

FY 2022-2023 Legislative Budget Request and FYs 2022-2023 thru 2026-2027 Long Range Program Plan Capital Collateral Regional Counsels' Meeting

JUSTICE ADMINISTRATIVE COMMISSION



### CAPITAL COLLATERAL REGIONAL COUNSELS MEETING AGENDA

### Friday, June 18, 2021 9:30 a.m.

- •Welcome and Opening Remarks
- •Overview and Major Changes
- •PowerPoint Presentation of LBR and LRPP Forms and Requirements
- •General Session (questions/answers/comments, etc.)
- •Closing Remarks

Presented By: The Justice Administrative Commission Budget Office and Alton L. "Rip" Colvin, Jr., Executive Director 227 N Bronough Street Suite 2100 Tallahassee, FL 32301 (850) 488-2415 www.justiceadmin.org



# Legislative Budget Request (LBR)

Purpose s. 216.023, F.S. Due Dates Major Changes Reporting Requirements



# What is the Legislative Budget Request (LBR)?

**The LBR** is the mechanism that is used to describe and justify all of an agency's program needs and requirements by category and fund source segmented into issues.

**The LBR** is a document that contains numerous exhibits and schedules which show the accounting and budgetary picture of an agency for 3 fiscal years. (Actual Prior Year, which is recorded from FLAIR; Current Year Estimated, which includes adjusted actual appropriations; and the Request Year, which is the budget request). The LBR is prepared at the budget entity level.



### **LBR Due Date To JAC**

All LBR data entry forms, schedules, exhibits, etc. are due to the JAC Budget Office by Friday, July 30, 2021 at 5:00 P.M. EDT.

This will allow sufficient time to review, compile and process data for all JAC agencies.



- Please e-mail all completed LBR forms to <u>budget@justiceadmin.org</u>.
- You will receive an email confirmation that the information has been received.
- If we need additional information from you, we will send a follow up email.
- <u>If you do not hear from the JAC Budget Office within 2 business</u> days of your submission, please contact us via email.



### **LBR Public Publication**

All completed LBR forms, exhibits, schedules, and related documents must be uploaded to the Florida Fiscal Portal by Wednesday, September 15, 2021.

Written notification (usually via email) is sent from JAC to Legislative staff and the Governor's Office.





### http://floridafiscalportal.state.fl.us/Publications.aspx

This website houses a collection of documents that detail the fiscal status of the State of Florida. Included in this collection are Agency Legislative Budget Requests, Governor's Budget Recommendations, House and Senate Appropriations Bills and a variety of other fiscal publications. The documents have been organized by the Fiscal Year in which they are submitted, the Agency (Organization) responsible for their submission and also by the type of publication

Documents are stored in PDF, Microsoft Word and Microsoft Excel formats.



### Major Changes LBR FY2022-23

# To be provided when the LBR Instructions for FY2022-23 are published to the Florida Fiscal Portal



# **Reporting Requirements Summary of Forms and Schedules**

- Agency Transmittal Letter (signed by JAC Executive Director, Elected Official or designee)
- LBR Issues Data Entry Form
  - Issue code number and title
  - Appropriation Category number and title
  - Dollar amount
  - Positions (FTE)
  - Funding source
  - Narrative justification



# **Reporting Requirements Summary of Forms and Schedules** (continued)

Agency Litigation Inventory	(Schedule VII) *
• Priority listing of Agency Issues Over Base Budget	(Schedule VIII-A)
•Priority Listing of Agency Budget Issues for Possible Reduction - Current Year	(Schedule VIIIB-1)*
•Priority Listing of Agency Budget Issues for Possible Reduction - Request Year	(Schedule VIIIB-2)
• Priority Listing of Agency Budget Issues for Possible Reprioritization	(Schedule VIIIC)**
•Major Audit Findings	(Schedule IX) *
•Organizational Structure	(Schedule X)
Unit Cost Summary	(Schedule XI)
<ul> <li>Variance from Long Range Financial Outlook</li> </ul>	(Schedule XIV) *



**JUSTICE ADMINISTRATIVE COMMISSION** 

# **Reporting Requirements Summary of Forms and Schedules** (continued)

### **For Trust Funds**

- Reconciliation of Unreserved Fund Balance(Schedule IC)
- Detail of Estimated Receipts

(Schedule I - Section 1)

- Detail of Unreserved Fund Balances: (Schedule IB)
   Estimated amounts by funding source required for all trust funds
   having a unreserved fund balance in Columns A01, A02 or A03.
- Trust Fund Narratives: Should contain a qualitative description of trust fund purpose, funding source and estimated revenue/receipts.



### **Transmittal Letter (Example #1)**

Example #1

Signed and Submitted by JAC's Executive Director on behalf of a requesting agency



Alton L. "Rip" Colvin, Jr. Executive Director

(850) 488-2415 FAX (850) 488-8944

www.lusticeadmin.org

THE STATE OF FLORIDA JUSTICE ADMINISTRATIVE COMMISSION

> 227 North Bronough Street, Suite 2100 Tallahassee, Florida 32301

LEGISLATIVE BUDGET REQUEST



COMMISSIONERS Diamond R. Litty, Chair Public Defender, 19th Circuit

Rathleen A. Smith Public Defender, 20<sup>er</sup> Circuit Brian Haas State Attorney, 10<sup>er</sup> Circuit Jack Campbell State Attorney, 2<sup>er</sup> Circuit

Justice Administration 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

Tim Sadberry, Staff Director Senate Committee on Appropriations 201 The Capitol Tallahassee, Florida 32399-1100

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

Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the Department of Justice Administration 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 me as Executive Director for the Justice Administrative Commission on behalf of all agencies within the Department.

Sincerely,

Alton L. "Rip" Colvin, Jr. Executive Director



### **Transmittal Letter (Example #2)**

#### LEGISLATIVE BUDGET REQUEST FISCAL YEAR 2022-23

### Example #2

An agency should use this template when desiring to use their own letterhead

Contact Kelly or Adam for the template in Word Justice Administration 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

Tim Sadberry, Staff Director Senate Committee on Appropriations 201 The Capitol Tallahassee, Florida 32399-1100

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

Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the (insert name of service/budget entity) 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 (insert name and title of agency head).

(Include any other pertinent statements you wish to include.)

(Signature of Responsible Officer) (Title of Responsible Officer)

Enclosure



### **OLD TEMPLATE** LBR Data Entry Form - Example Additional Collateral Caseload Resources - IC# 3000130

#### LEGISLATIVE BUDGET REQUEST FY 2021-2022

1.00         4803         Asst CC Counsel I         \$ 50,000         Operations / 103230         Gen Rev         1         \$ 40,448         \$           2.00         4805         Asst CC Counsel II         \$ 140,000         TR/DMS/HR 107040         Gen Rev         1         \$ 40,448         \$           1.00         4154         Legal Secretary Super         Default         TR/DMS/HR 107040         Gen Rev         1         \$ 936           Amount incl \$700 Recurring for La           NR         Atty @ \$ 3,895 = \$           1.00         Support FTE         \$	
Required in order to generate Salaries & Benefits:       Appropriation       Fund       Total         People       attributery       or Default       Category Title / Code       Title       FSI       Request       Non         1.00       4803       Asst CC Counsel II       \$ 50,000       Operations / 103230       Gen Rev       1       \$ 40,448       \$         2.00       4805       Asst CC Counsel II       \$ 140,000       TR/DMS/HR 107040       Gen Rev       1       \$ 936         1.00       4154       Legal Secretary Super       Default       3.00       Atty @ \$10,600 = \$       Amount incl \$700 Recurring for La         1.00       Support FTE       \$       1.00       Support FTE       \$       1.00       Support FTE       \$       1.00       Support FTE       \$       \$       1.00       Support FTE       \$ <t< th=""><th></th></t<>	
People       Fund       Total         # of       Code       Title       or Default         1.00       4803       Asst CC Counsel I       \$ 50,000         2.00       4805       Asst CC Counsel II       \$ 140,000         1.00       4154       Legal Secretary Super       Default         1.00       Asst CC Counsel I       \$ 140,000         1.00       Atty @ \$ 10,600 = \$         Amount incl \$700 Recurring for La         1.00       Support FTE         1.00       Support FTE </th <th></th>	
# of Positions       Class Code       Position Title       Salary Rate or Default       Appropriation Category Title / Code       Fund Title       Total Request       Non         1.00       4803       Asst CC Counsel II       \$ 50,000       Gen Rev       1       \$ 40,448       \$         2.00       4803       Asst CC Counsel II       \$ 140,000       TR/DMS/HR 107040       Gen Rev       1       \$ 936         1.00       4154       Legal Secretary Super       Default       TR/DMS/HR 107040       Gen Rev       1       \$ 936         1.00       4154       Legal Secretary Super       Default       3.00       Atty @ \$3,895 = \$       \$         1.00       Support FTE       \$       \$       NR       Atty @ \$3,895 = \$       \$         1.00       Support FTE       \$       \$       \$       \$       \$       \$         Narrative:       Narrative should link issue to agency activity(s) impacted.}       NR       Support FTE       \$	
Positions       Code       Title       or Default         1.00       4803       Asst CC Counsel I       \$ 50,000         2.00       4805       Asst CC Counsel II       \$ 140,000         1.00       4154       Legal Secretary Super       Default         0       Atty @ \$ 3,895 = \$       \$         1.00       4154       Legal Secretary Super       Default         0       Annount incl \$700 Recurring for La       Amount incl \$700 Recurring for La         0       NR       Atty @ \$ 3,895 = \$       \$         1.00       Support FTE       \$         1.00	
1.00       4803       Asst CC Counsel I       \$ 50,000         2.00       4805       Asst CC Counsel II       \$ 140,000         1.00       4154       Legal Secretary Super       Default         1.00       Atty @ \$10,600 = \$         Amount incl \$700 Recurring for La         1.00       Support FTE	Total
2.00       4805       Asst CC Counsel II       \$ 140,000       TR/DMS/HR 107040       Gen Rev       1       \$ 936         1.00       4154       Legal Secretary Super       Default       Standard # 3 Calcu         3.00       Atty @ \$10,600 = \$       Amount incl \$700 Recurring for La         NR       Atty @ \$3,895 = \$       Include       NR         1.00       FTE       \$       NR       Support FTE       \$         NR       Support FTE       \$       NR       Support FTE       \$         NR       Support FTE       \$       \$       \$40,4         Narrative:       {Narrative should link issue to agency activity(s) impacted.}       TOTAL       4.00       FTE       \$40,4         Narrative:       {Narrative should link issue to agency activity(s) impacted.}       TotAL       4.00       FTE       \$40,4         Narrative:       {Narrative should link issue to agency activity(s) impacted.}       TotAL       4.00       FTE       \$40,4         One Assistant Capital Collateral Regional Counsel,       Region is requesting additional positions to handle the #	-Recurring
1.00       4154       Legal Secretary Super       Default       3.00       Atty @ \$10,600 = \$         Amount incl \$700 Recurring for La       3.00       Atty @ \$10,600 = \$       Amount incl \$700 Recurring for La         NR       Atty @ \$3,895 = \$       1.00       Support FTE       \$         NR       NR       Support FTE       \$         ToTAL       4.00       FTE       \$40,4         Narrative: {Narrative should link issue to agency activity(s) impacted.}       Impact additional positions to handle the # cases anticipated to be assigned to this agency for Fiscal Year 20XX-XX. In order to meet established performance standards without extensions and minimize employee turnover, it is critical that our agency receive the additional positions.       Impact additional positions.         One Assistant Capital Collateral Counsel I position at a salary rate of 50,000, two Assistant Capital Collateral Counsel II positions at a salary rate of 70,0       Impact additional salary rate of 70,0         each, and one Legal Secretary position at the default minimum for the pay grade are requested for the increased workload. The additional salary rate of 70,0       Impact additional salary rate of 70,0         for the attorney positions is needed to hire attorneys with the lev	15,1
3.00       Atty @ \$10,600 = \$         Amount incl \$700 Recurring for La         NR       Atty @ \$10,600 = \$         Amount incl \$700 Recurring for La         NR       Atty @ \$10,600 = \$         Amount incl \$700 Recurring for La         NR       Atty @ \$10,600 = \$         NR       Support FTE< \$	
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NR       Support FTE       S         Narrative:       {Narrative should link issue to agency activity(s) impacted.}       TOTAL       4.00       FTE       \$40,44         Narrative:       {Narrative should link issue to agency activity(s) impacted.}       Impact and the state and the state additional positions to handle the #	11,6
TOTAL       4.00       FTE       \$40,44         Narrative: {Narrative should link issue to agency activity(s) impacted.}       Impact and the state and the state additional positions to handle the #	8,6
Narrative: {Narrative should link issue to agency activity(s) impacted.}         The Capital Collateral Regional Counsel, Region is requesting additional positions to handle the # cases anticipated to be assigned to this agency for Fiscal Year 20XX-XX. In order to meet established performance standards without extensions and minimize employee turnover, it is critical that our agency receive the additional positions.         One Assistant Capital Collateral Counsel I position at a salary rate of 50,000, two Assistant Capital Collateral Counsel II position at a salary rate of 50,000, two Assistant Capital Collateral Counsel II positions at a salary rate of 70,0 each, and one Legal Secretary position at the default minimum for the pay grade are requested for the increased workload. The additional salary rate request for the attorney positions is needed to hire attorneys with the level of experience required to handle death penalty cases.       Standard # 3 has been us determine the operating costs associated with each position requested and includes \$700 for law library costs for the attorney positions.	3,4
Narrative: {Narrative should link issue to agency activity(s) impacted.}         The Capital Collateral Regional Counsel,	8 & \$15.17
The Capital Collateral Regional Counsel,Region is requesting additional positions to handle the #cases anticipated to be assigned to this agency for Fiscal Year 20XX-XX. In order to meet established performance standards without extensions and minimize employee turnover, it is critical that our agency receive the additional positions. One Assistant Capital Collateral Counsel I position at a salary rate of 50,000, two Assistant Capital Collateral Counsel II postiions at a salary rate of 70,00 each, and one Legal Secretary position at the default minimum for the pay grade are requested for the increased workload. The additional salary rate request for the attorney positions is needed to hire attorneys with the level of experience required to handle death penalty cases. Standard # 3 has been us determine the operating costs associated with each position requested and includes \$700 for law library costs for the attorney positions.	
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determine the operating costs associated with each position requested and includes \$700 for law library costs for the attorney positions.	
This issue will affect both the Dealth Penalty Legal Counsel and Death Row Case Preparation activities of this agency.	
This issue will affect both the Dealth Penalty Legal Counsel and Death Row Case Preparation activities of this agency.	
EXAMPLE LBR FORM	7/1/2020



### **REVISED TEMPLATE** LBR Data Entry Form - Example Additional Collateral Caseload Resources - IC# 3000130

	Legislative Budget Request for	Legislative Budget Request for FY 2022-2023				RESET A	L DROPDOW	/NS	
Section 1									
Agency	Capital Collateral Regional Counsel	Circuit/Region	1			COLOR	KEY		
						BLUE	These fields	are Drop Down	Lists
Issue Title and Code:	Additional Collateral Caseload Resources Req	uest 3000130				GOLD	These fields	are Free Fill	
						GREEN	: These fields	are Auto Calcul	ate
Section 2						GREY	Fields not no	eeded for selecte	d issue code
Required to generate Salaries & I	Benefits:								
					Optional Additional	Comments	-Not for LB	R Posting	
People/	Position	Class		Salary Rate					
# of Positions	Title	Code		or Default					
1.00	Asst CC Counsel I	4803	\$	50,000					
2.00	Asst CC Counsel II	4805	\$	140,000					
1.00	Legal Secretary Super.	4154		default					

Section 3										
Auto Calculate Standard/Modified Standard	Auto Calculate Standard/Modified Standard # 3. Insert the # FTE below to match FTE above with the appropriate profession.									
		VoiP Lines								
		Needed (Not for								
	FTE	SA, PD, PDA)		Recurring	Non	-Recurring				
Attorneys	3.00		\$	31,800	\$	11,685				
Non-Attorney Professional			\$	-	\$	-				
Support Staff	1.00		\$	8,648	\$	3,491				
Operating Expenditures Total	4.00		\$	40,448	\$	15,176				
IK/DIVIS/HK Services Lotal	4.00		\$	856						
2										



### **REVISED TEMPLATE** LBR Data Entry Form - Example

### **Additional Collateral Caseload Resources - IC# 3000130**

				Dollars	
Appropriation	Fund			Total	Total
Category Title / Code	Title	FSI	R	Request	Non-Recurring
Operating Expenditures (103230)	General Revenue (FID #1000)		\$	40,448	\$ 15,17
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$	856	
			s	41,304	\$ 15,17
			•		• • • • • • • •
Section 5					
Accilon 5					
	Provide the issue narrative in the box belo	W:			
Narrative: {Narrative should link issu	e to agency activity(s) impacted.}				
D. C. SILC. N. I.D. S. LC	Paris is a state different as in the design of the state	1. 1			
The Capital Collateral Regional Counsel, o this agency for Fiscal Year 20XX-XX.	Region is requesting additional positions to hand In order to meet established performance standards with		and the second second second second	ed to be assigned employee turno	
t is critical that our agency receive the ad					271
		10.0.10			670.000
Ine Assistant Capital Collateral Counsel	I position at a salary rate of 50,000, two Assistant Capit.	al Collateral Coun-	sei 11 postu	ons at a salary i	rate of /0,000
	the default minimum for the pay grade are requested for th	he increased world	oad The ad	ditional salary	rate requested



### OPB Standard #3 Expense Assessments Package (For use with new position requests only)

 Note: This table is from last year's LBR instructions for FY2021-22.

 The table for the FY22-23
 Request Year
 will be provided
 when the LBR
 Instructions are
 posted to the
 Florida Fiscal
 Portal.

#### Standard # 3: Expense and Human Resource Services Assessments Package

A standard expense and human resource services assessments package, developed by OPB in conjunction with DMS, may be used in requests for new positions. The expense package addresses professional and secretarial/clerical positions and requires travel expense to be justified by an agency's experience. Any requests reflecting increases above these standards require justification in the D-3A issue narrative. Use of these standards in the Exhibit D-3A requires only the total amount to be shown. The non-recurring portion should be entered into the non-recurring request column.

CCRC Operating	At	torney	Non	Attorney			
Expenditures		fessional	Professional		Support Staff		
(103230)					-	-	
Item	Total	Non-recur	Total	Non-recur	Total	Non-Recur	
Telephone,	334	99	334	99	334	80	
line/use*							
Telephone,	125	99	125	99	**200	80	
purchase***							
Postage	141		141		160		
Printing &	121		121		121		
Reproduction							
Repair &	121		121				
Maintenance							
Office	385		385		385		
Supplies****							
File Cabinet	450	450	450	450	450	450	
2 dr/36" wide							
w/lock							
Bookcase	355	355	355	355			
4 shelf/48" high							
Desk	625	625	625	625	614	614	
Executive Chair	620	620	620	620			
Secretarial Chair					620	620	
Side Arm Chair	304	304	304	304	304	304	
Building Rental	3,866		3,866		3,007		
Software and	851	423	851	423	851	423	
Training							
Data	682		682		682		
Communications							
Computing	920	920	920	920	920	920	
Equipment****							
Law Library*****	700						
TOTAL:	10,600	3,895	9,900	3,895	8,648	3,491	



### OPB Standard #3 Expense Assessments Package (continued) (For use with new position requests only)

\*For agencies using Voice Over IP, the "Telephone, line/use" Item is to be replaced with \$534 (includes \$330 nonrecurring) for Professionals and Support Staff.

\*\*For telephone purchase, \$200 (digital) is the price for a state contract phone with 2 or more lines of service. Purchase price for one line is \$125 (analog).

\*\*\*Estimate of \$99 for a cable and jack installation is not included since most new positions are housed in existing offices that are already wired for telephones.

\*\*\*\*The amount provided for Computing Equipment is for a desktop and monitor. For agencies with Professional Staff requiring a laptop, monitor and docking station, the Computing Equipment may be \$1,242. This amount provides \$954 for a laptop, \$156 for a monitor and \$132 for a docking station.

\*\*\*\*\*For agencies with Professional Staff that utilize calculators, \$45 may be added.

\*\*\*\*\*\*For agencies requesting additional attorney positions, \$700 for Law Library may be added.



### OPB Modified Standard #3 (continued) Human Resource Services Assessments Package (For use with new position requests only)

### As provided in the GAA:

Funds provided in Specific Appropriations 2819 through 2835, from the State Personnel System Trust Fund, are based upon a human resources services assessment to state entities at the following rates:

\$305.05 \$95.69 \$213.19 \$184.74 \$213.19

FTE	
OPS	
Justice Administrative Commission	
State Court System	
County Health Department	

Only whole numbers can be entered into LASPBS. Round up to \$214.



# Capital Collateral Regional Counsels LBR Account Codes

#### CAPITAL COLLATERAL REGIONAL COUNSEL CODES

#### **Standard Operating Budget Appropriation Category Codes and Titles**

- 010000 Salaries and Benefits
- 030000 Other Personal Services (OPS)
- 100648Case Related Costs
- 103230 Operating Expenditures
- 103241Risk Management Insurance
- 105281 Lease or Lease Purchase of Equipment
- 107040 TR/DMS/HR Services (People First contract)

#### **Fund Codes and Titles**

1000 General Revenue2073 Capital Collateral Regional Counsel Trust Fund

#### **Pay Plans and Titles**

85 Capital Collateral Regional Counsel



# Fund Source Identifier (FSI)

**The Funding Source Identifier (FSI)** is a one digit code used to identify the source of funds for current appropriations and each new budget issue requested. The most common codes used by JAC agencies are 1, 3, and 9. Some agencies also use an FSI of 2.

**FSI of 1 = State Funds/Non-match**: Identifies issues funded with non-federal revenue sources excluding General Revenue or other state funds used to match federal dollars.

<u>**FSI of 2 = State Funds/Match**</u>: Identifies General Revenue and Trust Fund dollars which are used to match federal funds.

This code would only apply if you are the recipient of a federal grant that requires a matching amount to be paid from state revenues.

**FSI of 3 = Federal Funds**: Identifies issues funded by actual federal receipts.

This code would only apply if you are the recipient of federal funding which your agency receives directly from the federal government. Examples: Byrne Grants, DOJ/JAAG, etc.

**FSI of 9 = Transfer – Recipient of Federal Funds**: Identifies federal funds which are received through an operating transfer from another state agency.

This code would only apply if you are the recipient of federal funds, (such as a federal grant) that are passed through to your agency from another state agency or local government whereby your agency is the sub-grantee.



# Legislative Budget Request Narrative Tips/Guidelines

### <u>DO</u>

- Write clear and concise sentences and paragraphs to include identification of the specific agency being impacted.
- Be specific about the problem or situation that lead to the need for the requested issue, and the proposed solution to address the need.
- Provide as much pertinent and supporting detail information as possible when writing the justification for an issue, including any applicable rules, statutory authority, federal laws, etc.
- Focus on critical needs.
- The issue narrative must demonstrate a link to the agency priorities as identified in the Long Range Program Plan.
- Describe how the agency performance standards will be positively impacted by funding of the issue.



# Legislative Budget Request Narrative Tips/Guidelines (Continued)

### <u>DO</u>

- Be precise about what is being requested to include (if applicable) the number of people (FTE), associated salary rate per position, dollar amounts for salaries & benefits, and expense package per the Standard #3 data.
- Provide a detailed listing and the associated funding amounts for all new equipment requests (i.e., furniture, file cabinets, IT equipment).
- Identify the specific county or counties to which an issue applies.
- Include the calculation for totals to show how amounts were derived.
- Use the spell check feature.

### DON'T

- Use acronyms or abbreviations without spelling out the first occurrence of a word.
- Use one or two line sentences to justify or explain an issue.
- Use words such as "I", "We" "My" and "Us" or personal names. (Be specific regarding who you are or represent)



# LBR Issue Narrative (Example) Tell Your Story

The Capital Collateral Regional Counsel Office in the \_\_\_\_\_Region is requesting funding for the following replacement of equipment needs in Fiscal Year 2022-23:

1. Twelve (12) Dell UltraSharp 2400FP Computer Monitors at \$400 each = \$4,800 **Justification**: There are currently over a dozen computer monitors that have exceeded their useful life and are experiencing various problems. They need to be replaced during Fiscal Year 2022-23.

2. One (1) Dell PowerEdge T610 Server (Dual 3.4Ghz Processors, 32GB Ram, 1.5 TB Raid 5 hard drive configuration, Windows 2008 Server (50 User CAL), UPS, LTO tape backup system, 15 pack LTO5 backup tapes, Microsoft Exchange Server 2010 (50 users), 5 year – 2 hour onsite support contract, for \$26,976. **Justification**: The Capital Collateral Regional Counsels existing main email/data backup server will no longer be under warranty and will be close to the end of its useful life in September 2022.

**Replacement Policy**: Equipment and furniture are replaced when worn out, obsolete or, due to excessive maintenance, no longer cost effective to the state.





# Mini Tutorial : LBR Data Entry Form Interactive Template

JUSTICE ADMINISTRATIVE COMMISSION

# **Completing the LBR Data Entry Form**

There are five sections to the form. The sections must be completed in sequential order.

Section 1: LASPBS entry for: Agency and Issue Code Title and Issue Code number

Section 2: LASPBS entry for:

Rate adjustment New positions Salary adjustment New salary rate; with and without Benefits

Section 3: Auto calculates Standard # 3 and HR assessment for new positions requested in Section 2.

Section 4: LASPBS entry for :

Appropriation Category Fund Source Indicator (FSI),

Section 5: LASPBS entry for: Issue Narrative

Funding Source Dollar Amount.

and the states



# **Completing the LBR Data Entry Form**

There are three aides in the form to assist with preparation:

A. The Reset All Dropdown button will clear all dropdown fields

RESET ALL DROPDOWNS

B. The Color Key shows the function of the fields that have allowable actions.

COLOR K	EY			
BLUE:	These field	ls are Drop	Down Li	sts
GOLD:	These field	is are Free	Fill	
GREEN:	These field	is are Auto	Calculate	
GREY:	Fields not	needed for	selected i	ssue code

C. The Optional Comment Box is to convey a message that will not be included in the posted LBR.



In Section 1, select the Agency, Circuit/Region (as applicable) and Issue Title and Issue Code from the respective dropdown lists. The Agency must be selected using the dropdown list prior to selecting an issue title because the title list is generated based on the agency selected. The Issue Title and Code dropdown is in alphabetical order.

	Legislative Budget Request f	Legislative Budget Request for FY 2022-2023				
Section 1						
Agency	Capital Collateral Regional Counsel		Circuit/Region		T	
		North			-	
Issue Title and Code: 🛟		Middle South			t	
W				Region. Thi	s select	

See your agency Documents Check List for the complete list of issues codes in the Issue Title and Code dropdown list.



# **Completing the LBR Data Entry Form : Section 2 and 3 Prerequisite**

Section 2 and 3 will only be editable for issue codes selected that are allowed to request new positions and/or salary rate adjustments. Otherwise, skip Sections 2 and 3. Resume with Section 4 . <u>Revised Template</u>

				Issue Title and Code:	Realignment of Administrative Expenditur	es -Add 2000100
				Section 2		
		amplata		Required to generate Salaries &	Benefits:	
		emplate				
		-		People/	Position	Class
Issue Code:	2000100		Issue Title:	# of Positions	Title	Code
Required to ge	erate Salaries	s & Benefits:				
People						
# of	Class	Position	Salary Rate			
Positions	Code	Title	or Default			
				-		
				-		
				Section 3		
					d Standard # 3. Insert the # FTE below to match FTE	above with the appropria
						VoiP Li
				-		Needed (N
				-	FTE	SA, PD, PI
				Attorneys		
				Non-Attorney Professional		
				Support Staff		
				Operating Expen		
				TR/DMS/HR Se	ervices 1 otal	



# **Completing the LBR Data Entry Form : Section 2 for Rate Adjustment**

### Section 2: <u>Rate Adjustment</u>

To request an increase in authorized rate enter the phrase 'Rate Adjustment' in the Position Title column and RA06 in the Class Code column. Then enter the amount of rate to request in the Salary Rate column. This action will not increase the agency's Salaries and Benefits budget. Skip sections 3 and 4 and resume with Section 5.

Section 1				
Agency	Capital Collateral Regional Counsel	Circuit/Region		
Issue Title and Code:	Increase Authorized Rate 51R0100			
Section 2				
Required to generate Salaries	& Benefits:			
People/	Position	Class	Salar	y Rate
# of Positions	Title	Code	or D	efault
-	Rate Adjustment	RA06	\$	25,000
				20

### Legislative Budget Request for FY 2022-2023

# **Completing the LBR Data Entry Form : Section 2 for Salary Adjustment**

### Section 2: Salary Adjustment

To request an increase in salaries with benefits for existing position(s), enter 'Salaries and Benefits Adjustment' in the Position Title column and RA01 in the Class Code column. Then enter the amount of the salary adjustment in the Salary Rate column. This provides a salary and rate adjustment and includes benefits calculated in LAS/PBS. Skip Section 3 and resume with Section 4.

	Section 2			
l	Required to generate Salaries & Benefits:			
	People/ # of Positions	Position Title	Class Code	Salary Rate or Default
		Salaries and Benefits Adjustment	RA01	\$ 25,000



# **Completing the LBR Data Entry Form : Section 2 for New Positions**

### Section 2: <u>New Positions</u>

1. When requesting new positions with benefits, a row should be completed for each class code and for multiple positions with the same class code requesting the same salary rate.

2. Enter the number of positions requested, providing the position title, class code and the total salary rate amount for that row.

3. If the salary rate will be the minimum for the class code, then 'Default' can be entered on that row, regardless of the number of positions requested. LASPBS will populate the salary rate.

	Section 2			
	Required to generate Salaries & Benefits:			
	People/ # of Positions	Position Title	Class Code	Salary Rate or Default
	1.00	Asst CC Counsel I	4803	\$ 50,000
	2.00	Asst CC Counsel II	4805	\$ 140,000
	1.00	Legal Secretary Super	4154	default
1				



### In Section 3:

- 1. Enter the total number of FTEs requested in Section 2, in the appropriate profession levels.
- 2. Enter the number of VoiP lines needed by profession, not to exceed the requested FTE for that profession.
- 3. The green cells will auto calculate recurring and non-recurring Operating Expenditures using the Agency Standard #3 as outlined in the LBR instructions. The HR Assessment is calculated based on the total number of new positions multiplied by the HR Assessment amount provided in the GAA.

\* \$700 (per attorney) is included for the Law Library

	Section 3						
	Auto Calculate Standard/Modified Standard	# 3. Insert the # FTE below to match FTE above with th	e appropriate pr	ofess	sion.		
			VoiP Lines				
			Needed (Not for				
		FTE	SA, PD, PDA)		Recurring	Nor	n-Recurring
	Attorneys	3.00		\$	31,800	\$	11,685
	Non-Attorney Professional			\$	-	\$	-
	Support Staff	1.00		\$	8,648	\$	3,491
	Operating Expenditures Total	4.00		\$	40,448	\$	15,176
į.	TR/DMS/HR Services Total	4.00		\$	856		
ъ.							



In Section 4, Using the dropdown list:

- 1. Select the Appropriation Category where budget authority is to be established.
- 2. Select a Fund Title to identify the funding source
- 3. Select an FSI for Grants and Donations funding, otherwise, FSI can be left blank.
- 4. Enter the amounts calculated in Section 3, if applicable.

			Dollar	'S
Appropriation	Fund		Total	Total
Category Title / Code	Title	FSI	Request	Non-Recurring
Operating Expenditures (103230)	General Revenue (FID #1000)		\$ 40,448	\$ 15,176
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)	<b>_</b>	\$ 856	j.
			\$ 41,304	\$ 15,176
				2.4



In Section 5:

- 1. Enter the supporting narrative for the issue request.
- 2. Text can be copied and pasted into the narrative box. Double left click in the box to see a visible blinking cursor before pasting. Text can also be typed in directly.

	Provide the issue narrative in the box below:			
Fully explain any request for additional resources	for workload issues. If positions are requested at above the minimu	m salary rate for the	pay grade, explain the rea	son for the
difference.		, i		
Narrative: {Narrative should link issue to	a agency activity(s) impacted }			
and and the second the second the second	agency activity(s) impacted.)			
	Region is requesting additional positions to handle the #	cases antici	pated to be assigned	
The Capital Collateral Regional Counsel,			<ul> <li>A set of the set of</li></ul>	
The Capital Collateral Regional Counsel,	Region is requesting additional positions to handle the # order to meet established performance standards without exte		<ul> <li>A set of the set of</li></ul>	
The Capital Collateral Regional Counsel, to this agency for Fiscal Year 20XX-XX. In t is critical that our agency receive the addition	Region is requesting additional positions to handle the # order to meet established performance standards without exte	msions and minim	ize employee turnover,	£ 70.000



This issue will affect both the Dealth Penalty Legal Counsel and Death Row Case Preparation activities of this agency.

# **Completing the LBR Data Entry Form : Finishers**

- Once the form is complete, save to a workbook that will contain all LBR issues.
- Rename the tab to reflect the issue code. Example: 3000130
- To create a new issue, return to the LBR form and use the Reset All Dropdowns to clear all dropdown field.
- Any text or data enter in the Free Fill fields will need to be deleted if not needed.
- Full instructions are posted with the form on the Budget Office web page under Training and Meeting Presentations.

Coming Soon: A full PPT tutorial on the Budget Office web page at: <u>http://www.justiceadmin.org</u>




# **Realignment of Budget Authority**

If you consistently need to process 5% or \$250K (whichever is greater) budget amendments for movement of budget authority between categories or between budget entities multiple times during consecutive fiscal years or at the end of every fiscal year, please consider realigning your budget.

#### How do you know if your budget authority needs realigning?

- ➤ A good rule of thumb is to analyze the prior three to five year history of the number and types of budget transfers that your office has requested.
- Review your base budget by category to determine if amounts appropriated by category are sufficient to accommodate anticipated expenditures.
- > Determine if there are any on-going shortfalls or surpluses in any categories.



## Realignment of Budget Authority (Continued)

**Example:** An agency consistently moves \$50,000 in General Revenue each year into the Operations category and wishes to make this action permanent.

Approval of a realignment issue in the LBR will allow this agency to avoid future budget amendments.

**Realignment LBR Issue: Move GR Budget Authority Between Categories** Issue Codes 2000100 (Add) and 2000200 (Deduct)

Appropriation Category	Fund	<u>Amount</u>	Issue Code
CCRC Operations (103230)	GR	\$50,000	2000100 (Add)
Case Related Costs (100648)	GR	(\$50,000)	2000200 (Deduct)



## **LBR Issues – The Review Process**

- A. Now that you have written your LBR Issues, **please carefully review** for content accuracy (narrative and dollar amounts) in compliance with the LBR Instructions.
- B. Submit all Issues electronically to the JAC Budget Office on the Excel data entry form per the template provided. Narrative can be attached in a Microsoft Word document if additional space needed.

\* \* PLEASE DO NOT SEND AS A PDF \*\* This will restrict the cut and paste into LASPBS.





# LBR Issues – The Review Process (continued)

C. Once the Issues are placed into LASPBS by the JAC Budget Office, you will receive an email confirmation and a copy of all issues via a system generated Exhibit D-3A Report (Expenditures by Issue, Appropriation Category & Fund with narrative justification).

PLEASE REVIEW THIS REPORT THOROUGHLY TO ENSURE THAT ALL OF YOUR REQUESTED ISSUES HAVE BEEN ENTERED INTO LASPBS.

If any LBR Issue that you have requested via submission to the JAC Budget Office does not appear on the Exhibit D-3A Report, please notify us and JAC's Executive Director immediately at: <u>Budget@justiceadmin.org</u>



# What is an Exhibit D-3A Report ?

- The Exhibit D-3A Report is the most detailed level report of all the LBR documents and provides justification and impacts of the requested funding via "Issue Narratives". It contains a series of codes related to the funding request that includes issue codes, program components, categories, dollar amounts, and fund IDs.
- The issue narratives explain the need for an appropriation, and are the building blocks or framework of the appropriations bill to identify and describe increases and/or decreases to the budget.
- The Exhibit D-3A Report that your office will receive after all LBR issues are entered into LASPBS, will be displayed in Column format:

1 <sup>st</sup> Column Name	2 <sup>nd</sup> Column Name	3rd Column Name
A03-Agency Request	A04 - Non Recurring	A05 - Annualization







# Other LBR Forms and Schedules

JUSTICE ADMINISTRATIVE

COMMISSION



# LBR Data Entry Form Schedule VII – Agency Litigation Inventory

	Sc	hedu	lle VII: Agency Li	itigation Inve	ntory	
For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.						
Agency:						
Contact Person:			P	hone Number:		
Names of the Case: no case name, list th names of the plainti and defendant.)	ne					
Court with Jurisdict	ion:					
Case Number:						
Summary of the Complaint:						
Amount of the Clair	m:	\$				
Specific Statutes or Laws (including GA Challenged:						
Status of the Case:						
Who is representing record) the state in t			Agency Counsel			
lawsuit? Check all			Office of the Attorney	y General or Div	vision of Risk Management	
apply.			Outside Contract Cou	ınsel		
If the lawsuit is a cl action (whether the is certified or not), provide the name of firm or firms representing the plaintiff(s).	class					

### LBR Data Entry Form -Schedule VIIIA - Priority Listing of Agency Issues Over Base Budget

Use this form to list FY2022-23 budget issues in priority order. Include the issue title, issue code and the amount requested. The narrative should explain how this issue implements the priorities on your agency. Please assign only one Priority #1, Priority #2, Priority #3, etc.

\*\*\*\*\*\*\*\*\*\*\*

#### TEMPLATE

Issue Title:							
Issue Code:							
FTE: (If Applicable)							
Rate (If Applicable)							
Fund:							
Categories:							

Priority #1

Narrative:

#### EXAMPLE:

Priority #2

Amounts:

Public Records Request Workload IC 3009700 FTE: 2.00 Salary Rate = 62,307 GR Salaries & Benefits = \$77,135 GR Operations = \$8,071 HR/DMS/HR Svcs/STW Contract: \$428

Narrative: The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.

# LBR Data Entry Form - Schedule VIIIB-2

Priority Listing of Agency **Budget Issues** for Possible Reduction in the Event of Revenue Shortfalls for LBR Year – IC# 330XXXX

see Title and Code:  Section 2  Receive 3  Receive 3  Title  Position  File  Fil	tion 1	Schedule VIII B2 Reduction for FY	2022-2023			RESET AL	L DROPDOWNS	5		
see Title and Code:  Section 2  Receive 3  Receive 3  Title and Code:  Section 2  Receive 3  Title 9  Position  Title  Position  Class Code  Class Code  Class Code  Class Code  Cod										
see Title and Code: GOLD: These fields as Alor Column Gettime 2 Received 3 Positions a non	ency	C	ircuit/Regio	> <b>h</b>					aura Linter	
Sections 2 Required to generate Salaries & Beaufites Peopled Bootisions Peopled Positions Positi	ue Title and Code:									
Decention:         Optional Additional Comments - Not for LBP Position         People/ 8 of Positions       Position       Class Code       Salary Rate or Default         Positions       Position       Position       Position       Position         Position       Position       Position       Position       Position         Section 3       TH\$ SECTION IS NOT NEEDED FOR RECUrrence       Non-Recerring       Position         Non-Access Postalonal       Section 4       Position       Position       Position         Non-Access Total       Position       Position       Position       Position       Position						GREEN:	These fields	are Auto Ca	alculate	
Depind B of Positions     Depind Title     Depind Salary Rate or Default     Depinesal Additional Comments - Hot for LBR Positions       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       a     a     a     a     a       b     b     b     b     a     a       b     b     b     b     b     b       b     b     b     b     b     b       b     b     b     b     b     b       b     b     b     b     b <t< td=""><td></td><td>Banafite:</td><td></td><td></td><td></td><td>GREY:</td><td>Fields not ne</td><td>eded for se</td><td>lected issue</td><td>code</td></t<>		Banafite:				GREY:	Fields not ne	eded for se	lected issue	code
B of Positions       Title       Code       or Default         Autonamic and	genea to generate salaries e	Denemos.			Optional Ad	ditional Co	omments -N	lot for LE	BR Postin	g
Sections 3 THIS SECTION IS NOT NEEDED FOR REDUCTION ISSUES Atto Calculate Standard J 3, locat the 3 FTE below to satch FTE above with the YouP Likes Receiving Non-Receiving Non-Receivi										[
Auto Calculate Standard/Modified Standard # 3. Insert the # FTE below to match FTE above with the       Image: Standard # 3. Insert the # FTE below to match FTE above with the       Image: Standard # 3. Insert the # FTE below to match FTE above with the         Vol       Lines       Recurring       Non-Recurring       Non-Recurring         Attorneys       Recurring       Non-Recurring       Non-Recurring       Image: Standard # 3. Insert the # FTE below to wolf with the         Support Standard # Autorneys       Image: Standard # 3. Insert the # FTE below to wolf with the match in the standard # 4. Image: Standar	of Positions	Title	Code	or Default	-					
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				\$ -	\$ -					
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Provide the issue narrative in the box below:	ction 5									
	tion 5	Provide the issue narrative in the box below	w:							
A primity list af Agency Budget barne for Facrible Beduction for Faced New 2022-28 is required. Reduction in new most total 1824/12202-22 recurring General Beneaus and Trust Fund appropriations. To post reductions are provided by OPB. Proceeding the neurative, axigo a unique primity number for each reduction in new										
ubere Frierity #1'is the highest pointity reduction. All reductions must be recurring.	iarity list of Agency Budget bruce for Fac	rible Reduction for Fired Veer 2022-25 is required. Reduction	ion in our murt to							



# LBR Data Entry Form – Schedule VIIIC

Priority Listing of Agency Budget Issues for Possible Reprioritization – IC# 3D0XXX0 OPTIONAL

	Legislative Budget Request for	11 2022-2023			WESET A	LL DROPDOWI			
ection 1									
Agency		Circuit/Regio	•		COLO		ls are Drop Dot	un Liste	_
ssue Title and Code:					GOLD	D: These field	Is are Free Fill		
Section 2					GREEN	V: These field	ls are Auto Cale		
Section 2 Required to generate Salaries (	Benefits:				GRET	r: Fields not i	needed for sele	<u>cted issue c</u> ode	_
				Optional Ac	ditional (	Comments -	Not for LB	R Posting	
People/ B of Positions	Position Title	Class Code	Salary Rate or Default						
of Posicions		Code	OF DEFAUL	- Thi	s is	a			
				-					
	-			– Sch	nedu	ıle V	'IIIC.		
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				-					_
Section 3			Fallen - Statist						
nuto Calculate Standard/Modi	fied Standard # 3. Insert the # FTE b		c above with the a	oppropriate					
		Lines							
Attorneys	FTE	Needed	Recurring	Non-Recurri	g				
Von-Attorney Professional									
Von-Attorney Professional Support Staff									
Support Staff Operating Expenditures Tot									
Support Staff									
Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot									
Support Staff Operating Expenditures Tot			Dalla						
Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot Section 4			Dolla Total	ITS Total					
Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot		FSI							
Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot Section 4 Appropriation	al Fund	FSI	Total	Total					
Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot Section 4 Appropriation	al Fund	FSI	Total	Total					
Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot Section 4 Appropriation	al Fund	FSI	Total	Total					
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Support Staff Operating Expenditures Tot TR/DMS/HR Services Tot Section 4 Appropriation Category Title / Code	al Fand Title		Total	Total			Image: Sector		



#### Manual Form Major Audit Findings/Recommendations – Schedule IX

SCHED	ULE IX: MAJ	OR AUDIT FINDING	<b>GS AND RECOMMENDATIONS</b>	Budget Period: 2022	- 23
Department:			Chief Internal Auditor:		-
Budget Entity:			Phone Number:		-
(1)	(2)	(3)	(4)	(5)	(6)
REPORT	PERIOD		SUMMARY OF	SUMMARY OF	ISSUE
NUMBER	ENDING	UNIT/AREA	FINDINGS AND RECOMMENDATIONS	CORRECTIVE ACTION TAKEN	CODE
-					
-					
-					
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# Manual Form Organizational Structure – Schedule X

The Schedule X must display the agency's organization structure for the most recent fiscal year. Section 20.04(8), F.S., requires the Executive Office of the Governor to maintain a current organizational chart of each agency of the executive branch.

The Organizational Chart must have an effective date of no later than <u>July 1, 2021</u> and identify by position [*staff names are not required*], all divisions, bureaus, units and subunits of the agency.



NOTE: <u>Submit organizational charts electronically in searchable PDF format so</u> that it may be uploaded to the Florida Fiscal Portal.

\*\*Please do not submit scanned hard copies.\*\*



## Manual Form Unit Cost Summary Data Request - Schedule XI

#### LEGISLATIVE BUDGET REQUEST FY 2022-2023 SCHEDULE XI - UNIT COST SUMMARY DATA

Capital	Collateral Regional Counsel, Region			
Activity		FY 2020-21 Expenditures		FY 2020-21
Code	Activity Description	% Allocation by Activity*	Unit Cost Measure	Number of Units
-				
0810	Death Penalty Legal Counsel		Number of active cases	
0830	Death Row Case Preparation		Number of active cases	
D	de service de la faction de la des services de la des services de la des services de la des services de la des			
Provide	the number of units achieved in the pri	or Fiscal Year for each unit c	ost measure.	
* This pe	rcentage should be based on the percent o	f your total 2020-21 budget expe	ended on each activity.	
The sam	e percentage will be applied to your total po	sitions in order to allocate FTE	by activity.	

\* This information is needed to calculate the unit cost of the activity.



### Manual Form - Schedule XIV Variance from Long Range Financial Outlook

#### LEGISLATIVE BUDGET REQUEST FY 2022-23

Schedule XIV: Variance from Long Range Financial Outlook

Note: This form will be completed by JAC in consultation with the agencies.

Purpose:

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

Procedure:

The Schedule XIV spreadsheet is prepared as follows:

• Question 1: Indicate if the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2021 includes revenue or expenditure estimates related to your agency. If it does, questions two and three will need to be completed.

• Questions 2 and 3:

A. List the estimates for revenues and/or budget drivers that reflect an estimate for the agency for the budget request year, the amount projected in the long range financial outlook and the amounts projected in the Schedule I or budget request.

B. Explain any variance(s) if the revenue estimates (from the Schedule I) or budget drivers do not conform to the long range financial outlook.

### Manual Form - Schedule XIV Variance from Long Range Financial Outlook (continued)

				Sch	nedule XIV				
			Variand	e from Lon	g Range Finan	cial Ou	utlook		
Age	ncy:				(	ontact			
				· · ·			get Request to be ba to explain any variar	sed upon and reflect th	e
1)	Does	ge financial	outlook ad	opted by the J				nber 2021 contain reve	nue
	Yes	No							
2)	2022-	the amoun		-	·		estimate for your ag the amounts project	ency for Fiscal Year red in your Schedule I	
							FY 2022-2023 Estim	ate/Request Amount	
		lssue (l	Revenue or	Budget Drive	er)	R/B*	Long Range Financial Outlook	Legislative Budget Request	
	а								
	b								
	с								
	d	_							
	e								
	f								

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



## **LBR - Documents Check List**



#### LEGISLATIVE BUDGET REQUEST -CHECK LIST FY 2022-2023

CAPITAL COLLATERAL REGIONAL COUNSEL, \_\_\_\_\_ REGION

#### ITEMS TO SEND TO JAC BUDGET OFFICE All LBR Exhibits, Forms, etc. Due to JAC on July 30, 2021

Included: Y/I	N Form Name/#	Required	Optional
	Transmittal Letter (JAC will submit a letter for the Departmen	nt)	х
	Schedule I Detail of Receipts	x	
	Schedule I Narrative Form	x	
	Schedule IB – Detail of Unreserved Fund Balance	Sch. I's are c	de totals when ompleted
	Schedule IC – Reconciliation of Unreserve Fund Balance	d JAC to comp	lete
	Reconciliation: Beginning Trial Balance to Schedule I and IC	JAC to comp applicable	lete if
	Schedule VII - Agency Litigation Inventor	y If applicable	
	Schedule VIIIA – Priority Budget Issues	x	
	Schedule VIIIB-1 - Priority Reductions FY	21/22 If applicable	
	Schedule VIIIB-2 - Priority Reductions FY	722/23 X	
	Schedule VIIIC- Reprioritizations		х
	Schedule IX – Major Audit Findings and Recommendations	If applicable	
	Schedule X – Organization Chart	х	
	Schedule XI – Unit Cost Summary Data Request	x	
	Schedule XIV – Variance from Long Rang Financial Outlook	e JAC to comp CCRCs if ap	





### LBR - Documents Check List (continued)

Included: Y/N	Issue Code Title and Code Number	Required	Optional
	Additional Operational Expenses 3000510		х
	Additional Collateral Caseload Resources Request 3000130		Х
	Additional Equipment 2402000		Х
	Additional Equipment / Books 2402200		Х
	Additional Equipment / Motor Vehicles 2402400		Х
	Additional Price Increases for Utilities 2302700		Х
	Additional Workstations for New Office Space 2401300		Х
	Annualization of Prior Year Budget Amendment 2600170		Х
	Attorney Recruitment and Retention 4206A00		Х
	Building Rental for Privately Owned Buildings 2301900		Х
	competitive Area Differential - Funding For Support Staff		
	4200A10		х
	Competitive Area Differential Funding 4200A60		Х
	Cost of Living Adjustment All Staff 4203A70		Х
	CPM Training 3801010		Х
	Eliminate Unfunded Positions 33V6200		х



## **Reference Materials**

- Account Codes
- Fund Source Identifier (FSI) Listing



OPB Standard #3 – Expense and HR Assessment Package









# What is a Trust Fund?

- A Trust Fund serves as a depository for funds that are earmarked for a specified purpose which may not be used for anything to the contrary. It is created by law and remains in existence and active for a period of four (4) years and then undergoes Legislative review. At that time the trust fund may be recreated, retained, terminated, or modified at the request of an agency during the LBR process via the submission of a Schedule 1D Form
- **Trust Funds must have specific sources of receipts/revenues** [state, federal, municipal, etc.] and can have certain restrictions or prohibitions as to allowable expenditures from the trust fund or types of receipts deposited thereto
- There are eight primary trust funds within Justice Administration, and the combined FY 2022-2023 appropriations is for \$172,530,614. Approximately \$20M increase over last year.
- All agencies that are administratively served by JAC are required to report their trust funds activities annually via submission of the LBR Schedule I Series of Reports



# **Trust Funds - LBR Schedule I Series**

Required Reporting Forms and responsibilities:

- Schedule I- Trust Funds Available
  - OPB requires each circuit/office to provide estimated receipts for FY 2021-22 and FY 2022-23.

JAC will complete all other elements of this form on behalf of and in consultation with your office.

#### Schedule I Narratives

Circuits/Offices must provide the methodologies used to determine estimated receipts and also show the associated calculations.

JAC will provide calculations for the 5% Reserve in FY2022-23 and 8% Service Charge to General Revenue (SCGR) as well as provide explanations for applicable Section III Accounting Adjustments as reflected in the Final 6-30-2021 Trial Balance Report.

#### Schedule IB Detail of Unreserved Fund Balance

JAC will complete this form on behalf of and in consultation with all circuits and offices.



### Trust Funds - LBR Schedule I Series (continued)

- Schedule IC- Reconciliation of Unreserved Fund Balance
   JAC will complete this form on behalf of all circuits and offices.
- Schedule IC Reconciliation of Beginning Trial Balance to Schedule I and IC
   JAC will complete this form on behalf of and in consultation with all circuits and offices.
- Interagency Transfers of Funds (\$100,000 or more) From Other Entities JAC will complete this form on behalf of and in consultation with all circuits and offices.

#### Chief Financial Officer Certification

Circuits/Offices must provide email to OPB Trust Fund Unit

FOR A DETAILED DESCRIPTION OF EACH FORM, PLEASE REFER TO OPB's SCHEDULE 1 INSTRUCTIONS OR CONTACT THE JAC BUDGET OFFICE STAFF



# **Trust Funds Schedule I – Format**

The information that is reported on the Schedule I document summarizes revenues, non-operating expenditures, accounting adjustments, and operating expenditures which are presented in five sections within three primary columns for three consecutive fiscal years as follows:

- Column A01 displays the <u>Actual Prior Year</u> FY 2020-2021
- Column A02 displays the <u>Current Year Estimate</u> FY 2021-2022.
- Column A03/A12 displays the <u>Agency Request</u> FY 2022-2023. This is input by JAC into Column A03 and systematically via LASPBS becomes Column A12 after submission of the LBR.
- A fourth column, A04 displays the Agency Request Non-Recurring portion of the amounts entered in Column A03/A12.



## **Trust Funds Schedule I – Format (continued)**

#### The Schedule I Report Is Divided Into Five Sections as follows:

- Section I: Detail of Revenues
- Section II: Detail of Non-Operating Expenditures
- Section III: Accounting Adjustments
- <u>Section IV</u>: Summary (combines Sections I thru III data and displays unreserved fund balances-Line I)
- <u>Section V</u>: Schedule IB: Detail of Unreserved Fund Balance which identifies the funding sources and dollars associated with the ending unreserved fund balances.



**Reconciliation of Unreserved Fund Balance** 

This is the starting point of the Schedule I Series.

Department Title:

Trust Fund Title:

LAS/PBS Fund Number:

Budget Entity:

JAC will complete this form for you.

Justice Administration

Department 21

20-2-073XXX

Budget Period: 2022 - 2023

Capital Collateral Regional Counsel Trust Fund

[]	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	-	(A)	-
ADD: Other Cash (See Instructions)	-	(B)	-
ADD: Investments	-	(C)	-
ADD: Outstanding Accounts Receivable	-	(D)	-
ADD:	-	(E)	-
fotal 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:	-	0	· ·
Unreserved Fund Balance, 07/01/21	-	(K) -	



# **Unreserved Fund Balance**

- The Unreserved Fund Balance is the summation of prior year's unreserved fund balance that was brought forward into the current period plus total cash on hand plus estimated receipts, minus actual disbursements and outstanding obligated expenditures for which a disbursement has not yet been made.
- The Unreserved Fund Balance is only calculated and used in the preparation of the annual LBR Trust Fund Schedule series of reports and is not the same total as the cash balance.



### LBR Data Entry Form - Schedule I (Example Section 1 - Estimated Receipts - CCRCTF)

		TITLE			CODE				
		1							
	ARTMENT:		Justice Administration			21	BUDGET PERIOD 2022-2023		
BUD	GET ENTITY:	Capital Collateral Reg Counsel , 👕			2170				
FUNE	J:	Capital Collateral Reg Counsel Trust Fun							2073
		<u> </u>					1		
							Enter Current Yr.	Enter Request Yr.	Enter Request Yr
SECT	TION I: DETAIL OF REVENUES (TFR)						Est. Revenues	Est. Revenues	Non-recurring
Line #		Rev/Adj	-1-1-1-1-1-1-1-1-1-1	Authority	CIC+C+C+C+C+C+C+C+C+C+C+C+C+C+	ching Local IC	Column A02 FY 2021-22	Column A03 FY 2022-23	Column A04 FY 2022-23
01	Reimbursements - Federal	001870	0%	27.217	0%	0%	D		
02			· ,		1				
03		<u> </u>	+	[	+				
04	+	+	+'	t	· +'				
0-1	+	+	+'	t	·'				
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# **Schedule I Narrative**

## **Revenue Estimating Methodology:**

Provide a detailed explanation of the methodology used to determine the revenue estimates for FY 2021-22 and FY 2022-23 as shown on the Schedule I report.

Circuits/Office must provide information as to how estimated receipts were determined which includes providing calculations.



# Schedule I Narrative (continued)

#### (Required for each trust fund)

#### SCHEDULE I TRUST FUND NARRATIVE

#### FY 2022-2023 LEGISLATIVE BUDGET REQUEST

Circuit / Office Name: Capital Collateral Regional Counsel -Xxxxx Region

Trust Fund Name: Capital Collateral Regional Counsel Trust Fund, FID # 2073

Name of Person Completing This Form: XXXXX X XXXXXXX

Telephone #: (XXX) XXX-XXXX

#### 

#### Revenue Estimating Methodology:

Capital Collateral Regional Counsel-XXXXX Region is charged with the statutory responsibility of providing legal representation in both State and Federal Capital post-conviction proceedings to any person convicted and sentenced to death in Florida, who is without counsel due to his or her indigency.

Section 27.702(3 F.S. (1996 Supp) states: (3) The capital collateral representative shall file motions seeking compensation for representation and reimbursement pursuant to 18 U.S.C., s. 3006A.

The methodology used to determine estimated receipts is extremely difficult. However, the best attempt to determine the reimbursement is as follows: Cases are calendared and tracked to monitor the progress of each case from public records request through representation in the federal courts. Due to this tracking process, it can be estimated when a case will proceed to the federal stage.

FY 20/21, X Cases @ \$XX,XXX FY 21/22: X Case @ \$X

#### 5 Percent State Trust Fund Reserve and 8 Percent Service Charge to General

**<u>Revenue</u>**: Revenues in this fund are not subject to the 5 Percent Trust Fund Reserve nor the 8 Percent Service Charge to General Revenue.

#### Explanation of Schedule I, Section III Accounting Adjustments:

None applicable.



### Negative Unreserved Fund Balances On the Schedule I Report

In any reporting period (current or requested fiscal year), the estimated receipts combined with the prior year carry forward unreserved fund balance amount must be sufficient to support the total estimated operating and nonoperating expenditures/budget authority as noted on Lines "D" and "E" of the Schedule I Report

- Any negative unreserved fund balances <u>must be eliminated</u> by either :
- A. Increasing the estimated receipts (where feasible) or
- B. Reducing estimated expenditures/budget authority before final submission into LASPBS and upload of the Schedule I Reports to the Florida Fiscal Portal



## **Strategies to Eliminate Negative Unreserved Fund Balances on the Schedule I Report**

OPTION 1 Increase Estimated Receipts (Revenue)

For the current FY or LBR Request Year, increases in receipts can only be made if the amount can be substantiated by contracts, memorandums of agreements or reasonable projections.

All receipt projections must be justified in the Schedule I Narrative document which provides the methodology as to how the estimated figures were determined. OPTION 2 Decrease Expenditures/Budget Authority

If the decrease is for the current year, notify JAC of the exact amount to reduce and a line item adjustment called "UNFUNDED BUDGET" will be entered in Section II. This will in effect reduce Line "D" [estimated expenditures /budget authority] for purposes of balancing the Schedule I Report only. An agency's actual current year budget authority will not be reduced by this action.

If the decrease is for the request year, then an LBR issue should be considered requesting the deletion or reduction in budget authority that is not supported with sufficient estimated receipts or that is no longer needed.



## Trust Fund Schedule I Report (continued)

Other Information Reported on This Form

5 Percent Trust Fund Reserve:

Show a detailed calculation of the 5 percent trust fund reserve for FY 2022-23 (calculated on recurring FY 2021-22 estimated revenue)

JAC will provide calculation based on applicable estimated receipts shown in FY 2021-22

<u>8 Percent Service Charge to General Revenue (SCGR):</u>

Show a detailed calculation of the 8 percent SCGR for FY 2021-22 and FY 2022-23 (calculated on recurring FY 2021-22 and FY 2022-23 estimated revenue.) JAC will provide calculations based on applicable estimated receipts show in each year. Only receipts coded to revenue categories exempt from the SCGR will be excluded from the calculation. Federal funds are generally excluded from the service charge assessment.

#### Accounting Adjustments:

Provide detailed explanations for each item on the Schedule I, Section III Adjustments. JAC will provide explanations based on any adjusting entries that are made and supported by the accounting records.



## EOG's E-mail Certification of Estimated Receipts For FYs 2021-2022 and 2022-2023

Each Office is required to send an email certifying the estimated receipts to Laurie Harrison at the Governor's Office of Policy and Budget Trust Fund Unit after Wednesday September 15, 2021 or during the OPB Technical Review period which will be sometime shortly after the LBR original submission date.

Laurie's email address is: <u>laurie.harrison@laspbs.state.fl.us</u>. Please copy the JAC Budget Office : <u>budget@justiceadmin.org</u>

PLEASE DO NOT SEND THE EMAIL BEFORE SEPTEMBER 15, 2021.



### EOG's E-mail Certification of Estimated Receipts For FYs 2021-2022 and 2022 2023 (continued)

Example language for email is as follows:

"Dear Ms. Harrison,

The Capital Collateral Regional Counsels Office -

confirms that the estimated receipts as reported on the Trust Fund Schedule 1 document are the most accurate figures based on available information at the time of submission of the FY 2022-23 Legislative Budget Request. This office will notify the OPB Trust Fund Unit if any significant changes in revenue estimates occur prior to the issuance of the Governor's Budget Recommendations."



# The Long Range Program Plan (LRPP)

**Mission Statement** 

Performance Measures

Standards

Trends & Conditions Goals SWOT

Activities Outcomes Outputs

Services

Objectives

Unit Cost



# **LRPP Due Date To JAC**

All LRPP exhibits and schedules are due to the JAC Budget Office by Monday, August 30, 2021 at 5:00 P.M.-EDT.

This will allow sufficient time to review, compile, and process all JAC agencies data.



- Please e-mail all completed LRPP forms to <u>budget@justiceadmin.org</u>.
- You will receive an email confirmation that the information has been received.
- If we need additional information from you, we will send a follow up email.
- <u>If you do not hear from the JAC Budget Office within 2 business</u> days of your submission, please contact us via email.



# **LRPP** Public Publication

The LRPP document must be completed at the Department (Justice Administration) level and is required to be uploaded to the FFP with written notification from JAC to the Legislature and Governor that it has been done, not later than **Thursday, September 30, 2021.** 



JUSTICE ADMINISTRATIVE COMMISSION

# **Other Items Of Interest**

The Legislative Budget Commission generally meets sometime in September of each fiscal year to adopt and approve the Long Range Financial Outlook plan. Agencies are required to base their LBR upon this plan or explain any variances thereof (LBR Schedule XIV.)



# **Please Help Us To Better Serve You**

Carefully review the data that you are submitting in your LRPP and LBR packages and refer to the Checklist.

Use the designated **<u>budget@justiceadmin.org</u>** mail group to submit all documents electronically. This will ensure receipt directly to all staff in the JAC Budget Office.



Complete and submit all documents within the time frames requested to avoid delays in processing and uploading to the Florida Fiscal Portal.



# **Budget Office Contact Information**



Email Addresses: **PRIMARY** : Budget@justiceadmin.org



<u>Staff:</u> <u>Mailea.Adams@justiceadmin.org</u> <u>Kelly.Jeffries@justiceadmin.org</u> <u>Adam.Preisser@justiceadmin.org</u>

Local: (850) 488-2415



## **Dates to Remember**



July 30 2021: Budget Office deadline for agency LBR document submission

✓ September 15, 2021: Deadline for Department LBR upload to Florida Fiscal Portal by JAC

August 30, 2021: Budget Office deadline for agency LRPP document submission

✓ September 30, 2021: Deadline for Department LRPP upload to Florida Fiscal Portal by JAC



# **Questions and General Discussion**



