



**JUSTICE ADMINISTRATIVE
COMMISSION**



**FY 2022-2023 Legislative Budget Request
and FYs 2022-2023 thru 2026-2027
Long Range Program Plan
Criminal Conflict & Civil Regional Councils**





OFFICES OF CRIMINAL CONFLICT AND CIVIL REGIONAL COUNSELS MEETING AGENDA

Monday, June 14, 2021 9:30am

- 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

Alton L. “Rip” Colvin, Jr., Executive Director

227 North Bronough Street

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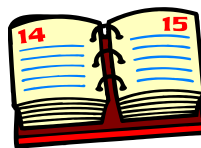
Legislative Budget Request (LBR)

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 three 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 budget@justiceadmin.org.
- 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.
- If you do not hear from the JAC Budget Office within 2 business 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 September 15, 2021.

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

The Florida Fiscal Portal



<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 and the Agency (Organization) is responsible for their submission and also designating 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 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 VIIC)**
- Major Audit Findings (Schedule IX)*
- Organizational Structure (Schedule X)
- Unit Cost Summary (Schedule XI)
- Variance from Long Range Financial Outlook (Schedule XIV) *

** If Applicable*

*** This schedule is Optional*



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

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THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



COMMISSIONERS

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State Attorney, 2nd Circuit

LEGISLATIVE BUDGET REQUEST

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

The Justice Administrative Commission administratively serves the judicial-related offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. The JAC also performs compliance and financial review of court-appointed attorney and due process vendor bills.



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 MS 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 Example

Criminal Conflict and Civil Regional Counsel Capital Attorneys - IC# 3000380

LEGISLATIVE BUDGET REQUEST FY 2021-2022

Regional Counsel, _____ Region				Fiscal Year 2021-2022			Page 1 of 1	
Issue Code: 3000380				Issue Title: Criminal Conflict & Civil Regional Counsel Capital Attorneys				
Required in order to generate Salaries & Benefits:								
People # of Positions	Class Code	Position Title	Salary Rate or Default	Appropriation Category Title / Code	Fund Title	FSI	Total Request	Total Non-Recurring
1.00	9301	Staff Assistant I	Default	OPS/030000	Gen Rev	1	\$ 50,336	\$ -
1.00	9663	Investigator III	Default	RCC Operations/103227	Gen Rev	1	\$ 39,748	\$ 15,176
2.00	9901	Asst. Regional Counsel	140,000	HR Services / 107040	Gen Rev	1	\$ 936	
EXAMPLE				Expenses Calculation (via Standard # 3) =				
					2.00	Attorney FTE	\$21,200	\$ 7,790
					1.00	Professional FTE	\$ 9,900	\$3,895
					1.00	Support FTE	\$ 8,648	\$ 3,491
					TOTAL	4.00	FTE	\$39,748
Narrative: {Narrative should link issue to agency activity impacted.}								

The Regional Counsel, _____ Region, requires additional resources for the defense of capital cases. This office's caseload has increased by 25% over the past two years which is causing a strain on limited capital resources. This request is for an additional 'attorney unit' consisting of a support position, an investigator and two high level attorneys at a rate of 70,000 each (total attorney salary requested is 140,000). The salary requested is commensurate with the level of experience required for defending capital cases.

This office also requires additional Other Personal Services (OPS) resources in order to keep track of case files and to assist staff with their duties. Funding for two full-time OPS is requested at \$12.10 per hour for a total of 2,080 hours = \$25,168 X 2 = \$50,336. The Operating Expenditures request is as per the Governor's Office of Policy and Budget's Standard # 3, which includes \$700 for Law Library expenditures for the attorney positions.

Approval of this request will have a positive impact on this office's Regional Counsel Workload activity as it will ensure that capital cases are defended with qualified representation.



REVISED TEMPLATE

LBR Data Entry Example

Criminal Conflict and Civil Regional Counsel Capital Attorneys- C# 3000380

Legislative Budget Request for FY 2022-2023

RESET ALL DROPDOWNS

Section 1

Agency

Criminal Conflict and Civil Regional Counsel

Circuit/Region

Issue Title and Code:

Criminal Conflict & Civil Regional Counsel Capital Attorneys 3000380

COLOR KEY

BLUE: These fields are Drop Down Lists

GOLD: These fields are Free Fill

GREEN: These fields are Auto Calculate

GREY: Fields not needed for selected issue code

Section 2

Required to generate Salaries & Benefits:

Optional Additional Comments -Not for LBR Posting

People/ # of Positions	Position Title	Class Code	Salary Rate or Default
1.00	Staff Assistant I	9301	default
1.00	Investigator III	9663	default
2.00	Asst. Regional Counsel	9901	\$ 140,000

Section 3

Auto Calculate Standard/Modified Standard # 3. Insert the # FTE below to match FTE above with the appropriate profession.

	FTE	VoIP Lines Needed (Not for SA, PD, PDA)	Recurring	Non-Recurring
Attorneys	2.00	0	\$ 21,200	\$ 7,790
Non-Attorney Professional	1.00		\$ 9,900	\$ 3,895
Support Staff	1.00		\$ 8,648	\$ 3,491
Operating Expenditures Total	4.00		\$ 39,748	\$ 15,176
TR/DMS/HR Services Total	4.00		\$ 856	



Criminal Conflict and Civil Regional Counsel Capital Attorneys - IC# 3000380

Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
Other Personal Services (030000)	General Revenue (FID #1000)	1	\$ 54,080	
Regional Conflict Counsel Operations (103227)	General Revenue (FID #1000)	1	\$ 39,748	\$ 15,176
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)	1	\$ 856	
			\$ 94,684	\$ 15,176

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 minimum salary rate for the pay grade, explain the reason for the difference.

The Regional Counsel, _____ Region requires additional resources for the defense of capital cases. This office's caseload has increased by 25% very the past two years which is causing a strain on limited capital resources. This request is for an additional attorney unit consisting of a support position, an investigator and two high level attorneys at a rate of \$70,000 each (total attorney salary requested is \$140,000). The salary requested is commensurate with the level of experience required for defending capital cases.

This office also requires additional Other Personal Services (OPS) resources in order to keep track of case feels and to assist staff with their duties. Funding for two full-time OPS is requested at \$13.00 per hour for a total of $2,080 = \$27,040 \times 2 = 54,080$. The Operating Expenditures request is as per the Governor's Office of Policy and Budget's Standard # 3, which includes \$700 for Law Library expenditures for the attorney positions.

Approval of this request will have a positive impact on this offices' Regional Counsel Workload activity as it will ensure that capital cases are defended with qualified representation.

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.

RC Operating Expenditures (103227)	Attorney Professional		Non-Attorney Professional		Support Staff	
	Total	Non-recur	Total	Non-recur	Total	Non-Recur
Telephone, line/use*	334	99	334	99	334	80
Telephone, purchase***	125	99	125	99	**200	80
Postage	141		141		160	
Printing & Reproduction	121		121		121	
Repair & Maintenance	121		121			
Office Supplies*****	385		385		385	
File Cabinet 2 dr/36" wide w/lock	450	450	450	450	450	450
Bookcase 4 shelf/48" high	355	355	355	355		
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 Training	851	423	851	423	851	423
Data Communications	682		682		682	
Computing Equipment****	920	920	920	920	920	920
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 non-recurring) 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.

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



OPB Standard #3 (continued)

Human Resource Services Assessments Package

(For use with new position requests only)

As provided in SB2500: FY2021-22 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:

FTE	\$305.05
OPS	\$95.69
Justice Administrative Commission	\$213.19
State Court System	\$184.74
County Health Department	\$213.19

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

Criminal Conflict and Civil Regional Counsels LBR Account Codes

REGIONAL COUNSEL LBR ACCOUNT CODES

Standard Operating Budget Appropriation Category Codes and Titles

010000	Salaries and Benefits
030000	Other Personal Services (OPS)
100777	Contracted Services
103227	Regional Conflict Counsel Operations
103241	Risk Management Insurance
103542	RCC Due Process
105281	Lease or Lease Purchase of Equipment
107040	TR/DMS/HR SVCS/STW Contract

Fund Codes and Titles

1000	General Revenue
2339	Grants & Donations Trust Fund
2976	Indigent Civil Defense Trust Fund

Pay Plans and Title

84	Justice Administrative Commission / 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.

FSI of 2 = State Funds/Match: 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

DO

- 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)

DO

- **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 Regional Counsel's 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 Regional Counsel's 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.





JUSTICE ADMINISTRATIVE COMMISSION

Mini Tutorial : LBR Data Entry Form Interactive Template

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

▲ Salary adjustment

▲ New positions

▲ New salary rate; with and without Benefits

New !

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

Section 4: LASPBS entry for :

▲ Appropriation Category

▲ Funding Source

▲ Fund Source Indicator (FSI),

▲ Dollar Amount.

Section 5: LASPBS entry for: Issue Narrative

Completing the LBR Data Entry Form (continued)

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 KEY	
BLUE:	These fields are Drop Down Lists
GOLD:	These fields are Free Fill
GREEN:	These fields are Auto Calculate
GREY:	Fields not needed for selected issue code

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

Completing the LBR Data Entry Form : Section 1

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 for FY 2022-2023		
Section 1		
Agency	Criminal Conflict and Civil Regional Counsel	Circuit/Region
Issue Title and Code: 	<div>RC1</div> <div>RC2</div> <div>RC3</div> <div>RC4</div> <div>RC5</div>	

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

Entry Form :

1. Issue codes selected
2. and/or salary rate
3. Resume with

Revised Template

[illegible]29

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

Section 2: Rate Adjustment

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.

Legislative Budget Request for FY 2022-2023			
Section 1			
Agency	Criminal Conflict and Civil Regional Counsel	Circuit/Region	
Issue Title and Code:	Increase Authorized Rate 51R0100		
Section 2			
Required to generate Salaries & Benefits:			
People/ # of Positions	Position Title	Class Code	Salary Rate or Default
	Rate Adjustment	RA06	\$ 25,000



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			
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: New Positions

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	Staff Assistant I	9301	default
1.00	Investigator III	9663	default
2.00	Asst. Regional Counsel	9901	\$ 140,000

Completing the LBR Data Entry Form : Section 3

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 the appropriate profession.				
	FTE	VoiP Lines Needed (Not for SA, PD, PDA)	Recurring	Non-Recurring
Attorneys	2.00		\$ 21,200	\$ 7,790
Non-Attorney Professional	1.00		\$ 9,900	\$ 3,895
Support Staff	1.00		\$ 8,648	\$ 3,491
Operating Expenditures Total	4.00		\$ 39,748	\$ 15,176
TR/DMS/HR Services Total	4.00		\$ 856	

Completing the LBR Data Entry Form : Section 4

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.

Section 4				
Appropriation Category Title / Code	Fund Title	FSI	Dollars Total Request	Total Non-Recurring
Other Personal Services (030000)	General Revenue (FID #1000)		\$ 54,080	
Regional Conflict Counsel Operations (103227)	General Revenue (FID #1000)		\$ 39,748	\$ 15,176
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 856	
			\$ 94,684	\$ 15,176

Completing the LBR Data Entry Form : Section 5

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.

Section 5

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 minimum salary rate for the pay grade, explain the reason for the difference.

The Regional Counsel, _____ Region requires additional resources for the defense of capital cases. This office's caseload has increased by 25% very the past two years which is causing a strain on limited capital resources. This request is for an additional attorney unit consisting of a support position, an investigator and two high level attorneys at a rate of \$70,000 each (total attorney salary requested is \$140,000). The salary requested is commensurate with the level of experience required for defending capital cases.

This office also requires additional Other Personal Services (OPS) resources in order to keep track of case files and to assist staff with their duties. Funding for two full-time OPS is requested at \$13.00 per hour for a total of $2,080 = \$27,040 \times 2 = 54,080$. The Operating Expenditures request is as per the Governor's Office of Policy and Budget's Standard # 3, which includes \$700 for Law Library expenditures for the attorney positions.

Approval of this request will have a positive impact on this office's Regional Counsel Workload activity as it will ensure that capital cases are defended with qualified representation.

Completing the LBR Data Entry Form : Finishers

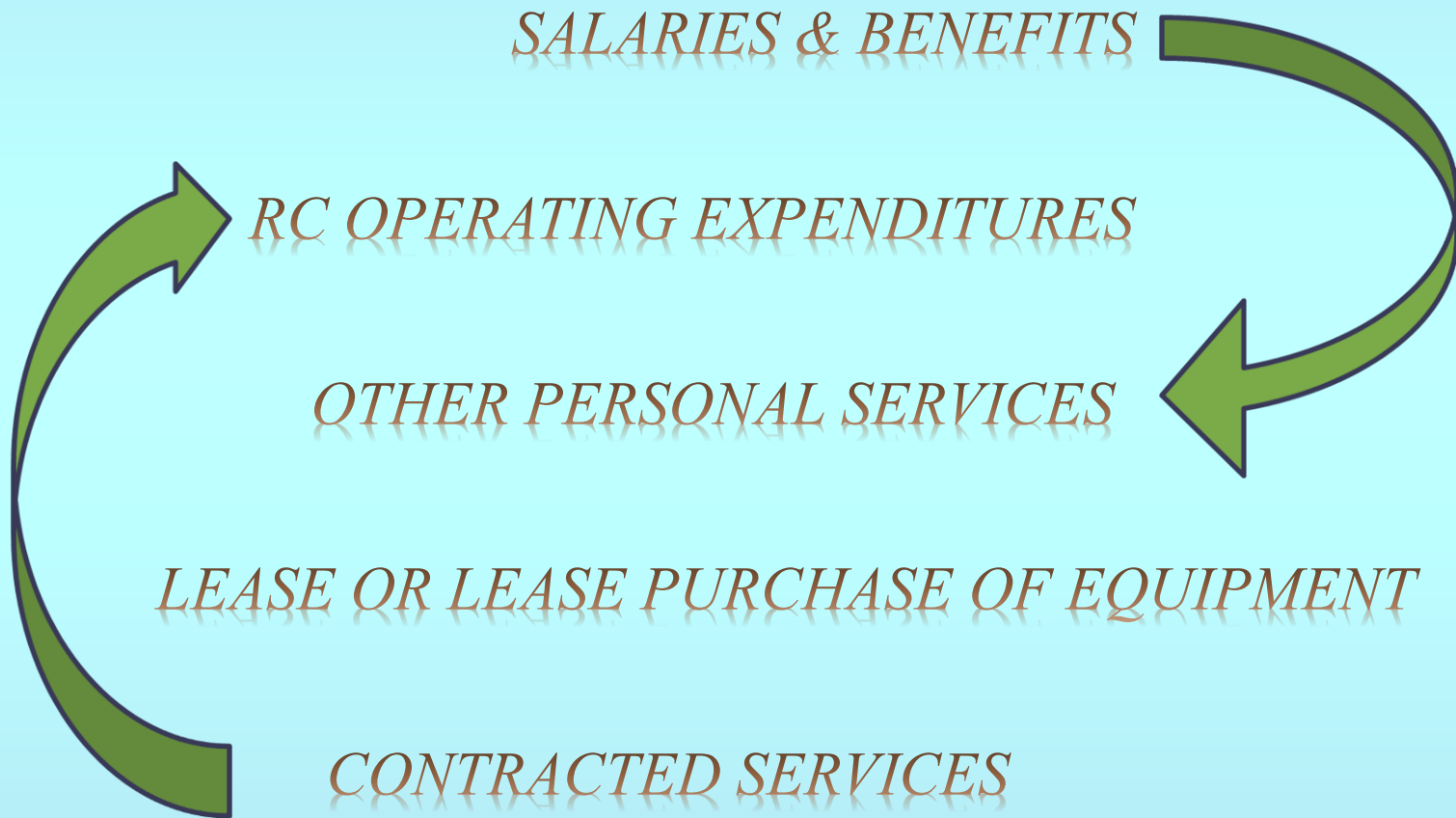
- Once the form is complete, save to a workbook that will contain all LBR issues.
- Rename the tab to reflect the issue code. Example: 3000590
- To create a new issue, return to the LBR form and use the Reset All Dropdowns to clear all dropdown field.
- Any text or data enter in the Free Fill fields 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:

<http://www.justiceadmin.org>



Budget Authority Realignment



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 (3) to five (5) 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 \$5,000 in General Revenue each year into the Other Personal Services 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**)

<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>	<u>Issue Code</u>
OPS (030000)	GR	\$5,000	2000100 (Add)
Salaries and Benefits (010000)	GR	(\$5,000)	2000200 (Deduct)

Realignment of Appropriation Categories Related to Administered Funds

Administered funds such as **Pay Increases, Health Insurance Adjustments, and Retirement Adjustments** are appropriated in one statewide lump sum line item in the General Government section (Section 6) of the GAA. These appropriations will be distributed to each agency by the Governor's Office of Policy and Budget (OPB) and can be seen on the agency's Appropriation Ledger once they have been approved.

These distributions are not allocated 100% to General Revenue, but are based on the fund split in the GAA for your Salaries & Benefits category (each budget entity is different).



Realignment of Appropriation Categories Related to Administered Funds (continued)

Example GAA Salaries & Benefits Fund Split:

<u>Fund</u>	<u>Appropriation</u>	<u>% of Total</u>
General Revenue (GR)	\$4,800,000	96.0%
Ind. Civil Def. TF	<u>\$ 200,000</u>	<u>4.0%</u>
Total	\$ 5,000,000	100.00%

Administered Funds allocations for Retirement, Health, etc. would be applied at 96% GR and 4% TF.

Realignment of Appropriation Categories Related to Administered Funds

Because trust funds must be maximized by OPB for all Salary adjustments, the agency in the example above may end up with excess Salaries & Benefits budget authority in their trust funds. You may wish to consider moving excess Salaries and Benefits trust fund authority to a different appropriation category, such as Operations, while also transferring GR budget from Operations into Salaries and Benefits.

Realignment LBR Issue (Move Budget Authority Within Same Fund):
Issue Codes 2000100 (**Add**) and 2000200 (**Deduct**)

<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>
Salaries & Benefits (010000)	ICDTF	(\$100,000) – Deduct
RC Operations (103227)	ICDTF	\$100,000 – Add
<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>
RC Operations (103227)	GR	(100,000) – Deduct
Salaries and Benefits (010000)	GR	\$100,000 – Add



LBR Data Entry Form

Realignment of Administrative Expenditures - **ADD**

IC# 2000100

Legislative Budget Request for FY 2022-2023

Section 1

Agency	Criminal Conflict and Civil Regional Counsel	Circuit/Region
Issue Title and Code:	Realignment of Administrative Expenditures -Add 2000100	

Section 4

Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
Regional Conflict Counsel Operations (103227)	Indigent Civil Defense Trust Fund (FID #2976)		\$ 100,000	
Salaries and Benefits (010000)	General Revenue (FID #1000)		\$ 100,000	

LBR Data Entry Form

Realignment of Administrative Expenditures – **DEDUCT** IC# 2000200

Legislative Budget Request for FY 2022-2023

Section 1

Agency Criminal Conflict and Civil Regional Counsel **Circuit/Region**

Issue Title and Code: Realignment of Administrative Expenditures -Deduct 2000200

Section 4

Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
Regional Conflict Counsel Operations (103227)	General Revenue (FID #1000)		\$ (100,000)	
Salaries and Benefits (010000)	Indigent Civil Defense Trust Fund (FID #2976)		\$ (100,000)	



Realignment of Appropriation Categories Related to Administered Funds

Example of GAA Salaries & Benefits Appropriation Administered Fund Split:

Before Realignment:

Fund	Pre- Realignment Appropriation	% of Total	\$100,000 Administered Funds Adjustment
<u>Salaries & Benefits</u>			
General Revenue	\$ 4,800,000	96.00%	\$ 96,000
ICDTF	\$ 200,000	4.00%	\$ 4,000
Total	\$ 5,000,000	100%	\$ 100,000

After Realignment:

Fund	Post- Realignment Appropriation	% of Total	\$100,000 Administered Funds Adjustment
<u>Salaries & Benefits</u>			
General Revenue	\$ 4,900,000	98.00%	\$ 98,000
ICDTF	\$ 100,000	2.00%	\$ 2,000
Total	\$ 5,000,000	100%	\$ 100,000

Administered Funds allocations for Retirement, Health, etc. would now be applied at 98.00% GR and 2.00% TF.

Reduce Surplus Budget Authority

The accumulation of budget authority in trust funds can become problematic. If there is insufficient cash to support the additional budget authority you may want to consider deleting unfunded budget using issue code 3301510 “Reduce Trust Fund Authority”.

BEFORE REDUCTION

Fund	Amount	% of Total Appropriation
General Revenue	\$ 4,800,000	96.00%
Grants and Donations TF	\$ 200,000	4.00%
Total	\$ 5,000,000	100%

AFTER REDUCTION

Fund	Amount	% of Total Appropriation
General Revenue	\$ 4,800,000	97.96%
Grants and Donations TF	\$ 100,000	2.04%
Total	\$ 4,900,000	100%

By reducing your surplus trust fund salary authority, you would be increasing the percentage of GR to the overall total salary appropriation. This will result in an increase in GR Salaries and Benefits from administered funds allocations in the future.

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:

Budget@justiceadmin.org

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:

1st Column Name

A03-Agency Request

2nd Column Name

A04 - Non Recurring

3rd Column Name

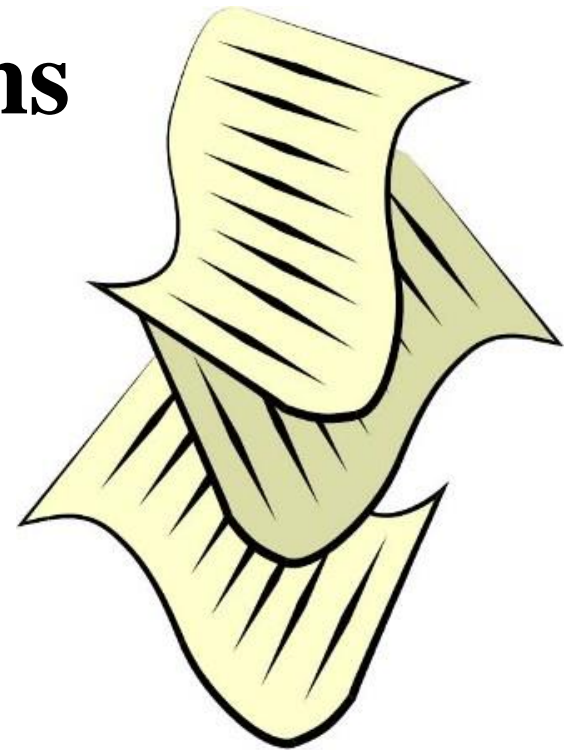
A05 -Annualization



JUSTICE ADMINISTRATIVE COMMISSION



Other LBR Forms and Schedules



LBR Data Entry Form

Schedule VII – Agency Litigation

Schedule VII: Agency Litigation Inventory	
<i>For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.</i>	
Agency:	
Contact Person:	Phone Number:
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	
Court with Jurisdiction:	
Case Number:	
Summary of the Complaint:	
Amount of the Claim:	\$
Specific Statutes or Laws (including GAA) Challenged:	
Status of the Case:	
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
	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).	

COMPLETE THIS FORM FOR LITIGATION TALLING \$500,000 OR MORE

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

Priority #1

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

Amounts:

Narrative:

EXAMPLE:

Priority #2

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.



Schedule VIII B2 Reduction for FY 2022-23[RESET ALL DROPDOWNS](#)

Agency

Circuit/Region

Issue Title and Code:

Section 2

Required to generate Salaries & Benefits:

Optional Additional Comments -Not for LBR Posting

COLOR KEY

BLUE: These fields are Drop Down Lists

GOLD: These fields are Free Fill

GREEN: These fields are Auto Calculate

GREY: Fields not needed for selected issue code

Priority
Listing of
Agency
Budget Issues
for Possible
Reduction in
the Event of
Revenue
Shortfalls for
LBR Year –
IC#
330XXX0

Section 3

THIS SECTION IS NOT NEEDED FOR REDUCTION ISSUES

Auto Calculate Standard/Modified Standard # 3. Insert the # FTE below to match FTE above with the

	FTE	Yr/1 Lines Needed	Recurring	Non-Recurring
Attorneys				
Non-Attorney Professionals				
Support Staff				
Operating Expenditures Total				
TR/DMS/HR Services Total				

Section 4

[illegible]

Section 5

Provide the issue narrative in the box below:

A priority list of Agency Budget Issues for Possible Reduction for Fiscal Year 2021-22 is required. Reduction issues must total 10% of FY2021-22 recurring General Revenue and Trust Fund appropriations. Target reductions are provided by OPE. Preceding the narrative, assign a unique priority number for each reduction issue, where Priority #1 is the highest priority reduction. All reductions must be recurring.

Form

ations – Schedule IX

Budget Period: 2022 - 23

tor: _____

ber: _____

Budget Period: 2022 - 23

Chief Internal Auditor: _____

Phone Number: _____

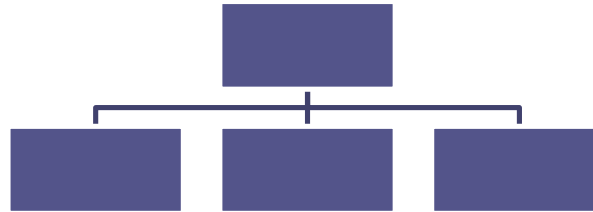
(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE

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 July 1, 2021 and identify by position [*staff names are not required*], all divisions, bureaus, units and subunits of the agency.



NOTE: Submit organizational charts electronically in searchable PDF format so 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

	Regional Counsel, Region			
		FY 2020-21 Expenditures		
Activity Code	Activity Description	% Allocation by Activity*	Unit Cost Measure	FY 2020-21 Number of Units
ACT2000	Regional Counsel Workload	100%	Number of appointed cases	
Provide the number of units achieved in the prior Fiscal Year for each unit cost measure.				
* This percentage should be based on the percent of your total 2020-21 budget expended on each activity.				
The same percentage will be applied to your total positions 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)

Schedule XIV

Variance from Long Range Financial Outlook

Agency: _____ Contact: _____

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				
b				
c				
d				
e				
f				

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

* R/B = Revenue or Budget Driver

LBR - Documents Check List



LEGISLATIVE BUDGET REQUEST - CHECK LIST FY 2022-2023

REGIONAL COUNSEL, _____ REGION

ITEMS TO SEND TO JAC BUDGET OFFICE

All LBR Exhibits, Forms, etc. -Due to JAC on July 30, 2021

Included:Y/N	Form Name/#	Required	Optional
_____	Transmittal Letter (JAC will submit a letter for the Department)		X
_____	Schedule I - Detail of Receipts (For all relevant Trust Funds)	X	
_____	Schedule I Narrative Form (for all relevant Trust Funds)	X	
_____	Schedule IB – Detail of Unreserved Fund Balances	X JAC to provide totals when Sch. I's are completed	
_____	Schedule IC – Reconciliation of Unreserved Fund Balance	JAC to complete	
_____	Reconciliation: Beginning Trial Balance to Schedule I and IC	JAC to complete if applicable	
_____	Schedule VII – Agency Litigation Inventory	If applicable	
_____	Schedule VIIIA – Priority Budget Issues	X	
_____	Schedule VIIIB-1 – Priority Reductions FY21/22	If applicable	
_____	Schedule VIIIB-2 – Priority Reductions FY22/23	X	
_____	Schedule VIIIC – Reprioritizations		X
_____	Schedule X – Organization Chart	X	
_____	Schedule XI – Unit Cost Data Request	X	
_____	Schedule XIV – Variance from Long Range Financial Outlook	JAC to complete w/ Regional Counsels if Applicable	



LBR - Documents Check List

(continued)



Included: Y/N	Issue Code Title and Code Number	Required	Optional
	Additional Operational Expenses 3000510		X
	Addition of Specialty Courts Division 3001540		X
	Additional Equipment 2402000		X
	Additional Equipment / Books 2402200		X
	Additional Equipment / Motor Vehicles 2402400		X
	Additional Price Increases for Utilities 2302700		X
	Additional staffing for specialty Diversion Courts 3001550		X
	Additional Workstations for New Office Space 2401300		X
	Adjustment to GDTF Authority - Add 4200270		X
	Annualization of Grants and Donations Trust Fund 2600210		X
	Annualization of Prior Year Budget Amendment 2600170		X
	Attorney Recruitment and Retention 4206A00		X
	Attorneys for Specialty Court Division 3004500		X
	Body Camera Evidence Review 5008010		X
	Building Rental for Privately Owned Buildings 2301900		X
	Competitive Area Differential - Funding For Support Staff 4200A10		X
	Competitive Area Differential Funding 4200A60		X
	Computer Crimes Division 3000720		X
	Cost of Living Adjustment All Staff 4203A70		X
	CPM Training 3801010		X
	Criminal Conflict & Civil Regional Counsel Capital Attorneys 3000380		X
	Criminal Conflict & Civil Regional Counsel Workload 3001300		X

Reference Materials List

- ❖ Account Codes
- ❖ Fund Source Identifier (FSI) Listing
- ❖ **OPB Modified Standard #3** – Expense and HR Assessment Package
- ❖ **OPB Standard #4** – Replacement Criteria for State's Fleet of Cars and Light Trucks Documents Check List



Trust Fund Reporting Schedule I Series

ICivilDTF



GDTF



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 re-created, 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 \$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 1 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 1 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 1 – 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 Actual Prior Year – FY 2020-2021
- Column A02 - displays the Current Year Estimate FY 2021-2022.
- Column A03/A12 - displays the Agency Request 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 1 – 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
- Section IV: Summary (combines Sections I – III data and displays unreserved fund balances-Line I)
- Section V: Schedule IB: Detail of Unreserved Fund Balance which identifies the funding sources and dollars associated with the ending unreserved fund balances.



Schedule IC

Reconciliation of Unreserved Fund Balance

This is the starting point of the Schedule I Series.

JAC will complete this form for you.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

	Balance as of 6/30/2021	SWFS+ Adjustments	Adjusted Balance
Department Title:	Budget Period: 2022 - 2023		
Trust Fund Title:	Justice Administration		
Budget Entity:	Indigent Civil Defense Trust Fund		
LAS/PBS Fund Number:	Department 21		
	20-2-976XXX		
Chief Financial Officer's (CFO) Cash Balance	0.00 (A)		0.00
ADD: Other Cash (See Instructions)		(B)	0.00
ADD: Investments		(C)	0.00
ADD: Outstanding Accounts Receivable	0.00 (D)		0.00
ADD: _____		(E)	0.00
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)	0.00 (I)		0.00
LESS: Other Accounts Payable (SCGR)	0.00 (J)		0.00
Unreserved Fund Balance, 07/01/21	0.00 (K)	0.00	0.00 **

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-ICDTF)

		TITLE		CODE		BUDGET PERIOD 2022-2023			
DEPARTMENT:		Justice Administration		21					
BUDGET ENTITY:		Regional Conflict Counsel		2180					
FUND:		Indigent Civil Defense Trust Fund		2976					
						Enter Current Yr.	Enter Request Yr.	Enter Request Yr.	
SECTION I: DETAIL OF REVENUES (TFR)						Est. Revenues	Est. Revenues	Non-recurring	
Line #	Description	Rev/Adj Code	Serv Charge	Authority	Matching State IC	Local IC	Column A02 FY 2021-22	Column A03 FY 2022-23	Column A04 FY 2022-23
01	APPLICATION FEES	000100	8%	57.082	0%	0%			
06	RESTITUTION	001204	0%	938.29	0%	0%			
09									
10									
11									
							\$ -	\$ -	\$ -



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)

SCHEDULE I TRUST FUND NARRATIVE FY 2022-2023 LEGISLATIVE BUDGET REQUEST

Circuit/Office Name: Office of Criminal Conflict and Civil Regional Counsel,
XXXX Region

Trust Fund Name: Indigent Civil Defense Trust Fund, FID# 2976

Name of Person Completing This Form: XXXXX XXXXX

Telephone #: XXX-XXX-XXXX

Revenue Estimating Methodology:

Restitution: XXX used FY 19/20 actual revenue (\$2957) and divided by the number of Civil Dependency Cases in FY 19/20 (1913) and came up with \$1.55 per case. Revenue estimates are based on a 15% growth in case per year x \$1.55 per case.

$1913 \times 15\% = 287$

$1720 + 287 = 2200$ cases in FY 20/21

$2200 \times \$1.55 = \$3,410$ in FY 20/21

$2200 \times 15\% = 330$

$2200 + 330 = 2530$ cases in FY 22/22

$2530 \times \$1.55 = \$3,921.50$ in FY 21/22

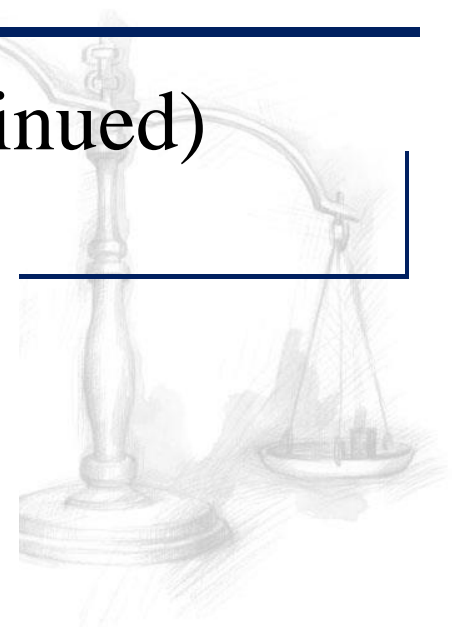
Fees: XXXX used FY 19/20 actual revenue (\$6883) and divided by the number of Civil Dependency Cases in FY 19/20 (1913) and came up with \$3.60 per case. Revenue estimates are based on a 15% growth in cases per year x \$3.60 per case.

$1913 \times 15\% = 287$

BUDGET OFFICE WILL INSERT 5% RESERVE AND 8% SCGR HERE.

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 non-operating expenditures/budget authority as noted on Lines “D” and “E” of the Schedule I Report

Any negative unreserved fund balances must be eliminated 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 1 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

8 Percent Service Charge to General Revenue (SCGR):

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: laurie.harrison@laspbs.state.fl.us. Please copy the JAC Budget Office : budget@justiceadmin.org

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



EOG's E-mail Certification of Estimated Receipts For FYs 20 (21-2022 and 2022 2023 (continued)

Example language for email is as follows:

“Dear Ms. Harrison,
The Office of Criminal Conflict and Civil Regional Counsel, ____Region 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 the Budget Office sufficient time to review, compile, and process all agencies' data.

- Please e-mail all completed LRPP forms to budget@justiceadmin.org.
- 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.
- If you do not hear from the JAC Budget Office within 2 business 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.

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 budget@justiceadmin.org 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

Staff:

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Adam.Preisser@justiceadmin.org



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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 Discussion

