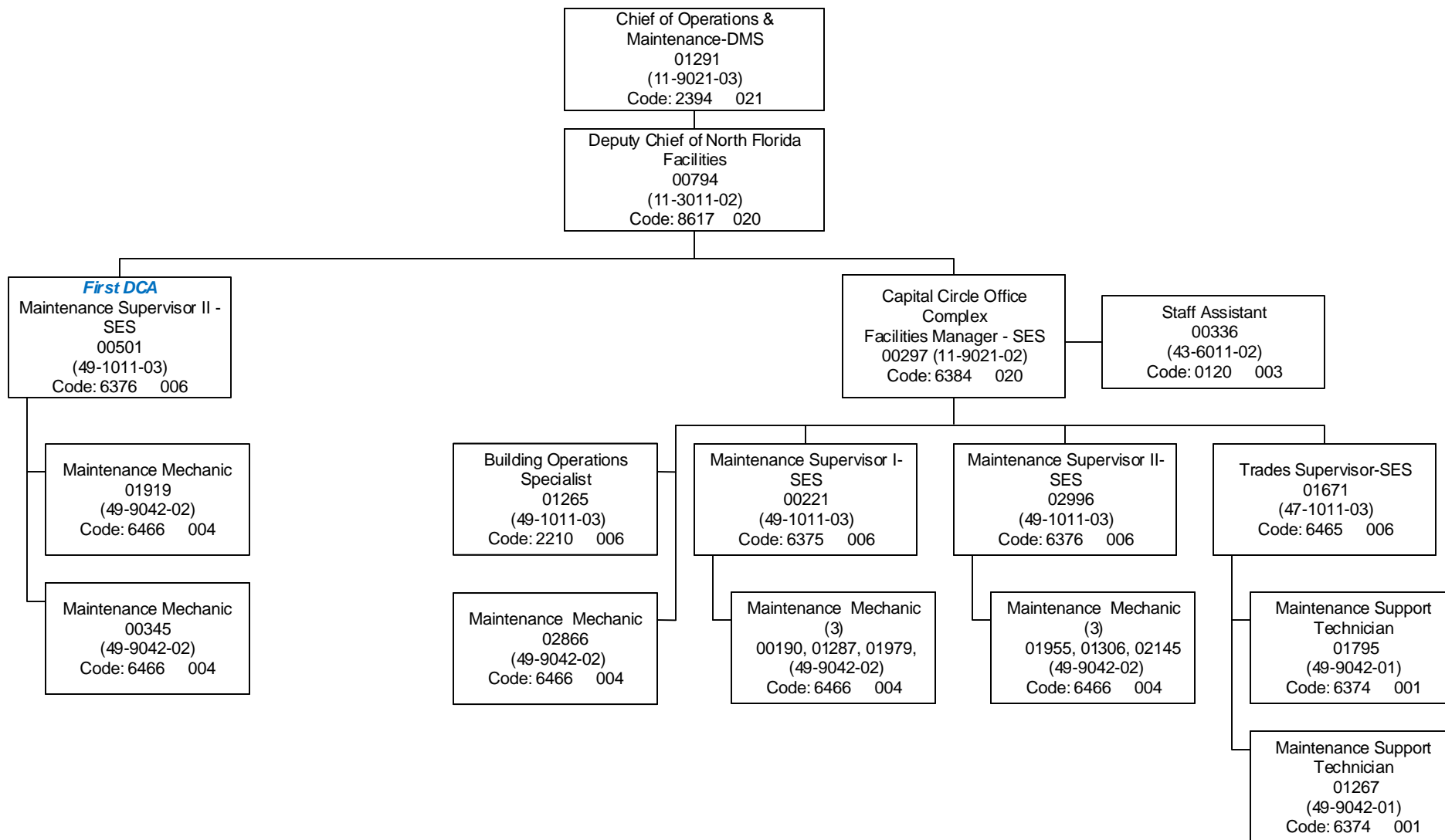


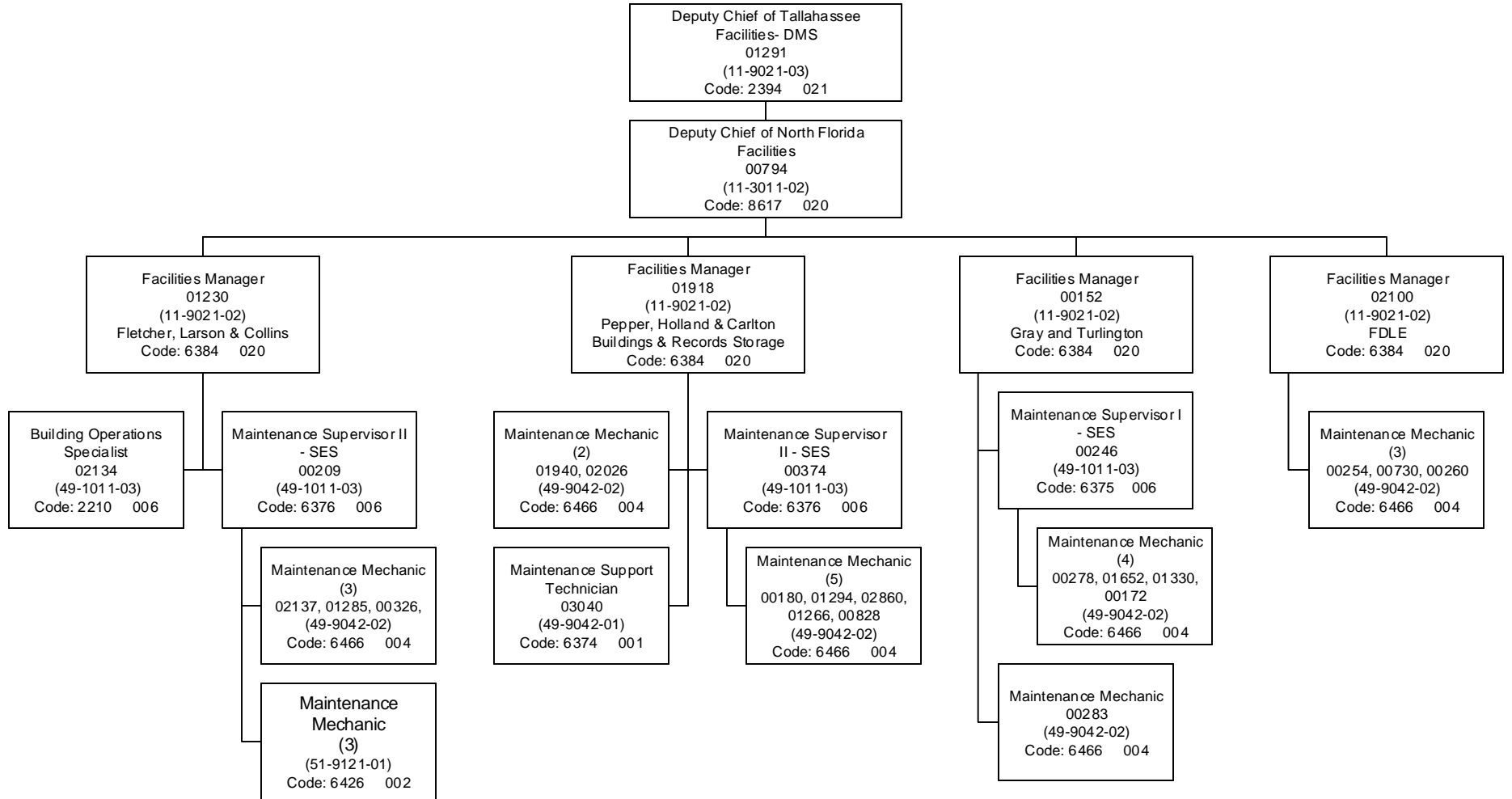












Chief of Operations & Maintenance-DMS
01291
(11-9021-03)
Code: 2394 021

Deputy Chief of North Florida Facilities
00794
(11-3011-02)
Code: 8617 020

Twin Towers
Facilities Manager
01650
(11-9021-02)
Code: 6384 020

James Building - Pensacola
Facilities Manager
01409
(11-9021-02)
Code: 6384 020

Alachua RSC
Facilities Manager
01611
(11-9021-02)
Code: 6384 020

Jacksonville RSC
Facilities Manager
01395
(11-9021-02)
Code: 6384 020

Maintenance Mechanic
(2)
01334, 01960
(49-9042-02)
Code: 6466 004

Douglas/Carr
Maintenance Supervisor II -
SES
01232
(49-1011-03)
Code: 6376 006

Maintenance Mechanic
(2)
01322, 01595
(49-9042-02)
Code: 6466 004

Maintenance Mechanic
01410
(49-9042-02)
Code: 6466 004

Maintenance Support
Technician
01457
(49-9042-01)
Code: 6374 001

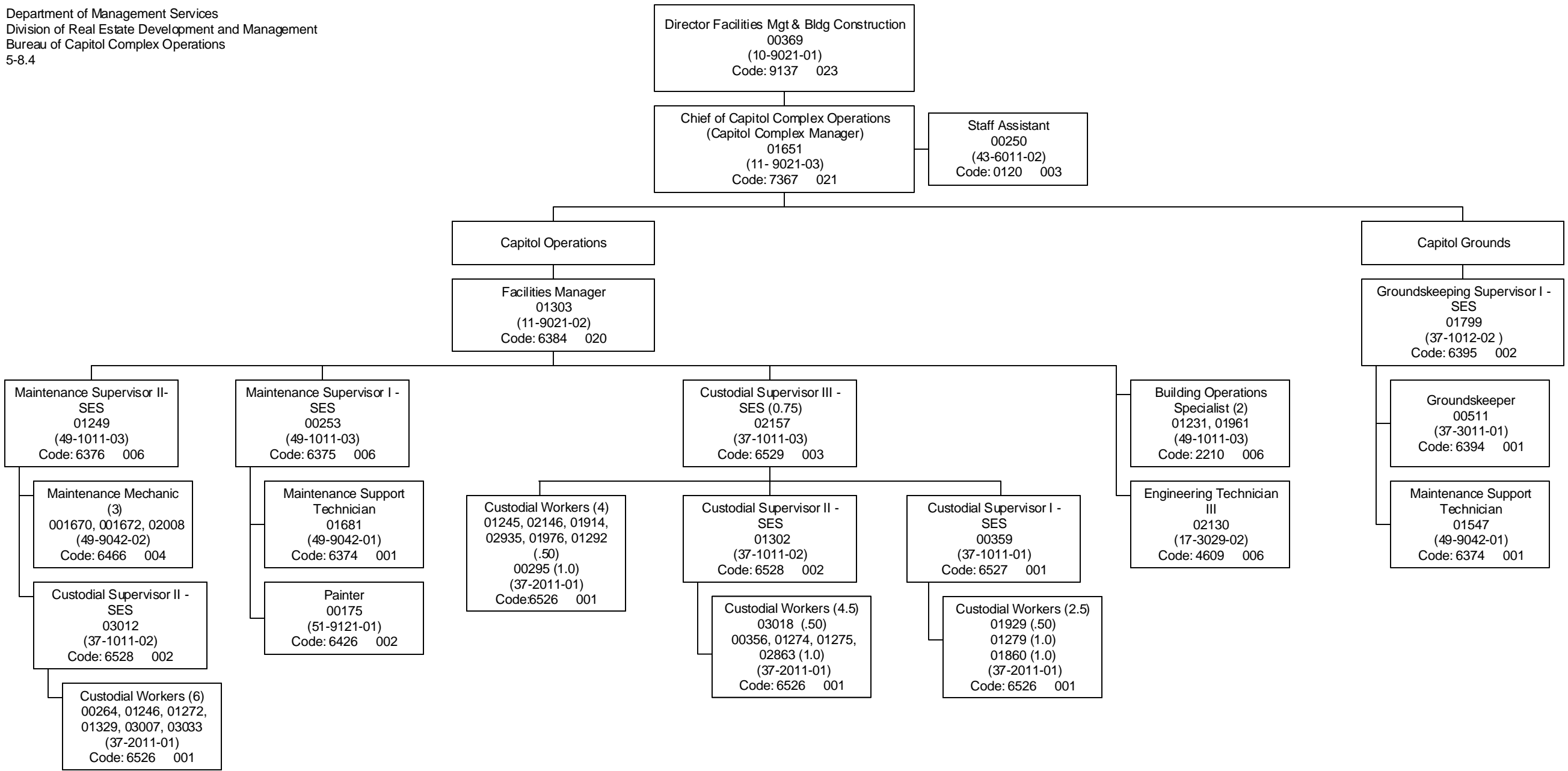
Maintenance Mechanic
02210
(49-9042-02)
Code: 6466 004

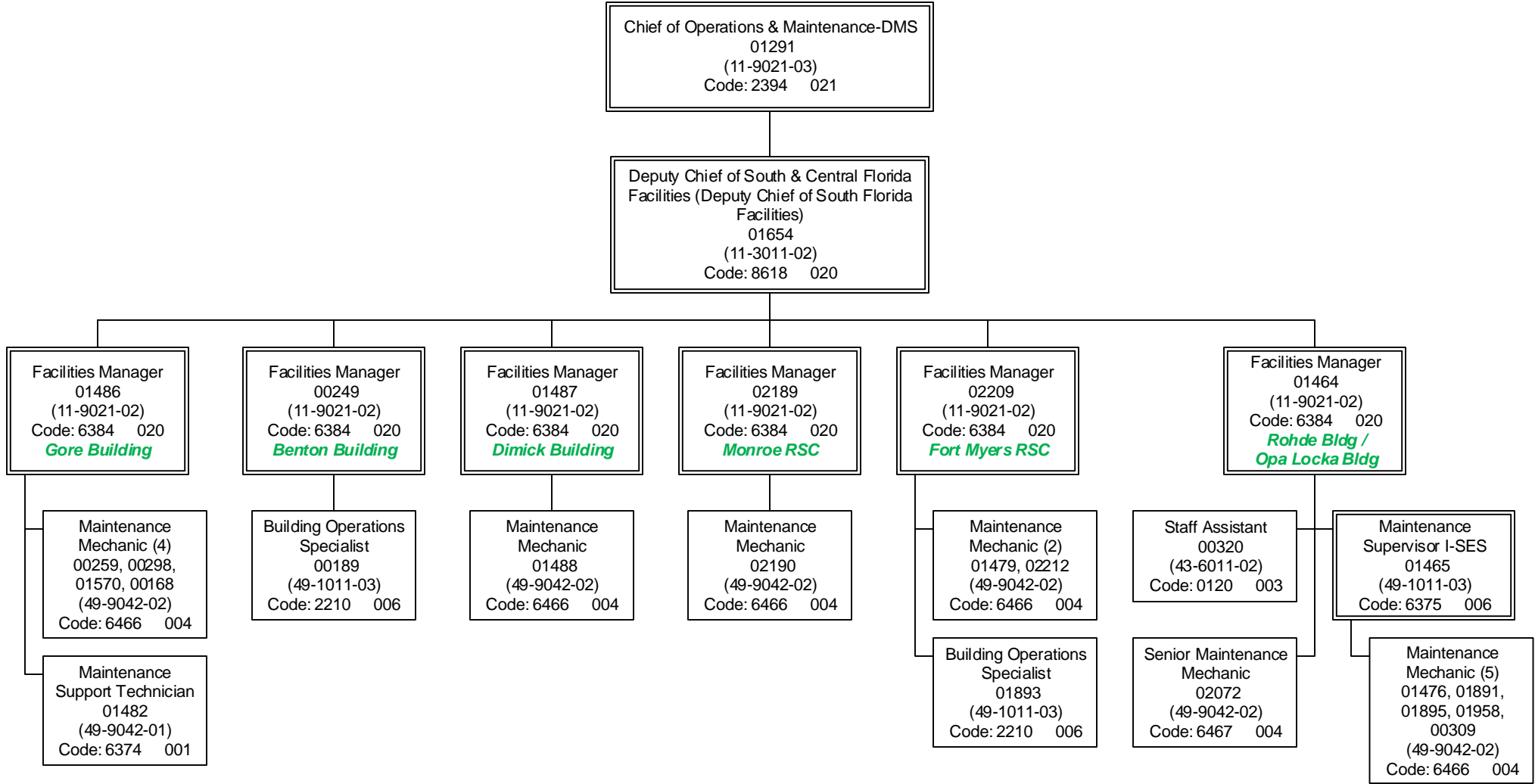
Maintenance Mechanic
01972
(49-9042-02)
Code: 6466 004

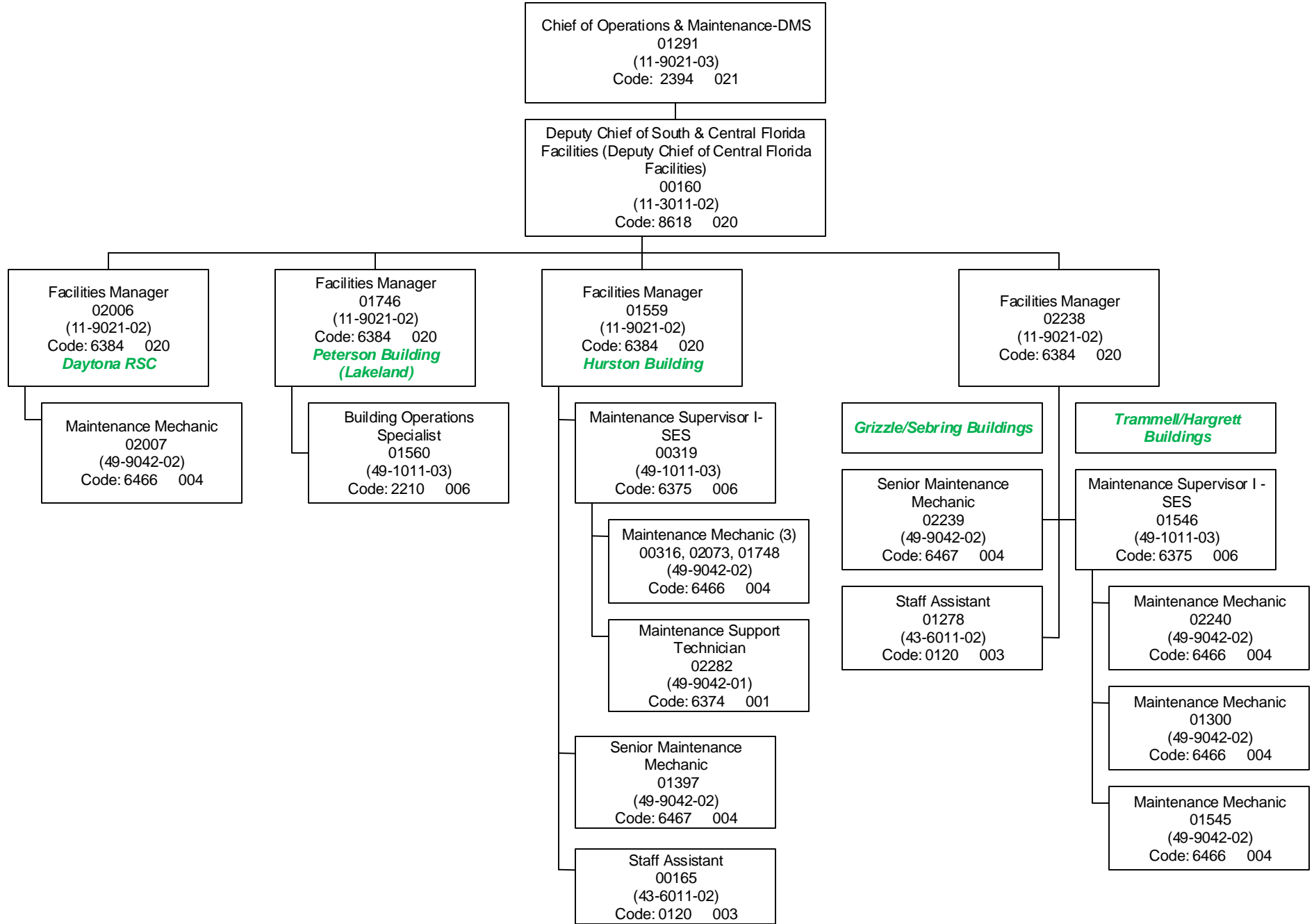
Maintenance Support
Technician (2)
01572, 01653
(49-9042-01)
Code: 6374 001

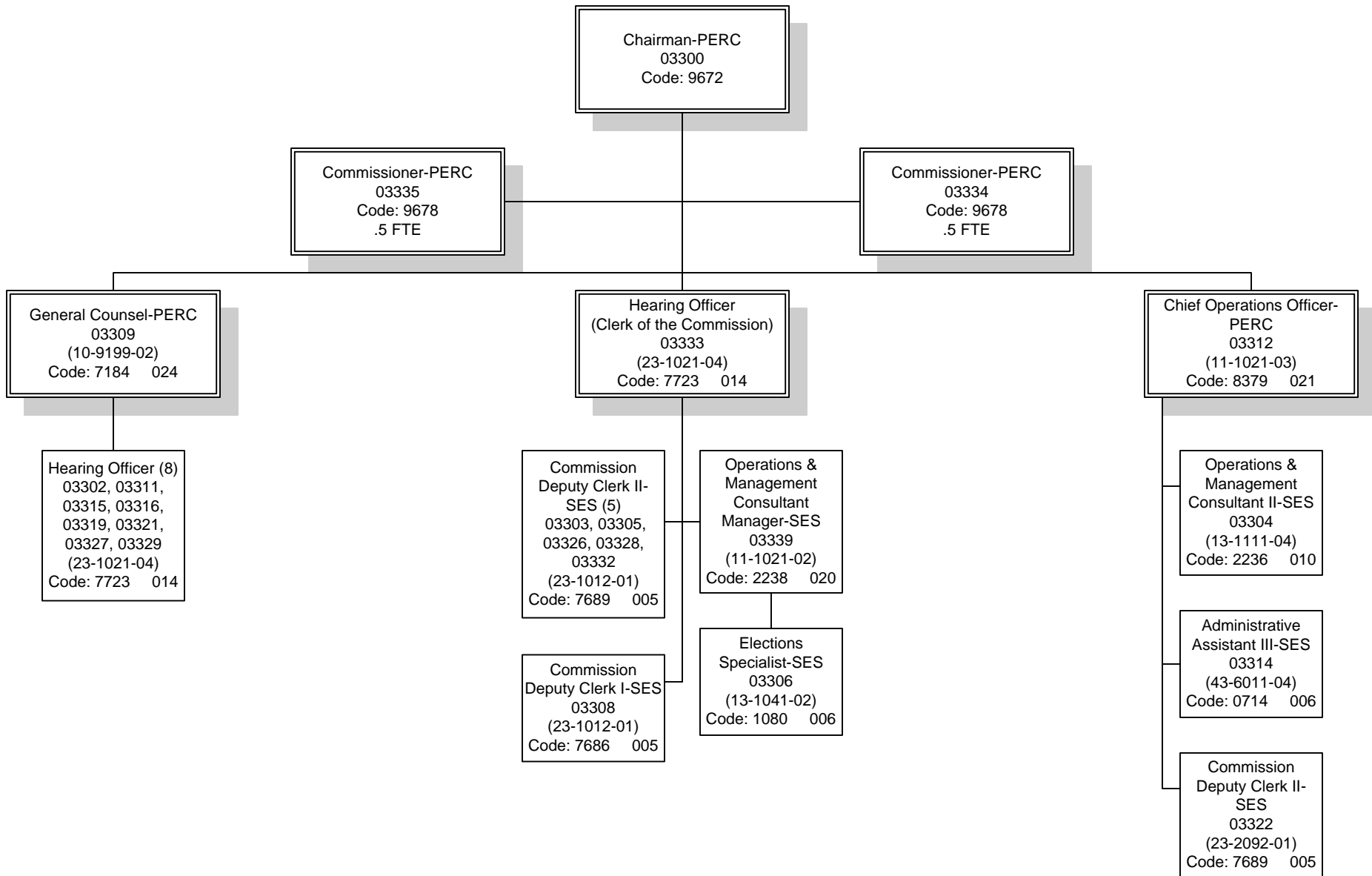
Staff Assistant
00329
(43-6011-02)
Code: 0120 003

Building Operations
Specialist
02009
(49-1011-03)
Code: 2210 006



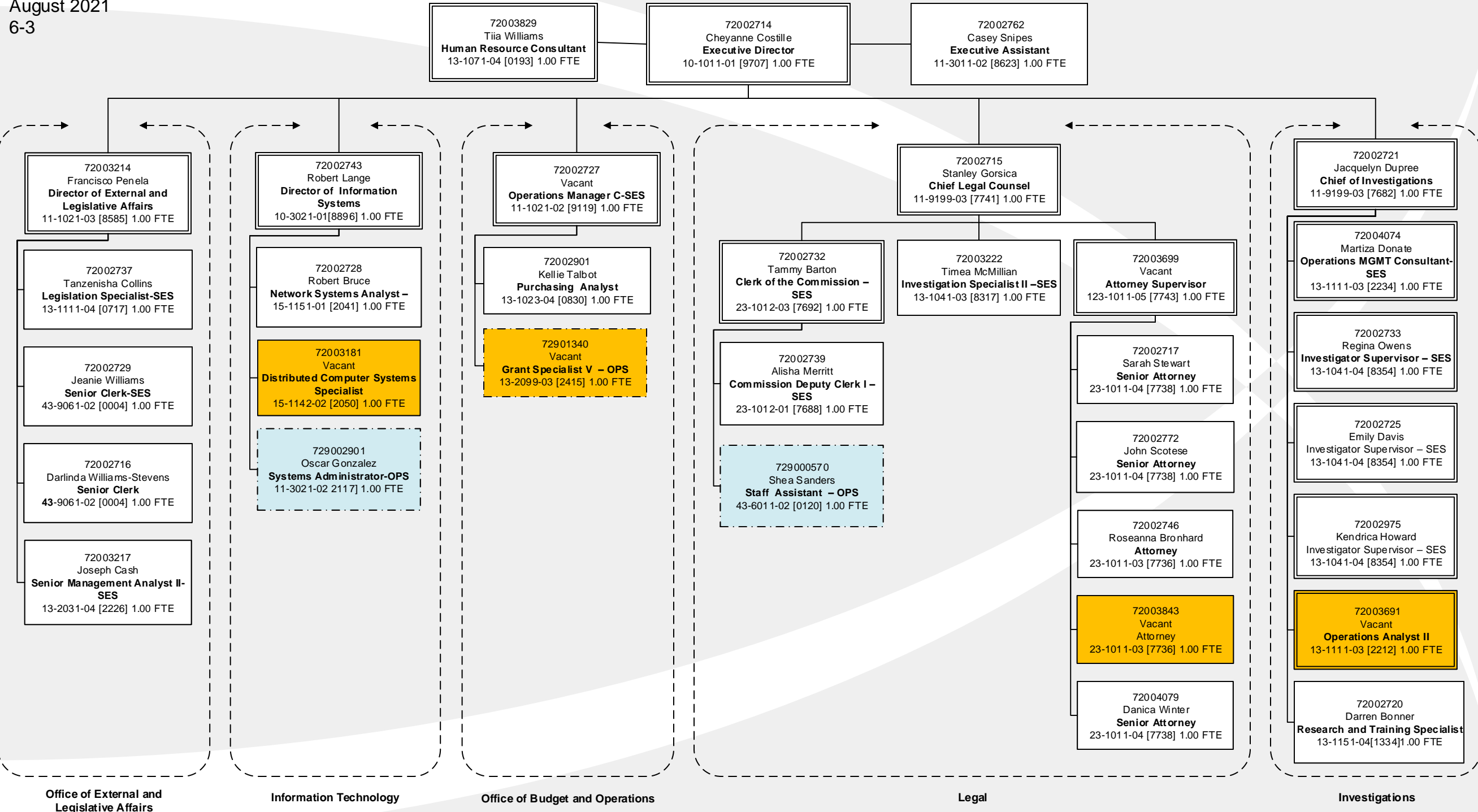






Florida Commission on Human Relations Organizational Structure

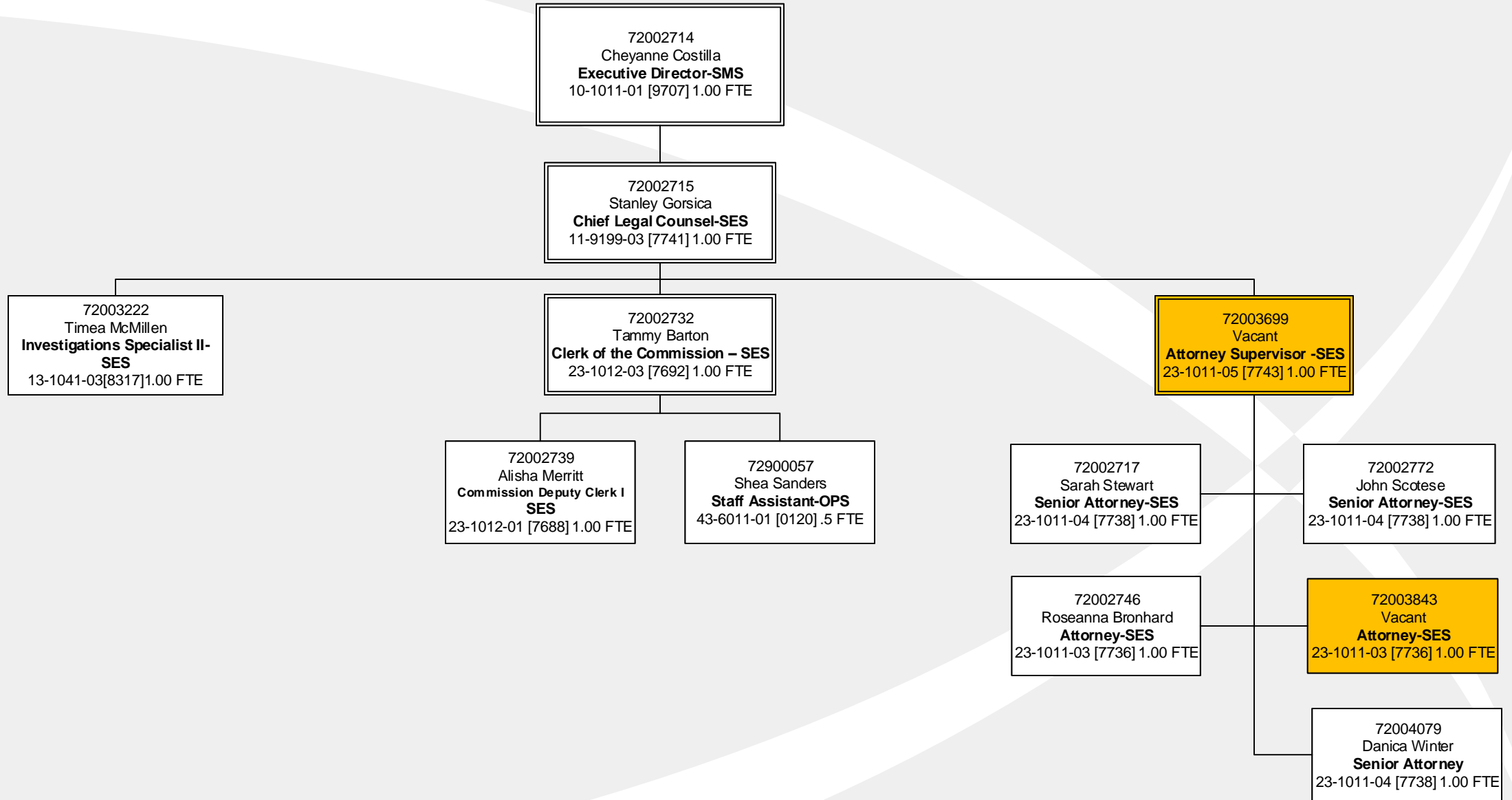
August 2021
6-3



Please note: Positions are Career Service unless otherwise indicated.

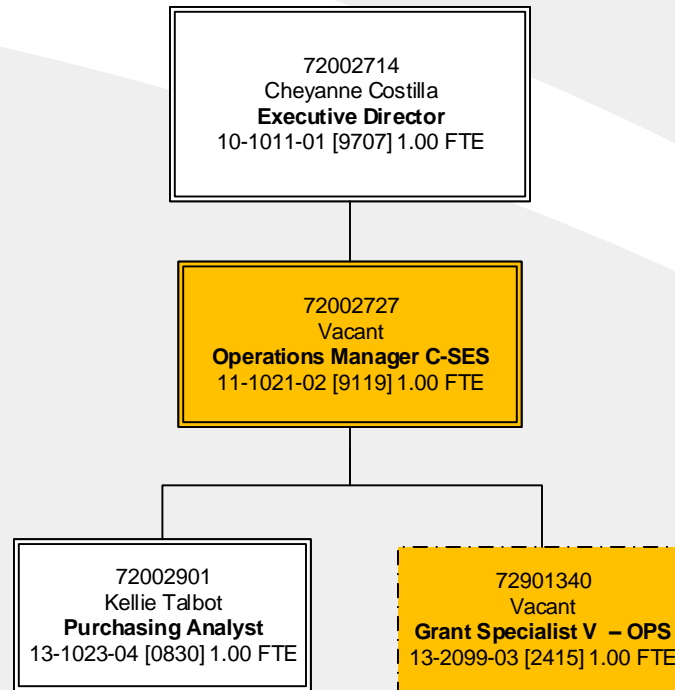
Florida Commission on Human Relations Organizational Structure

August 2021-Legal
6-3.1



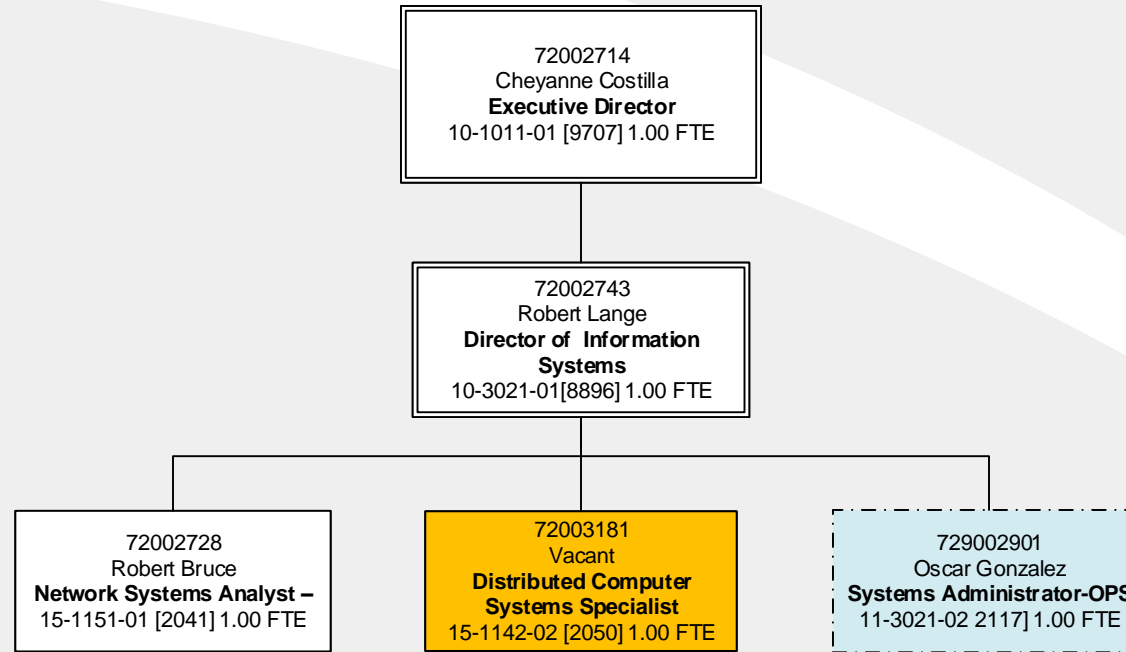
Florida Commission on Human Relations Organizational Structure

August 2021-Budget and Operations
6-3.2



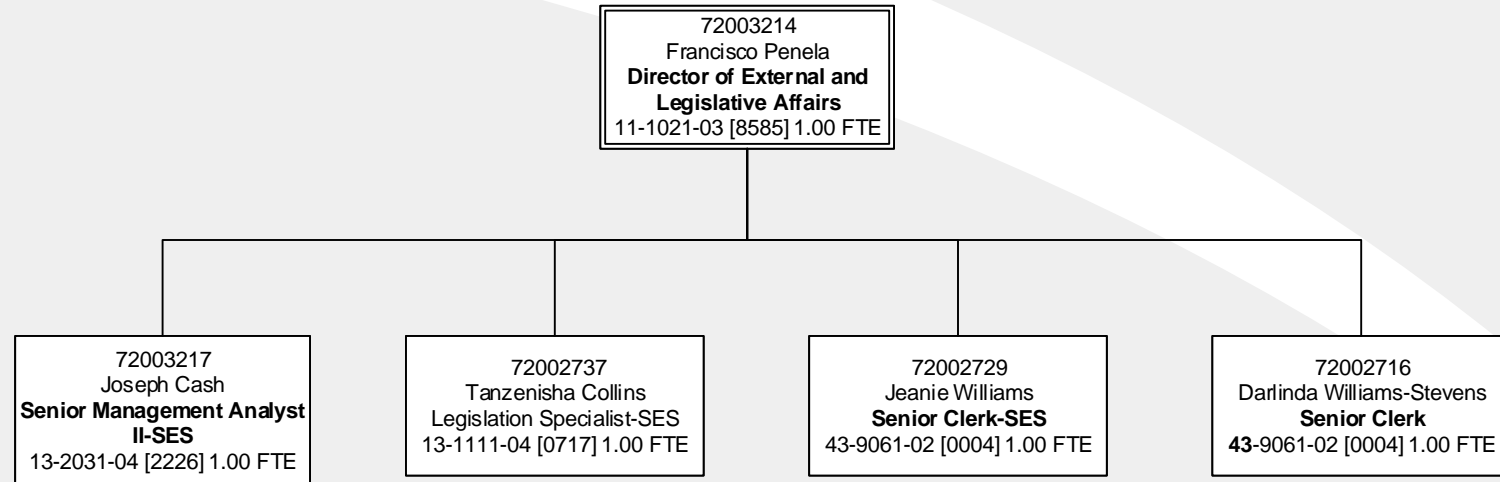
Florida Commission on Human Relations Organizational Structure

August 2021-Information Technology
6-3.3



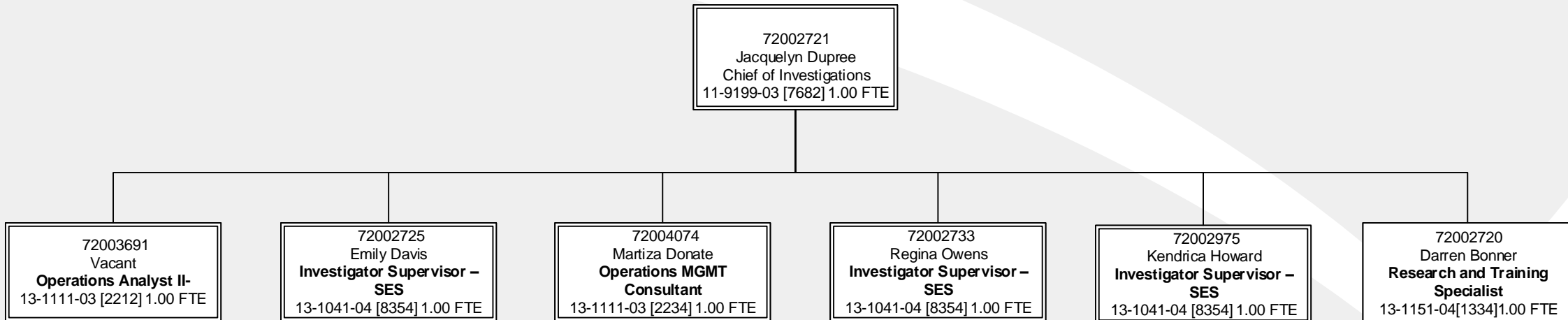
Florida Commission on Human Relations Organizational Structure

August 2021- External and Legislative Affairs
6-3.4



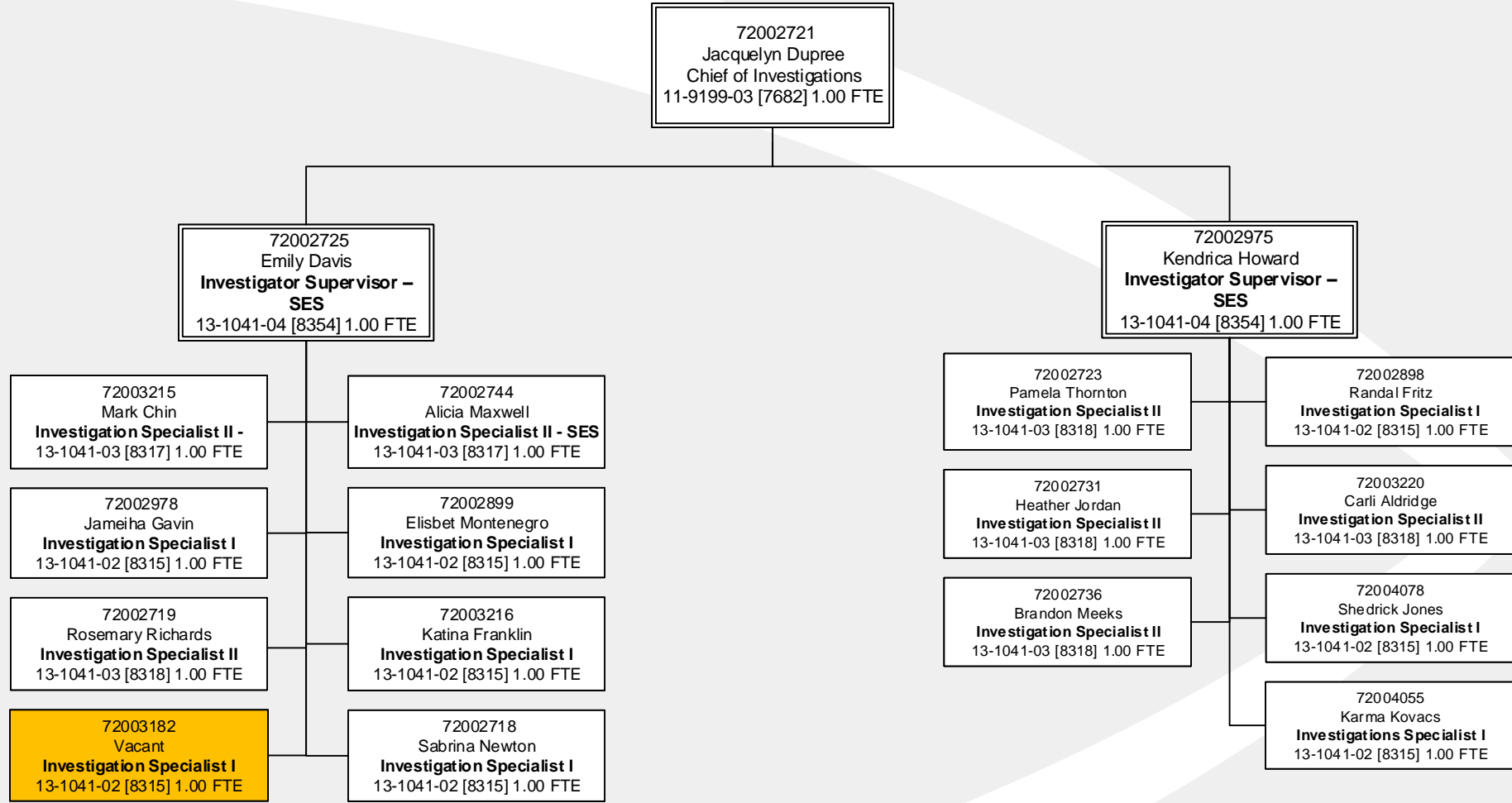
Florida Commission on Human Relations - Investigations

August 2021- Investigations
6-3.5



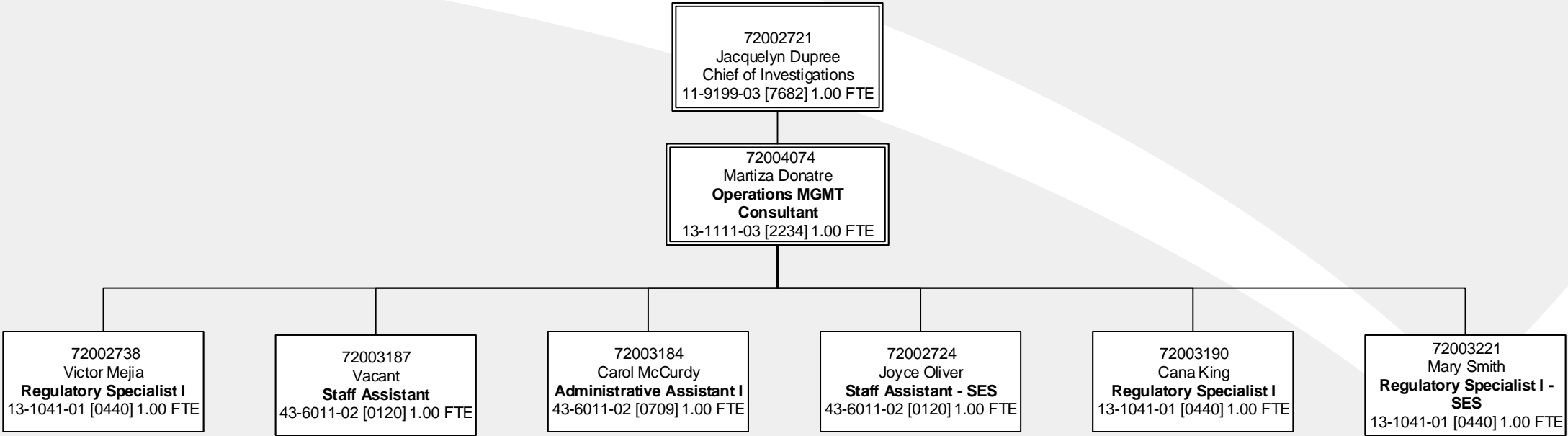
Florida Commission on Human Relations - Investigations

August 2021-Investigations continued
6-3.6



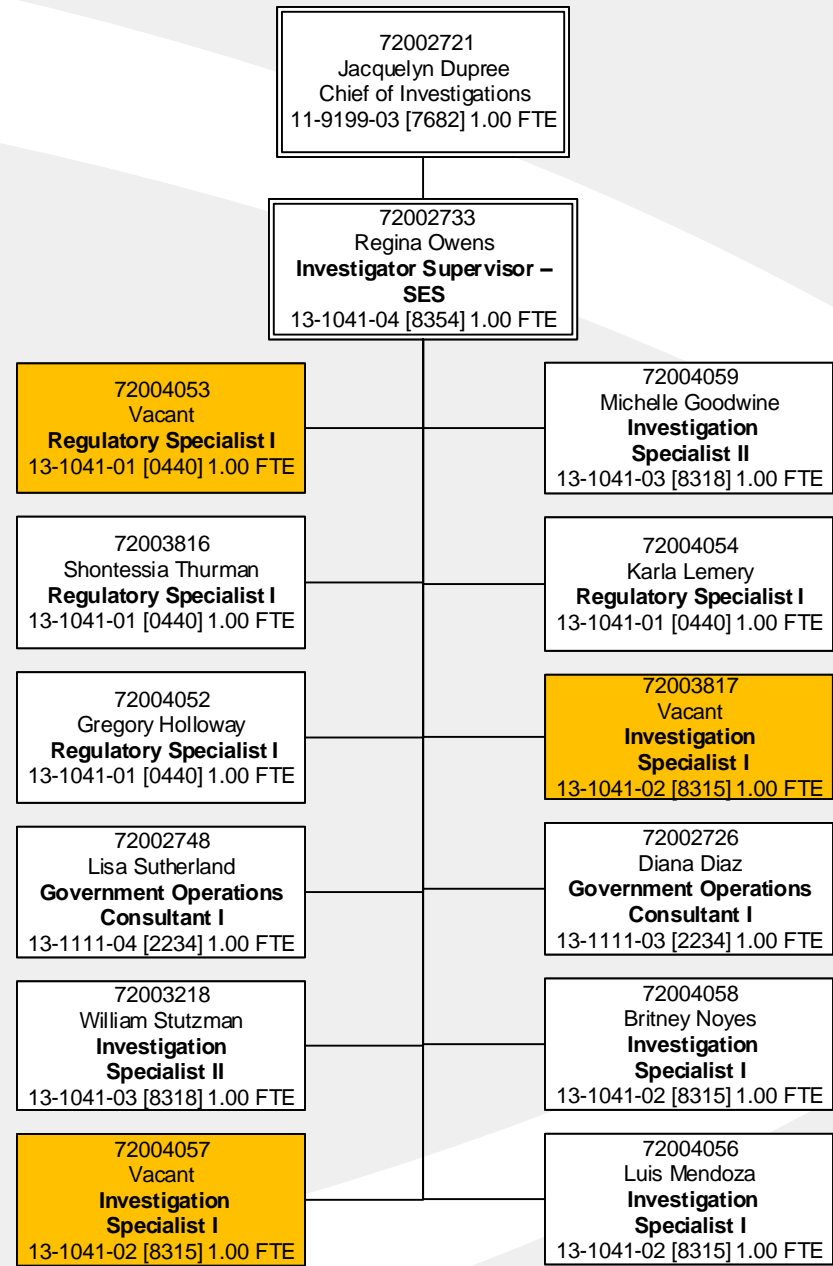
Florida Commission on Human Relations - Investigations

August 2021 - Investigations continued
6-3.7



Florida Commission on Human Relations - Investigations

August 2021-Investigations continued
6-3.8



MANAGEMENT SERVICES, DEPARTMENT OF		FISCAL YEAR 2020-21		
		OPERATING		FIXED CAPITAL OUTLAY
SECTION I: BUDGET				
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			645,140,206	97,987,430
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			61,710,618	11,104,005
FINAL BUDGET FOR AGENCY			706,850,824	109,091,435
SECTION II: ACTIVITIES * MEASURES		Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)
Executive Direction, Administrative Support and Information Technology (2)				108,291,435
Conduct Administrative Hearings And Proceedings * Number of cases closed		5,456	2,532.96	13,819,844
Process Payroll And Benefits For Leased State Employees * Number of employees in state leasing services		1	191,939.00	191,939
Adjudicate And Hear Workers' Compensation Disputes * Number of petitions closed		68,523	464.10	31,801,571
Facilitate Mediation Of Workers' Compensation Disputes * Number of mediations held		19,442	387.11	7,526,276
Operate And Maintain Department Of Management Services' Pool Facilities * Number of maintained square feet (private contract and agency)		7,343,640	8.49	62,328,165
Operate And Maintain Non-pool Facilities * Number of maintained square feet (private contract and agency)		7,343,640	0.13	984,775
Administer Bonding Program And Plan For State Office Space Requirements * Number of net square feet of pool facilities		6,242,157	0.52	3,271,540
Manage Private Sector And State Leases For State Agencies * Number of leases managed		1,459	2,173.46	3,171,082
Special Category: Utility Payments * Utility cost per gross square foot		9,092,184	1.35	12,309,226
Provide Facilities Security * Number of facilities secured		18	69,354.78	1,248,386
Manage Construction Projects * Dollar volume of Fixed Capital Outlay project starts		77,324,642	0.03	2,252,378
Adjudicate And Facilitate Mediation Of Labor And Employment Disputes Through The Public Employees Relations Commission * Number of labor and employment dispositions		1,867	3,014.73	5,628,503
Acquire And Redistribute Federal Surplus Property * Dollar value of donated property		24,748,090	0.03	707,855
Provide New Vehicle And Watercraft Acquisition Support * Number of vehicles and watercraft acquired		1,031	203.03	209,329
Operate And Maintain The Florida Equipment Electronic Tracking (fleet) System * Number of state vehicles tracked		25,177	73.33	1,846,268
Manage State Vehicle And Watercraft Disposal * Number of vehicles and watercraft disposed of		1,842	419.47	772,672
Establish And Administer State Term (master) Contracts And Negotiated Agreements * Dollars expended by State Agencies using the State Term Contracts and Negotiated Agreements		676,888,959	0.03	22,917,419
Provide Minority Access To Contracting Opportunities * Number of businesses certified and registered		1,471	323.66	476,105
Manage And Oversee Minority Business Compliance * Number of businesses reviewed and audited		78	6,103.91	476,105
Provide Human Resource Management Expertise/Consulting * Number of authorized FTE and OPS employees in the State Personnel System.		106,828	31.50	3,365,368
People First Contract Management * N/A		230,000	150.29	34,566,455
Administer The Health Insurance Program * Number of enrollees		175,046	361.35	63,253,378
Administer The Flexible Spending Account Program * Number of enrollees		23,512	2.43	57,021
Administer The Supplemental Insurance Program * Number of enrollees		232,264	5.58	1,296,311
Provide Local Government Pension Plan Oversight * Number of Local Pension Plans Reviewed		168	11,928.38	2,003,967
Administer The Florida Retirement System * Number of FRS members		1,171,839	37.05	43,411,293
Administer The Retiree Health Insurance Subsidy Program * Number of Recipients of the Health Insurance Subsidy		402,566	0.48	193,466
Administer The State University System Optional Retirement Program * Number of participants in the State University System Optional Retirement Program		20,919	29.54	617,999
Contract For The Construction, Operation And Oversight Of Private Prisons * Number of beds occupied		8,951	480.96	4,305,031
Investigate Complaints Of Civil Rights Violations * Number of inquiries/investigations		11,422	1,180.22	13,480,452
TOTAL				338,490,179
SECTION III: RECONCILIATION TO BUDGET				
PASS THROUGHS				
TRANSFER - STATE AGENCIES				300,578,224
AID TO LOCAL GOVERNMENTS				
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS				
OTHER				
REVERSIONS				67,782,483
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)				706,850,886
				108,313,583

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.

SECTION III - PASS THROUGH ACTIVITY ISSUE CODES SELECTED:

TRANSFER-STATE AGENCIES ACTIVITY ISSUE CODES SELECTED:

1-10: ACT0700 ACT1010 ACT1640 ACT8020 ACT8030 ACT8040

11-20:

21-30:

EXCLUDE

AID TO LOCAL GOVERNMENTS ACTIVITY ISSUE CODES SELECTED:

1-8:

AUDIT #1: THE FOLLOWING STATEWIDE ACTIVITIES (ACT0010 THROUGH ACT0490) HAVE AN OUTPUT STANDARD (RECORD TYPE 5) AND SHOULD NOT:

*** NO ACTIVITIES FOUND ***

AUDIT #2: THE FCO ACTIVITY (ACT0210) CONTAINS EXPENDITURES IN AN OPERATING CATEGORY AND SHOULD NOT: (NOTE: THIS ACTIVITY IS ROLLED INTO EXECUTIVE DIRECTION, ADMINISTRATIVE SUPPORT AND INFORMATION TECHNOLOGY)

*** NO OPERATING CATEGORIES FOUND ***

AUDIT #3: THE ACTIVITIES LISTED IN AUDIT #3 DO NOT HAVE AN ASSOCIATED OUTPUT STANDARD. IN ADDITION, THE ACTIVITIES WERE NOT IDENTIFIED AS A TRANSFER-STATE AGENCIES, AS AID TO LOCAL GOVERNMENTS, OR A PAYMENT OF PENSIONS, BENEFITS AND CLAIMS (ACT0430). ACTIVITIES LISTED HERE SHOULD REPRESENT TRANSFERS/PASS THROUGH 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.

*** NO ACTIVITIES FOUND ***

AUDIT #4: TOTALS FROM SECTION I AND SECTIONS II + III:

DEPARTMENT: 72	EXPENDITURES	FCO
FINAL BUDGET FOR AGENCY (SECTION I):	706,850,824	109,091,435
TOTAL BUDGET FOR AGENCY (SECTIONS II + III):	706,850,886	108,313,583
DIFFERENCE:	62-	777,852
(MAY NOT EQUAL DUE TO ROUNDING)	=====	=====



SCHEDULE XII

This Form Is Not Applicable

SCHEDULE XIII
PROPOSED CONSOLIDATED FINANCING OF DEFERRED-PAYMENT
COMMODITY CONTRACTS
This Form Is Not Applicable

Contact Information
Agency: Department of Management Services
Name: Morgan Helton
Phone: (850) 487-0364
E-mail address: Morgan.Helton@dms.fl.gov

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

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

1. Commodities proposed for purchase.
N/A
2. Describe and justify the need for the deferred-payment commodity contract including guaranteed energy performance savings contracts.
N/A
3. Summary of one-time payment versus financing analysis including a summary amortization schedule for the financing by fiscal year (amortization schedule and analysis detail may be attached separately).
N/A
4. Identify base budget proposed for payment of contract and/or issue code and title of budget request if increased authority is required for payment of the contract.
N/A

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

Agency: Department of Management Services

Contact: Morgan Helton

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 2021 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 2022-2023 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 2022-2023 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a	#10 - Non-Florida Retirement System Pensions and Benefits - GR	B	0.1	0.1
b	#40 - Other General Government Priorities - GR	B	2.9	2.8
c	#41 - State Building Pool - General Repairs and Maintenance - GR	B	33.7	0.0
d	#41 - State Building Pool - General Repairs and Maintenance - TF	B	16.4	5.6
e	#43 - Maintenance, Repairs, and Capital Improvements - Statewide Buildings - Critical - GR	B	4.6	11.9
f	#43 - Maintenance, Repairs, and Capital Improvements - Statewide Buildings - Critical - TF	B	0.0	11.5

- 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.

Other General Government Priorities in the Legislative Budget Request is based on \$2,800,768 (General Revenue funding) for the Statewide Law Enforcement Radio System, Florida Interoperability Network and Mutual Aid Channels. General Repairs and Maintenance in the Legislative Budget Request is based on \$5,602,000 (Supervision Trust Fund) for the Florida Facilities Pool buildings. Maintenance, Repairs, and Capital Improvements in the Legislative Budget Request is based on \$11,898,000 (General Revenue Funding) for Life Safety upgrades such as fire systems, and \$11,525,500 (Supervision Trust Fund) to address ADA upgrades.

* R/B = Revenue or Budget Driver

**SCHEDULE XV:
CONTRACT INFORMATION FOR EACH CONTRACT IN WHICH THE
CONSIDERATION TO BE PAID TO THE AGENCY IS A PERCENTAGE OF
THE VENDOR REVENUE AND IN EXCESS OF \$10 MILLION**

This Form Is Not Applicable

Contact Information
Agency: Department of Management Services
Name: Morgan Helton
Phone: (850) 487-0364
E-mail address: Morgan.Helton@dms.fl.gov

1. Vendor Name		
N/A		
2. Brief description of services provided by the vendor.		
N/A		
3. Contract terms and years remaining.		
N/A		
4. Amount of revenue generated		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
N/A	N/A	N/A
5. Amount of revenue remitted		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
N/A	N/A	N/A
6. Value of capital improvement		
N/A		
7. Remaining amount of capital improvement		
N/A		
8. Amount of state appropriations		
Prior Fiscal Year	Current Fiscal Year	Next Fiscal Year (Request Year)
N/A	N/A	N/A



EXHIBITS OR SCHEDULES

Executive Direction and Support Services



SCHEDULE I SERIES

Executive Direction and Support Services

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** **2022- 23**
Program: 72010100 Executive Direction
Fund: 2021 Administrative Trust

Specific Authority: FLORIDA STATUTE 215.32(1)2
Purpose of Fees Collected: Assessment fees are charged to operating divisions/programs within the Department to recover costs for departmental administrative services.

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.)

SECTION I - FEE COLLECTION

ACTUAL ESTIMATED REQUEST
FY 2020 - 21 FY 2021 - 22 FY 2022 - 23

Receipts:

Investment Income (000502) 8% Serv Charge Applies	58,815.00	109,432.00	109,432.00
Refunds (001800)	2,134.00	2,000.00	2,000.00
Reimbursements (001801)	293,031.00	295,000.00	295,000.00
Fees/Sale of Services Outside State Government (00	483.00	204.00	204.00
Restitution (001204)	700.00	700.00	700.00
Prior Year Warrant Cancellations (003700)	-	401.00	401.00
72010300-2021	1,004.00	-	-
72400100-2696	3,022,797.00	2,907,782.00	2,907,782.00
72400200-2033	83,486.00	91,386.00	91,386.00
72600200-2699	79,075.00	62,873.00	62,873.00
72600300-2510	84,144.00	89,392.00	89,392.00
72600400-2510	500,100.00	471,122.00	471,122.00
72600500-2510	53,051.00	56,914.00	56,914.00
72600800-1000	108,382.00	142,821.00	142,821.00
72750200-2570	160,911.00	44,356.00	44,356.00
72750200-2667	3,184.00	2,819.00	2,819.00
72750200-2668	433,946.00	564,360.00	564,360.00
72750200-2671	2,745.00	1,766.00	1,766.00
72750300-2309	1,290,545.00	1,371,319.00	1,371,319.00
72750400-2678	124,392.00	134,330.00	134,330.00
72750500-2678	299,251.00	312,079.00	312,079.00
72900100-2105	836,998.00	719,327.00	719,327.00
72900100-2344	788,113.00	879,313.00	879,313.00
72900200-2432	279,305.00	290,515.00	290,515.00
72900600-2792	708,518.00	861,822.00	861,822.00

72900700-2792	-	281,118.00	281,118.00
72920100-1000	31,939.00	27,328.00	27,328.00
72920100-2558	36,091.00	27,373.00	27,373.00
72950100-2261	120,051.00	242,855.00	242,855.00
Transfer for Legal Services - 72900100 - 2105			
Transfer of Federal Funds 001510-Hurricane Michael	318,669.00	730,600.00	693,923.00
Total Fee Collection to Line (A) - Section III	9,721,860.00	10,721,307.00	10,684,630.00

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits 010000	7,354,770.00	9,169,592.00	9,902,872.00
Other Personal Services 030000	222,618.00	347,397.00	347,397.00
Expenses 040000	701,989.00	746,296.00	1,057,907.00
Operating Capital Outlay 060000	3,790.00	-	-
Transfer to Admin Hearing 100565	-	56,244.00	56,244.00
Contracted Services 100777	142,441.00	208,112.00	208,112.00
Flair Integration 100781	-	-	352,560.00
Mail Services 101089	25,739.00	50,004.00	50,004.00
Risk Management Insurance 103241	32,448.00	21,092.00	21,092.00
Contracted Legal Services 103884 \$891K	889,702.00	891,000.00	891,000.00
Lease/Purchase Equipment 105281	20,605.00	22,427.00	22,427.00
HR Statewide Contract 107040	30,454.00	29,378.00	31,820.00
DP Services Assessment - DMS 210004	196,504.00	217,126.00	217,126.00
Indirect Costs Charged to Trust Fund	-		
Total Full Costs to Line (B) - Section III	9,621,060.00	11,758,668.00	13,158,561.00

Basis Used:

Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	9,721,860	10,721,307	10,684,630
TOTAL SECTION II	(B)	9,621,060	11,758,668	13,158,561
TOTAL - Surplus/Deficit	(C)	100,800	(1,037,361)	(2,473,931)

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward. (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Management Services
Budget Entity:	Administrative Trust Fund
LAS/PBS Fund Number:	Executive Direction 72010100
	2021

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,431,984.00	(A)		1,431,984.00
ADD: Other Cash (See Instructions)	-	(B)		-
ADD: Investments	2,629,456.00	(C)		2,629,456.00
ADD: Outstanding Accounts Receivable	3,243.00	(D)		3,243.00
ADD: Transfer in From 72010300 2021		(E)		-
Total Cash plus Accounts Receivable	4,064,683.00	(F)	-	4,064,683.00
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	181,478.00	(H)		181,478.00
Approved "B" Certified Forwards	510,648.00	(H)		510,648.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	729.00	(I)		729.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	3,371,828.00	(K)	-	3,371,828.00 **

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: 2022 - 2023
Trust Fund Title:	Management Services
LAS/PBS Fund Number:	Administrative Trust Fund
	2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	3,881,166.00 (A)
--	------------------

Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00 (B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # B7200001 - GR Service Charge 4th quarter payable	(C)
	(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(510,648.00) (D)
Approved FCO Certified Forward per LAS/PBS	(D)
A/P not C/F-Operating Categories	(312.00) (D)
Compensated Absences	1,622.00 (D)
Adjustment to Trial Balance	(D)
Transfer in from 72010300 2021	(D)

ADJUSTED BEGINNING TRIAL BALANCE:	3,371,828.00 (E)
--	------------------

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	3,371,828.00 (F)
--	------------------

DIFFERENCE:	0.00 (G)*
--------------------	-----------

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2021 - 22
Program: 72010100 Executive Direction/Support Services
Fund: 2510 Operating Trust Fund

Specific Authority: Section 215.32, Florida Statutes

Purpose of Fees Collected: _____

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 2020 - 21	FY 2021 - 22	FY 2022 - 23

<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section III	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Personal Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating Capital Outlay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contracted Services	<input type="text" value="50,000"/>	<input type="text" value="50,000"/>	<input type="text" value="50,000"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs Charged to Trust Fund	<input type="text" value="(50,000)"/>	<input type="text" value="(50,000)"/>	<input type="text" value="(50,000)"/>
Total Full Costs to Line (B) - Section III	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
TOTAL SECTION II	(B)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
TOTAL - Surplus/Deficit	(C)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022-2023
Trust Fund Title:	Management Services
Budget Entity:	Operating Trust
LAS/PBS Fund Number:	Executive Direction and Administration 72010100
	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(150,000.00)	(A)		(150,000.00)
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Transfer in from 72600400 2510	150,000.00	(E)		150,000.00
Total Cash plus Accounts Receivable	-	(F)	-	-
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	-	(K)	-	-

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: 2022-2023

Department Title:

Management Services

Trust Fund Title:

Operating Trust

LAS/PBS Fund Number:

2510-Executive Direction and Administration

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

(A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(D)

Approved FCO Certified Forward per LAS/PBS

(D)

A/P not C/F-Operating Categories

(D)

Transfer in from 72600400 2510

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(F)

DIFFERENCE:

(G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022 - 2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Executive Direction and Support Services

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
IA 2020-036 Audit of Cybersecurity with a Focus on Malware Issued: May 2020	6/30/2020	Office of Information Technology Also see Florida Digital Service	<p>Note: This confidential report resulted in nine recommendations, which are being addressed by the Department.</p>		
AG Report No. 2021-112 Selected Administrative Activities and Prior Audit Follow-Up Issued: January 2021	6/30/2021	Finance and Administration	<p>Finding No. 1: Department controls for the administration of the requirements of the Florida Single Audit Act need improvement.</p> <p>Recommendation: We recommend that Department management establish policies and procedures for administering the requirements of the FSAA, including policies and procedures for identifying non-State entities required to submit an FRP, tracking the receipt and review of FRPs, and determining whether timely and appropriate corrective action was taken for applicable audit findings and recommendations. We also recommend that Department management strengthen controls to ensure that SFA is appropriately recorded in Department records.</p>	<p>Planned Corrective Action: DMS, Bureau of Financial Management Services (FMS) has developed a Single Audit Policy to define the roles and responsibilities of compliance with Single Audits under 2 CFR 200 and section 215.97, F.S. The policy is currently routing for approval. Upon approval, FMS will implement the policy and begin tracking compliance through SharePoint.</p>	

<p>AG Report No. 2021-112</p> <p>Selected Administrative Activities and Prior Audit Follow-Up</p> <p>Issued: January 2021</p>	<p>6/30/2021</p>	<p>Human Resources</p>	<p>Finding 2: Department security administrators did not always receive periodic background screenings in accordance with Department policies and procedures.</p> <p>Recommendation: We recommend that Department management ensure that all employees in positions of special trust receive periodic level 2 background screenings in accordance with Department policies and procedures.</p>	<p>Planned Corrective Action: DMS Office of Human Resources has begun to run a monthly report identifying which employees are nearing their five-year Level 2 periodic background screening due date. HR Liaisons within each division are in the process of being trained on how to maintain this field within People First. As of June 1, 2021, all employees who had missed their five-year Level 2 background screening have been notified and completed or scheduled their screening.</p>	
<p>AG Report No. 2021-112</p> <p>Selected Administrative Activities and Prior Audit Follow-Up</p> <p>Issued: January 2021</p>			<p>Finding 3: Department controls over employee access to the Florida Accounting Information Resource Subsystem need improvement to reduce the risk of unauthorized disclosure, modification, or destruction of Department data.</p> <p>Recommendation: We recommend that Department management restrict user access privileges to FLAIR to promote an appropriate separation of duties and require that, where incompatible access privileges are necessary, compensating controls are established and documented. Department management should also ensure that FLAIR access privileges are removed immediately upon an employee's separation from Department employment.</p>	<p>Planned Corrective Action: DMS has begun using Cherwell for new hires and separations. DMS, Bureau of Financial Management Services (FMS) is included in the process flow and any employee separations are sent to FMS to remove from FLAIR. FMS is also reviewing the FLAIR access each quarter to ensure anyone that should no longer have access is removed timely and reviewing access privileges to ensure the access aligns with current roles and responsibilities. If the access is in question, FMS will contact the employee or the employee's supervisor to obtain more information prior to removing or limiting access.</p> <p>Further, as a back-up system, every day (including weekends and holidays) a system generated "Daily Employee Action Report" is created and emailed to the email group "DMS Employee Actions."</p>	

				<p>This group contains almost all members of DMS' Bureau of Human Resources; several members from DMS' Bureau of Budget and Planning including the chief; budget liaisons within divisions; several members from DMS' Bureau of Financial Management Services including the two system administrators that add and remove access to FLAIR; several members from DMS' Bureau of Departmental Purchasing including the administrator that removes access to P-Cards; and STMS Administration email. The report contained with this email includes employment actions for new hires, transfers within the agency, and separations from the agency. This report is cumulative and currently has information from July 2020 to the date it was generated. The report identifies if the employee or former employee had or has MFMP, P-Card, and FLAIR access.</p> <p>Regarding incompatible duties, DMS' Bureau of Financial Management Services (FMS) updated most employees deemed to have incapable duties by the Florida Auditor General to have inquiry only access in March 2020. However, FMS has identified some individuals as system access control users and having access to both areas are crucial for their duties. In the rare instance that the staff member has dual access and is not a system access control user, the staff member's duties are limited to certain functions. In a small accounting office such as FMS, cross functionality is crucial when staff time is limited. The FMS system of internal control governs what they can do with their access and ensures the integrity of their functionality.</p>	
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<p>AG Report No. 2021-112</p> <p>Selected Administrative Activities and Prior Audit Follow-Up</p> <p>Issued: January 2021</p>	<p>6/30/2021</p>	<p>Departmental Purchasing</p> <p>Also see REDM</p>	<p>Finding 4: Department controls continue to need enhancement to ensure that contract managers document that they are independent of, and have no conflicts of interest related to, the contracts they are responsible for managing.</p> <p>Recommendation: We recommend that Department management enhance policies and procedures to ensure that all personnel responsible for managing contracts are subject to Department conflict of interest policies and procedures and that all contract managers complete conflict of interest statements evidencing that they are independent of, and have no conflicts of interest related to, the contracts they are responsible for managing.</p>	<p>Planned Corrective Action: No Conflict of Interest forms have been completed and filed for all contractual services contracts managed by the Division of Real Estate Development and Management (REDM). As of April 2019, the Contract Administrators completed No Conflict of Interest forms for all active construction contracts, both stand-alone and continuing services contracts, and continue to complete new forms as new contracts are executed.</p> <p>After further review of the audit finding, REDM will expand the use of the No Conflict of Interest form to include the Project Managers for construction contracts. REDM will address this change with staff prior to July 1, 2021 and will start the enhanced process on July 1, 2021.</p> <p>This procedure change will be included in the Policies and Procedures being developed for the Contract Managers, Contract Administrators, and Project Managers to ensure all contract management activities are conducted in an independent and impartial manner.</p>	
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<p>AG Report No. 2021-112</p> <p>Selected Administrative Activities and Prior Audit Follow-Up</p> <p>Issued: January 2021</p>	<p>6/30/2021</p>	<p>Finance and Administration</p>	<p>Finding 5: As similarly noted in our report No. 2017-214, the Department did not always timely cancel purchasing cards upon a cardholder's separation from Department employment.</p> <p>Recommendation: We again recommend that Department management strengthen procedures to ensure that purchasing cards are promptly canceled upon a cardholder's separation from Department employment.</p>	<p>Planned Corrective Action:</p> <p>The P-Card termination process is proceeding as outlined in the response. An automated system, Cherwell, is utilized to capture and monitor the workflow of employee separation. The additional safeguard of OHR reporting to Departmental Purchasing on separations has also been put into place.</p> <p>Further, as a back-up system, every day (including weekends and holidays) a system generated "Daily Employee Action Report" is created and emailed to the email group "DMS Employee Actions." This group contains almost all members of DMS' Bureau of Human Resources; several members from DMS' Bureau of Budget and Planning including the chief; budget liaisons within divisions; several members from DMS' Bureau of Financial Management Services including the two system administrators that add and remove access to FLAIR; several members from DMS' Bureau of Departmental Purchasing including the administrator that removes access to P-Cards; and STMS Administration email.</p> <p>The report contained with this email includes employment actions for new hires, transfers within the agency, and separations from the agency. This report is cumulative and currently has information from July 2020 to the date it was generated. The report identifies if the employee or former employee had or has MFMP, P-Card, and FLAIR access.</p>	
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<p>IA 2020-57</p> <p>Audit of the Department's Revenue and Accounts Receivable Processes</p> <p>Issued: December 2020</p>	<p>6/30/2021</p>	<p>Finance and Accounting</p>	<p>Finding 1: Delinquent accounts were not timely assigned to a collection agent.</p> <p>Recommendation: We recommend that the FMS Bureau Chief:</p> <ul style="list-style-type: none"> • Update the Accounts Receivables Policy to include a review process that will ensure accounts receivable are referred to a DFS contracted collection agent before the accounts are 120 days past due, and • Perform a review, no less than quarterly, of the accounts receivable aging reports to ensure that all delinquent accounts receivable have been referred to a collection agent. 	<p>Planned Corrective Action:</p> <p>In May 2020, FMS updated the Accounts Receivable policy and sent out communication to the bureau of the new debt collection process. Since May, FMS implemented a quarterly review of past due accounts to ensure accounts are submitted to the debt collection agency. FMS-Revenue Section is currently reviewing the accounts receivables at 90 days, notifying them to the program areas, and reporting/placing them with the Collection Agency no later than 110 days past due.</p> <p>FMS-Revenue Section is currently developing a Debt Collections policy to ensure timely assignment of Accounts Receivables.</p>	
<p>IA 2020-57</p> <p>Audit of the Department's Revenue and Accounts Receivable Processes</p> <p>Issued: December 2020</p>	<p>6/30/2021</p>	<p>Finance and Accounting</p>	<p>Finding 2: Some access privileges did not promote an appropriate segregation of duties and were not limited to least privilege based on users' assigned job duties.</p> <p>Recommendation: We recommend that FMS Bureau Chief:</p> <ul style="list-style-type: none"> • Coordinate with OIT to ensure that Oracle Receivables users' access privileges align with their job duties and responsibilities. • Develop compensating controls for the lack of segregation of duties; and • Update FMS policy and procedures to ensure that compensating controls are in place when segregation of incompatible duties is not possible or reasonable. 	<p>Planned Corrective Action:</p> <p>FMS – Revenue Section is coordinating with OIT to align the Oracle access according to each team members' duties and responsibilities. This process involves the definition of each access type and their impact in the members' duties and responsibilities.</p> <p>FMS – Revenue Section will develop and implement policies and procedures for compensating controls when segregation of duties cannot be accomplished due to the availability of personnel of the section and/or the assigned access type.</p> <p>FMS – Revenue Section and Quality Control Section will coordinate the possibility to include Oracle access through Cherwell Access.</p>	

<p>IA 2020-57</p> <p>Audit of the Department's Revenue and Accounts Receivable Processes</p> <p>Issued: December 2020</p>	<p>6/30/2021</p>	<p>Finance and Accounting</p>	<p>Finding 3: User access rights to Oracle Receivables has not been periodically reviewed.</p> <p>Recommendation: We recommend the FMS Bureau Chief ensure periodic reviews of access privileges are performed and documented for Oracle Receivables users.</p>	<p>Planned Corrective Action:</p> <p>FMS – Revenue Section and Quality Control Section will coordinate the possibility to include Oracle access through Cherwell Access.</p> <p>FMS – Revenue and Quality Control Sections will develop and implement a policy and procedures to perform at least twice a year review of the Oracle accesses by the Quality Control Section. When new staff are hired, the position access will be reviewed at the time the new access is given.</p>	
<p>IA 2020-57</p> <p>Audit of the Department's Revenue and Accounts Receivable Processes</p> <p>Issued: December 2020</p>	<p>6/30/2021</p>	<p>Finance and Accounting</p>	<p>Finding 4: Eight FMS position descriptions did not identify the employee currently assigned to the position and were not signed by the assigned employees.</p> <p>Recommendation: We recommend that the Deputy Division Director of Finance and Administration ensure that all FMS employees' position descriptions are current and signed.</p>	<p>Planned Corrective Action:</p> <p>All Position descriptions have been updated, signed, and filed for retention. A staff member in the Quality Control section will perform a periodic review to ensure position descriptions are in compliance.</p>	
<p>IA 2020-65</p> <p>Audit of SDC's Use of the State Term Contract for Information Technology Staff Augmentation Services</p> <p>Issued: November 2020</p>	<p>6/30/2021</p>	<p>Departmental Purchasing</p>	<p>Finding 1: Requests for quotes for staff augmentation need improvement to comply with Florida Statutes and the Staff Contract.</p> <p>Recommendation: We recommend that the Departmental Purchasing Director ensure that RFQs include complete and reasonable elements as required in Florida Statute and the Staff Contract.</p>	<p>Planned Corrective Action:</p> <p>As mentioned in the report, this issue arose at AST. Departmental Purchasing does review RFQs to ensure they include complete and reasonable elements as required in Florida Statutes, departmental policies, and staff contracts as a standard practice. To further ensure compliance with these requirements, Departmental Purchasing will update the RFQ template to ensure the appropriate elements are included.</p>	

<p>IA 2020-65</p> <p>Audit of SDC's Use of the State Term Contract for Information Technology Staff Augmentation Services</p> <p>Issued: November 2020</p>	<p>6/30/2021</p>	<p>Departmental Purchasing</p>	<p>Finding 2: A minimum of two quotes was not received for all contracted staff positions and quotes used for selection did not include all information required by the RFQ.</p> <p>Recommendation: We recommend that the Departmental Purchasing Director ensure that a minimum of two quotes are received or justification is included for contractor staff selection. We also recommend that the Departmental Purchasing Director ensure that all quotes meet the requirements included in the RFQs.</p>	<p>Planned Corrective Action:</p> <p>Departmental Purchasing agrees with this recommendation. As mentioned in the report this issue arose at AST. Departmental Purchasing does review RFQs to ensure two quotes are pursued, that justifications are provided, and that quotes reflect the requirements of the RFQ as a standard practice. To further ensure compliance with this requirement Departmental Purchasing will update the RFQ template to ensure the appropriate vendor response elements are included and will review the quotes received before transmitting the information to the contract managers.</p>	
<p>IA 2020-65</p> <p>Audit of SDC's Use of the State Term Contract for Information Technology Staff Augmentation Services</p> <p>Issued: November 2020</p>	<p>6/30/2021</p>	<p>Departmental Purchasing</p> <p>Also see SDC</p>	<p>Finding 3: Contract Managers did not verify receipt of deliverables before payment or have all required documents in the contract management file.</p> <p>Recommendation: We recommend the Departmental Purchasing Director create guidance specific to contract management of purchases from a state term contract including necessary items that should be maintained in the contract file. We also recommend that the Chief Operations Officer ensure the SDC contract managers include the required documentation in the contract management files</p>	<p>Planned Corrective Action:</p> <p>Departmental Purchasing agrees with this recommendation and will be drafting guidance through an update to the Departmental Purchasing's Purchasing Policy (Purchasing 101) for the use of state term contracts and maintenance of required information in contract files.</p> <p>SDC: The Chief Operations Officer will ensure that SDC contract managers comply with the guidance created by Departmental Purchasing.</p>	
<p>IA 2020-65</p> <p>Audit of SDC's Use of the State Term Contract for Information Technology Staff Augmentation Services</p> <p>Issued: November 2020</p>	<p>6/30/2021</p>	<p>Departmental Purchasing</p>	<p>Finding 4: The Contractor Performance Surveys were not completed as required by the Staff Contract.</p> <p>Recommendation: We recommend that the Departmental Purchasing Director document a process for responding to the quarterly Survey as required in the Staff Contract.</p>	<p>Planned Corrective Action:</p> <p>In conjunction with FL[DS] and State Purchasing, Departmental Purchasing will document the process for responding to the quarterly survey required in the Staff Contract.</p>	

<p>IA 2020-65</p> <p>Audit of SDC's Use of the State Term Contract for Information Technology Staff Augmentation Services</p> <p>Issued: November 2020</p>	<p>6/30/2021</p>	<p>Departmental Purchasing</p>	<p>Finding 5: Departmental Purchasing Policy and Procedures need updating.</p> <p>Recommendation: We recommend that the Departmental Purchasing Director update Purchasing 101 and include the current purchasing standards, laws, and rules.</p>	<p>Planned Corrective Action:</p> <p>Departmental Purchasing is involved in a project with State Purchasing intended to improve the procurement processes currently in place. With the conclusion of that project, Departmental Purchasing will update Purchasing 101 to reflect new processes and ensure that it includes all requirements provided in rule, law, policies, and standards.</p>	
<p>IA 2021-41</p> <p>MyFloridaNetwork-2 Contract Management</p> <p>Issued: April 2021</p>	<p>6/30/2021</p>	<p>Office of Information Technology</p> <p>Also see Telecommunications</p>	<p>Finding No. 1: OIT had not published policy revisions to include supply chain risk management requirements and DivTel had not fully implemented supply chain risk management into division processes.</p> <p>Recommendation: We recommend the Chief Information Officer (CIO) oversee revised policy publication with inclusion of supply chain risk management, and the development and promulgation of companion procedures. We further recommend, the Director of DivTel fully implement supply chain risk management into DivTel's processes in accordance with Florida Cybersecurity Rules by (a) establishing management processes to identify, establish, assess, and manage cyber supply chain risks; (b) using a cyber supply chain risk assessment process to identify, prioritize and assess suppliers and third-party providers; (d) routinely assessing third-party providers to confirm contractual obligations are met; and (e) conducting response and recovery planning and testing with suppliers and third-party providers. We further recommend the Director of DivTel ensure L3Harris' supply chain risk management practices meet requirements and are reviewed periodically.</p>	<p>Planned Corrective Action:</p> <p>OIT</p> <p>Updated policies that include supply chain risk management requirements are in the formal review process and continue to be tracked. Supporting procedures will be drafted following approval of these policies.</p> <p>Telecommunications</p> <p>Updated policies that include supply chain risk management requirements are in the formal review process and continue to be tracked. Supporting procedures will be drafted following approval of these policies.</p>	



EXHIBITS OR SCHEDULES

State Employee Leasing Program



SCHEDULE I SERIES

State Employee Leasing Program

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2022 - 23**
Program: 72010300 State Employee Leasing
Fund: 2021

Specific Authority: s.215.32(2)(b) 1, F.S.
Purpose of Fees Collected: Non-operating transfers from assessments on operating trust funds of the department. There is also a small reimbursement from Enterprise Florida Inc. which is a part of the Department of Economic Opportunity, based on actual expenditures.

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.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020-21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
Reimbursements for State Employees Leasing Program from Enterprise Florida	77,457	-	-

Total Fee Collection to Line (A) - Section III	77,457	-	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits 010000	59,582	-	-
HR Statewide Contract 107040	745	-	-
Indirect Costs Charged to Trust Fund		-	-
Total Full Costs to Line (B) - Section III	60,327	-	-

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	77,457	-	-
TOTAL SECTION II	(B)	60,327	-	-
TOTAL - Surplus/Deficit	(C)	17,130	-	-

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward. (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2021 - 2022

Department Title:	Management Services
Trust Fund Title:	State Employee Leasing-Administrative Trust
Budget Entity:	72010300
LAS/PBS Fund Number:	2021

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	12,823.00	(A)		12,823.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Transfer out to 72010100 2021		(E)		-
Total Cash plus Accounts Receivable	12,823.00	(F)	-	12,823.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	12,823.00	(K)	-	12,823.00 **

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: 2022 - 2023
Trust Fund Title:	Management Services
LAS/PBS Fund Number:	Administrative Trust
	2021

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/20	
Total all GLC's 5XXXX for governmental funds;	12,823.00 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	
Compensated Absences	
Transfer out to 72010100 2021	
ADJUSTED BEGINNING TRIAL BALANCE:	12,823.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	12,823.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: State Employee Leasing Program

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for State Employee Leasing Program		



EXHIBITS OR SCHEDULES

Facilities Management



SCHEDULE I SERIES

Facilities Management

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Dept. of Management Services **Budget Period: 2022-23**
Program: 72400100 Facilities Management
Fund: 2313 Florida Facilities Pool Clearing Trust Fund

Specific Authority: Section 255.503, Florida Statutes
Purpose of Fees Collected: Used to satisfy debt service requirements, capital depreciation, and to transfer to the Div of Facilities mgmt to cover cost of operations and maintenance.

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 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
Rent (002101)			
Rent from State Agencies (002103)	101,485,829	99,607,668	99,607,668
Interest (000500)	175,760		
Total Fee Collection to Line (A) - Section III	101,661,589	99,607,668	99,607,668

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
Debt Service Payments	19,967,233	20,040,320	20,070,832
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	19,967,233	20,040,320	20,070,832

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	101,661,589	99,607,668
TOTAL SECTION II	(B)	19,967,233	20,070,832
TOTAL - Surplus/Deficit	(C)	81,694,356	79,536,836

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Department of Management Services
Budget Entity:	Florida Facilities Pool Cleaning Trust Fund
LAS/PBS Fund Number:	72400100
	2313

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,728,151.92	(A)		1,728,151.92
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	32,459,345.84	(C)		32,459,345.84
ADD: Outstanding Accounts Receivable	1,011,679.48	(D)		1,011,679.48
ADD: Deferred Outflows		(E)		-
Total Cash plus Accounts Receivable	35,199,177.24	(F)	-	35,199,177.24
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: Unearned Revenue	454,844.80	(J)		454,844.80
LESS: Interest Payable		(J)		-
LESS: Bond Obligation	25,737,667.40	(J)	9,006,665.04	34,744,332.44
LESS: Long Term Debt		(J)		-
Unreserved Fund Balance, 07/01/21	9,006,665.04	(K)	(9,006,665.04)	(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

Budget Period:	2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Florida Facilities Pool Clearing Trust Fund
Budget Entity:	72400100
LAS/PBS Fund Number:	2313

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds;	9,006,665.04	(A)
GLC 539XX for proprietary and fiduciary funds		

Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
---	--	-----

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200348 - to restrict Fund Balance	(9,006,665.04)	(C)
--	----------------	-----

SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
---	--	-----

Approved FCO Certified Forward per LAS/PBS		(D)
--	--	-----

A/P not C/F-Operating Categories		(D)
----------------------------------	--	-----

		(D)
--	--	-----

		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	0.00	(E)
--	-------------	-----

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	(0.00)	(F)
--	---------------	-----

DIFFERENCE:	0.00	(G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: Facilities Management
Fund: 2495

Specific Authority: Section 255.518, Florida Statutes
Purpose of Fees Collected: Receives bond proceeds from sale of bond issues. Used for construction of DMS facilities.

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.)

SECTION I - FEE COLLECTION **ACTUAL** **ESTIMATED** **REQUEST**
 FY 2020 - 21 **FY 2021 - 22** **FY 2022 - 23**

Receipts:

Investment Income			
Bond Proceeds			
Total Fee Collection to Line (A) - Section III	-	-	-

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits			
Other Personal Services			
Expenses			
Operating Capital Outlay			
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	-	-	-

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	-	-	-
TOTAL SECTION II	(B)	-	-	-
TOTAL - Surplus/Deficit	(C)	-	-	-

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Public Facilities Financing Trust Fund
Budget Entity:	72400100
LAS/PBS Fund Number:	2495

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	29.00	(A)		29.00
ADD: Other Cash (See Instructions)		(B)		0
ADD: Investments		(C)		0
ADD: Outstanding Accounts Receivable		(D)		0
ADD: _____		(E)		0
Total Cash plus Accounts Receivable	29.00	(F)	0	29.00
LESS Allowances for Uncollectibles		(G)		0
LESS Approved "A" Certified Forwards		(H)		0
Approved "B" Certified Forwards		(H)		0
Approved "FCO" Certified Forwards		(H)		0
LESS: Other Accounts Payable (Nonoperating)		(I)		0
LESS: _____		(J)		0
Unreserved Fund Balance, 07/01/21	29.00	(K)	0	29.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title: Department of Management Services
Trust Fund Title: Public Facilities Financing Trust Fund
Budget Entity: 72400100
LAS/PBS Fund Number: 2495

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; 29.00 (A)
 GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 29.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 29.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Dept of Management Services **Budget Period:** 2022 - 23
Program: 72400100
Fund: 2510
Specific Authority: Section 215.32, Florida Statutes
Purpose of Fees Collected: Various

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 2020 - 21	FY 2021 - 22	FY 2022 - 23

<u>Receipts:</u>			
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section III	-	-	-

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Personal Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operating Capital Outlay	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
_____	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs Charged to Trust Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Full Costs to Line (B) - Section III	-	-	-

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL SECTION II	(B)	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL - Surplus/Deficit	(C)	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72400100
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,720.53	(A)		1,720.53
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	1,720.53	(F)	-	1,720.53
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	1,720.53	(K)	-	1,720.53 **

Notes:
 *SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund
Budget Entity: 72400100
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; **1,720.53** (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

 (D)

 (D)

 (D)

ADJUSTED BEGINNING TRIAL BALANCE: **1,720.53** (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) **1,720.53** (F)

DIFFERENCE: **0.00** (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Department of Management Svcs **Budget Period:** 2022 - 23
Program: Real Estate and Development Mgt
Fund: 696001 - 72400100

Specific Authority: Section 255.503, Florida Statutes
Purpose of Fees Collected: To provide funds for the operation, maintenance, parking, security, and administration of state-owned facilities controlled by the Department of Management Services.

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.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
<u>Transfer from SBA - O & M</u>	63,124,291	62,743,245	62,409,336
<u>Transfer from SBA - Capital Depreciation</u>	26,623,836	16,824,103	17,127,500
<u>Rental Receipts (22nd floor of Capitol)</u>	9,865	9,865	9,865
<u>Paid Parking Fees - State Agencies</u>	248,740	248,740	248,740
<u>Paid Parking Fees - Non-State (8% SVC Charge)</u>	562,525	562,525	562,525
<u>Tower Lease</u>	3,552	3,552	3,552
<u>Interest- Investments (8% SVC Charge)</u>	381,945	405,326	405,326
<u>Refunds</u>	6,897		
<u>Insurance Recoveries Other (8% SVC Charge)</u>	12,677		
<u>Transfers from Admin TF - Hurricane Michael</u>	318,669		
<u>Transfer from w/in the Agency - Auction Proceeds</u>	3,738		
<u>Prior Year Warrant Cancellations</u>	540		
<u>Reimbursements</u>	931		
<u>Federal Funds - Hurricane Maria Reimbursements</u>	-		
<u>Anticipated Receivables (Capital Depreciation Investments held at SBA)</u>	37,874,279		
<u>Anticipated Hurricane Michael Reimbursement</u>		1,525,873.00	
<u>Anticipated Hurricane Irma Reimbursement</u>	842,459	143,255.00	
Total Fee Collection to Line (A) - Section III	130,014,944	82,466,484	80,766,844

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	13,701,585	16,261,525	16,261,525
Other Personal Services	222,814	269,730	500,940
Expenses	5,521,666	5,336,035	5,346,901
Operating Capital Outlay	69,179	73,727	73,727
Contracted Services	12,624,503	12,062,970	12,274,170
TR/FDLE - Capitol Police	7,547,693	7,687,826	7,687,826
DMS/Facilities Security	1,248,387	1,248,387	1,398,387
Issue Interior Refurbishment	1,937,267	1,942,689	1,942,689
Acquisition of Motor Vehicles Category	140,712	150,000	150,000
Risk Mgmt Insurance	435,014	508,309	508,309
State Utility Payments	12,309,226	14,302,406	14,302,406
COVID-19	777,393		
Deferred - Payment Commodity Contract	1,163,195	1,627,007	1,627,007
Lease or Lease Purchase of Equipment	75,105	97,570	97,570
HR Statewide Contract	77,404	74,669	74,957
Capitol Maintenance	46,628	250,000	250,000
Data Processing	258,083	285,166	285,166
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	58,155,854	62,178,016	62,781,580

Basis Used:

SECTION III - SUMMARY

TOTAL SECTION I	(A)	130,014,944	82,466,484	80,766,844
TOTAL SECTION II	(B)	58,155,854	62,178,016	62,781,580
TOTAL - Surplus/Deficit	(C)	71,859,090	20,288,468	17,985,264

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Supervision Trust Fund
Budget Entity:	72400100
LAS/PBS Fund Number:	2696

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	17,158,800.00	(A)		17,158,800.00
ADD: Other Cash (See Instructions)	0.00	(B)		-
ADD: Investments	24,178,603.00	(C)		24,178,603.00
ADD: Outstanding Accounts Receivable	66,897.00	(D)	304.00	67,201.00
ADD: _____	37,874,279.00	(E)		37,874,279.00
Total Cash plus Accounts Receivable	79,278,579.00	(F)	304.00	79,278,883.00
LESS: Allowances for Uncollectibles		(G)		-
LESS: Approved "A" Certified Forwards	1,197,431.00	(H)		1,197,431.00
Approved "B" Certified Forwards	3,323,493.00	(H)		3,323,493.00
Approved "FCO" Certified Forwards	37,874,279.00	(H)		37,874,279.00
LESS: Other Accounts Payable (Nonoperating)	9,896.00	(I)	14,485.00	24,381.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	36,873,480.00	(K)	(14,181.00)	36,859,299.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Supervision Trust Fund
Budget Entity:	72400100
LAS/PBS Fund Number:	2696

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	34,414,780.00	(A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200304, Reduce A/R	304.00	(C)
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SWFS Adjustment # and Description	(14,485.00)	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(3,323,494.00)	(D)
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Approved FCO Certified Forward per LAS/PBS	(37,874,279.00)	(D)
--	-----------------	-----

A/P not C/F-Operating Categories	13,111.00	(D)
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Installment Purchase Contracts (GL 38500, 48500)	4,245,590.00	(D)
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Compensated Absences (GL 38600, 48600)	1,523,493.00	(D)
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Anticipated Revenues - FCO	37,874,279.00	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	36,859,299.00	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	36,859,299.00	(F)
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DIFFERENCE:	0.00	(G)*
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*SHOULD EQUAL ZERO.	
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0.00

SCHEDULE VI: DETAIL OF DEBT SERVICE

Department:	Management Services	Budget Period	2022-2023
Budget Entity:	Facilities Management - 72400100		SERIES 2017A
	(2)	(3)	(4)
(1)	ACTUAL	ESTIMATED	REQUEST
SECTION I	FY 2020-21	FY 2021-22	FY 2022-23
Interest on Debt	(A) 6,443,769	5,768,269	5,055,269
Principal	(B) 13,510,000	14,260,000	15,005,000
Repayment of Loans	(C)		
Fiscal Agent or Other Fees	(D)		
Other Debt Service	(E)		
Total Debt Service	(F) 19,953,769	20,028,269	20,060,269

Explanation: Florida Facilities Pool Bonds were issued to provide funds for the acquisition and construction of facilities to be leased to State agencies. The bonds, serial and term, are secured by a pledge of the revenues, derived from the leasing and operations of these facilities.

SECTION II

ISSUE:

(1)	(2)	(3)	(4)	(5)
INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20__	JUNE 30, 20__
(6)		(7)	(8)	(9)
		ACTUAL	ESTIMATED	REQUEST
		FY 20__ - __	FY 20__ - __	FY 20__ - __
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

ISSUE:

INTEREST RATE	MATURITY DATE	ISSUE AMOUNT	JUNE 30, 20__	JUNE 30, 20__
		ACTUAL	ESTIMATED	REQUEST
		FY 20__ - __	FY 20__ - __	FY 20__ - __
Interest on Debt	(G)			
Principal	(H)			
Fiscal Agent or Other Fees	(I)			
Other	(J)			
Total Debt Service	(K)			

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Facilities Management

Phone Number: (850) 487 - 9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG Report No. 2021-112 Selected Administrative Activities and Prior Audit Follow-Up Issued: January 2021	6/30/2021	REDM Also see Departmental Purchasing	<p>Finding 4: Department controls continue to need enhancement to ensure that contract managers document that they are independent of, and have no conflicts of interest related to, the contracts they are responsible for managing.</p> <p>Recommendation: We recommend that Department management enhance policies and procedures to ensure that all personnel responsible for managing contracts are subject to Department conflict of interest policies and procedures and that all contract managers complete conflict of interest statements evidencing that they are independent of, and have no conflicts of interest related to, the contracts they are responsible for managing.</p>	<p>Planned Corrective Action: No Conflict of Interest forms have been completed and filed for all contractual services contracts managed by the Division of Real Estate Development and Management (REDM). As of April 2019, the Contract Administrators completed No Conflict of Interest forms for all active construction contracts, both stand-alone and continuing services contracts, and continue to complete new forms as new contracts are executed.</p> <p>After further review of the audit finding, REDM will expand the use of the No Conflict of Interest form to include the Project Managers for construction contracts. REDM will address this change with staff prior to July 1, 2021 and will start the enhanced process on July 1, 2021.</p> <p>This procedure change will be included in the Policies and Procedures being developed for the Contract Managers, Contract Administrators, and Project Managers to ensure all contract management activities are conducted in an independent and impartial manner.</p>	

<p>AG Report No. 2021-112</p> <p>Selected Administrative Activities and Prior Audit Follow-Up</p> <p>Issued: January 2021</p>	<p>6/30/2021</p>	<p>REDM</p>	<p>Finding 6: Department practices for monitoring facility operations and maintenance activities continue to need enhancement.</p> <p>Recommendation: We recommend that Department management continue efforts to update policies and procedures to reflect current FFP property operations, maintenance, and oversight practices and ensure that staff is provided clear guidance for documenting work orders in TRIRIGA. Also, we again recommend that Department management establish a comprehensive and documented process to assess the risks associated with FFP facilities, determine commensurate FFP facility monitoring requirements, and document monitoring activities and results.</p>	<p>Planned Corrective Action: The REDM will continue to improve maintenance practices using the Facilities Manager Playbook. Additional guidelines will be added on how to utilize the Monthly Inspection sheets and perform the walk throughs at multiple levels within the facilities team. REDM will also develop the location of the inspection sheets which will include the recorded findings for future planning both short and long term. The findings from those reports will be added to the facilities master lists and the Capital Improvement Plans for budgeting repairs for the FFP, these are documented processes.</p> <p>The REDM will revisit the documented process for all work orders in the TRIRIGA to make ensure facilities teams are aware of any changes to the process and those will be included in the Facilities Manager Playbook.</p>	
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EXHIBITS OR SCHEDULES

Building Construction



SCHEDULE I SERIES

Building Construction

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Dept. of Management Services **Budget Period:** 2022 - 23
Program: 72400200 Building Construction
Fund: 2033 Architects Incidental Trust Fund

Specific Authority: 215.196, Florida Statutes
Purpose of Fees Collected: To provide funds for the administration and supervision of planning, design and construction of state-owned facilities.

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 FY 2020 - 21	ESTIMATED FY 2021 - 22	REQUEST FY 2022 - 23
<u>Receipts:</u>			
Construction Services	812,044	1,769,039	343,985
Sale of Services Outside State Govt	196		
Interest Income	78,438	83,869	83,869
Total Fee Collection to Line (A) - Section III	890,678	1,852,908	427,854

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	771,534	966,578	1,327,670
Other Personal Services - FCO Workload	-	-	271,684
Expenses	55,982	122,002	153,154
Contracted Services	7,267	46,341	46,341
Risk Management Insurance	3,478	2,678	2,678
Lease/Purchase Equipment	802	1,613	1,613
HR Statewide Contract	3,452	3,330	4,632
Data Processing Services	5,745	6,703	6,703
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	848,260	1,149,245	1,814,475

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	890,678	1,852,908	427,854
TOTAL SECTION II	(B)	848,260	1,149,245	1,814,475
TOTAL - Surplus/Deficit	(C)	42,418	703,663	(1,386,621)

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (see Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Department of Management Services
Budget Entity:	Architect's Incidental Trust Fund
LAS/PBS Fund Number:	72400200
	2033

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	300,269.00	(A)		300,269.00
ADD: Other Cash (See Instructions)		(B)		0.00
ADD: Investments	3,914,293.00	(C)		3,914,293.00
ADD: Outstanding Accounts Receivable	4,196.00	(D)		4,196.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	4,218,758.00	(F)	0	4,218,758.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	15,829.00	(H)		15,829.00
Approved "B" Certified Forwards	1,043.00	(H)		1,043.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	1,269.00	(I)		1,269.00
LESS: _____	2,228,841.00	(J)		2,228,841.00
Unreserved Fund Balance, 07/01/21	1,971,776.00	(K)	0	1,971,776.00 **

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

Budget Period: 2022 - 2023

Department Title: Department of Management Services
Trust Fund Title: Architect's Incidental Trust Fund
Budget Entity: 72400200
LAS/PBS Fund Number: 2033

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21 Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,855,863.00	(A)
Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :		
SWFS Adjustment # and Description		(C)
SWFS Adjustment # and Description		(C)
Add/Subtract Other Adjustment(s):		
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,043.00)	(D)
Approved FCO Certified Forward per LAS/PBS		(D)
A/P not C/F-Operating Categories		(D)
	116,956.00	(D)
		(D)
		(D)
ADJUSTED BEGINNING TRIAL BALANCE:	1,971,776.00	(E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	1,971,776.00	(F)
DIFFERENCE:	0.00	(G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Building Construction

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Building Construction		



EXHIBITS OR SCHEDULES

Federal Property Assistance



SCHEDULE I SERIES

Federal Property Assistance

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period:** 2022 - 23
Program: Federal Property Assistance
Fund: 2699
Specific Authority: s.217.07, F.S.
Purpose of Fees Collected: The agency administers the Federal Surplus Property Utilization Program for the State of Florida. Service charges are placed on federal property and are passed on to certified donees whereby funds are generated.

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.)

SECTION I - FEE COLLECTION	ACTUAL FY 2020 - 21	ESTIMATED FY 2021 - 22	REQUEST FY 2022 - 23
<u>Receipts:</u>			
<u>Sales of Surplus Property</u>	179,475	199,190	199,190
<u>U.S. Public Sales Reimbursements</u>	-	107,132	107,132
<u>Reimbursements</u>	2,503		
<u>Investment Income</u>	20,964	17,297	17,297
<u>Transfers - Subject to Service Charge</u>	94,284		
Total Fee Collection to Line (A) - Section III	297,227	323,619	323,619

SECTION II - FULL COSTS	ACTUAL FY 2020 - 21	ESTIMATED FY 2021 - 22	REQUEST FY 2022 - 23
<u>Direct Costs:</u>			
Salaries and Benefits	199,521	212,812	212,812
Expenses	44,288	17,117	17,117
Operating Capital Outlay		-	
Acquisition of Motor Vehicles		-	
Contracted Services	20,165	16,379	241,829
Risk Management Insurance	2,139	846	846
HR Statewide Contract	1,418	1,368	1,368
DP Services Assessment	1,146	1,267	1,267
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	268,677	249,789	475,239

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	297,227	323,619
TOTAL SECTION II	(B)	268,677	475,239
TOTAL - Surplus/Deficit	(C)	28,550	(151,620)

EXPLANATION of LINE C:

Negative Balances are offset by Cash Balance carried forward (see Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Department of Management Services
Budget Entity:	Federal Property Assistance Revolving Trust Fund
LAS/PBS Fund Number:	72600200
	2699

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	143,985.99	(A)	0	143,985.99
ADD: Other Cash (See Instructions)	0.00	(B)	0	0.00
ADD: Investments	1,047,115.52	(C)	0	1,047,115.52
ADD: Outstanding Accounts Receivable	177,752.00	(D)	0	177,752.00
ADD: _____		(E)	0	0.00
Total Cash plus Accounts Receivable	1,368,853.51	(F)	0	1,368,853.51
LESS Allowances for Uncollectibles	16,407.38	(G)	0	16,407.38
LESS Approved "A" Certified Forwards	3,495.20	(H)	0	3,495.20
Approved "B" Certified Forwards	13,494.30	(H)	0	13,494.30
Approved "FCO" Certified Forwards	0.00	(H)	0	0.00
LESS: Other Accounts Payable (Nonoperating)	117.41	(I)	0	117.41
LESS: CY Reversion - FCO	0.00	(J)	0	0.00
Unreserved Fund Balance, 07/01/21	1,335,339.22	(K)	0.00	1,335,339.22 **

Notes:
 *SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title:	<u>Department of Management Services</u>
Trust Fund Title:	<u>Federal Property Assistance Revolving Trust Fund</u>
Budget Entity:	<u>72600200</u>
LAS/PBS fund number:	<u>2099</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	1,330,605.11	(A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)	0.00	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description		(C)
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SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(13,494.30)	(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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Compensated Absences - Current (GL 38600)	6,023.21	(D)
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Compensated Absences Liability (GL 48600)	12,205.20	(D)
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Current Year Reversion - FCO	0.00	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	1,335,339.22	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	1,335,339.22	(F)
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DIFFERENCE:	0.00	(G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Federal Property Assistance

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Federal Property Assistance		



EXHIBITS OR SCHEDULES

Motor Vehicle and Watercraft Management



SCHEDULE I SERIES

Motor Vehicle and Watercraft Management

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: Dept of Management Services **Budget Period:** 2022 - 23
Program: 72600300 Motor Vehicle/Watercraft Management
Fund: 2510 Operating Trust Fund

Specific Authority: Section 287.16, Florida Statutes
Purpose of Fees Collected: For maintenance of FEMIS

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.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
Equipment Mgmt. Report Fees	573,791	570,000	570,000
Security/Escrow Deposits (Auct Proceeds)	5,506,865	2,250,947	2,250,947
Interest Earnings	20,616	21,681	21,681

Total Fee Collection to Line (A) - Section III	6,101,272	2,842,628	2,842,628

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
Salaries and Benefits	488,681	548,688	548,688
Other Personal Services			
Expenses	30,526	58,708	58,708
Operating Capital Outlay			
Pay/Exp/Sale Agency Vehicles	575,040	695,000	695,000
Contracted Services	156,496	248,784	68,784
Risk Management Insurance	2,470	3,963	3,963
Lease/Purchase/Equipment	1,235	1,247	1,247
HR Statewide Contract	2,555	2,465	2,465
Fleet Mgmt Information System	434,847	462,603	456,000
Data Processing Svcs Assess	22,308	24,659	24,659
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,714,158	2,046,117	1,859,514

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	6,101,272	2,842,628	2,842,628
TOTAL SECTION II	(B)	1,714,158	2,046,117	1,859,514
TOTAL - Surplus/Deficit	(C)	4,387,114	796,511	983,114

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600300
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	88,719.00	(A)		88,719.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	484,116.00	(C)		484,116.00
ADD: Outstanding Accounts Receivable	54,880.00	(D)	4.00	54,884.00
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	627,715.00	(F)	4.00	627,719.00
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	8,854.00	(H)		8,854.00
Approved "B" Certified Forwards	2,156.00	(H)		2,156.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	324.00	(I)		324.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	616,381.00	(K)	4.00	616,385.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600300
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	531,678.00	(A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment to reconcile of Form 3-INTRA	4.00	(C)
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SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,156.00)	(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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Current Compensated Absences	86,859.00	(D)
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		(D)
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		(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	616,385.00	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	616,385.00	(F)
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DIFFERENCE:	0.00	(G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**Budget Period: 2022-2023****Department:** Department of Management Services**Chief Internal Auditor:** Ronnie Atkins**Budget Entity:** Motor Vehicle / Watercraft Management**Phone Number:** (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Motor Vehicle / Watercraft Management		



EXHIBITS OR SCHEDULES

Purchasing Oversight



SCHEDULE I SERIES

Purchasing Oversight

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2022 - 23**
Program: 72600400 Purchasing Oversight
Fund: 2510 Operating Trust Fund

Specific Authority: Section 287.042, Florida Statutes
Purpose of Fees Collected: To cover the projected administrative and project service costs of the on-line procurement system.

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
<input checked="" type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I,

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
Receipts:			
State Term Contract Vendor User fees/Other fees	31,821,796	25,700,000	25,700,000
Pride	-	40,000	40,000
Purchasing Card Rebate	-	3,000,000	3,000,000
Security Escrow Deposits	1,619,269	-	-
Investment Income	343,539	351,658	351,658
Refunds and Reimbursements	1,203	-	-
MFMP Revert and Reappropriate			
Total Fee Collection to Line (A) - Section III	33,785,807	29,091,658	29,091,658

SECTION II - FULL COSTS

Direct Costs:			
Salaries and Benefits	4,187,237	4,472,590	4,631,968
Other Personal Services	690	10,030	10,030
Expenses	307,181	390,418	494,735
Operating Capital Outlay	-	15,859	15,859
Contracted Services	234,362	12,448,847	119,447
MFMP Contract Payment	10,509,600	10,509,600	16,254,800
Project Mgmt Prof Training	178,550	180,000	180,000
COVID-19	36,199	-	-
Lease/Purchase Equipment	4,700	5,000	5,000

HR Statewide Contract	14,709	14,189	14,800
Risk Management Insurance	14,979	10,189	10,189
Contracted Legal Services	30,000	30,000	30,000
Transfer to DFS	1,500,000	1,500,000	1,500,000
DP Services	119,791	132,363	132,363
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	17,137,998	29,719,085	23,399,191

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	33,785,807	29,091,658	29,091,658
TOTAL SECTION II	(B)	17,137,998	29,719,085	23,399,191
TOTAL - Surplus/Deficit	(C)	16,647,809	(627,427)	5,692,467

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Department of Management Services
Budget Entity:	Operating Trust Fund
LAS/PBS Fund Number:	72600400
	2510

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,877,631.00 (A)		2,877,631.00
ADD: Other Cash (See Instructions)			0.00
ADD: Investments	24,827,902.00 (C)		24,827,902.00
ADD: Outstanding Accounts Receivable	5,204,882.00 (D)		5,204,882.00
ADD: _____			0.00
Total Cash plus Accounts Receivable	32,910,415.00 (F)	0.00	32,910,415.00
LESS: Allowances for Uncollectibles	3,894,317.00 (G)		3,894,317.00
LESS: Approved "A" Certified Forwards	948,425.00 (H)		948,425.00
Approved "B" Certified Forwards	283,926.00 (H)		283,926.00
Approved "FCO" Certified Forwards			0.00
LESS: Other Accounts Payable (Nonoperating)	743,814.00 (I)		743,814.00
LESS: Anticipated Transfer to 72750500 2510	1,349,835.00 (J)		1,349,835.00
LESS: Anticipated Transfer to 72010100 2510	150,000.00 (J)		150,000.00
Unreserved Fund Balance, 07/01/21	25,540,098.00 (K)	0.00	25,540,098.00 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023	
Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600400
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds;	27,323,942.00 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(283,926.00) (D)
Approved FCO Certified Forward per LAS/PBS	(D)
A/P not C/F-Operating Categories	(D)
Current Compensated Absences Liability	(83.00) (D)
Anticipated Transfer to 72600500 2510	(1,349,835.00) (D)
Anticipated Transfer to 72010100 2510	(150,000.00) (D)
ADJUSTED BEGINNING TRIAL BALANCE:	25,540,098.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	25,540,098.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Purchasing Oversight

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
IA 2021-39 Office of Supplier Diversity Issued: December 2020	6/30/2021	State Purchasing	<p>Finding No. 1: Controls over the security of OSD files in the secured file room need improvement.</p> <p>Recommendation: We recommend that OSD Deputy Director of Operations create policies, procedures and implement other security measures, as appropriate, for safeguarding CBE certification documents in the secured file room.</p>	<p>Planned Corrective Action: The Division of State Purchasing does not dispute that file security can be improved. The files, however, are currently secured in locked room with a keyed entry. A limited number of staff within the division have access to this key.</p> <p>In order to better secure files, however, State Purchasing is currently exploring enhanced security options:</p> <ol style="list-style-type: none"> 1. To develop a locked cage within the locked room. This cage would have either an additional locking mechanism or staff would be required to sign for these keys. 2. To add a badged point of entry to the file room. Use of badges will allow for monitoring of all staff in and out of the file room. Along with the use of badges, staff will be required to note which files were accessed and the duration, along with the date of return. 	

				<p>The Division aims to select and implement one of these or a similar alternative within the next six months, depending on the associated cost and time needed to implement.</p> <p>July 2021 Update: The Division explored the cost of adding badged points of entry, which was prohibitive. The current plan is to delegate electronic records as the official record copy and eliminate all paper files to solve the issue. We are working with OGC to make this determination. We plan to have an answer and direction in before August 15.</p>	
<p>IA 2021-39</p> <p>Office of Supplier Diversity</p> <p>Issued: December 2020</p>	6/30/2021	State Purchasing	<p>Finding No. 2: Access privileges of some former employees to OSD Apps were not timely removed.</p> <p>Recommendation: We recommend the Deputy Director of Operations ensures that user accounts are timely deactivated upon a user’s separation of employment.</p>	<p>Planned Corrective Action: To prevent future occurrences, the Deputy Director has begun adding a special request to separation tickets processed through Cherwell. This request states “Ensure access to OSD Apps has been terminated.” Further for the most recent separation, a request was made to OIT to confirm that deactivation of the user’s OSD Apps account had been completed.</p> <p>Revisions to policy for OSD will be considered to clearly identify this approach and assure that separations are processed appropriately for all account deactivation.</p> <p>July 2021 Update: Adding OSD apps termination is on ongoing process during separations. We have not had the opportunity to put this in place recently. The process step was added on 5/1/21 and is complete.</p>	

<p>IA 2021-39</p> <p>Office of Supplier Diversity</p> <p>Issued: December 2020</p>	<p>6/30/2021</p>	<p>State Purchasing</p>	<p>Finding No. 3: User access to OSD Apps has not been periodically reviewed.</p> <p>Recommendation: We recommend the Deputy Director of Operations ensures periodic reviews of access privileges are performed and documented for OSD Apps users to ensure that only authorized users have access and that the access privileges provided to each user remain appropriate.</p>	<p>Planned Corrective Action: This audit has helped to clarify ownership information, as the OSD Apps system was designed and managed by OIT. An incorrect assumption was made that they conducted such periodic reviews. Moving forward the Executive Director of OSD or their supervisor will conduct semi-annual reviews of user access to the OSD Apps system. These reviews will be documented in writing and the procedures for the review will be added to relevant internal policy documents.</p> <p>July 2021 Update: Access checks were run in January 2021 and July 2021. This is complete, and the checks will continue every 6 months.</p>	
<p>IA 2021-39</p> <p>Office of Supplier Diversity</p> <p>Issued: December 2020</p>	<p>6/30/2021</p>	<p>State Purchasing</p>	<p>Finding No. 4: Failed log on attempts to OSD Apps are not limited or logged.</p> <p>Recommendation: We recommend the Deputy Director of Operations work with OIT to implement security measures in OSD Apps to limit and log failed log on attempts.</p>	<p>Planned Corrective Action: The team will work with OIT to identify if any measures can be taken to limit login attempts for a short-term solution. There are concerns that adding such measures could require completely re-coding the system. A new OSD Apps system is being developed through the MyFloridaMarketPlace next generation procurement, and the long-term goal is to replace this system with a modernized, one-stop location for vendor business registration and certification application system.</p> <p>July 2021 Update: There are known issues with the current OSD applications program. The replacement approach (being incorporated into the MFMP Next Generation system) will go live on January 2022.</p>	



EXHIBITS OR SCHEDULES

Office of Supplier Diversity



SCHEDULE I SERIES

Office of Supplier Diversity

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2022 - 23**
Program: 72600500 Office of Supplier Diversity
Fund: 2510 Operating Trust Fund

Specific Authority: Section 287.042, Florida Statutes
Purpose of Fees Collected: To cover the projected administrative and project service costs of the the on-line procurement systems. Provides for entering into contracts with contractors for the designing, financing, acquiring, leasing, constructing and operating of private correctional facilities.

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.)

SECTION I - FEE COLLECTION **ACTUAL ESTIMATED REQUEST**
FY 2020 - 21 FY 2021 - 22 FY 2022 - 23

Receipts:

Refunds	2,037		
Total Fee Collection to Line (A) - Section III	2,037	-	-

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	283,065	381,937	381,937
Expenses	44,769	55,641	55,641
Contracted Services	11,173	11,573	11,573
Risk Management	844	832	832
HR Statewide Contract	3,046	2,938	2,938
DP Services	8,739	9,657	9,657
Indirect Costs Charged to Trust Fund	-	-	-
Total Full Costs to Line (B) - Section III	351,636	462,578	462,578

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,037	-	-
TOTAL SECTION II	(B)	351,636	462,578	462,578
TOTAL - Surplus/Deficit	(C)	(349,599)	(462,578)	(462,578)

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Department of Management Services
Budget Entity:	Operating Trust Fund
LAS/PBS Fund Number:	72600500
	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(1,333,854.00)	(A)		(1,333,854.00)
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Anticipated Trnsfr from 72600400 2510	1,349,835.00	(E)		1,349,835.00
Total Cash plus Accounts Receivable	15,981.00	(F)	-	15,981.00
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	5,766.00	(H)		5,766.00
Approved "B" Certified Forwards	10,215.00	(H)		10,215.00
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	-	(K)	-	- **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72600500
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(1,339,703.00) (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	(C)
SWFS Adjustment # and Description	(C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(10,215.00) (D)
Approved FCO Certified Forward per LAS/PBS	(D)
A/P not C/F-Operating Categories	(D)
Compensated Absences Liability	83.00 (D)
Anticipated Trnsfr from 72600400 2510	1,349,835.00 (D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	0.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	0.00 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Office of Supplier Diversity

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Office of Supplier Diversity		



EXHIBITS OR SCHEDULES

Private Prison Monitoring



SCHEDULE I SERIES

Private Prison Monitoring

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2022 - 23**
Program: 72600800 Private Prison Monitoring
Fund: 2510/510111 Operating Trust Fund
Specific Authority: 215.32(2)(b)1, F.S. and 957 F.S.
Purpose of Fees Collected: Transfer from the Department of Corrections for the major maintenance and repair funds for the Correctional Facilities overseen by Private Prison Monitoring.

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>	<u>ACTUAL</u> FY 2020 - 21	<u>ESTIMATED</u> FY 2021 - 22	<u>REQUEST</u> FY 2022 - 23
<u>Receipts:</u>			
<u>Interest Earnings-PPM</u>	79,494	86,090	86,090
<u>Refunds and Reimbursements-PPM</u>	-	-	-
<u>TR from DOC for Major Repairs-PPM</u>	1,368,525	1,492,936	1,492,936
<u>Transfers from w/in the Agency</u>	3,827		
Total Fee Collection to Line (A) - Section III	1,451,846	1,579,026	1,579,026

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	26,484	103,885	103,885
Other Personal Services			
Expenses	553	14,175	14,175
Operating Capital Outlay			
Facilities Repair & Maintenance	1,500,000	1,500,000	1,500,000
HR Statewide Contract	382	369	369
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	1,527,419	1,618,429	1,618,429

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	1,451,846	1,579,026
TOTAL SECTION II	(B)	1,527,419	1,618,429
TOTAL - Surplus/Deficit	(C)	(75,573)	(39,403)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	Department of Management Services
Budget Entity:	Private Prison Monitoring Operating Trust Fund
LAS/PBS Fund Number:	72600800
	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	31,196.00	(A)		31,196.00
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	4,730,095.00	(C)		4,730,095.00
ADD: Outstanding Accounts Receivable	128,590.00	(D)	15,604.00	144,194.00
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	4,889,881.00	(F)	15,604.00	4,905,485.00
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards	1,234,113.00	(H)		1,234,113.00
Approved "FCO" Certified Forwards	915,531.00	(H)		915,531.00
LESS: Other Accounts Payable (Nonoperating)	1,702.00	(I)		1,702.00
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	2,738,535.00	(K)	15,604.00	2,754,139.00 **

Notes:
 *SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title: Department of Management Services
Trust Fund Title: Private Prison Monitoring Operating Trust Fund
Budget Entity: 72600800
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; 4,887,409.00 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200302 to reconcile Form 3 15,604.00 (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (1,234,113.00) (D)

Approved FCO Certified Forward per LAS/PBS (915,531.00) (D)

A/P not C/F-Operating Categories 770.00 (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 2,754,139.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 2,754,139.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Private Prison Monitoring

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Private Prison Monitoring		



EXHIBITS AND SCHEDULES

Human Resource Management



SCHEDULE I SERIES

Human Resource Management

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	MANAGEMENT SERVICES
Budget Entity:	STATE PERSONNEL SYSTEM TRUST
LAS/PBS Fund Number:	Human Resource Management (72750100)
	2678001

	Balance as of 6/30/2021		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0.00	(A)			0.00
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments	-2,600,000.00	(C)			-2,600,000.00
ADD: Outstanding Accounts Receivable		(D)			0.00
ADD: <u>Anticipated Transfer from 72750400 2678</u>	2,600,000.00	(E)			2,600,000.00
Total Cash plus Accounts Receivable	0.00	(F)	0.00		0.00
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)		(I)			0.00
Anticipated Non-Operating Transfer		(I)			0.00
LESS: <u>Unearned Revenue</u>		(J)			0.00
Unreserved Fund Balance, 07/01/21	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

Budget Period: 2022 - 2023

Department Title:	<u>720000 MANAGEMENT SERVICES</u>
Trust Fund Title:	<u>STATE PERSONNEL SYSTEM TRUST</u>
LAS/PBS Fund Number:	<u>2678001</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21 Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="(2,600,000.00)"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments:	<input type="text"/> (C)
SWFS Adjustment # B7200300 - GR Service Charge 4th quarter payable	<input type="text"/> (C)
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	<input type="text"/> (D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text"/> (D)
Anticipated Non-Operating Transfer	<input type="text"/> (D)
Anticipated Transfer from 72750400 2678	<input type="text" value="2,600,000.00"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="-"/> (D)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	<input type="text" value="-"/> (E)
DIFFERENCE:	<input type="text" value="0.00"/> (F)*

***SHOULD EQUAL ZERO.**



EXHIBITS OR SCHEDULES

Insurance Benefits Administration



SCHEDULE I SERIES

Insurance Benefits Administration

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022-23
Budget Entity: 72750200 Insurance Benefits Administration
Fund: 2570 Pretax Benefits Trust
Specific Authority: Section 110.161, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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.)

(1) SECTION I - FEE COLLECTION	(2) ACTUAL FY 2020-21	(3) ESTIMATED FY 2021-22	(4) REQUEST FY 2022-23
Receipts:			
Employee Contributions	34,553,420	34,492,709	34,492,709
Savings (pretax benefit program)	22,201,333	21,930,583	21,930,583
Interest Earnings	387,807	250,641	257,125
Supplemental Plan Premiums	97,617,091	97,234,008	97,234,008
Refunds	3,577,397	453,633	453,633
Total Fee Collection to Line (A) - Section III	158,337,048	154,361,574	154,368,058

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	371,035	424,335	424,335
Other Personal Services	-	14,980	14,980
Expenses	21,232	47,531	47,531
Operating Capital Outlay	-	10,000	10,000
Sp.Cat.:Risk Management Insurance	1,707	2,050	2,050
HR Statewide Contract	3,680	3,550	3,550
Contracted Services	294,959	348,505	348,505
DP Services Assessment - 210004	2,214	2,446	2,446
Indirect Costs Charged to Trust Fund	(2,110,566)	-	-
Total Full Costs to Line (B) - Section III	(1,415,739)	853,397	853,397

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I (A)	158,337,048	154,361,574	154,368,058
TOTAL SECTION II (B)	(1,415,739)	853,397	853,397
TOTAL - Surplus/Deficit (C)	159,752,787	153,508,177	153,514,661

EXPLANATION:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	PreTax Benefits Trust Fund DMS
Budget Entity:	72750200 - Insurance Benefits Administration
LAS/PBS Fund Number:	2570

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,329,786.00	(A)	-	3,329,786.00
ADD: Other Cash (See Instructions)	1,655,461.00	(B)	-	1,655,461.00
ADD: Investments	13,226,730.00	(C)	-	13,226,730.00
ADD: Outstanding Accounts Receivable	1,308,354.00	(D)	-	1,308,354.00
ADD: _____		(E)	-	-
Total Cash plus Accounts Receivable	19,520,331.00	(F)	-	19,520,331.00
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	4,533.00	(H)	-	4,533.00
Approved "B" Certified Forwards	91,010.00	(H)	-	91,010.00
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	5,939,893.00	(I)	-	5,939,893.00
LESS: Unearned Revenue	11,918,339.00	(J)	-	11,918,339.00
Unreserved Fund Balance, 07/01/21	1,566,556.00	(K)	-	1,566,556.00 **

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

Budget Period: 2022 - 2023

Department Title: Department of Management Services

Trust Fund Title: Pretax Benefits Trust Fund

LAS/PBS Fund Number: 2570

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; 1,620,306.00 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (91,010.00) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

Compensated Absences Liability 50,868.00 (D)

Capital Assets (13,608.00) (D)

ADJUSTED BEGINNING TRIAL BALANCE: 1,566,556.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 1,566,556.00 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022-23
Program: 72750200 Insurance Benefits Administration
Fund: 2667 State Employees Life Insurance Trust
Specific Authority: Section 110.123, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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.)

	(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION		ACTUAL	ESTIMATED	REQUEST
		FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
Receipts:				
Employee and Employer Contributions (36,537,051	36,291,596	36,288,857
Investment Income (000502)		127,577	75,132	73,892
Prior Year Warrant Cancellation (003700		-	-	-
Total Fee Collection to Line (A) - Section III		36,664,628	36,366,728	36,362,749

SECTION II - FULL COSTS

Direct Costs:				
Salaries and Benefits		-	23,964	23,964
Expenses		-	1,984	1,984
Risk Management Insurance		447	537	537
		-		
		-		
Indirect Costs Charged to Trust Fund:		35,511,416	37,514,636	37,514,636
Total Full Costs to Line (B) - Section III		35,511,863	37,541,121	37,541,121

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	36,664,628	36,366,728	36,362,749
TOTAL SECTION II	(B)	35,511,863	37,541,121	37,541,121
TOTAL - Surplus/Deficit	(C)	1,152,765	(1,174,393)	(1,178,372)

EXPLANATION:

Negative balances offset by cash balance brought forward. (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	MANAGEMENT SERVICES
Budget Entity:	STATE EMPLOYEE LIFE INSURANCE TRUST
LAS/PBS Fund Number:	INSURANCE BENEFITS ADMINISTRATION (72750200)
	2667002

	Balance as of 6/30/2020		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	956,535	(A)			956,535
ADD: Other Cash (See Instructions)	316,544	(B)			316,544
ADD: Investments	7,672,175	(C)			7,672,175
ADD: Outstanding Accounts Receivable	6,618	(D)			6,618
ADD:		(E)			0
Total Cash plus Accounts Receivable	8,951,871	(F)	0		8,951,871
LESS Allowances for Uncollectibles		(G)			0
LESS Approved "A" Certified Forwards		(H)			0
Approved "B" Certified Forwards		(H)			0
Approved "FCO" Certified Forwards		(H)			0
LESS: Other Accounts Payable (Nonoperating)	748	(I)			748
LESS: <u>Unearned Revenue</u>	3,406,274	(J)	0		3,406,274
Unreserved Fund Balance, 07/01/21	5,544,849	(K)	0		5,544,849 **

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: 2022 - 2023

Department Title: 72000 MANAGEMENT SERVICES
Trust Fund Title: State Employees Life Insurance Trust Funds
LAS/PBS Fund Number: 2667002

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21
Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds 5,544,849 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment - Increase A/R (B7200059) (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 5,544,849 (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 5,544,849 (E)

DIFFERENCE: 0 (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period: 2022-23**
Program: Insurance Benefits Administration (72750200)
Fund: State Employees Health Insurance Trust (2668)

Specific Authority: Section 110.123, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	ACTUAL FY 2020 - 2021	ESTIMATED FY 2021 - 22	REQUEST FY 2022 - 23
Receipts:			
<u>Employee and Employer Contributions</u>	2,544,378,136	2,613,600,000	2,600,700,000
<u>Contributions-Medicare Part D Subsidy</u>	4,659,445	16,700,000	16,800,000
<u>Non-employee Contributions</u>	-	-	-
<u>Refunds</u>	-	16,200,000	16,200,000
<u>Reimbursements</u>	-	197,000,000	223,200,000
<u>Investment Income</u>	9,906,897	7,200,000	6,200,000
<u>Prior Year Warrant Cancellations</u>	73,909	7,800,000	7,800,000
Total Fee Collection to Line (A) - Section I	2,559,018,387	2,858,500,000	2,870,900,000

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023 MANAGEMENT SERVICES
Trust Fund Title:	STATE EMPLOYEE HEALTH INSURANCE TRUST
Budget Entity:	INSURANCE BENEFITS ADMINISTRATION (72750200)
LAS/PBS Fund Number:	2668

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	103,569,946.00	(A)		103,569,946.00
ADD: Other Cash	37,119,685.00	(B)		37,119,685.00
ADD: Investments	486,070,270.00	(C)		486,070,270.00
ADD: SPIA Accounts	131,135,799.00	(D)		131,135,799.00
ADD: Outstanding Accounts Receivable	32,733,322.00	(E)		32,733,322.00
ADD: <u>Proposed Premium Increase</u>		(E)		0.00
Total Cash plus Accounts Receivable	790,629,022.00	(F)	0.00	790,629,022.00
LESS Allowances for Uncollectibles	950,634.00	(G)		950,634.00
LESS Approved "A" Certified Forwards	33,130.00	(H)		33,130.00
Approved "B" Certified Forwards	719,603.00	(H)		719,603.00
LESS: Other Accounts Payable (Non_Operating)	226,856,460.00	(I)		226,856,460.00
LESS: Other Accounts Payable		(J)		0.00
LESS: <u>Unearned Revenue</u>	226,302,421.00	(J)		226,302,421.00
Unreserved Fund Balance, 07/01/21	335,766,774.00	K	0.00	335,766,774.00 **

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

Budget Period: 2022 - 2023

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: State Employees Health Insurance Trust Fund
LAS/PBS Fund Number: 2668

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21
Total all GLC's 5XXXX for governmental funds; 302,192,150.00 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment Increase A/P (non-operating) 0.00 (C)

SWFS Adjustment #B7200060 - Increase Accounts Receivable 0.00 (C)

SWFS Adjustment - B72XXXX 0.00 (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (719,603.00) (D)

Long-Term Compensated Absences Liability 486XX (not carried forward) 203,350.00 (D)

A/P not C/F - Operating Categories (GL 31X, 32X, 35X, 38X) 34,090,877.00 (D)

Net Capital Assets (D)

ADJUSTED BEGINNING TRIAL BALANCE: 335,766,774.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 335,766,774.00 (F)*

DIFFERENCE: 0.00 (G)*

*SHOULD EQUAL ZERO.

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022-23
Program: 72750200 Insurance Benefits Administration
Fund: 2671 State Employees Disability Insurance Trust
Specific Authority: Section 110.123, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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.)

	(1)	(2)	(3)	(4)
<u>SECTION I - FEE COLLECTION</u>		ACTUAL	ESTIMATED	REQUEST
		FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
Receipts:				
Employee and Employer Contributions		564,019	559,649	559,649
Investment Income		76,697	48,239	50,757
Total Fee Collection to Line (A) - Section III		640,716	607,888	610,406

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits		-	31,376	31,376
Expenses		-	2,875	2,875
HR Statewide Contract				
Sp.Cat.:Risk Management Insurance				
Data Processing Services-SSRC				
Indirect Costs Charged to Trust Fund:		263,852	867,504	867,504
Total Full Costs to Line (B) - Section III		263,852	901,755	901,755

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	640,716	607,888	610,406
TOTAL SECTION II	(B)	263,852	901,755	901,755
TOTAL - Surplus/Deficit	(C)	376,864	(293,867)	(291,349)

EXPLANATION:

Negative balances offset by cash balance brought forward. (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	STATE EMPLOYEE DISABILITY INSURANCE TRUST
Budget Entity:	INSURANCE BENEFITS ADMINISTRATION (72750200)
LAS/PBS Fund Number:	2671

	Balance as of 6/30/2021		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	58,583.06	(A)			58,583.06
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments	4,678,838.57	(C)			4,678,838.57
ADD: Outstanding Accounts Receivable	4,123.23	(D)			4,123.23
Total Cash plus Accounts Receivable	4,741,544.86	(F)			4,741,544.86
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards		(H)			0.00
Approved "B" Certified Forwards		(H)			0.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Non-Operating)	466.08	(I)			466.08
LESS: <u>Unearned Revenue</u>	59,093.34	(J)			59,093.34
Unreserved Fund Balance, 07/01/21	4,681,985.44	(K)			4,681,985.44**

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: 2022 - 2023

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: State Employees Disability Insurance Trust Fund
LAS/PBS Fund Number: 2671

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21
Total all GLC's 5XXXX for governmental funds; 4,681,985.44 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 4,681,985.44 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 4,681,985.44 (F)*

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Insurance Benefits Administration

Phone Number: (850) 487 - 9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA 2021-56 Audit of Division of State Group Insurance Revenue and Accounts Receivables Processes Issued: May 2021	6/30/2021	State Group Insurance	<p>Finding No. 1: An account receivable reported at fiscal year-end was overstated.</p> <p>Recommendation: We recommend the DSGI Director develop a review process to ensure year-end accounts receivable are accurately reported. We also recommend the DSGI Director update policy and procedures to include this review process.</p>	<p>Planned Corrective Action: DSGI will create desk procedures for the Fiscal Year End Reporting Package. These procedures will be written as the year end package for FY 2020-21 is created. The first version will focus on listing data to be collected and from what sources. Developed procedures will include a timeline to ensure reasonable time for second review and verification of year end cut-off.</p>	

<p>IA 2021-56</p> <p>Audit of Division of State Group Insurance Revenue and Accounts Receivables Processes</p> <p>Issued: May 2021</p>	<p>6/30/2021</p>	<p>State Group Insurance</p>	<p>Finding No. 2: Access privileges to the DSGI's files were not limited based on assigned job duties and were not periodically reviewed.</p> <p>Recommendation: We recommend the DSGI Director:</p> <ul style="list-style-type: none"> • Ensure that users' access to the files used in financial reporting and DSGI's shared drive are based on assigned job duties; and • Conduct and document periodic reviews of user access privileges. 	<p>Planned Corrective Action: DSGI is working with IT to update employee access to the Year-End folder and Deposit Logs folder.</p> <p>DSGI will limit access of its share drives to division staff and a few designated staff from People First who operationally need access for file exchange. Occasionally, non-division staff will be granted temporary access with approval from the Division Director. Access to the shared drive will be reviewed on an annual basis.</p> <p>July 2021 Update: DSGI limited access of its share drives to division staff and a few designated staff from People First who operationally need access for file exchange. Access to the shared drive will be reviewed on an annual basis.</p>	
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<p>IA 2021-56</p> <p>Audit of Division of State Group Insurance Revenue and Accounts Receivables Processes</p> <p>Issued: May 2021</p>	<p>6/30/2021</p>	<p>State Group Insurance</p>	<p>Finding No. 3: DSGI's Standard Operating Procedures did not ensure compliance with the Department's Cash Receipt and Accounts Receivables Policies and did not include procedures for its year-end reporting process.</p> <p>Recommendation: We recommend the DSGI Director update the policies and procedures to:</p> <ul style="list-style-type: none"> • Ensure compliance with the Department's Cash Receipt Policy and Accounts Receivables Policy; and • Include DSGI's year-end reporting process. 	<p>Planned Corrective Action:</p> <p>DSGI will create desk procedures for the Fiscal Year End Reporting Package. These procedures will be written as the year end package for FY 2020-21 is created. The first version will focus on listing data to be collected and from what sources. The procedure will include a timeline to ensure reasonable time for review and verification of year end cut-off.</p> <p>The following SOPs will be updated to reference, and ensure compliance with, the Department's Cash Receipt Policy and Accounts Receivables Policy:</p> <p>500-51 Management and Control of Check Receipts 500-35 Deposit Preparation 500-32 University and Non-Warrant Premium Payments 500-31 Journal Transactions</p>	
<p><i>Office of Policy and Budget - June 2021</i></p>					



EXHIBITS OR SCHEDULES

Retirement Benefits Administration



SCHEDULE I SERIES

Retirement Benefits Administration

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** **2022 - 2023**
Program: 72750300 Retirement Benefits Administration
Fund: 2510 Operating Trust
Specific Authority: Section 121.031, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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.)

(1)	(2)	(3)	(4)
<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
<u>TR in from FRS TF 72750300-2309</u>	18,500,000	22,000,000	22,000,000
<u>Interest Earnings</u>	23,919	22,000	22,000
<u>Other Income</u>	335,454	240,000	240,000
<u>Revert and Reapprop BOB Section 79</u>			
<u>Refunds & Reimbursements</u>		7,900	7,900
Total Fee Collection to Line (1) - Section III	18,859,373	22,269,900	22,269,900

SECTION II - FULL COSTS

Direct Costs:

Salaries and Benefits	10,964,269	12,005,860	12,005,860
Other Personal Services	193,676	233,436	233,436
Expenses	2,737,563	2,684,403	2,879,403
Operating Capital Outlay	93,318	100,000	55,000
Sp.Cat.:TR to DOAH	24,415	87,357	87,357
Sp.Cat.:Contracted Services	6,032,296	5,847,898	6,089,756
Sp.Cat.:Overtime	122,571	122,571	122,571
Sp.Cat.:Risk Management Insurance	46,551	37,824	37,824
Contracted Legal Services	132,031	148,891	148,891
Lease/Purchase/Equipment	29,620	33,571	33,571
HR Statewide Contract	55,184	53,234	53,234
DP Services Assessment - DMS 210004	272,305	300,880	300,880
Indirect Costs Charged to Trust Fund:	904	483,227	750
Total Full Costs to Line (B) - Section III	20,704,703	22,139,152	22,048,533

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	18,859,373	22,269,900	22,269,900
TOTAL SECTION II	(B)	20,704,703	22,139,152	22,048,533
TOTAL - Surplus/Deficit	(C)	(1,845,330)	130,748	221,367

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (see Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	72 MANAGEMENT SERVICES
Budget Entity:	Operating Trust Fund
LAS/PBS Fund Number:	RETIREMENT BENEFITS ADMINISTRATION (72750300)
	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	550,325.76	(A)		550,325.76
ADD: Other Cash	2,000.00	(B)		2,000.00
ADD: Investments	315,990.07	(C)		315,990.07
ADD: Outstanding Accounts Receivable	66,703.32	(D)	650,000.00	716,703.32
ADD: Other Current Assets		(E)		-
ADD:		(E)		-
Total Cash plus Accounts Receivable	935,019.15	(F)	650,000.00	1,585,019.15
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	283,158.12	(H)		283,158.12
Approved "B" Certified Forwards	1,193,432.40	(H)		1,193,432.40
LESS: Approved "FCO" Certified Forwards		(I)		-
LESS: Other Accounts Payable (Non-Operating)	55.63	(J)		55.63
LESS: <u>Other Accounts Payable</u>		(J)		-
Unreserved Fund Balance, 07/01/21	(541,627.00)	(K)	650,000.00	108,373.00 **

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

	Budget Period: 2022 - 2023
Department Title:	<u>Department of Management Services</u>
Trust Fund Title:	<u>Operating Trust Fund</u>
Budget Entity:	<u>72750300</u>
LAS/PBS Fund Number:	<u>2510</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds;	82,103.74 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment B7200346, Adjust Due From FRS TF	650,000.00 (C)
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(1,193,432.40) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	
Compensated Absences Liability	1,226,253.55 (D)
Property Value included in Net Assets Unrestricted-Fiduciary Fund	(656,551.89) (D)
	(D)
ADJUSTED BEGINNING TRIAL BALANCE:	108,373.00 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	108,373.00 (F)
DIFFERENCE:	(0.00) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022-23
Program: 72750300 Retirement Benefits Administration
Fund: 2517 Optional Retirement Program Trust
Specific Authority: Section 121.35, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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 2020 -21	FY 2021 -2022	FY 2022 -23
<u>Receipts:</u>			
Contributions (Includes UAL portion for Sch I	210,945,943	217,213,010	223,099,483
Refunds	-	-	-
Investment Income	173,353	175,000	175,000
<u>Contributions - Added to top line in LASPBS</u>		0	0
Total Fee Collection to Line (A) - Section III	211,119,296	217,388,010	223,274,483

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	131,164	249,075	249,075
Other Personal Services	12,938	15,045	15,045
Expenses	22,358	28,011	28,011
Operating Capital Outlay			
Contracted Services	55,500	26,000	26,000
HR Statewide Contract	1,204	1,161	1,161
Indirect Costs Charged to Trust Fund		-	-
Total Full Costs to Line (B) - Section III	223,164	319,292	319,292

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	211,119,296	217,388,010	223,274,483
TOTAL SECTION II	(B)	223,164	319,292	319,292
TOTAL - Surplus/Deficit	(C)	210,896,132	217,068,718	222,955,191

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	MANAGEMENT SERVICES
Trust Fund Title:	OPTIONAL RETIREMENT PROG TF
Budget Entity:	RETIREMENT BENEFITS ADMINISTRATION (72750300)
LAS/PBS Fund Number:	2517

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,531,048 (A)		1,531,048
ADD: Other Cash on Hand	7,139,248 (B)		7,139,248
ADD: Investments	8,530,137 (C)		8,530,137
ADD: Outstanding Accounts Receivables	28,215 (D)		28,215
ADD:			0
Total Cash plus Accounts Receivable	17,228,648 (F)	0	17,228,648
LESS Allowances for Uncollectibles			0
LESS Approved "A" Certified Forwards	3,529 (H)		3,529
Approved "B" Certified Forwards	32,150 (H)		32,150
Approved "FCO" Certified Forwards			0
LESS: Other Accounts Payable (Non-Operating)	622,414 (I)		622,414
LESS: Other Accounts Payable - Unearned Rev	8,572,182 (I)		8,572,182
Unreserved Fund Balance, 07/01/21	7,998,373 (K)	0	7,998,373 **

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: 2022 - 2023

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Optional Retirement Program Trust Fund
LAS/PBS Fund Number: 2517

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21
Total all GLC's 5XXXX for governmental funds; 8,021,567 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) 0.00 (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments;

SWFS Adjustment, B7200029, Accts Rec (C)

SWFS Adjustment, B7200029, reclassify unearned revenue (C)

SWFS Adjustment, B7200071, adjust Non-Op payable (C)

SWFS Adjustment, B7200080, reclassify unearned revenue (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (32,150) (D)

Compensated Absences Liability 8,956 (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 7,998,373 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) 7,998,373 (F)*

DIFFERENCE: (0) (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: 72750300 Retirement Benefits Administration
Fund: 2532 Municipal Police/Firemen Premium Tax Trust
Specific Authority: Sections 175.1215 and 185.105, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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 2020-21	FY 2020-21	FY 2021-22
<u>Receipts:</u>			
Insurance Premium Tax	207,793,120	213,200,000	221,900,000
Interest Earnings	382,652	379,168	379,168

Total Fee Collection to Line (A) - Section III	208,175,772	213,579,168	222,279,168

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	207,861	900,591	900,591
Other Personal Services	-		
Expenses	37,242	57,139	57,139
Operating Capital Outlay	-		
Contracted Services	198,692	238,305	238,305
Lease/Purchase/Equipment	1,629	2,000	2,000
HR Statewide Contract	3,781	3,647	3,647
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	449,205	1,201,682	1,201,682

Basis Used: _____

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	208,175,772	213,579,168	222,279,168
TOTAL SECTION II	(B)	449,205	1,201,682	1,201,682
TOTAL - Surplus/Deficit	(C)	207,726,567	212,377,486	221,077,486

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I).

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 23
Trust Fund Title:	MANAGEMENT SERVICES
Budget Entity:	MUNICIPAL POLICE/FIREMENT PREMIUM TAX TRUST
LAS/PBS Fund Number:	RETIREMENT BENEFITS ADMINISTRATION (72750300)
	2532

	Balance as of 6/30/2020		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	124,426.91	(A)		124,426.91
ADD: Other Cash (See Instructions)	0.00	(B)		0.00
ADD: Investments	282,463,200.53	(C)		282,463,200.53
ADD: Outstanding Accounts Receivable	11,293,120.38	(D)		11,293,120.38
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	293,880,747.82	(F)	0.00	293,880,747.82
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards	11,527.88	(H)		11,527.88
Approved "B" Certified Forwards	87,610.12	(H)		87,610.12
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	128,458,873.29	(I)	(683,706.00)	127,775,167.29
LESS: _____		(J)		0.00
Unreserved Fund Balance, 07/01/21	165,322,736.53	(K)	683,706.00	166,006,442.53 **

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: 2022 - 23

Department Title:

720000 MANAGEMENT SERVICES

Trust Fund Title:

Police & Firefighters Premium Tax TF

LAS/PBS Fund Number:

2532

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/2021

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

165,410,346.65 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B72000xx Reduce payable to municipalities

683,706.00 (C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(87,610.12) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS

(D)

A/P not C/F-Operating Categories

0.00 (D)

Due from State Funds w/i Division

(D)

Compensated Absences Liability

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

166,006,442.53 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

166,006,442.53 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022-23
Program: 72750300 Retirement Benefits Administration
Fund: 2583 Retirees Health Insurance Subsidy Trust

Specific Authority: Section 112.363, Florida Statutes
Purpose of Fees Collected: Employee Benefits Plan

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 2020-21	FY 2021-22	FY 2022-23
<u>Receipts:</u>			
Contributions from Employers	588,033,155	594,136,229	607,801,362
Interest Earnings	825,906	830,352	830,352

Total Fee Collection to Line (A) - Section III	588,859,061	594,966,581	608,631,714

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	134,646	145,924	145,924
Other Personal Services	-		
Expenses	17,817	17,817	17,817
Operating Capital Outlay			
Contracted Services	39,600	40,000	40,000
HR Statewide Contract	1,003	968	968
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	193,066	204,709	204,709

Basis Used: _____

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	588,859,061	594,966,581	608,631,714
TOTAL SECTION II	(B)	193,066	204,709	204,709
TOTAL - Surplus/Deficit	(C)	588,665,995	594,761,872	608,427,005

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	MANAGEMENT SERVICES
Budget Entity:	RETIREE HIS TRUST
LAS/PBS Fund Number:	RETIREMENT BENEFITS ADMINISTRATION (72750300)
	2583

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	51,435.00	(A)		51,435.00
ADD: Cash on Hand and with SBA		(B)		0.00
ADD: Investments	393,942,863.00	(C)		393,942,863.00
ADD: Outstanding Accounts Receivable	58,628,228.00	(D)		58,628,228.00
ADD:	0.00	(E)		0.00
Total Cash, Investments and Accounts Receivable	452,622,526.00	(F)	0.00	452,622,526.00
LESS Allowances for Uncollectibles		(G)		0.00
LESS Approved "A" Certified Forwards		(H)		0.00
Approved "B" Certified Forwards	400.00	(H)		400.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Accounts Payable (Nonoperating)	4,890.00	(I)		4,890.00
Unreserved Fund Balance, 07/01/21	452,617,236.00	(K)	0.00	452,617,236.00 **

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

Budget Period: 2022 - 2023

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: Retiree Health Insurance Subsidy TF
LAS/PBS Fund Number: 2583

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21
Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds 452,617,636.00 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments;

SWFS Adjustment B7200054 - to adjust A/R (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (400.00) (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 452,617,236.00 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 452,617,236.00 (F)*

DIFFERENCE: - (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**Budget Period: 2022-2023****Department:** Department of Management Services**Chief Internal Auditor:** Ronnie Atkins**Budget Entity:** Retirement Benefits Administration**Phone Number:** (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Retirement Benefits Administration		



EXHIBITS OR SCHEDULES

State Personnel Policy Administration



SCHEDULE I SERIES

State Personnel Policy Administration

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period 2022-2023**
Program: 72750400 State Personnel Policy Administration
Fund: 2678 State Personnel System Trust
Specific Authority: Section 110.125, F.S.
Purpose of Fees Collected: To maintain and administer the Personnel Program

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
X	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete

(1)	(2)	(3)	(4)
SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2020-2021	FY 2021-22	FY 2022-2023
Receipts:			
SEE ATTACHED LISTING	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Fee Collection to Line (A) - Section I	<input type="text"/>	<input type="text"/>	<input type="text"/>
SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	<input type="text" value="1,418,978"/>	<input type="text" value="1,662,316"/>	<input type="text" value="1,662,316"/>
Other Personal Services	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
Expenses	<input type="text" value="74,989"/>	<input type="text" value="120,241"/>	<input type="text" value="120,241"/>
Operating Capital Outlay	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
Sp.Cat.:Contracted Services	<input type="text" value="4,930"/>	<input type="text" value="22,576"/>	<input type="text" value="22,576"/>
Sp.Cat.:Risk Management Insurance	<input type="text" value="9,658"/>	<input type="text" value="6,994"/>	<input type="text" value="6,994"/>
TR DMS/Human Res SVC	<input type="text" value="7,242"/>	<input type="text" value="6,986"/>	<input type="text" value="6,986"/>
Human Res SVC/STW Contract 10708	<input type="text" value="31,103,600"/>	<input type="text" value="29,828,201"/>	<input type="text" value="30,047,762"/>
Contracted Legal Services	<input type="text" value="31,528"/>	<input type="text" value="100,000"/>	<input type="text" value="100,000"/>
Lease/Purchase/Equipment	<input type="text" value="3,111"/>	<input type="text" value="3,191"/>	<input type="text" value="3,191"/>
Data Processing Services-DST	<input type="text" value="17,028"/>	<input type="text" value="18,815"/>	<input type="text" value="18,815"/>
Indirect Costs Charged to Trust Fund:	<input type="text" value="(657,527)"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
Total Full Costs to Line (B) - Section II	<input type="text" value="32,013,537"/>	<input type="text" value="31,769,320"/>	<input type="text" value="31,988,881"/>

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	<input type="text" value="36,912,626"/>	<input type="text" value="29,952,129"/>	<input type="text" value="30,171,690"/>
TOTAL SECTION II	(B)	<input type="text" value="32,013,537"/>	<input type="text" value="31,769,320"/>	<input type="text" value="31,988,881"/>
TOTAL - Surplus/Deficit	(C)	<input type="text" value="4,899,089"/>	<input type="text" value="(1,817,191)"/>	<input type="text" value="(1,817,191)"/>

EXPLANATION:

SCHEDULE 1A: DETAIL OF FEE COLLECTION AND RELATED PROGRAM COSTS

Department: Management Services **Budget Period 2022-2023**
Program: 72750400 State Personnel Policy Administration
Fund: State Personnel System Trust (2678)
Specific Authority: Section 110.125, F.S.
Purpose of Fees Collected: To maintain and administer the Personnel Program

(1)	(2)	(3)	(4)
<u>SECTION I - FEE COLLECTION</u>	ACTUAL	ESTIMATED	REQUEST
	FY 2020-2021	FY 2021-22	FY 2022-2023
<u>Receipts:</u>			
Transfer in from other agencies	36,788,698	29,828,201	30,047,762
Interest Earnings	123,928	123,928	123,928
Refunds and Reimbursements	-	-	
Transfers in from other funds		-	-
Transfer Fund Loan from DFS	-		
Total Fee Collection to Line (A) - Section I	36,912,626	29,952,129	30,171,690

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023 MANAGEMENT SERVICES
Trust Fund Title:	STATE PERSONNEL SYSTEM TRUST
Budget Entity:	STATE PERSONNEL POLICY ADMINISTRATION (72750400)
LAS/PBS Fund Number:	2678001

	Balance as of 6/30/2021		SWFS* Adjustments		Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	101,207,532.00	(A)			101,207,532.00
ADD: Other Cash (See Instructions)		(B)			0.00
ADD: Investments	15,364,759.00	(C)			15,364,759.00
ADD: Outstanding Accounts Receivable	8,260.00	(D)	0.00		8,260.00
ADD: <u>Transfer Out to 72750500 2678</u>	(103,555,287.00)	(E)			-103,555,287.00
ADD: <u>Transfer in from 72750100 2678</u>	2,600,000.00	(E)			2,600,000.00
Total Cash plus Accounts Receivable	15,625,264.00	(F)	0.00		15,625,264.00
LESS Allowances for Uncollectibles		(G)			0.00
LESS Approved "A" Certified Forwards	22,108.00	(H)			22,108.00
Approved "B" Certified Forwards	9,180.00	(H)			9,180.00
Approved "FCO" Certified Forwards		(H)			0.00
LESS: Other Accounts Payable (Nonoperating)	1,784.00	(I)			1,784.00
Anticipated Non-Operating Transfer		(I)			0.00
LESS: <u>Unearned Revenue</u>		(J)	0.00		0.00
Unreserved Fund Balance, 07/01/21	15,592,192.00	(K)	0.00		15,592,192.00 **

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

Budget Period: 2022 - 2023

Department Title: 72000 MANAGEMENT SERVICES
Trust Fund Title: STATE PERSONNEL SYSTEM TRUST
LAS/PBS Fund Number: 2678001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds **116,561,368.00** (A)

Subtract Nonspendable Fund Balance (GLC 56XXX) _____ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

_____ (C)

SWFS Adjustment # B7200300 - Error recording Receivables **(4,709.00)** (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS **(9,180.00)** (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS _____ (D)

A/P not C/F-Operating Categories _____ (D)

Anticipated Non-Operating Transfer _____ (D)

Transfer Out from 72750500_2678 **(103,555,287.00)** (D)

Transfer In from 72750100_2678 **2,600,000.00** (D)

ADJUSTED BEGINNING TRIAL BALANCE: **15,592,192.00** (D)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **15,592,192.00** (E)

DIFFERENCE: **0.00** (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: State Personnel Policy Administration

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for State Personnel Policy Administration		



EXHIBITS OR SCHEDULES

People First



SCHEDULE I SERIES

People First

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period: 2021 - 22**
Program: 72750500 People First
Fund: 2678 State Personnel System Trust

Specific Authority: Section 110.125, F.S.
Purpose of Fees Collected: To maintain and administer the Personnel Program

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 2019 - 20	FY 2020 - 21	FY 2021 - 22
<u>Receipts:</u>			
<u>Refunds and Reimbursements</u>	19,195		
Total Fee Collection to Line (A) - Section III	19,195	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	1,374,955	1,498,520	1,498,520
OPS	-	8,024	8,024
Expenses	79,905	105,506	105,506
Operating Capital Outlay	-	-	-
Contracted Services	9,554	12,075	12,075
#REF!	#REF!	#REF!	#REF!
Risk Management Insurance	7,035	3,380	3,380
Lease/Purchase/Equipment	2,859	2,860	2,860
HR Statewide Contract	5,816	5,611	5,611
Human Res SVC/STW Contract	31,103,600	29,828,201	29,828,201
DP Services Assessment	8,556	9,453	9,453
Indirect Costs Charged to Trust Fund	176,130	-	-
Total Full Costs to Line (B) - Section III	#REF!	#REF!	#REF!

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	19,195	-
TOTAL SECTION II	(B)	#REF!	#REF!
TOTAL - Surplus/Deficit	(C)	#REF!	#REF!

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward. (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023
Trust Fund Title:	MANAGEMENT SERVICES
Budget Entity:	STATE PERSONNEL SYSTEM TRUST
LAS/PBS Fund Number:	People First (72750500)
	2678001

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(100,650,912.00) (A)		(100,650,912.00)
ADD: Other Cash (See Instructions)			0.00
ADD: Investments			0.00
ADD: Outstanding Accounts Receivable			0.00
ADD: Transfer in From BE 72750400 - 2678	103,555,287.00 (E)		103,555,287.00
Total Cash plus Accounts Receivable	2,904,375.00 (F)	0.00	2,904,375.00
LESS Allowances for Uncollectibles			0.00
LESS Approved "A" Certified Forwards	24,641.00 (H)		24,641.00
Approved "B" Certified Forwards	2,878,883.00 (H)		2,878,883.00
Approved "FCO" Certified Forwards			0.00
LESS: Other Accounts Payable (Nonoperating)	851.00 (I)	0.00	851.00
LESS: <u>Unearned Revenue</u>		0.00	0.00
Unreserved Fund Balance, 07/01/21	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

Budget Period: 2022 - 2023

Department Title: 720000 MANAGEMENT SERVICES
Trust Fund Title: STATE PERSONNEL SYSTEM TRUST (72750500)
LAS/PBS Fund Number: 2678001

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21
Total all GLC's 5XXXX for governmental funds; **(100,676,404.00)** (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) _____ (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments:

SWFS Adjustment - Increase A/R (B7200011 & B7200030) 0.00 (C)

SWFS Adjustment # B7200007 - GR Service Charge 4th quarter payable _____ (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS **(2,878,883.00)** (D)

Approved "C" Carry Forward Total (FCO) per LAS/PBS _____ (D)

A/P not C/F-Operating Categories _____ (D)

Anticipated Cash Receivable _____ (D)

Transfer In from 72750400 2678 **103,555,287.00** (D)

_____ (D)

ADJUSTED BEGINNING TRIAL BALANCE: **0.00** (D)

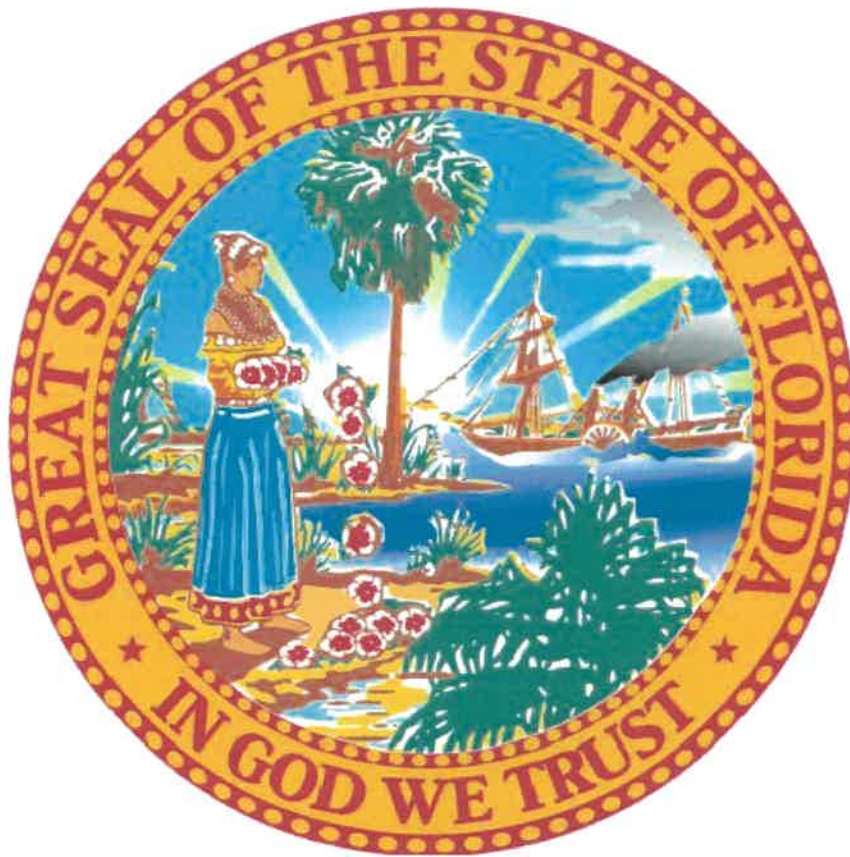
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I) **0.00** (E)

DIFFERENCE: **0.00** (F)*

***SHOULD EQUAL ZERO.**

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

For Fiscal Year 2022-23



[September 2021]

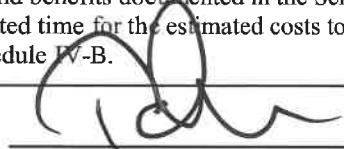
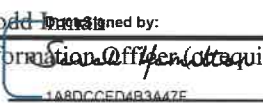
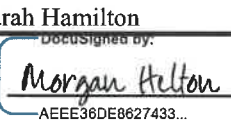
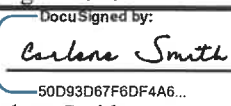
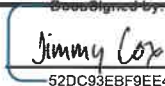
DEPARTMENT OF MANAGEMENT SERVICES

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SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

I. Schedule IV-B Cover Sheet

Schedule IV-B Cover Sheet and Agency Project Approval	
Agency: Department of Management Services	Schedule IV-B Submission Date: 09/15/2021
Project Name: People First Integrations with Florida PALM	Is this project included in the Agency's LRPP? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FY 2022-23 LBR Issue Code: 44004C0	FY 2022-23 LBR Issue Title: People First Integration with Florida PALM
Agency Contact for Schedule IV-B (Name, Phone #, and E-mail address): Jimmy Cox, (850) 413-9579; Jimmy.Cox@dms.fl.gov	
AGENCY APPROVAL SIGNATURES	
I am submitting the attached Schedule IV-B in support of our legislative budget request. I have reviewed the estimated costs and benefits documented in the Schedule IV-B and believe the proposed solution can be delivered within the estimated time for the estimated costs to achieve the described benefits. I agree with the information in the attached Schedule IV-B.	
Agency Head: 	Date: _____
Printed Name: Todd Hamilton	
Agency Chief Information Officer (or equivalent): 	Date: _____
Printed Name: Sarah Hamilton	
Budget Officer: 	Date: _____
Printed Name: Morgan Helton	
Planning Officer: 	Date: _____
Printed Name: Carlene Smith	
Project Sponsor: 	Date: _____
Printed Name: Jimmy Cox	
Schedule IV-B Preparers (Name, Phone #, and E-mail address):	
Business Need:	Jimmy Cox, (850) 413-9579; Jimmy.Cox@dms.fl.gov
Cost Benefit Analysis:	Jimmy Cox, (850) 413-9579; Jimmy.Cox@dms.fl.gov
Risk Analysis:	Jimmy Cox, (850) 413-9579; Jimmy.Cox@dms.fl.gov
Technology Planning:	Jimmy Cox, (850) 413-9579; Jimmy.Cox@dms.fl.gov
Project Planning:	Jimmy Cox, (850) 413-9579; Jimmy.Cox@dms.fl.gov

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM**II. Schedule IV-B Business Case – Strategic Needs Assessment****A. Background and Strategic Needs Assessment**

Purpose: To clearly articulate the business-related need(s) for the proposed project.

1. Business Need

Sections 110.116 and 215.94(5), Florida Statutes, require the Department of Management Services (department) to establish and maintain, in coordination with the payroll system within the Department of Financial Services, a complete Human Resource Information System (HRIS) for all authorized and established positions in state service. To provide the state with an HRIS and a suite of Human Resource services, the state executed the People First Next Generation contract with NorthgateArinso (NGA) (service provider), which expires on August 20, 2026.

As a financial management information subsystem (FMIS) and an enterprise system that integrates with the state's financial management information system and payroll subsystem to process payroll and related activities, all updates to the human resource information system, People First, must be completed as part of the Florida PALM combined financials and payroll implementation in July 2024.

The Department will reprogram the People First system, system integrations, agency payroll files, payroll preparation processes, insurance benefits processes, position funding, etc., which currently connect to FLAIR, to integrate with Florida PALM. This will provide greater efficiencies with improved security, infrastructure, configuration, modern data interfaces and more detailed fiscal management for state agencies.

2. Business Objectives

NOTE: For IT projects with total cost in excess of \$10 million, the business objectives described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

- i. Reprogram the People First system, system integrations, agency payroll files, payroll preparation processes, insurance benefits processes, position funding, etc., which currently connect to FLAIR, to integrate with Florida PALM.
- ii. Create greater efficiencies with improved security, infrastructure, configuration, modern data interfaces and more detailed fiscal management for state agencies.
- iii. Process payroll preparation activities accurately and timely, using Florida PALM payroll business requirements.

B. Baseline Analysis

Purpose: To establish a basis for understanding the business processes, stakeholder groups, and current technologies that will be affected by the project and the level of business transformation that will be required for the project to be successful.

1. Current Business Process(es)

NOTE: If an agency has completed a workflow analysis, include through file insertion or attachment the analyses documentation developed and completed by the agency.

The People First system is constructed to support the FLAIR chart of account values and to prepare payroll requisitions based on existing FLAIR business rules. Files are exchanged daily (Monday – Friday) between the People First system and FLAIR. Additionally, payroll requisition files are provided to the Department of Financial Services for processing through the FLAIR Payroll subsystem for all biweekly, supplemental and monthly payroll cycles.

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

2. Assumptions and Constraints

- i. Key Assumption – Florida PALM Payroll goes live at the same time as Florida PALM Financials. If this does not occur the fiscal impact will increase and be spread over additional fiscal years.
- ii. Agency unique requirements can significantly impact implementation scope, timing and cost.
- iii. The People First division operates in a regulated environment and is subject to numerous State statutes, rules and annual legislation, as well as Department and State standards related to data protections and integrity.
- iv. Majority of technical support will be cared for contractually under the People First Amended and Restated Contract (DMS 17/18-030), via a contract amendment or change order processes.
- v. Additional Department resources are critical to manage the project activities, requirements finalization and ensure successful, on-time delivery. If these resources are not funded it's highly likely the project will not complete on-time.

C. Proposed Business Process Requirements

Purpose: To establish a basis for understanding what business process requirements the proposed solution must meet in order to select an appropriate solution for the project.

1. Proposed Business Process Requirements

To reprogram the following systems, files, and processes that currently align with FLAIR chart of accounts in order to integrate with PALM:

- People First system,
- system integrations,
- agency payroll files,
- payroll preparation processes,
- insurance benefits processes,
- position funding, etc.,

2. Business Solution Alternatives

There are no alternative solutions as this is a required update to align with the migration from FLAIR to PALM on a statewide level.

3. Rationale for Selection

Required implementation.

4. Recommended Business Solution

NOTE: For IT projects with total cost in excess of \$10 million, the project scope described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4) (a) 10, F.S.

The Department recommends funding \$7,873,540 over two fiscal years (\$2,689,220 for Fiscal Year 2022-23 and \$5,184,320 for Fiscal Year 2023-24). As a financial management information subsystem (FMIS) and an enterprise system that integrates with the state's financial management information system and payroll subsystem to process payroll and related activities, all updates to the human resource information system, People First, must be completed as part of the Florida PALM combined financials and payroll implementation in July 2024. While the implementation will occur in July 2024, as the People First system is heavily integrated with the current financial management information system (FLAIR), the development efforts required to integrate People First with both the Florida PALM financial information management system and the Florida PALM payroll subsystem will span across multiple years between requirements finalization, system and integration design, development, testing and training (all agencies will have to be re-trained on how to use the accounting and payroll preparation functions in People

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

First). Approximately 40% of the required work effort is covered under the current People First Amended and Restated Next Generation contract. The remaining 60% requires additional resources and funding in order to fully integrate with Florida PALM.

D. Functional and Technical Requirements

Purpose: To identify the functional and technical system requirements that must be met by the project.

Include through file insertion or attachment the functional and technical requirements analyses documentation developed and completed by the agency.

In order to integrate with Florida PALM, all core modules (appointments and status, organizational management, payroll preparation, insurance benefits administration, data warehouse and reporting) of People First are impacted and require significant development efforts. In total, over 2,000 system updates, ranging from simple (e.g., cascading label changes) to complex (new processes, new integration programs, new payroll preparation engine), are required to update the People First system to fully integrate with the Florida PALM financial management information system and payroll sub-system.

III. Success Criteria

Purpose: To identify the critical results, both outputs and outcomes, that must be realized for the project to be considered a success.

Based on the business objectives and the proposed business process and functional requirements of the People First and PALM integration, the following critical success criteria have been identified. Once realized, the agency would consider this People First and PALM integration successful.

SUCCESS CRITERIA TABLE				
#	Description of Criteria	How will the Criteria be measured/assessed?	Who benefits?	Realization Date (MM/YY)
1	Successful integration of the Florida PALM Chart of Accounts within the People First System.	User-acceptance testing.	State agencies.	07/01/2024
2	Accurate and timely processing of employee payroll. Anything less than accurate and timely processing will be considered a failure and will require immediate remediation.	Parallel payroll processing.	State of Florida employees.	07/01/2024
3	Modernized integrations.	Integration testing.	State agencies.	07/01/2024
4				
5				

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM**IV. Schedule IV-B Benefits Realization and Cost Benefit Analysis****A. Benefits Realization Table**

Purpose: To calculate and declare the tangible benefits compared to the total investment of resources needed to support the proposed IT project.

For each tangible benefit, identify the recipient of the benefit, how and when it is realized, how the realization will be measured, and how the benefit will be measured to include estimates of tangible benefit amounts.

N/A – Required implementation as part of the Florida PALM project implementation.

BENEFITS REALIZATION TABLE					
#	Description of Benefit	Who receives the benefit?	How is benefit realized?	How is the realization of the benefit measured?	Realization Date (MM/YY)
1	Successful payroll integration with PALM chart of accounts	State employees and retirees	Posted payroll and created vouchers	Success or failure of the payroll run	07/2024
2					

B. Cost Benefit Analysis (CBA)

Purpose: To provide a comprehensive financial prospectus specifying the project's tangible benefits, funding requirements, and proposed source(s) of funding.

The chart below summarizes the required CBA Forms which are included as Appendix A on the Florida Fiscal Portal and must be completed and submitted with the Schedule IV-B.

Refer to Appendix A.

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 1 - Net Tangible Benefits	Agency Program Cost Elements: Existing program operational costs versus the expected program operational costs resulting from this project. The agency needs to identify the expected changes in operational costs for the program(s) that will be impacted by the proposed project. Tangible Benefits: Estimates for tangible benefits resulting from implementation of the proposed IT project, which correspond to the benefits identified in the Benefits Realization Table. These estimates appear in the year the benefits will be realized.
CBA Form 2 - Project Cost Analysis	Baseline Project Budget: Estimated project costs. Project Funding Sources: Identifies the planned sources of project funds, e.g., General Revenue, Trust Fund, Grants. Characterization of Project Cost Estimate.

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

Cost Benefit Analysis	
Form	Description of Data Captured
CBA Form 3 - Project Investment Summary	<p>Investment Summary Calculations: Summarizes total project costs and net tangible benefits and automatically calculates:</p> <ul style="list-style-type: none"> • Return on Investment • Payback Period • Breakeven Fiscal Year • Net Present Value • Internal Rate of Return

V. Schedule IV-B Major Project Risk Assessment

Purpose: To provide an initial high-level assessment of overall risk incurred by the project to enable appropriate risk mitigation and oversight and to improve the likelihood of project success. The risk assessment summary identifies the overall level of risk associated with the project and provides an assessment of the project's alignment with business objectives.

NOTE: All multi-year projects must update the Risk Assessment Component of the Schedule IV-B along with any other components that have been changed from the original Feasibility Study.

The Risk Assessment Tool and Risk Assessment Summary are included in Appendix B on the Florida Fiscal Portal and must be completed and submitted with the agency's Schedule IV-B. After answering the questions on the Risk Assessment Tool, the Risk Assessment Summary is automatically populated.

Refer to Appendix B.

VI. Schedule IV-B Technology Planning

Purpose: To ensure there is close alignment with the business and functional requirements and the selected technology.

A. Current Information Technology Environment

1. Current System

The People First system is constructed to support the FLAIR chart of account values and to prepare payroll requisitions based on existing FLAIR business rules. Files are exchanged daily (Monday – Friday) between the People First system and FLAIR. Additionally, payroll requisition files are provided to the Department of Financial Services for processing through the FLAIR Payroll subsystem for all biweekly, supplemental and monthly payroll cycles.

a. Description of Current System

People First supports more than 232,000 users. The group includes all state agencies, all 12 state universities, all State of Florida retirees who have elected to continue with health insurance and/or life insurance benefits, and other users. It is important to note that these customers use the People First system differently, so the system has incorporated additional customization (approximately 20,000 customizations) and special interfaces (over 600) in order to capture and exchange data between various systems, including Florida Accounting Information Resource (FLAIR), and the FLAIR Payroll subsystem.

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

Services are provided through a highly customized on-line portal built on SAP ECC 6.0, NetWeaver 7.5, using three-tiered architecture (web, application and database). Data is extracted nightly to a custom Oracle Data Warehouse database.

b. Current System Resource Requirements

N/A – All system resources are included as part of the People First outsourcing contract. The contract is a fixed rate contract, and the Department does not have visibility into individualized cost.

c. Current System Performance

No current system limitations. Only constraints are the end-users' network and internet capacity.

2. Information Technology Standards

N/A

B. Current Hardware and/or Software Inventory

NOTE: Current customers of the state data center would obtain this information from the data center.

All system resources are included as part of the People First outsourcing contract. The contract is a fixed rate contract, and the Department does not have visibility into individualized cost. However, in order to mitigate risks associated with the integration of the People First system with Florida PALM, separate (dual) development, quality assurance and testing environments will be required in order to avoid a complete system freeze during the implementation timeline with Florida PALM (estimated at \$2,100,000 over two years). The servers that host the People First System are housed by the vendor.

C. Proposed Technical Solution

In order to integrate with Florida PALM, all core modules (appointments and status, organizational management, payroll preparation, insurance benefits administration, data warehouse and reporting) of People First are impacted and require significant development efforts. In total, over 2,000 system updates, ranging from simple (e.g., cascading label changes) to complex (new processes, new integration programs, new payroll preparation engine), are required to update the People First system to fully integrate with the Florida PALM financial management information system and payroll sub-system. Majority of technical support will be cared for contractually under the People First Amended and Restated Contract (DMS 17/18-030), via a contract amendment or change order processes and will be completed by the Service Providers technical resources.

1. Technical Solution Alternatives

N/A

2. Rationale for Selection

Existing contractual relationship.

3. Recommended Technical Solution

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

The Department recommends funding the request for \$7,873,540 (\$2,689,220 for Fiscal Year 2022-23 and \$5,184,320 for Fiscal Year 2023-24) to amend the People First Contract "DMS 17/18-030" or process a change order so that the updates and changes can be complete by the Service Providers technical resources. This funding also includes two Information Technology Staff Augmentation resources, one Project Manager and one Business Analyst, to support the integration effort.

D. Proposed Solution Description

The Department proposes funding the request for additional authority necessary to amend the contract "DMS 17/18-030" to allow the technology service provider resources to implement the functional changes and updates in the People First system. In doing so this will ensure that upon the completion of the Florida PALM combined financials and payroll implementation in July 2024 that the payroll and all subsequent subsystems are interacting correctly with Florida PALM.

1. Summary Description of Proposed System

All system resources are included as part of the People First outsourcing contract. The contract is a fixed rate contract, and the Department does not have visibility into individualized cost. However, in order to mitigate risks associated with the integration of the People First system with Florida PALM, separate (dual) development, quality assurance and testing environments will be required in order to avoid a complete system freeze during the implementation timeline with Florida PALM (estimated at \$2,100,000 over two years).

2. Resource and Summary Level Funding Requirements for Proposed Solution (if known)

System resources are included as part of the People First outsourcing contract. The contract is a fixed rate contract, and the Department does not have visibility into individualized cost. However, as the scope of this integration is outside the scope of the current contractual requirements, additional funding of \$7,873,540 nonrecurring budget authority, \$2,689,220 for Fiscal Year 2022-23 and \$5,184,320 for Fiscal Year 2023-24. Authority is requested in the Human Resource Services category (107080) and \$680,000 (\$340,000 for each fiscal year) in the Contracted Services category (100777), in the State Personnel System Trust Fund (2678), People First budget entity (72750500), are required. These funds will be used to integrate the existing People First system with the new Florida PALM system.

E. Capacity Planning (historical and current trends versus projected requirements)

N/A - All system resources are included as part of the People First outsourcing, fixed rate contract.

VII. Schedule IV-B Project Management Planning

Purpose: To require the agency to provide evidence of its thorough project planning and provide the tools the agency will use to carry out and manage the proposed project. The level of detail must be appropriate for the project's scope and complexity.

Include through file insertion or attachment the agency's project management plan and any associated planning tools/documents.

NOTE: For IT projects with total cost in excess of \$10 million, the project scope, business objectives, and timelines described in this section must be consistent with existing or proposed substantive policy required in s. 216.023(4)(a)10, F.S.

SCHEDULE IV-B FOR PEOPLE FIRST INTEGRATION WITH FLORIDA PALM

This project will be managed using the State of Florida project management standards (Rule 60GG-1.001-1.009, Florida Administrative Code) prescribed when implementing Level 1 IT projects. The following are the current high-level project dates. Once the final schedule for Florida PALM Payroll Implementation is finalized a detailed project plan will be developed. The following assumes a July 1, 2024, go-live date:

- January – March 2022: Legislative Session - Obtain funding for integration with Florida PALM
- April – June 2022: Execute change order with Service Provider for integration with Florida PALM
- May – June 2022: Procure staff augmentation resources to assist with integration with Florida PALM
- July – December 2022: Agency workshops (change order and staff augmentation resources must be in place)
- January – June 2023: Requirements finalization with Service Provider and Florida PALM
- July 23 – March 2024: Development
- January – March 2024: Integration testing with Florida PALM and agency subsystems
- February – June 2024: User-acceptance testing
- April – June 2024: Training and cutover activities
- July – August 2024: Hypercare

VIII. Appendices

Number and include all required spreadsheets along with any other tools, diagrams, charts, etc. chosen to accompany and support the narrative data provided by the agency within the Schedule IV-B.

- Appendix A - People First Integration with FL PALM Schedule IV B - Cost Benefit Analysis for FY 2022-23 updated 09-01-2021
- Appendix B - People First Integration with FL PALM Schedule IV B - Project Risk Assessment for FY 2022-23 Updated 09-01-2021

CBAForm 1 - Net Tangible Benefits

Agency Department of Management Services Project People First Integration with Florida PALM

Agency (Recurring Costs Only - No Project Costs)	FY 2022-23			FY 2023-24			FY 2024-25			FY 2025-26			FY 2026-27		
	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a)+(b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) * (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project	(a) Existing Program Costs	(b) Operational Cost Change	(c) = (a) + (b) New Program Costs resulting from Proposed Project
A. Personnel Costs - Agency-Managed Staff	\$1,479,185	\$340,000	\$1,819,185	\$1,479,185	\$340,000	\$1,819,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.a. Total Staff	15.00	2.00	17.00	15.00	2.00	17.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.a. State FTEs (Salaries & Benefits)	\$1,479,185	\$0	\$1,479,185	\$1,479,185	\$0	\$1,479,185	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-1.b. State FTEs (#)	15.00	0.00	15.00	15.00	0.00	15.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.a. OPS Staff (Salaries)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-2.b. OPS Staff (#)	0.00	0.00	0.00	0.00	0.00	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.a. Staff Augmentation (Contract Cost)	\$0	\$340,000	\$340,000	\$0	\$340,000	\$340,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A-3.b. Staff Augmentation (# of Contractors)	0.00	2.00	2.00	0.00	2.00	2.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Application Maintenance Costs	\$27,429,240	\$2,349,220	\$29,778,460	\$27,429,240	\$2,349,220	\$29,778,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-2. Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-3. Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B-4. Other	\$27,429,240	\$2,349,220	\$29,778,460	\$27,429,240	\$2,349,220	\$29,778,460	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fixed price contract, amounts are not separated out by staffing, hardware, software.															
C. Data Center Provider Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-1. Managed Services (Staffing)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-2. Infrastructure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-3. Network / Hosting Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-4. Disaster Recovery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C-5. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Plant & Facility Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E. Other Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-1. Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-2. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
E-3. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total of Recurring Operational Costs	\$28,908,425	\$2,649,220	\$31,557,645	\$28,908,425	\$2,649,220	\$31,557,645	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Additional Tangible Benefits:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F-1. Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F-2. Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F-3. Specify	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Net Tangible Benefits:	\$32,689,220	\$0	\$32,689,220	\$32,689,220	\$0	\$32,689,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

CHARACTERIZATION OF PROJECT BENEFIT ESTIMATE - CBAForm 1B		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	<input type="checkbox"/>	Confidence Level
Order of Magnitude	<input checked="" type="checkbox"/>	Confidence Level
Placeholder	<input type="checkbox"/>	Confidence Level

State of Florida
Cost Benefit Analysis

APPENDIX A

Fiscal Year 2022-23

Item Description (insert guidelines and annotate entries here)	FY2022-23		FY2023-24		FY2024-25		FY2025-26		FY2026-27		TOTAL
	YR 1 #	YR 1 LBR	YR 2 #	YR 2 LBR	YR 3 #	YR 3 LBR	YR 4 #	YR 4 LBR	YR 5 #	YR 5 LBR	
1 Department of Management Services People First Integration with Florida PALM											
2 Costs entered into each row are mutually exclusive. Insert rows for detail and modify appropriation categories as necessary, but do not remove any of the provided project cost elements. Reference vendor quote in the Item Description where applicable.											
3 Include only one-time project costs in this table. Include any recurring costs in CSA Form 1A.											
		\$ 2,089,220		\$ 5,184,320							\$ 7,973,540
4 (insert guidelines and annotate entries here)											
5 Costs for all state employees working on the project.											
6 Costs for all OPS employees working on the project.											
7 Staffing costs for personnel (Salary, Time & Expense).											
8 Project management personnel and related deliverables.											
9 Project oversight to include independent Verification & Validation (IV&V) personnel and related deliverables.											
10 Staffing costs for all professional services not included in other categories.											
11 Separate requirements analysis and feasibility study procurements.											
12 Hardware purchases not included in data center services.											
13 Commercial software purchases and licensing costs.											
14 Professional services with fixed-fee costs (i.e. software development, installation, project documentation)											
15 All first-time training costs associated with the project. Do not include recurring costs (i.e. one-time project costs in this row. Recurring, project-related data center costs are included in CSA Form 1A).											
16 Data Center Services - One Time Costs											
17 Other contract services not included in other categories.											
18 Include costs for non-state data center equipment required by the project and the proposed solution (insert additional rows as needed for detail).											
19 Lease costs associated with leasing space for project personnel.											
20 Other project expenses not included in other categories.											
21 Total		\$ 2,089,220		\$ 5,184,320							\$ 7,973,540

APPENDIX A

Fiscal Year 2022-23

CBAForm 2 - Project Cost Analysis

Agency Department of Management Services Project People First Integration with Florida PALM

PROJECT COST SUMMARY	PROJECT COST SUMMARY (from CBAForm 2A)					TOTAL
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
TOTAL PROJECT COSTS (*)	\$2,689,220	\$5,184,320	\$0	\$0	\$0	\$7,873,540
CUMULATIVE PROJECT COSTS <small>(includes Current & Previous Years' Project-Related Costs)</small>	\$2,689,220	\$7,873,540	\$7,873,540	\$7,873,540	\$7,873,540	\$7,873,540

Total Costs are carried forward to CBAForm 3 Project Investment Summary worksheet.

PROJECT FUNDING SOURCES	PROJECT FUNDING SOURCES - CBAForm 2B					TOTAL
	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	
General Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Trust Fund	\$2,689,220	\$5,184,320	\$0	\$0	\$0	\$7,873,540
Federal Match <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Grants <input type="checkbox"/>	\$0	\$0	\$0	\$0	\$0	\$0
Other <input type="checkbox"/> Specify	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL INVESTMENT	\$2,689,220	\$5,184,320	\$0	\$0	\$0	\$7,873,540
CUMULATIVE INVESTMENT	\$2,689,220	\$7,873,540	\$7,873,540	\$7,873,540	\$7,873,540	\$7,873,540

Characterization of Project Cost Estimate - CBAForm 2C		
Choose Type	Estimate Confidence	Enter % (+/-)
Detailed/Rigorous	Confidence Level	
Order of Magnitude <input checked="" type="checkbox"/>	Confidence Level	50%
Placeholder	Confidence Level	

APPENDIX A

Cost Benefit Analysis CBA Form 3 - Project Investment Summary

Agency Department of Management Services Project People First Integration with Florida PA

COST BENEFIT ANALYSIS - CBA Form 3A						
FY	FY	FY	FY	FY	TOTAL FOR ALL YEARS	
2022-23	2023-24	2024-25	2025-26	2026-27		
Project Cost	(\$2,689,220)	(\$5,184,320)	\$0	\$0	\$0	\$7,873,540
Net Tangible Benefits	\$2,689,220	\$5,184,320	\$0	\$0	\$0	\$7,873,540
Return on Investment	\$5,378,440	\$10,368,640	\$0	\$0	\$0	\$15,747,080
Year to Year Change in Program Staffing	2	2	0	0	0	

RETURN ON INVESTMENT ANALYSIS - CBA Form 3B	
Payback Period (years)	N/A
Break-even Fiscal Year	2022-23
Net Present Value (NPV)	\$15,029,993
Internal Rate of Return (IRR)	NO IRR

Investment Interest Earning Yield - CBA Form 3C			
Fiscal Year	FY	FY	FY
	2022-23	2024-25	2026-27
Cost of Capital	2.69%	3.09%	3.48%

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E	F	G	H				
3	Project		<i>People First Integration with Florida PALM</i>								
4	Agency		<i>Department of Management Services</i>								
5	FY 2022-23 LBR Issue Code:		FY 2022-23 LBR Issue Title:								
6	<i>Issue Code</i>		<i>People First Integration with Florida PALM</i>								
7	Risk Assessment Contact Info (Name, Phone #, and E-mail Address):										
8	<i>Jimmy Cox, (850) 413-9579; jimmy.cox@dms.fl.gov</i>										
9	Executive Sponsor		<i>Katie Parish</i>								
10	Project Manager		<i>Jimmy Cox</i>								
11	Prepared By		<i>Jimmy Cox</i>			<i>9/1/2021</i>					
12	Risk Assessment Summary										
13	<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 10px;">Business Strategy</div> <table border="1" style="border-collapse: collapse; width: 100%; height: 100%;"> <tr> <td style="width: 50%; height: 50%;"></td> <td style="width: 50%; height: 50%;"></td> </tr> <tr> <td style="width: 50%; height: 50%;"></td> <td style="width: 50%; height: 50%;"></td> </tr> </table> </div>										
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29	Least Aligned										
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31	Least Risk										
32											
33											
34	Project Risk Area Breakdown										
35	Risk Assessment Areas						<i>Risk Exposure</i>				
36	Strategic Assessment						HIGH				
37	Technology Exposure Assessment						HIGH				
38	Organizational Change Management Assessment						HIGH				
39	Communication Assessment						HIGH				
40	Fiscal Assessment						HIGH				
41	Project Organization Assessment						HIGH				
42	Project Management Assessment						HIGH				
43	Project Complexity Assessment						HIGH				
44											
45	Overall Project Risk						HIGH				
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IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 1 – Strategic Area			
4	#	Criteria	Values	Answer
5	1.01	Are project objectives clearly aligned with the agency's legal mission?	0% to 40% – Few or no objectives aligned	41% to 80% – Some objectives aligned
6			41% to 80% – Some objectives aligned	
7			81% to 100% – All or nearly all objectives aligned	
8	1.02	Are project objectives clearly documented and understood by all stakeholder groups?	Not documented or agreed to by stakeholders	Informal agreement by stakeholders
9			Informal agreement by stakeholders	
10			Documented with sign-off by stakeholders	
11	1.03	Are the project sponsor, senior management, and other executive stakeholders actively involved in meetings for the review and success of the project?	Not or rarely involved	Not or rarely involved
12			Most regularly attend executive steering committee meetings	
13			Project charter signed by executive sponsor and executive team actively engaged in steering committee meetings	
14	1.04	Has the agency documented its vision for how changes to the proposed technology will improve its business processes?	Vision is not documented	Vision is partially documented
15			Vision is partially documented	
16			Vision is completely documented	
17	1.05	Have all project business/program area requirements, assumptions, constraints, and priorities been defined and documented?	0% to 40% – Few or none defined and documented	41% to 80% – Some defined and documented
18			41% to 80% – Some defined and documented	
19			81% to 100% – All or nearly all defined and documented	
20	1.06	Are all needed changes in law, rule, or policy identified and documented?	No changes needed	No changes needed
21			Changes unknown	
22			Changes are identified in concept only	
23			Changes are identified and documented	
24			Legislation or proposed rule change is drafted	
25	1.07	Are any project phase or milestone completion dates fixed by outside factors, e.g., state or federal law or funding restrictions?	Few or none	All or nearly all
26			Some	
27			All or nearly all	
28	1.08	What is the external (e.g. public) visibility of the proposed system or project?	Minimal or no external use or visibility	Extensive external use or visibility
29			Moderate external use or visibility	
30			Extensive external use or visibility	
31	1.09	What is the internal (e.g. state agency) visibility of the proposed system or project?	Multiple agency or state enterprise visibility	Multiple agency or state enterprise visibility
32			Single agency-wide use or visibility	
33			Use or visibility at division and/or bureau level only	
34	1.10	Is this a multi-year project?	Greater than 5 years	Between 3 and 5 years
35			Between 3 and 5 years	
36			Between 1 and 3 years	
37			1 year or less	

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 2 -- Technology Area			
4	#	Criteria	Values	Answer
5	2.01	Does the agency have experience working with, operating, and supporting the proposed technical solution in a production environment?	Read about only or attended conference and/or vendor presentation	Installed and supported production system more than 3 years
6			Supported prototype or production system less than 6 months	
7			Supported production system 6 months to 12 months	
8			Supported production system 1 year to 3 years	
9			Installed and supported production system more than 3 years	
10	2.02	Does the agency's internal staff have sufficient knowledge of the proposed technical solution to implement and operate the new system?	External technical resources will be needed for implementation and operations	External technical resources will be needed for implementation and operations
11			External technical resources will be needed through implementation only	
12			Internal resources have sufficient knowledge for implementation and operations	
13	2.03	Have all relevant technical alternatives/ solution options been researched, documented and considered?	No technology alternatives researched	No technology alternatives researched
14			Some alternatives documented and considered	
15			All or nearly all alternatives documented and considered	
16	2.04	Does the proposed technical solution comply with all relevant agency, statewide, or industry technology standards?	No relevant standards have been identified or incorporated into proposed technology	No relevant standards have been identified or incorporated into proposed technology
17			Some relevant standards have been incorporated into the proposed technology	
18			Proposed technology solution is fully compliant with all relevant agency, statewide, or industry standards	
19	2.05	Does the proposed technical solution require significant change to the agency's existing technology infrastructure?	Minor or no infrastructure change required	Extensive infrastructure change required
20			Moderate infrastructure change required	
21			Extensive infrastructure change required	
22			Complete infrastructure replacement	
23	2.06	Are detailed hardware and software capacity requirements defined and documented?	Capacity requirements are not understood or defined	Capacity requirements are defined only at a conceptual level
24			Capacity requirements are defined only at a conceptual level	
25			Capacity requirements are based on historical data and new system design specifications and performance requirements	

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 3 – Organizational Change Management Area			
4	#	Criteria	Values	Answer
5	3.01	What is the expected level of organizational change that will be imposed within the agency if the project is successfully implemented?	Extensive changes to organization structure, staff or business processes	Minimal changes to organization structure, staff or business processes structure
6			Moderate changes to organization structure, staff or business processes	
7			Minimal changes to organization structure, staff or business processes structure	
8	3.02	Will this project impact essential business processes?	Yes	Yes
9			No	
10	3.03	Have all business process changes and process interactions been defined and documented?	0% to 40% -- Few or no process changes defined and documented	0% to 40% -- Few or no process changes defined and documented
11			41% to 80% -- Some process changes defined and documented	
12			81% to 100% -- All or nearly all processes defined and documented	
13	3.04	Has an Organizational Change Management Plan been approved for this project?	Yes	No
14			No	
15	3.05	Will the agency's anticipated FTE count change as a result of implementing the project?	Over 10% FTE count change	Less than 1% FTE count change
16			1% to 10% FTE count change	
17			Less than 1% FTE count change	
18	3.06	Will the number of contractors change as a result of implementing the project?	Over 10% contractor count change	Over 10% contractor count change
19			1 to 10% contractor count change	
20			Less than 1% contractor count change	
21	3.07	What is the expected level of change impact on the citizens of the State of Florida if the project is successfully implemented?	Extensive change or new way of providing/receiving services or information)	Minor or no changes
22			Moderate changes	
23			Minor or no changes	
24	3.08	What is the expected change impact on other state or local government agencies as a result of implementing the project?	Extensive change or new way of providing/receiving services or information	Extensive change or new way of providing/receiving services or information
25			Moderate changes	
26			Minor or no changes	
27	3.09	Has the agency successfully completed a project with similar organizational change requirements?	No experience/Not recently (>5 Years)	Recently completed project with similar change requirements
28			Recently completed project with fewer change requirements	
29			Recently completed project with similar change requirements	
30			Recently completed project with greater change requirements	

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Agency Name		Project: Project Name	
3	Section 4 -- Communication Area			
4	#	Criteria	Value Options	Answer
5	4.01	Has a documented Communication Plan been approved for this project?	Yes	No
6			No	
7	4.02	Does the project Communication Plan promote the collection and use of feedback from management, project team, and business stakeholders (including end users)?	Negligible or no feedback in Plan	Negligible or no feedback in Plan
8			Routine feedback in Plan	
9			Proactive use of feedback in Plan	
10	4.03	Have all required communication channels been identified and documented in the Communication Plan?	Yes	No
11			No	
12	4.04	Are all affected stakeholders included in the Communication Plan?	Yes	No
13			No	
14	4.05	Have all key messages been developed and documented in the Communication Plan?	Plan does not include key messages	Plan does not include key messages
15			Some key messages have been developed	
16			All or nearly all messages are documented	
17	4.06	Have desired message outcomes and success measures been identified in the Communication Plan?	Plan does not include desired messages outcomes and success measures	Plan does not include desired messages outcomes and success measures
18			Success measures have been developed for some messages	
19			All or nearly all messages have success measures	
20	4.07	Does the project Communication Plan identify and assign needed staff and resources?	Yes	No
21			No	

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 5 -- Fiscal Area			
4	#	Criteria	Values	Answer
5	5.01	Has a documented Spending Plan been approved for the entire project lifecycle?	Yes No	No
7	5.02	Have all project expenditures been identified in the Spending Plan?	0% to 40% -- None or few defined and documented 41% to 80% -- Some defined and documented 81% to 100% -- All or nearly all defined and documented	0% to 40% -- None or few defined and documented
10	5.03	What is the estimated total cost of this project over its entire lifecycle?	Unknown Greater than \$10 M Between \$2 M and \$10 M Between \$500K and \$1,999,999 Less than \$500 K	Greater than \$10 M
15	5.04	Is the cost estimate for this project based on quantitative analysis using a standards-based estimation model?	Yes No	Yes
17	5.05	What is the character of the cost estimates for this project?	Detailed and rigorous (accurate within ±10%) Order of magnitude -- estimate could vary between 10-100% Placeholder -- actual cost may exceed estimate by more than 100%	Order of magnitude -- estimate could vary between 10-100%
20	5.06	Are funds available within existing agency resources to complete this project?	Yes No	No
22	5.07	Will/should multiple state or local agencies help fund this project or system?	Funding from single agency Funding from local government agencies Funding from other state agencies	Funding from other state agencies
25	5.08	If federal financial participation is anticipated as a source of funding, has federal approval been requested and received?	Neither requested nor received Requested but not received Requested and received Not applicable	Neither requested nor received
29	5.09	Have all tangible and intangible benefits been identified and validated as reliable and achievable?	Project benefits have not been identified or validated Some project benefits have been identified but not validated Most project benefits have been identified but not validated All or nearly all project benefits have been identified and validated	Some project benefits have been identified but not validated
33	5.10	What is the benefit payback period that is defined and documented?	Within 1 year Within 3 years Within 5 years More than 5 years No payback	No payback
38	5.11	Has the project procurement strategy been clearly determined and agreed to by affected stakeholders?	Procurement strategy has not been identified and documented Stakeholders have not been consulted re: procurement strategy Stakeholders have reviewed and approved the proposed procurement strategy	Stakeholders have not been consulted re: procurement strategy
41	5.12	What is the planned approach for acquiring necessary products and solution services to successfully complete the project?	Time and Expense (T&E) Firm Fixed Price (FFP) Combination FFP and T&E	Combination FFP and T&E
44	5.13	What is the planned approach for procuring hardware and software for the project?	Timing of major hardware and software purchases has not yet been determined Purchase all hardware and software at start of project to take advantage of one-time discounts Just-in-time purchasing of hardware and software is documented in the project schedule	Purchase all hardware and software at start of project to take advantage of one-time discounts
47	5.14	Has a contract manager been assigned to this project?	No contract manager assigned Contract manager is the procurement manager Contract manager is the project manager Contract manager assigned is not the procurement manager or the project manager	Contract manager is the project manager
51	5.15	Has equipment leasing been considered for the project's large-scale computing purchases?	Yes No	No
53	5.16	Have all procurement selection criteria and outcomes been clearly identified?	No selection criteria or outcomes have been identified Some selection criteria and outcomes have been defined and documented All or nearly all selection criteria and expected outcomes have been defined and documented	Some selection criteria and outcomes have been defined and documented
56	5.17	Does the procurement strategy use a multi-stage evaluation process to progressively narrow the field of prospective vendors to the single, best qualified candidate?	Procurement strategy has not been developed Multi-stage evaluation not planned/used for procurement Multi-stage evaluation and proof of concept or prototype planned/used to select best qualified vendor	Multi-stage evaluation not planned/used for procurement
59	5.18	For projects with total cost exceeding \$10 million, did/will the procurement strategy require a proof of concept or prototype as part of the bid response?	Procurement strategy has not been developed No, bid response did/will not require proof of concept or prototype Yes, bid response did/will include proof of concept or prototype Not applicable	Not applicable
61				
62				

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 6 -- Project Organization Area			
4	#	Criteria	Values	Answer
5	6.01	Is the project organization and governance structure clearly defined and documented within an approved project plan?	Yes	No
6			No	
7	6.02	Have all roles and responsibilities for the executive steering committee been clearly identified?	None or few have been defined and documented	None or few have been defined and documented
8			Some have been defined and documented	
9			All or nearly all have been defined and documented	
10	6.03	Who is responsible for integrating project deliverables into the final solution?	Not yet determined	System Integrator (contractor)
11			Agency	
12			System Integrator (contractor)	
13	6.04	How many project managers and project directors will be responsible for managing the project?	3 or more	3 or more
14			2	
15			1	
16	6.05	Has a project staffing plan specifying the number of required resources (including project team, program staff, and contractors) and their corresponding roles, responsibilities and needed skill levels been developed?	Needed staff and skills have not been identified	Some or most staff roles and responsibilities and needed skills have been identified
17			Some or most staff roles and responsibilities and needed skills have been identified	
18			Staffing plan identifying all staff roles, responsibilities, and skill levels have been documented	
19	6.06	Is an experienced project manager dedicated fulltime to the project?	No experienced project manager assigned	No, project manager is assigned 50% or less to project
20			No, project manager is assigned 50% or less to project	
21			No, project manager assigned more than half-time, but less than full-time to project	
22			Yes, experienced project manager dedicated full-time, 100% to project	
23	6.07	Are qualified project management team members dedicated full-time to the project	None	No, business, functional or technical experts dedicated 50% or less to project
24			No, business, functional or technical experts dedicated 50% or less to project	
25			No, business, functional or technical experts dedicated more than half-time but less than full-time to project	
26			Yes, business, functional or technical experts dedicated full-time, 100% to project	
27	6.08	Does the agency have the necessary knowledge, skills, and abilities to staff the project team with in-house resources?	Few or no staff from in-house resources	Few or no staff from in-house resources
28			Half of staff from in-house resources	
29			Mostly staffed from in-house resources	
30			Completely staffed from in-house resources	
31	6.09	Is agency IT personnel turnover expected to significantly impact this project?	Minimal or no impact	Extensive impact
32			Moderate impact	
33			Extensive impact	
34	6.10	Does the project governance structure establish a formal change review and control board to address proposed changes in project scope, schedule, or cost?	Yes	No
35			No	
36	6.11	Are all affected stakeholders represented by functional manager on the change review and control board?	No board has been established	No board has been established
37			No, only IT staff are on change review and control board	
38			No, all stakeholders are not represented on the board	
39			Yes, all stakeholders are represented by functional manager	

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
3	Section 7 – Project Management Area			
4	#	Criteria	Values	Answer
5	7.01	Does the project management team use a standard commercially available project management methodology to plan, implement, and control the project?	No	Project Management team will use the methodology selected by the systems integrator
6			Project Management team will use the methodology selected by the systems integrator	
7			Yes	
8	7.02	For how many projects has the agency successfully used the selected project management methodology?	None	More than 3
9			1-3	
10			More than 3	
11	7.03	How many members of the project team are proficient in the use of the selected project management methodology?	None	Some
12			Some	
13			All or nearly all	
14	7.04	Have all requirements specifications been unambiguously defined and documented?	0% to 40% – None or few have been defined and documented	0% to 40% – None or few have been defined and documented
15			41 to 80% – Some have been defined and documented	
16			81% to 100% – All or nearly all have been defined and documented	
17	7.05	Have all design specifications been unambiguously defined and documented?	0% to 40% – None or few have been defined and documented	0% to 40% – None or few have been defined and documented
18			41 to 80% – Some have been defined and documented	
19			81% to 100% – All or nearly all have been defined and documented	
20	7.06	Are all requirements and design specifications traceable to specific business rules?	0% to 40% – None or few are traceable	0% to 40% – None or few are traceable
21			41 to 80% – Some are traceable	
22			81% to 100% – All or nearly all requirements and specifications are traceable	
23	7.07	Have all project deliverables/services and acceptance criteria been clearly defined and documented?	None or few have been defined and documented	None or few have been defined and documented
24			Some deliverables and acceptance criteria have been defined and documented	
25			All or nearly all deliverables and acceptance criteria have been defined and documented	
26	7.08	Is written approval required from executive sponsor, business stakeholders, and project manager for review and sign-off of major project deliverables?	No sign-off required	No sign-off required
27			Only project manager signs-off	
28			Review and sign-off from the executive sponsor, business stakeholder, and project manager are required on all major project deliverables	
29	7.09	Has the Work Breakdown Structure (WBS) been defined to the work package level for all project activities?	0% to 40% – None or few have been defined to the work package level	0% to 40% – None or few have been defined to the work package level
30			41 to 80% – Some have been defined to the work package level	
31			81% to 100% – All or nearly all have been defined to the work package level	
32	7.10	Has a documented project schedule been approved for the entire project lifecycle?	Yes	No
33			No	
34	7.11	Does the project schedule specify all project tasks, go/no-go decision points (checkpoints), critical milestones, and resources?	Yes	No
35			No	
36	7.12	Are formal project status reporting processes documented and in place to manage and control this project?	No or informal processes are used for status reporting	Project team uses formal processes
37			Project team uses formal processes	
38			Project team and executive steering committee use formal status reporting processes	
39	7.13	Are all necessary planning and reporting templates, e.g., work plans, status reports, issues and risk management, available?	No templates are available	Some templates are available
40			Some templates are available	
41			All planning and reporting templates are available	
42	7.14	Has a documented Risk Management Plan been approved for this project?	Yes	No
43			No	
44	7.15	Have all known project risks and corresponding mitigation strategies been identified?	None or few have been defined and documented	None or few have been defined and documented
45			Some have been defined and documented	
46			All known risks and mitigation strategies have been defined	
47	7.16	Are standard change request, review and approval processes documented and in place for this project?	Yes	No
48			No	
49	7.17	Are issue reporting and management processes documented and in place for this project?	Yes	No
50			No	

IT Project Risk Assessment Tool

Schedule IV-B

FY2022-23

	B	C	D	E
1	Agency: Department of Management Services		Project: People First Integration with Florida PALM	
2				
3	Section 8 – Project Complexity Area			
4	#	Criteria	Values	Answer
5	8.01	How complex is the proposed solution compared to the current agency systems?	Unknown at this time	Similar complexity
6			More complex	
7			Similar complexity	
8			Less complex	
9	8.02	Are the business users or end users dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
10			3 sites or fewer	
11			More than 3 sites	
12	8.03	Are the project team members dispersed across multiple cities, counties, districts, or regions?	Single location	More than 3 sites
13			3 sites or fewer	
14			More than 3 sites	
15	8.04	How many external contracting or consulting organizations will this project require?	No external organizations	More than 3 external organizations
16			1 to 3 external organizations	
17			More than 3 external organizations	
18	8.05	What is the expected project team size?	Greater than 15	Greater than 15
19			9 to 15	
20			5 to 8	
21			Less than 5	
22	8.06	How many external entities (e.g., other agencies, community service providers, or local government entities) will be impacted by this project or system?	More than 4	More than 4
23			2 to 4	
24			1	
25			None	
26	8.07	What is the impact of the project on state operations?	Business process change in single division or bureau	Statewide or multiple agency business process change
27			Agency-wide business process change	
28			Statewide or multiple agency business process change	
29	8.08	Has the agency successfully completed a similarly-sized project when acting as Systems Integrator?	Yes	Yes
30			No	
31	8.09	What type of project is this?	Infrastructure upgrade	Combination of the above
32			Implementation requiring software development or purchasing commercial off the shelf (COTS) software	
33			Business Process Reengineering	
34			Combination of the above	
35	8.10	Has the project manager successfully managed similar projects to completion?	No recent experience	Similar size and complexity
36			Lesser size and complexity	
37			Similar size and complexity	
38			Greater size and complexity	
39	8.11	Does the agency management have experience governing projects of equal or similar size and complexity to successful completion?	No recent experience	Similar size and complexity
40			Lesser size and complexity	
41			Similar size and complexity	
42			Greater size and complexity	

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: People First

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for People First		



EXHIBITS OR SCHEDULES

Telecommunications Services



SCHEDULE I SERIES

Telecommunications Services

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: 72900100 Telecommunications Services
Fund: 2105 Communications Working Capital Trust

Specific Authority: Chapter 282, F.S.
Purpose of Fees Collected: To pay phone bills of vendors and for fund's operations and the
Emergency Medical Services (EMS) Grant.

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 type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
<u>CENTREX & SUNCOM Revenues</u>	160,065,772	117,486,638	117,486,638
<u>Investment Income</u>	350,530	48,095	48,095
<u>BEAR Erate Reimbursements - Not FIRN</u>	-	1,473,000	1,473,000
<u>Vendor Reimbursements - Wireless</u>	-	4,200,000	4,350,000
<u>Refunds and Reimbursements</u>	14,798	-	-
<u>Transfers from w/in the Agency</u>	745,479	-	-
Total Fee Collection to Line (A) - Section III	161,176,579	123,207,733	123,357,733

SECTION II - FULL COSTS			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	4,918,651	5,520,126	5,520,126
<u>Other Personal Services</u>	361,284	384,984	384,984
<u>Expenses</u>	436,127	659,534	659,534
<u>Operating Capital Outlay</u>	-	46,079	83,769
<u>SUNCOM Vendor Payments</u>	113,911,135	117,486,638	117,486,638
<u>Risk Management Insurance</u>	14,939	21,588	21,588
<u>Human Resources Contract</u>	22,204	21,419	21,419
<u>Contracted Services</u>	2,036,377	2,612,564	1,938,406
<u>Lease/Lease Equipment</u>	2,890	3,241	3,241
<u>COVID-19</u>	41,579,606	-	-
<u>Data Processing Services</u>	406,433	449,085	449,085
<u> </u>			
<u> </u>			
<u>Indirect Costs Charged to Trust Fund</u>			
Total Full Costs to Line (B) - Section III	163,689,646	127,205,258	126,568,790

Basis Used: Accrual

SECTION III - SUMMARY			
TOTAL SECTION I	(A)	161,176,579	123,207,733
TOTAL SECTION II	(B)	163,689,646	127,205,258
TOTAL - Surplus/Deficit	(C)	(2,513,067)	(3,211,057)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward. (See Schedule I)

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** **2022 - 23**
Program: 72900100 Telecommunications Services
Fund: 2344 Wireless Emergency Phone Trust

Specific Authority: Sec 365.172 and 365.173, F.S.

Purpose of Fees Collected: A fee of \$.50 per month is assessed to Florida's wireless telephone subscribers to offset Florida counties' and the service providers' 911 and Emergency 911 capital and operating costs. Fees are deposited into the fund and subsequent distributions are as follows: 44% to counties; 54% to service providers; and an additional 2% to rural counties.

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 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 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
Deposits from Wireless 911 Ser.Providers	77,225,684	77,187,038	84,064,596
Deposits from Wireline 911 Ser.Providers	26,314,838	22,304,045	20,673,243
Deposits from Prepaid Wireless Ser.Provide	22,038,292	25,000,457	25,525,134
Investment Income	1,721,911	1,816,193	1,816,193
Next Generation Grant	-	3,897,820	-
Refunds and Reimbursements	-	-	-
Total Fee Collection to Line (A) - Section III	127,300,724	130,205,553	132,079,166

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
Salaries and Benefits	388,507	417,650	417,650
OPS	189,831	273,041	273,041
Expenses	110,658	208,529	208,529
Wireless 911 Distributions to Counties	70,050,770	78,189,590	83,705,024
Wireless 911 Distributions to Service Provide	1,509,323	6,000,000	2,000,000
Wireline 911 Distributions to Counties for Wi	27,720,081	30,883,023	29,367,589
Prepaid Wireless	18,352,137	34,450,000	35,300,000
Operating Capital Outlay	-	-	-
Grant for Next Generation 911	2,234,086	1,815,685	597
Contracted Services	182,912	400,827	900,827
Contracted Legal Services	11,071	92,159	92,159
Lease/Lease Equipment	1,687	1,845	1,845
HR Transfer	211	204	204
Data Processing Services Assessment	2,967	3,277	3,277
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	120,754,241	152,735,830	152,270,742
Basis Used:	<u>Accrual</u>		

<u>SECTION III - SUMMARY</u>				
TOTAL SECTION I	(A)	127,300,724	130,205,553	132,079,166
TOTAL SECTION II	(B)	120,754,241	152,735,830	152,270,742
TOTAL - Surplus/Deficit	(C)	6,546,483	(22,530,277)	(20,191,576)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Communications Working Capital Trust Fund
Budget Entity:	72900100
LAS/PBS Fund Number:	2105

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	20,138,290.20	(A)		20,138,290.20
ADD: Other Cash (See Instructions)	826,147.82	(B)		826,147.82
ADD: Investments	19,213,750.57	(C)		19,213,750.57
ADD: Outstanding Accounts Receivable	22,518,475.08	(D)		22,518,475.08
ADD: _____	_____	(E)		-
Total Cash plus Accounts Receivable	62,696,663.67	(F)	-	62,696,663.67
LESS Allowances for Uncollectibles	20,821.00	(G)		20,821.00
LESS Approved "A" Certified Forwards	7,684,886.53	(H)		7,684,886.53
Approved "B" Certified Forwards	17,208,553.42	(H)		17,208,553.42
Approved "FCO" Certified Forwards	_____	(H)		-
LESS: Other Accounts Payable (Nonoperati	1,921.37	(I)		1,921.37
LESS: Advance Payment	500,000.00	(J)		500,000.00
Unreserved Fund Balance, 07/01/21	37,280,481.35	(K)	-	37,280,481.35 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Wireless Emergency Telephone System Trust Fund
Budget Entity:	72900100
LAS/PBS Fund Number:	2344

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	3,247,874.85	(A)	-	3,247,874.85
ADD: Other Cash (See Instructions)		(B)	-	-
ADD: Investments	99,036,210.21	(C)	-	99,036,210.21
ADD: Outstanding Accounts Receivable	15,247,650.85	(D)	-	15,247,650.85
ADD: _____		(E)	-	-
Total Cash plus Accounts Receivable	117,531,735.91	(F)	-	117,531,735.91
LESS Allowances for Uncollectibles		(G)	-	-
LESS Approved "A" Certified Forwards	29,420,571.42	(H)	-	29,420,571.42
Approved "B" Certified Forwards	53,887.38	(H)	-	53,887.38
Approved "FCO" Certified Forwards		(H)	-	-
LESS: Other Accounts Payable (Nonoperating)	10,336.82	(I)	-	10,336.82
LESS: _____		(J)	-	-
Unreserved Fund Balance, 07/01/21	88,046,940.29	(K)	-	88,046,940.29 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	<u>2022 - 2023</u>
Department Title:	<u>Department of Management Services</u>
Trust Fund Title:	<u>Communications Working Capital Trust Fund</u>
Budget Entity:	<u>72900100</u>
LAS/PBS Fund Number:	<u>2105</u>

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	<input type="text" value="53,802,162.96"/> (A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	<input type="text"/> (B)
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment #7200303	<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" value="(17,208,553.42)"/> (D)
Approved FCO Certified Forward per LAS/PBS	<input type="text"/> (D)
A/P not C/F-Operating Categories	<input type="text" value="13,592.15"/> (D)
Compensated Absences	<input type="text" value="673,279.66"/> (D)
	<input type="text"/> (D)
	<input type="text"/> (D)
ADJUSTED BEGINNING TRIAL BALANCE:	<input type="text" value="37,280,481.35"/> (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	<input type="text" value="37,280,481.35"/> (F)
DIFFERENCE:	<input type="text" value="0.00"/> (G)*

***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title:

Department of Management Services

Trust Fund Title:

Wireless Emergency Telephone System Trust Fund

Budget Entity:

72900100

LAS/PBS Fund Number:

2344

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds;
GLC 539XX for proprietary and fiduciary funds

88,109,452.19 (A)

Subtract Nonspendable Fund Balance (GLC 56XXX)

(B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description

(C)

SWFS Adjustment # and Description

(C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS

(53,887.38) (D)

Approved FCO Certified Forward per LAS/PBS

(D)

A/P not C/F-Operating Categories

(8,624.52) (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

88,046,940.29 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

88,046,940.29 (F)

DIFFERENCE:

0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Telecommunications Services

Phone Number: (850) 487 - 9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA 2021-41 MyFloridaNetwork-2 Contract Management Issued: April 2021	6/30/2021	Telecommunications	<p>Finding No. 1: OIT had not published policy revisions to include supply chain risk management requirements and DivTel had not fully implemented supply chain risk management into division processes.</p> <p>Recommendation: We recommend the Chief Information Officer (CIO) oversee revised policy publication with inclusion of supply chain risk management, and the development and promulgation of companion procedures. We further recommend, the Director of DivTel fully implement supply chain risk management into DivTel’s processes in accordance with Florida Cybersecurity Rules by (a) establishing management processes to identify, establish, assess, and manage cyber supply chain risks; (b) using a cyber supply chain risk assessment process to identify, prioritize and assess suppliers and third-party providers; (d) routinely assessing third-party providers to confirm contractual obligations are met; and (e) conducting response and recovery planning and testing with suppliers and third-party providers. We further recommend the Director of DivTel ensure L3Harris’ supply chain risk management practices meet requirements and are reviewed periodically.</p>	<p>Planned Corrective Action: DivTel awaits the revised policy publication with inclusion of supply chain risk management, and the development and promulgation of companion procedures for Rule 60GG-2, Florida Administrative Code. Once published, DivTel will review and take the appropriate actions. Until these are published, DivTel will request and review a confirmation on an annual basis that L3Harris maintains their certification in ISO 27001.</p> <p>July 2021 Update: The OIT policy is under DMS executive review. The L3Harris annual certification will be verified until such time as we implement the OIT policy.</p>	



EXHIBITS OR SCHEDULES

Wireless Services



SCHEDULE I SERIES

Wireless Services

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: 72900200 Wireless Services
Fund: 2432 Law Enforcement Radio System Trust

Specific Authority: Chapter 282, F.S.
Purpose of Fees Collected: A \$1 fee is collected from boat & auto registrations to provide for the construction & operation of the statewide 800 MHz LERS

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 type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
Receipts:	A01	A02	A03
From Boat/Vehicles Registrations - DHS	22,610,747	24,391,505	24,625,657
Tower Rental Fees	-	19,346	19,346
Investment Income	278,629	291,782	291,782
Refunds and Reimbursements	-	-	-
Revert and Reappropriate	-	-	-
Traffic Infraction Penalties	3,478,196	3,000,000	3,000,000
Transfers from within Agency	-	-	-
Total Fee Collection to Line (A) - Section III	26,367,572	27,702,633	27,936,785

SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	865,200	1,020,822	1,203,894
Other Personal Services	54,189	93,682	93,682
Expenses	134,682	262,601	282,401
Operating Capital Outlay	19,235	22,000	441,275
Acquisition of Motor Vehicles	-	-	168,490
Contracted Services	2,995,040	7,100,000	3,600,000
Risk Management Insurance	1,829	1,832	1,832
Contracted Legal Services	-	-	250,000
Contract Payments	21,561,629	19,000,000	19,000,000
SLERS Tower Leases	-	2,500,000	-
Lease/Lease Equipment	2,226	2,229	2,229
Human Resource Contract	4,032	3,890	4,501
Data Processing Services Assessment	-	2,110	2,110
Indirect Costs Charged to Trust Fund	2,486,361	2,544,176	2,544,265
Total Full Costs to Line (B) - Section III	28,124,423	32,553,342	27,594,679

Basis Used: Accrual

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	26,367,572	27,702,633	27,936,785
TOTAL SECTION II	(B)	28,124,423	32,553,342	27,594,679
TOTAL - Surplus/Deficit	(C)	(1,756,851)	(4,850,709)	342,106

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: 72900200 Wireless Services
Fund: 2510 Operating Trust Fund

Specific Authority: Chapter 2016-66, Section 84, Laws of Florida; and
Purpose of Fees Collected: Section 216.177 Florida Statutes

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.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>	A01	A02	A03
<u>Noncapital Grants and Donations</u>	-	-	-
<u>FirstNet Grant</u>	1,038	-	-
<u>Revert and Reappropriate</u>	-	-	-
<u> </u>			
Total Fee Collection to Line (A) - Section III	1,038	-	-

SECTION II - FULL COSTS

Direct Costs:

<u>Grants and Aid - Implementation Grants</u>	1,038	-	-
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u> </u>			
<u>Indirect Costs Charged to Trust Fund</u>		-	-
Total Full Costs to Line (B) - Section III	1,038	-	-

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	1,038	-	-
TOTAL SECTION II	(B)	1,038	-	-
TOTAL - Surplus/Deficit	(C)	-	-	-

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	State Agency Law Enforcement Radio System Trust Fund
Budget Entity:	72900200
LAS/PBS Fund Number:	2432

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	1,428,161.43	(A)		1,428,161.43
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	12,444,213.02	(C)		12,444,213.02
ADD: Outstanding Accounts Receivable	11,789.39	(D)	1,028,052.69	1,039,842.08
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	13,884,163.84	(F)	1,028,052.69	14,912,216.53
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	15,387.03	(H)		15,387.03
Approved "B" Certified Forwards	5,186,392.86	(H)		5,186,392.86
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	504,867.03	(I)		504,867.03
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	8,177,516.92	(K)	1,028,052.69	9,205,569.61 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund - Technology
Budget Entity:	72900200
LAS/PBS Fund Number:	2510

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	28,935.90	(A)		28,935.90
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	28,935.90	(F)	-	28,935.90
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards		(H)		-
Approved "B" Certified Forwards		(H)		-
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	28,935.90	(K)	-	28,935.90 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	State Agency Law Enforcement Radio System Trust Fund
Budget Entity:	72900200
LAS/PBS Fund Number:	2432

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	13,363,909.78	(A)
--	----------------------	-----

Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # - Receivable	1,028,052.69	(C)
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SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(5,186,392.86)	(D)
---	----------------	-----

Approved FCO Certified Forward per LAS/PBS		(D)
--	--	-----

A/P not C/F-Operating Categories	(8,390.63)	(D)
----------------------------------	------------	-----

CF Adjustments	8,390.63	(D)
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		(D)
--	--	-----

		(D)
--	--	-----

ADJUSTED BEGINNING TRIAL BALANCE:	9,205,569.61	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	9,205,569.61	(F)
--	---------------------	-----

DIFFERENCE:	0.00	(G)*
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***SHOULD EQUAL ZERO.**

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title: Department of Management Services
Trust Fund Title: Operating Trust Fund - Technology
Budget Entity: 72900200
LAS/PBS Fund Number: 2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (F)

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Wireless Services

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Wireless Services		



EXHIBITS OR SCHEDULES

State Data Center



SCHEDULE I SERIES

State Data Center

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: 72900600 State Data Center
Fund: 2792 Working Capital Trust
Specific Authority: F.S. 282.201
Purpose of Fees Collected: Provide funds sufficient to cover the operation of the Data Center.

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 type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION	ACTUAL	ESTIMATED	REQUEST
	FY 2020 - 21	FY 2020 - 21	FY 2022 - 23
Receipts:			
Sale of Data Processing Svcs-State	63,225,002	61,257,968	85,539,218
Sale of Data Processing Svcs-Non-State	80,771	81,824	81,824
Interest Earnings	120,307	121,789	121,789
Fee	-	-	-
Donations	-	-	-
Refunds	71	100	100
Transfer in from DFS Loan	-	-	-
Total Fee Collection to Line (A) - Section III	63,426,151	61,461,681	85,742,931

SECTION II - FULL COSTS			
Direct Costs:			
Salaries and Benefits	11,925,391	13,028,789	
Other Personal Services	256,555	379,099	-
Expense	3,873,139	3,177,637	
Operating Capital Outlay	275,746	61,334	
Contracted Services	32,410,796	10,211,376	
Cloud Comp Services	100,000	987,860	
Risk Management	32,146	27,498	
COVID-19	311,431		
Deferred-Pay Com Contracts	1,356,518		
Lease Purchase	3,654,285	2,639,443	
Data Center MSP Contract-Realignment	-	-	44,655,976
HR Statewide Contract	54,389	52,467	-
Indirect Costs Charged to Trust Fund			
Total Full Costs to Line (B) - Section III	57,970,047	53,033,280	64,399,834

Basis Used: Accrual

SECTION III - SUMMARY				
TOTAL SECTION I	(A)	63,426,151	61,461,681	85,742,931
TOTAL SECTION II	(B)	57,970,047	53,033,280	64,399,834
TOTAL - Surplus/Deficit	(C)	5,456,104	8,428,401	21,343,097

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023

Department Title:	Department of Management Services
Trust Fund Title:	Working Capital Trust Fund
Budget Entity:	72900600
LAS/PBS Fund Number:	2792

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	18,329,229.47	(A)		18,329,229.47
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	2,711,026.55	(C)		2,711,026.55
ADD: Outstanding Accounts Receivable	2,695,731.11	(D)	(329,679.00)	2,366,052.11
ADD:		(E)		-
ADD:		(E)		-
Total Cash plus Accounts Receivable	23,735,987.13	(F)	(329,679.00)	23,406,308.13
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	616,328.21	(H)		616,328.21
Approved "B" Certified Forwards	2,603,280.07	(H)		2,603,280.07
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	4,952.54	(I)		4,952.54
LESS: Transfer to 72900700 2792	9,479,506.00	(J)		9,479,506.00
Unreserved Fund Balance, 07/01/21	11,031,920.31	(K)	(329,679.00)	10,702,241.31 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Working Capital Trust Fund
Budget Entity:	72900600
LAS/PBS Fund Number:	2792

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	20,176,767.56	(A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)		(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment #B7200307 - Receivable	(329,679.00)	(C)
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SWFS Adjustment # and Description		(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(2,603,280.07)	(D)
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Approved FCO Certified Forward per LAS/PBS		(D)
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A/P not C/F-Operating Categories		(D)
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Compensated Absences	1,541,180.12	(D)
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Capital Assets Adjustment in BE 72900700	50,205.74	(D)
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Transfer out 72900700 2792	(9,479,506.00)	(D)
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Installment Purchase Contracts	1,346,552.96	(D)
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ADJUSTED BEGINNING TRIAL BALANCE:	10,702,241.31	(E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	10,702,241.31	(F)
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DIFFERENCE:	0.00	(G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: State Data Center

Phone Number: (850) 487 - 9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
AG Report No. 2020-149 Operational Audit of the DMS State Data Center Operations Issued: March 2020	6/30/2020	SDC	<p>Finding No. 1: The SDC’s disaster recovery plan, annual testing, and processes for customers subscribing to the SDC disaster recovery services need improvement to ensure that critical SDC operations are recovered and continue in the event of a disaster or other interruption in service.</p> <p>Recommendation: To ensure recoverability of the critical applications maintained at the SDC in the event of a disaster or other interruption of service, we recommend that Department management:</p> <ul style="list-style-type: none"> * Conduct a BIA to identify all critical SDC applications and include step-by-step instructions in the DRP for each identified critical application. * Conduct testing of all identified critical applications, evaluate and timely remediate issues identified in testing, and incorporate necessary DRP modifications identified during the testing. * Accurately define the roles and responsibilities for customer entities that subscribe to DR services and ensure testing requirements are documented with the customer entities prior to DR testing. * Timely evaluate and remediate customer entity DR testing results. * Ensure full-scale testing is performed to verify that all applications and infrastructure can be timely restored for customer entities subscribing to DR services. 	<p>July 2021 Update: In addition to the build out of the BIA information in the system, ""CI Review Due"" has been added to the customer portal. When a customer logs into the portal they will see ""CI Review Due"" with a count of CI's that have not been reviewed in the past year.</p> <p>Also, the SDC is working to ensure that training on this functionality is provided at upcoming customer meetings. On May 6, 2020 to May 7, 2020 a DST DR customers, all DR service subscriber Agency DR exercise occurred. Documentation of the test is being reviewed/finalized.</p> <p>The final updated DR plan was approved February 4, 2021.</p>	

<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 2: The SDC’s continuity of operations plan continues to need improvement to ensure the timely resumption of critical business operations in the event of a disaster or other interruption in service.</p> <p>Recommendation: To promote the continued operations of the SDC, we recommend that Department management include in the SDC COOP, or incorporate by reference, all essential information specified in State law.</p>	<p>July 2021 Update: An updated version of the Essential Personnel – Emergency Management Duty procedure was completed in July 20, 2020. Additionally, an update of the COOP was completed July 16, 2020. The SDC continues to incorporate requirements associated with the essential personnel designations. Further, review and updates of essential personnel were conducted in June 2021.</p> <p>The final updated DR plan was approved February 4, 2021.</p>	
<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 3: Inventory repositories for IT resources at the SDC were not complete and in some cases were not accurate, and configuration management database audits for servers were not performed, increasing the risk that IT resources may not be appropriately monitored, tested, and evaluated.</p> <p>Recommendation: To ensure the accuracy of IT asset records, we recommend that Department management continue efforts to establish a complete, accurate, and up-to-date inventory of all SDC-managed hardware, perform annual reconciliations of the repository for physical assets to the data center cabinets, and complete the CMDB configuration audits annually.</p>	<p>July 2021 Update: Property management staff completed a full physical inventory of the data center floor areas on April 2, 2020. Additionally, the SDC continues to conduct CMDB configuration audits, 301 audits were conducted for fiscal year 2019-2020.</p> <p>Audits of the CMDB have continued. For the FY 2020-2021: as of 11/16/2020, 374 audits were completed.</p>	

<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 4: SDC processes for reconciling, tracking, and securing backup tapes need improvement to ensure that all backup tapes are accounted for and location and status records are accurate.</p> <p>Recommendation: We recommend that Department management ensure that semiannual reconciliations of the backup systems that create backup tapes to the tracking system used to record the movement of tapes to the off-site storage location are performed as specified in Department procedures and documented. In addition, tape tracking system records should periodically be compared to the physical tape inventory at the off-site storage location. We also recommend that Department management ensure that tape location records are timely updated and accurate records of destruction are maintained.</p>	<p>July 2021 Update: Tape management staff are working daily to clean up tape track and ensure that tapes are processed correctly and documented. A tape reconciliation was completed in May 2020.</p> <p>Tapes have been removed from DSM and were destroyed as of September 3, 2020. Further, DST-BIOS-P-0209 was updated to account for changes in the Tape Reconciliations and Destruction process to account for tapes no longer being stored off-site.</p>	
<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p> <p>Also see AG Report No. 2021-182 Federal Awards Audit Finding 2020-030</p> <p>AG Report No. 2020-170 Federal Awards Audit Finding 2019-021</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 5: Some access privileges did not promote an appropriate separation of duties or were not necessary based on users' assigned job responsibilities.</p> <p>Recommendation: To promote compliance with State law and an appropriate separation of duties, we recommend that Department management properly restrict administrative access privileges to the mainframe, Windows servers, and Oracle database environments, and the interconnected network domains, to only those functions necessary for the user's assigned job responsibilities and ensure administrative accounts are timely disabled when no longer necessary.</p>	<p>July 2021 Update: The SDC initiated project number 2020-003 to address customer administrator access. The project involves generating agency-specific access listings from each platform, soliciting feedback on access from customer agencies, account clean-up, delegations of access, and where applicable, risk acceptance.</p> <p>Some access reviews were completed however due to staffing constraints the project could not be completed and was closed January 26, 2021.</p>	

<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p> <p>Also see AG Report No. 2021-182 Federal Awards Audit Finding 2020-031</p> <p>AG Report No. 2020-170 Federal Awards Audit Finding 2019-023</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 6: SDC processes for performance and documentation of periodic access reviews need improvement to ensure assigned access remains appropriate.</p> <p>Recommendation: We recommend that Department management perform comprehensive periodic reviews of logical and physical access privileges for users, maintain documentation of the reviews conducted, and ensure that access privileges are timely removed when no longer needed.</p>	<p>July 2021 Update: The SDC initiated project number 2020-003 to address customer administrator access. The project involves generating agency-specific access listings from each platform, soliciting feedback on access from customer agencies, account clean-up, delegations of access, and where applicable, risk acceptance.</p> <p>Some access reviews were completed however due to staffing constraints the project could not be completed and was closed January 26, 2021.</p>	
<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 7: SDC backup controls continue to need improvement to ensure backups for all IT resources requiring backup are appropriately performed and periodically tested for recoverability to ensure that customer data is readily recoverable in response to an unexpected event.</p> <p>Recommendation: We recommend that Department management ensure that all required server backups are timely and successfully performed, legacy backup systems are monitored to help ensure backup tasks are timely and successfully completed, and backups are periodically tested for recoverability.</p>	<p>July 2021 Update: The SDC Backup and Recovery team continues to monitor backups to ensure they are timely and successful. Additionally, update of the Backup and Recovery Procedures was completed in February 2020. The procedures were updated to include all backup and corresponding monitoring process requirements.</p>	

<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 8: SDC procedures and processes for the management and monitoring of software licensing agreements need improvement to help prevent software licensing violations.</p> <p>Recommendation: We recommend that Department management promptly complete the software asset management project and finalize procedures for managing and monitoring software licensing agreements.</p>	<p>Due to recent organizational changes, the SDC is working to identify proper placement of software asset management duties.</p>	
<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p>	<p>6/30/2020</p>	<p>SDC</p>	<p>Finding No. 9: The SDC’s monitoring and reporting of the performance metrics for database and network services provided to customer entities as defined in service-level agreements need improvement to ensure that critical incidents affecting the database and network services are timely detected, documented, and, as applicable, resolved and that performance uptime is accurately calculated and reported.</p> <p>Recommendation: We recommend that Department management ensure that SDC database performance uptime metrics included in the SLAs are met, appropriate documentation for uptime performance statistics is maintained, and network services performance uptime metrics reflect all SDC-managed network devices used by each customer entity.</p>	<p>July 2021 Update: The SDC initiated project number 2019-015 to address gaps in logging and monitoring. Due to the Pandemic and other resource availability issues, Project 2019-015 was put on hold. Platforms were in the process of moving logs to the new 24TB storage location. However, there are no funds available to test the upload of log data to the Cloud.</p> <p>DST-SDC project number 2019-015 was subsequently retired and plans for monitoring and logging currently intend to be addressed through both a related legislative budget request and the SDC managed service provider.</p>	

<p>AG Report No. 2020-149</p> <p>Operational Audit of the DMS State Data Center Operations</p> <p>Issued: March 2020</p> <p>Also see AG Report No. 2021-182 Federal Awards Audit Finding 2020-032</p> <p>AG Report No. 2020-170 Federal Awards Audit Finding 2019-022</p>	6/30/2020	SDC	<p>Finding No. 10: Certain SDC security controls related to logical access, tape encryption, vulnerability management, configuration management, user authentication, service accounts, and logging and monitoring, need improvement to ensure the confidentiality, integrity, and availability of customer entity data and related IT resources.</p> <p>Recommendation: We recommend that Department management improve certain security controls related to logical access, tape encryption, vulnerability management, configuration management, user authentication, service accounts, and logging and monitoring to ensure the confidentiality, integrity, and availability of customer entity data and related IT resources.</p>	<p>July 2021 Update: The Department continues to evaluate and improve security controls to ensure the confidentiality, integrity and availability of data and IT resources.</p>	
<p>IA 2020-036</p> <p>Audit of Cybersecurity with a Focus on Malware</p> <p>Issued: May 2020</p>	6/30/2020	SDC	<p>Note: This confidential report resulted in nine recommendations, which are being addressed by the Department.</p>		
<p>IA 2020-56</p> <p>Audit of the State Data Center's Disaster Recovery Service</p> <p>Issued: July 2020</p>	6/30/2021	SDC	<p>Finding No. 1: Eleven Disaster Recovery (DR) service customers have not provisioned private virtual routing and forwarding (VRF) circuits to the DR site.</p> <p>Recommendation: We recommend the Chief Operations Officer (COO) inform management, for the 11 DR service customers without a VRF circuit, of the risks and inherent delays in a disaster situation. We further recommend that this process include formal acknowledgement of this risk by the customers.</p>	<p>July 2021 Update: DR testing engagement meetings were updated to include discussion on VRF circuits. Customers who do not have a VRF circuit in place are encouraged to install the circuit to help further ensure recovery of assets following a disaster. As of January 21, 2021, one of the 11 DR service customers identified during the audit without a VRF circuit had installed the circuit.</p>	

<p>IA 2020-56</p> <p>Audit of the State Data Center's Disaster Recovery Service</p> <p>Issued: July 2020</p>	<p>6/30/2021</p>	<p>SDC</p>	<p>Finding No. 2: The SDC does not have a documented DR strategy that includes activation criteria, considers types of loss, and defines recovery order for multi-agency disruptions.</p> <p>Recommendation: We recommend the State Chief Information Officer (CIO) develop a high-level DR strategy that includes activation criteria, considers types of loss, and defines recovery order for multi-agency disruptions.</p>	<p>July 2021 Update: The final updated DR plan was approved February 4, 2021.</p>	
<p>IA 2020-56</p> <p>Audit of the State Data Center's Disaster Recovery Service</p> <p>Issued: July 2020</p>	<p>6/30/2021</p>	<p>SDC</p>	<p>Finding No. 3: Twenty-one of 33 customers have not updated the majority of their Configuration Items (CIs) in the Configuration Management Database (CMDB) with associated metadata.</p> <p>Recommendation: We recommend the COO contact non-compliant customer management to ensure they are aware of the Service Level Agreement (SLA) requirement and risks of non-compliance. Additionally, we recommend the COO explore use of the dispute resolution process of the SLA to ensure customers update the CI information within the CMDB.</p>	<p>July 2021 Update: The communication strategy for CMDB metadata requirements has been expanded to include all of the following: service level agreements, quarterly customer meetings, reminders on the customer portal, and monthly reminders from smartsheet to DR customers. Additionally, six weeks before a scheduled DR exercise the customer primary contact is emailed the current DR CI list for verification.</p>	
<p>IA 2020-56</p> <p>Audit of the State Data Center's Disaster Recovery Service</p> <p>Issued: July 2020</p>	<p>6/30/2021</p>	<p>SDC</p>	<p>Finding No. 4: Existing DR documentation needs improvement in the area of authorization to activate a DR Plan.</p> <p>Recommendation: We recommend the COO ensure customers, including the State Data Center, designate a minimum of two management staff with the authority to activate their respective DR Plans. We further recommend documenting a procedure for confirming authorization to declare a disaster.</p>	<p>July 2021 Update: The final updated DR plan was approved February 4, 2021.</p>	

<p>IA 2020-65</p> <p>Audit of SDC's Use of the State Term Contract for Information Technology Staff Augmentation Services</p> <p>Issued: November 2020</p>	<p>6/30/2021</p>	<p>SDC</p> <p>Also see Departmental Purchasing</p>	<p>Finding 3: Contract Managers did not verify receipt of deliverables before payment or have all required documents in the contract management file.</p> <p>Recommendation: We recommend the Departmental Purchasing Director create guidance specific to contract management of purchases from a state term contract including necessary items that should be maintained in the contract file. We also recommend that the Chief Operations Officer ensure the SDC contract managers include the required documentation in the contract management files.</p>	<p>July 2021 Update: Departmental Purchasing agrees with this recommendation and will be drafting guidance through an update to the Departmental Purchasing's Purchasing Policy (Purchasing 101) for the use of state term contracts and maintenance of required information in contract files.</p> <p>July 2021 Update: SDC: The Chief Operations Officer will ensure that SDC contract managers comply with the guidance created by Departmental Purchasing.</p>	
<p><i>Office of Policy and Budget - June 2021</i></p>					



EXHIBITS OR SCHEDULES

Office of the State Chief Information Officer



SCHEDULE I SERIES

Office of the State Chief Information Officer

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** **2022-23**
Program: 72900700 Office of the State CIO
Fund: 2792 Working Capital Trust

Specific Authority: F.S. 282.201
Purpose of Fees Collected: Provide funds sufficient to cover the operation of the Data Center.

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 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 2020 - 21	FY 2021 - 22	FY 2022 - 23
<u>Receipts:</u>			
<u>Reimbursements</u>	-	-	-
Total Fee Collection to Line (A) - Section III	-	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	2,912,867	4,213,510	11,553,475
<u>Other Personal Services</u>	103,192	196,185	196,185
<u>Expenses</u>	962,093	1,000,087	2,833,314
<u>Operating Capital Outlay</u>	24,566		
<u>Contracted Services</u>	786,765	790,297	5,713,827
<u>Non-management insurance</u>			
<u>Robotic Processing Automation Services</u>		2,000,000	
<u>Lease Purchase</u>		7,102	7,102
<u>HR Statewide Contract</u>	12,708	12,259	27,816
<u>Professional Services</u>			
<u>Administrative Overhead</u>			
<u>Indirect Costs Charged to Trust Fund</u>			
Total Full Costs to Line (B) - Section III	4,807,094	8,224,688	21,139,384

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	-	-
TOTAL SECTION II	(B)	4,807,094	21,139,384
TOTAL - Surplus/Deficit	(C)	(4,807,094)	(8,224,688)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023	Department of Management Services
Department Title:	Working Capital Trust Fund
Trust Fund Title:	72900700
Budget Entity:	2792
LAS/PBS Fund Number:	

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	(9,327,426.93)	(A)		(9,327,426.93)
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: Transfer from 72900600 2792	9,479,506.00	(E)		9,479,506.00
Total Cash plus Accounts Receivable	152,079.07	(F)	-	152,079.07
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	53,722.40	(H)		53,722.40
Approved "B" Certified Forwards	98,357.08	(H)		98,357.08
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	(0.41)	(K)	-	(0.41)**

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Working Capital Trust Fund
Budget Entity:	72900700
LAS/PBS Fund Number:	2792

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	(9,614,059.91) (A)
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Subtract Nonspendable Fund Balance (GLC 56XXX)	(B)
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Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description	(C)
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SWFS Adjustment # and Description	(C)
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Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(98,357.08) (D)
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Approved FCO Certified Forward per LAS/PBS	(D)
--	-----

A/P not C/F-Operating Categories	(D)
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Compensated Absences	283,116.32 (D)
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Transfer in 72900600 2792	9,479,506.00 (D)
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Capital Assets Adjustments	(50,205.74) (D)
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ADJUSTED BEGINNING TRIAL BALANCE:	(0.41) (E)
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UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	(0.41) (F)
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DIFFERENCE:	(0.00) (G)*
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***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Office of the State Chief Information Office

Phone Number: (850) 487 - 9476

(1)	(2)	(3)	(4)	(5)	(6)
REPORT NUMBER	PERIOD ENDING	UNIT/AREA	SUMMARY OF FINDINGS AND RECOMMENDATIONS	SUMMARY OF CORRECTIVE ACTION TAKEN	ISSUE CODE
IA 2020-036 Audit of Cybersecurity with a Focus on Malware Issued: May 2020	6/30/2020	Florida Digital Service Also see Office of Information Technology	Note: This confidential report resulted in nine recommendations, which are being addressed by the Department.		



EXHIBITS OR SCHEDULES

Public Employees Relations



SCHEDULE I SERIES

Public Employees Relations

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2021 - 22
Program: 72920100 Public Employees Relations Commission
Fund: 2558 PERC Trust

Specific Authority: Sections 212.2, 447.205, 447.305, 447.307, and 447.308 Florida Statutes
Purpose of Fees Collected: To help defray the cost of providing publications, subscriptions, and copies of records and documents.

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 type="checkbox"/>	Non-regulatory fees authorized to cover full cost of conducting a specific program or service. (Complete Sections I, II, and III only.)

SECTION I - FEE COLLECTION

	ACTUAL	ESTIMATED	REQUEST
	FY 2019 - 20	FY 2020 - 21	FY 2021 - 22
<u>Receipts:</u>			
<u>Local Government half-cent Sales Tax from</u>	2,176,378	2,350,600	2,402,900
<u>Refunds/Reimbursements</u>	8,469	-	-
<u>Investment Income (SVC Charge 8%)</u>	60,553	-	-
Total Fee Collection to Line (A) - Section III	2,245,400	2,350,600	2,402,900

SECTION II - FULL COSTS

<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	1,255,702	1,403,892	1,403,892
<u>Other Personal Services</u>	13,859	53,790	53,790
<u>Expenses</u>	252,791	345,814	345,814
<u>Operating Capital Outlay</u>	-	5,721	5,721
<u>Contracted Services</u>	53,771	32,500	32,500
<u>Risk Management Insurance</u>	2,044	2,900	2,900
<u>TR/DMS/HR SVCS/STW Contract</u>	4,876	4,704	4,704
<u>Data Processing Services Assessment</u>	24,201	-	-
<u>Indirect Costs Charged to Trust Fund</u>			
Total Full Costs to Line (B) - Section III	1,607,244	1,849,321	1,849,321

Basis Used: Accrual

SECTION III - SUMMARY

TOTAL SECTION I	(A)	2,245,400	2,350,600	2,402,900
TOTAL SECTION II	(B)	1,607,244	1,849,321	1,849,321
TOTAL - Surplus/Deficit	(C)	638,156	501,279	553,579

EXPLANATION of LINE C:

Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2022 - 2023 Department of Management Services
Trust Fund Title:	Public Employees Relations Commission Trust Fund
Budget Entity:	72920100
LAS/PBS Fund Number:	2558

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	318,529.01	(A)	0	318,529.01
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments	3,174,506.37	(C)		3,174,506.37
ADD: Outstanding Accounts Receivable	65,940.67	(D)		65,940.67
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	3,558,976.05	(F)	0	3,558,976.05
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	21,744.28	(H)		21,744.28
Approved "B" Certified Forwards	25,343.24	(H)		25,343.24
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)	1,002.85	(I)		1,002.85
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	3,510,885.68	(K)	0	3,510,885.68 **

Notes:
*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2022 - 2023

Department Title: Department of Management Services
Trust Fund Title: Public Employees Relations Commission Trust Fund
Budget Entity: 72920100
LAS/PBS Fund Number: 2558

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; 3,332,484.75 (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (25,343.24) (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

Compensated Absences 203,744.17 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 3,510,885.68 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 3,510,885.68 (F)

DIFFERENCE: 0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2022-2023

Department: Department of Management Services

Chief Internal Auditor: Ronnie Atkins

Budget Entity: Public Employees Relations

Phone Number: (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Public Employees Relations		



EXHIBITS OR SCHEDULES

Human Relations



SCHEDULE I SERIES

Human Relations

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2021 - 22
Program: 72950100 Commission on Human Relations
Fund: 2261 Federal Grants Trust Fund

Specific Authority: Section 760.06, Florida Statutes
Purpose of Fees Collected: Federal Grants HUD and EEOC. No state fees collected.

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 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 2019 - 20	FY 2020 - 21	FY 2021 - 22
<u>Receipts:</u>			
<u>HUD Grants</u>	966,200	1,128,308	1,263,892
<u>EEOC Grant</u>	1,649,800	1,424,200	755,400
<u>Additional 1 HUD COVID-19 CARES AC</u>	100,350	-	-
<u>Investment Income (SVC Charge 8%)</u>	-	-	-
Total Fee Collection to Line (A) - Section III	2,716,350	2,552,508	2,019,292

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>	417,234	588,408	1,186,718
<u>Other Personal Services</u>	19,526	43,465	43,465
<u>Expenses</u>	429,695	402,106	509,842
<u>Operating Capital Outlay</u>	6,650	5,000	5,000
<u>Contracted Services</u>	68,210	69,000	69,000
<u>Risk Management Insurance</u>	83,478	77,772	77,772
<u>Administrative Overhead</u>	120,051	242,855	242,855
<u>COVID-19 Public Assistance</u>	39,160	-	-
<u>Lease/Lease Equipment</u>	21,146	23,753	23,753
<u>HR Statewide Contract</u>	8,021	8,372	11,432
<u>DP Services Assessment</u>	49,986	-	-
<u>Northwest Regional DC</u>	13,555	116,959	116,959
<u>Indirect Costs Charged to Trust Fund</u>	-	-	-
Total Full Costs to Line (B) - Section III	1,276,712	1,577,690	2,286,796

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	2,716,350	2,019,292
TOTAL SECTION II	(B)	1,276,712	2,286,796
TOTAL - Surplus/Deficit	(C)	1,439,638	(267,504)

EXPLANATION of LINE C:
Negative balances offset by cash balance brought forward (See Schedule I)

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023	Department of Management Services
Department Title:	Federal Grants Trust Fund
Trust Fund Title:	72950100 & 72900200
Budget Entity:	2261
LAS/PBS Fund Number:	

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	2,666,201.29	(A)		2,666,201.29
ADD: Other Cash (See Instructions)		(B)		-
ADD: Investments		(C)		-
ADD: Outstanding Accounts Receivable		(D)		-
ADD: _____		(E)		-
Total Cash plus Accounts Receivable	2,666,201.29	(F)	-	2,666,201.29
LESS Allowances for Uncollectibles		(G)		-
LESS Approved "A" Certified Forwards	69,364.04	(H)		69,364.04
Approved "B" Certified Forwards	61,401.34	(H)		61,401.34
Approved "FCO" Certified Forwards		(H)		-
LESS: Other Accounts Payable (Nonoperating)		(I)		-
LESS: _____		(J)		-
Unreserved Fund Balance, 07/01/21	2,535,435.91	(K)	-	2,535,435.91 **

Notes:

*SWFS = Statewide Financial Statement

** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

	Budget Period: 2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Federal Grants Trust Fund
Budget Entity:	72950100 & 72900200
LAS/PBS Fund Number:	2261

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21	
Total all GLC's 5XXXX for governmental funds;	2,596,837.25 (A)
GLC 539XX for proprietary and fiduciary funds	
Subtract Nonspendable Fund Balance (GLC 56XXX)	
Add/Subtract Statewide Financial Statement (SWFS) Adjustments :	
SWFS Adjustment # and Description	
SWFS Adjustment # and Description	
Add/Subtract Other Adjustment(s):	
Approved "B" Carry Forward (Encumbrances) per LAS/PBS	(61,401.34) (D)
Approved FCO Certified Forward per LAS/PBS	
A/P not C/F-Operating Categories	

ADJUSTED BEGINNING TRIAL BALANCE:	2,535,435.91 (E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)	2,535,435.91 (F)
DIFFERENCE:	0.00 (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE 1A: DETAIL OF FEES AND RELATED PROGRAM COSTS

Department: 72 Management Services **Budget Period:** 2022 - 23
Program: 72950100 Commission on Human Relations
Fund: 2510 Operating Trust Fund

Specific Authority: Section 760.06, Florida Statutes
Purpose of Fees Collected: _____

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 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 2020-21	FY 2021-22	FY 2022-23
<u>Receipts:</u>			
<u>HUD Grants</u>	-	-	-
<u>EEOC Grant</u>	-	-	-
<u>Investment Income</u>	-	-	-
Total Fee Collection to Line (A) - Section III	-	-	-

<u>SECTION II - FULL COSTS</u>			
<u>Direct Costs:</u>			
<u>Salaries and Benefits</u>			
<u>Other Personal Services</u>	-	-	-
<u>Expenses</u>	-	-	-
<u>Operating Capital Outlay</u>	-	-	-
<u>Risk Management Insurance</u>	-	-	-
<u>Administrative Overhead</u>	-	-	-
<u>Contracted Services</u>	-	-	-
<u>Lease/Lease Equipment</u>	-	-	-
<u>HR Statewide Contract</u>	-	-	-
<u>DP Services Assessment</u>	-	-	-
<u>Indirect Costs Charged to Trust Fund</u>			-
Total Full Costs to Line (B) - Section III	-	-	-

Basis Used: Accrual

<u>SECTION III - SUMMARY</u>			
TOTAL SECTION I	(A)	-	-
TOTAL SECTION II	(B)	-	-
TOTAL - Surplus/Deficit	(C)	-	-

EXPLANATION of LINE C:

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2022 - 2023	Department of Management Services
Department Title:	Operating Trust Fund
Trust Fund Title:	72950100
Budget Entity:	2510
LAS/PBS Fund Number:	

	Balance as of 6/30/2021		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	0	(A)	0	0
ADD: Other Cash (See Instructions)	0	(B)	0	0
ADD: Investments	0	(C)	0	0
ADD: Outstanding Accounts Receivable	0	(D)	0	0
ADD: _____	0	(E)	0	0
Total Cash plus Accounts Receivable	0	(F)	0	0
LESS Allowances for Uncollectibles	0	(G)	0	0
LESS Approved "A" Certified Forwards	0	(H)	0	0
Approved "B" Certified Forwards	0	(H)	0	0
Approved "FCO" Certified Forwards	0	(H)	0	0
LESS: Other Accounts Payable (Nonoperating)	0	(I)	0	0
LESS: _____	0	(J)	0	0
Unreserved Fund Balance, 07/01/21	0	(K)	0	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

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period:	2022 - 2023
Department Title:	Department of Management Services
Trust Fund Title:	Operating Trust Fund
Budget Entity:	72950100
LAS/PBS Fund Number:	2510

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/21

Total all GLC's 5XXXX for governmental funds; (A)
GLC 539XX for proprietary and fiduciary funds

Subtract Nonspendable Fund Balance (GLC 56XXX) (B)

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

Approved "B" Carry Forward (Encumbrances) per LAS/PBS (D)

Approved FCO Certified Forward per LAS/PBS (D)

A/P not C/F-Operating Categories (D)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) (F)

DIFFERENCE: (G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS**Budget Period: 2022-2023****Department:** Department of Management Services**Chief Internal Auditor:** Ronnie Atkins**Budget Entity:** Human Relations**Phone Number:** (850) 487 - 9476

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			There are no findings to report for Human Relations		

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services
Agency Budget Officer/OPB Analyst Name: Morgan Helton

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)				
	72010100	72030100	72600200	72600300	72600800

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	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	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 57 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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.	Y	Y	Y	Y	Y
---	---	---	---	---	---

AUDITS:

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
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	Y	Y	Y	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	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2020-21 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
<p>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.</p>						
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
<p>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.</p>						
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 27 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 65 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	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.5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	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 pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
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 #22-001?	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y
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 26 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 65 through 70 of the LBR Instructions.					

	Program or Service (Budget Entity Codes)				
Action	72010100	72030100	72600200	72600300	72600800

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 2021-22 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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
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	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 126 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 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded (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	Y	Y	Y	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	Y	Y	Y	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)						

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 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	Y	Y	Y	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 VIII C (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?	Y	Y	Y	Y	Y
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 97 through 103 of the LBR instructions?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
AUDIT:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72010100	72030100	72600200	72600300	72600800
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	Y	Y	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
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 52 through 84 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155-157) 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?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
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	Y	Y	Y	Y

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services
Agency Budget Officer/OPB Analyst Name: Morgan Helton

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)				
	72400100	72400200	72600400	72600500	72750200

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	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	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 57 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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.	Y	Y	Y	Y	Y
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AUDITS:

Action		Program or Service (Budget Entity Codes)				
		72400100	72400200	72600400	72600500	72750200
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	Y	Y	Y	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	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2020-21 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					

		Program or Service (Budget Entity Codes)				
Action		72400100	72400200	72600400	72600500	72750200
<p>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.</p>						
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
<p>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.</p>						
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 27 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 65 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	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.5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	Y
7.7	Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OAD/A/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A. (See pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
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 #22-001?	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72400100	72400200	72600400	72600500	72750200
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y
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 26 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 65 through 70 of the LBR Instructions.					

	Program or Service (Budget Entity Codes)				
Action	72400100	72400200	72600400	72600500	72750200

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 2021-22 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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72400100	72400200	72600400	72600500	72750200
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72400100	72400200	72600400	72600500	72750200
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	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 126 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 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded (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	Y	Y	Y	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	Y	Y	Y	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)						

Action		Program or Service (Budget Entity Codes)				
		72400100	72400200	72600400	72600500	72750200
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 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	Y	Y	Y	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 VIII C (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?	Y	Y	Y	Y	Y
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 97 through 103 of the LBR instructions?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
AUDIT:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72400100	72400200	72600400	72600500	72750200
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	Y	Y	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
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 52 through 84 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155-157) 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?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
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	Y	Y	Y	Y

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services
Agency Budget Officer/OPB Analyst Name: Morgan Helton

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 Codes)				
Action	72750300	72750400	72750500	72900100	72900200

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	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	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 57 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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.	Y	Y	Y	Y	Y
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AUDITS:

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
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	Y	Y	Y	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	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2020-21 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
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	Y	Y	Y	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 27 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 65 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	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.5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	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 pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
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 #22-001?	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y
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 26 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 65 through 70 of the LBR Instructions.					

	Program or Service (Budget Entity Codes)				
Action	72750300	72750400	72750500	72900100	72900200

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 2021-22 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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
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	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 126 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 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded (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	Y	Y	Y	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	Y	Y	Y	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)						

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 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	Y	Y	Y	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 VIII C (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?	Y	Y	Y	Y	Y
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 97 through 103 of the LBR instructions?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
AUDIT:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72750300	72750400	72750500	72900100	72900200
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	Y	Y	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
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 52 through 84 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155-157) 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?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
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	Y	Y	Y	Y

Fiscal Year 2022-23 LBR Technical Review Checklist

Department/Budget Entity (Service): Management Services

Agency Budget Officer/OPB Analyst Name: Morgan Helton

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)				
	72900600	72900700	72920100	72950100	72750100

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	Y	Y	Y	Y
1.2 Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? (CSDI)	Y	Y	Y	Y	Y

AUDITS:

1.3 Have Column A03 budget files been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. (EXBR, EXBA)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	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 57 of the LBR Instructions?	Y	Y	Y	Y	Y
2.2 Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y	Y	Y
2.3 Are the issue codes and titles consistent with <i>Section 3</i> of the LBR Instructions (pages 15 through 27)? Do they clearly describe the issue?	Y	Y	Y	Y	Y

3. EXHIBIT B (EXBR, EXB)

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.	Y	Y	Y	Y	Y
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AUDITS:

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
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	Y	Y	Y	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	Y	Y	Y	Y
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, 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	Y	Y	Y	Y
4.2	Is the program component code and title used correct?	Y	Y	Y	Y	Y
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y	Y	Y
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? (ED1R, XD1A - Report should print "No Differences Found For This Report")	Y	Y	Y	Y	Y
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? (EXBR, EXBB - Negative differences [with a \$5,000 allowance] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? (EXBR, EXBD - Differences [with a \$5,000 allowance at the department level] need to be corrected in Column A01.)	Y	Y	Y	Y	Y
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					
TIP	Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2020-21 approved budget. Amounts should be positive. The \$5,000 allowance is necessary for rounding.					

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
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	Y	Y	Y	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 27 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.2	Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See pages 65 through 68 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.3	Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 67 through 69 of the LBR Instructions?	Y	Y	Y	Y	Y
7.4	Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	Y	Y	Y	Y	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.5 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.6	Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	Y	Y	Y	Y	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 pages 93 through 95 of the LBR Instructions.)	Y	Y	Y	Y	Y
7.8	Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	Y	Y	Y	Y	Y
7.9	Does the issue narrative reference the specific county(ies) where applicable?	Y	Y	Y	Y	Y
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 #22-001?	Y	Y	Y	Y	Y
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)	Y	Y	Y	Y	Y
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	Y	Y	Y	Y	Y
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
7.14	Do the amounts reflect appropriate FSI assignments?	Y	Y	Y	Y	Y
7.15	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	Y	Y	Y	Y	Y
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 26 and 90 of the LBR Instructions.)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
7.18	Are the issues relating to <i>major audit findings and recommendations</i> properly coded (4A0XXX0, 4B0XXX0)?	Y	Y	Y	Y	Y
7.19	Does the issue narrative identify the strategy or strategies in the Five Year Statewide Strategic Plan for Economic Development?	Y	Y	Y	Y	Y
AUDIT:						
7.20	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? (GENR, LBR1)	Y	Y	Y	Y	Y
7.21	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? (GENR, LBR2)	Y	Y	Y	Y	Y
7.22	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? (GENR, LBR3)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y
7.25	Has the agency entered annualization issues (260XXX0) for any issue that was partially funded in Fiscal Year 2021-22? Review Column G66 to determine whether any incremental amounts are needed to fully fund an issue that was initially appropriated in Fiscal Year 2021-22. Do not add annualization issues for pay and benefit distribution issues, as those annualization issues (26AXXXX) have already been added to A03.	Y	Y	Y	Y	Y
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run OADA/OADR from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
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 65 through 70 of the LBR Instructions.					

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
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 2021-22 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	Y	Y	Y	Y
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y	Y	Y
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y	Y	Y
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	Y	Y	Y	Y	Y
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative; fixed capital outlay adjustment narrative)?	Y	Y	Y	Y	Y
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling \$100,000 or more for the fiscal year?	Y	Y	Y	Y	Y
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	Y	Y	Y	Y
8.10	Are the statutory authority references correct?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	Y	Y	Y	Y	Y
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	Y	Y	Y	Y
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	Y	Y	Y	Y
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	Y	Y	Y	Y
8.17	If applicable, are nonrecurring revenues entered into Column A04?	Y	Y	Y	Y	Y
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y	Y	Y
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y	Y	Y
8.20	Are appropriate General Revenue Service Charge nonoperating amounts included in Section II?	Y	Y	Y	Y	Y
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y	Y	Y
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling \$100,000 or more.)	Y	Y	Y	Y	Y
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y	Y	Y
8.24	Are prior year September operating reversions appropriately shown in column A01, Section III?	Y	Y	Y	Y	Y
8.25	Are current year September operating reversions (if available) appropriately shown in column A02, Section III?	Y	Y	Y	Y	Y
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y	Y	Y
8.27	Has the agency properly accounted for continuing appropriations (category 13XXXX) in column A01, Section III?	Y	Y	Y	Y	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	Y	Y	Y	Y
8.29	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y	Y	Y
AUDITS:						
8.30	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y	Y	Y
8.31	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
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	Y	Y	Y	Y
8.34	Have A/R been properly analyzed and any allowances for doubtful accounts been properly recorded on the Schedule IC?	Y	Y	Y	Y	Y
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 126 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 156 of the LBR Instructions.)	Y	Y	Y	Y	Y
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied? (See page 88 of the LBR Instructions.)	Y	Y	Y	Y	Y
10.2	Are amounts in <i>Other Salary Amount</i> appropriate and fully justified? (See pages 93 through 95 of the LBR Instructions for appropriate use of the OAD transaction.) Use OADI or OADR to identify agency other salary amounts requested.	Y	Y	Y	Y	Y
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	Y	Y	Y	Y	Y
TIP	If IT issues are not coded (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	Y	Y	Y	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	Y	Y	Y	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)						

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
14.1	Do the reductions comply with the instructions provided on pages 100 through 103 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	Y	Y	Y	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 VIII C (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?	Y	Y	Y	Y	Y
15.2	Are the priority narrative explanations adequate and do they follow the guidelines on pages 97 through 103 of the LBR instructions?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
AUDIT:						
15.4	Do the issues net to zero at the department level? (GENR, LBR5)	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
16.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y	Y	Y
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						
16.3	Does the FY 2020-21 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? (GENR, ACT1)	Y	Y	Y	Y	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	Y	Y	Y	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	Y	Y	Y	Y

Action		Program or Service (Budget Entity Codes)				
		72900600	72900700	72920100	72950100	72750100
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	Y	Y	Y	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	Y	Y	Y	Y
TIP If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.						
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 52 through 84 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y	Y	Y
17.2	Does manual exhibits tie to LAS/PBS where applicable?	Y	Y	Y	Y	Y
17.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
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	Y	Y	Y	Y
AUDITS - GENERAL INFORMATION						
TIP Review <i>Section 6: Audits</i> of the LBR Instructions (pages 155-157) 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?	Y	Y	Y	Y	Y
18.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y	Y	Y
18.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y	Y	Y
18.5	Are the appropriate counties identified in the narrative?	Y	Y	Y	Y	Y
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?	Y	Y	Y	Y	Y
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.						
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	Y	Y	Y	Y