



JUSTICE ADMINISTRATIVE COMMISSION



BUDGET SECTION OVERVIEW



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Director of Budget

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The Role of the JAC Budget Office

The JAC Budget Office is here to **SERVE YOU!**

Our primary function is to coordinate and process the Justice Administration Department's Long Range Program Plan (LRPP) and each budget entity's annual Legislative Budget Request (LBR) as mandated by ss. 216.03 and 216.023, F.S.; and in accordance with instructions outlined by the Governor's Office of Policy and Budget (OPB).

In addition, the Budget Office provides technical assistance to 54 budget entities that JAC administratively serves (inclusive of 5 Public Defender Appellate entities), through the processing of budget amendments that includes those requiring Legislative Budget Commission approval.



The Role of the JAC Budget Office (Cont'd)

This office is also responsible for the posting of all budgetary transactions into the official statewide accounting system known as FLAIR [Florida Accounting Information Resource System], and generates various reports from the same, as well as from the Legislative Appropriations System/Planning and Budgeting Subsystem (LASPBS) for all entities and other stakeholders.

The JAC Budget Office is also the liaison between the agencies we serve and the Governor's Office of Policy and Budget (OPB) on all budget related matters.



Find JAC Budget Office on JAC's Website

<https://www.justiceadmin.com/ClientAgencies/budget.aspx>

Contains budget amendment forms and links to the Florida Fiscal Portal, Governor's Office of Policy & Budget (OPB) memorandums and budget instructions, Revenue Estimating Conference Article V Fees & Transfers data, and Due Process Deficit Procedures.



The Florida Fiscal Portal




Florida Fiscal Portal



<http://floridafiscalportal.state.fl.us/Publications.aspx?FY=2017>

This website contains a collection of documents detailing the fiscal status of the State of Florida. The documents include Legislative Budget Requests, Governor's Budget Recommendations, House and Senate Appropriations Bills and a variety of other fiscal publications. Click on a fiscal year to the left to begin browsing the Florida Fiscal Portal.

The documents should be viewed using Adobe Acrobat or Reader version 7.0 or 8.0. Download the most recent version of [Adobe Acrobat Reader](#) 

The Appropriation Process & Base Budget Process Cycle



PLEASE SEE HANDOUT #1

The General Appropriations Act (GAA) vs. The Operating Budget

The General Appropriation Act [GAA] is the annual appropriations bill that authorizes the majority of the state's budget for a fiscal year. It is also referred to as "**The Budget**" or "**The Bill**". The GAA also includes proviso language which qualifies or restricts appropriations. Proviso is sometimes used to earmark or allocate line item funding to specific programs, projects or purposes.

The Operating Budget begins with the total line item appropriations in the General Appropriations Act (GAA). Additional appropriations can be made in "Back of Bill" and in other substantive bills. Some appropriations may be vetoed by the Governor and thus reduce the Operating Budget. Budget amendments can also change appropriations and if the budget amendment has a recurring impact, it becomes part of the base operating budget.

The Operating Budget includes, but is not limited to, the following categories: Salaries & Benefits, Other Personal Services, PD Operations, Acquisition of Motor Vehicles, Special Categories, etc.

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.

**PLEASE NOTE: THE 2016 LEGISLATIVE SESSION BEGINS EARLY----
JANUARY 12, 2016**



What Is The Legislative Budget Request (LBR)? (Continued)

When is the LBR Due to JAC?

There are many phases involved in completing the LBR process which are very labor intensive and time consuming. Therefore each agency within the Justice Administration is asked to submit their upcoming Fiscal Year LBR documents to the JAC Budget Office by a certain date (usually 1 month prior to statutory required posting due date) in order to allow sufficient time for review and to enter the data into the Legislative Appropriation System/ Planning and Budget Subsystem (LASPBS).

When is the LBR Due to be Posted to the Florida Fiscal Portal*?

The completed LBR documents must be uploaded to the Florida Fiscal Portal with written notification from JAC to the Legislature and Governor not later than **October 15th of each year, unless otherwise noted.**

** The Florida Fiscal Portal is a website which contains a collection of documents detailing the fiscal status of the State of Florida and other informational resources.*

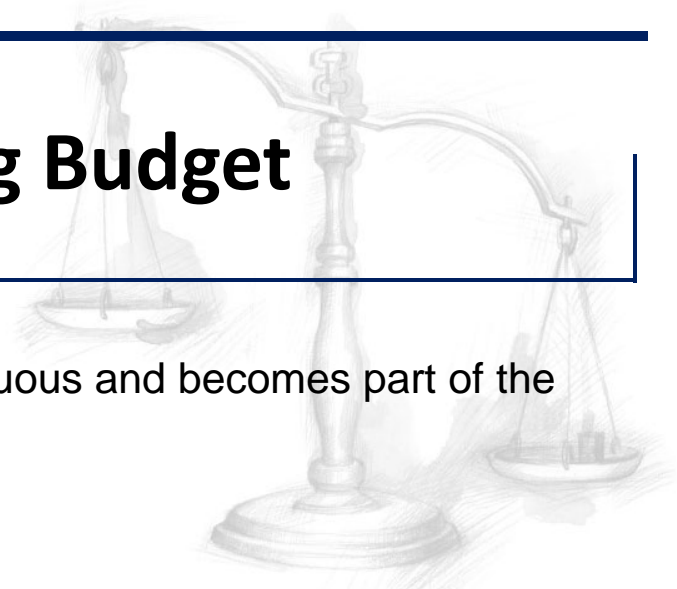


What Is An Exhibit D-3A?

The Exhibit D-3A is the most detailed level report/exhibit 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 narrative issues explain the need for an appropriation, and are the building blocks or frame work of the appropriations bill to identify and describe increases and/or decreases to the budget.



Recurring vs. Non-Recurring Budget



Recurring

A **Recurring Appropriation** is one that is continuous and becomes part of the base budget.

Non-Recurring

A **Non-Recurring Appropriation** is one that does not continue beyond the year that it was initially appropriated and does not become part of the base budget.

Example: Acquisition of Motor Vehicles appropriation is only applicable in the year that the appropriation was given. While the funding amount will appear on the following year's Exhibit D-3A in the base budget; there will be a corresponding issue that "backs out" the amount from the base.

	<u>FY 15/16</u>	<u>FY 16/17</u>
Base Budget	\$50,000	\$ 50,000
Adjustment		\$-50,000

Appropriations, Releases & Allotments

- **An Appropriation** is the amount for the fiscal year that has been provided to an agency by the Legislature via the General Appropriations Act (GAA). This amount can be adjusted via supplemental appropriations, administered funds and budget amendments.
- **A Release** is the portion of the appropriation that has been made available or issued for use in accordance with the Annual Release Plan. It is usually 25% each quarter for GR funds and 100% in the first quarter for GR appropriations that are less than \$25k, and 100% in the first quarter for all trust funds.
- **An Allotment** is the allocation or distribution of the appropriation into specified levels (i.e. budget entities, cost centers, categories, object codes, etc.). JAC enters allotments into FLAIR at the category and fund level only.
Note: Allotment transactions do not appear on the Appropriation Ledger but are shown on the FLAIR Trial Balance Report and the Schedule of Allotment Balances Report.



The Appropriation Ledger

The Appropriation Ledger is the document where all budgetary transactions made by the Legislature and Governor's Office are posted.

There are two levels of reporting that can be generated:

- **Detail Report By Fund and Category**

This report shows the category detail budgetary transactions that have been approved by the Legislature and the Governor's Office of Policy and Budget (OPB). Postings to this ledger are by budget entity, appropriation category, amount, fund, transaction date, posting date, transaction budget code and Executive Office of the Governor (EOG) number.

- **Summary Report By Fund and Category**

This report shows the category summary of budgetary transactions that have been approved by the Legislature and OPB. Postings to this ledger are by budget entity, appropriation category, amount and fund only.

Budget Authority (aka spending authority) vs Cash

Budget Authority

- **Budget authority is the ability or right to expend** the appropriations that have been provided by the Legislature via the General Appropriations Act (GAA).
- The term budget authority is quite often used interchangeably with spending authority.

Cash

- **Cash is the money or actual dollar amount that is available** (bank account) or that will be given or donated by a specific source either public or private entity.

Special Note: *For trust funds only, there must be sufficient cash available in order to use the budget authority that is provided and available at the time a disbursement is made.*

Example: If there is \$100,000 in budget authority but only \$75,000 available in trust fund cash, you will only be allowed to use \$75,000 in budget authority. You must wait until additional cash is received in order to spend the remaining \$25,000 you have in budget authority. *Having more budget authority available than cash is referred to as "Unfunded Budget."*

Can Approved Operating Budgets Be Amended?

- Yes. Amendments to the approved operating budgets can be made upon request through the Executive Office of the Governor-Office of Policy and Budget [OPB] and the Legislative Budget Commission [LBC], where applicable, pursuant to ss. 216.181 and 216.292, F.S.
- Amendments to an agency's approved operating budget must comply with certain guidelines in order to be approved by OPB and the LBC. (Please refer to s. 216.181, F.S., for those guidelines)
- Transfers of appropriations may be authorized by OPB whenever it is deemed necessary by reason of changed conditions. (Please refer to s. 216.292, F.S.)
- Certain transfers may be authorized with the approval of the LBC only and require extensive justification and detail. (Please refer to s. 216.292, F.S.)





Agency 5% or \$250,000 (whichever is greater) Budget Amendments (formerly known as budget transfers)

- **There are two types** of 5% Budget Amendments:
(Reference s. 216.292(2)(a)1. – 2., F.S.)
 - **Within a budget entity**, between appropriation categories within identical funds; **and**
 - **Between budget entities**, within identical appropriation categories and funds.
- The Governor's Office of Policy and Budget (OPB) has a 3-day review period for all agency 5% or \$250,000 Budget Amendments.
 - Reference s. 216.292(2)(a)4., F.S.
"Notice of proposed transfers under sub paragraph 1 and 2 shall be provided to the EOG and Chairs of the Legislative Appropriations Committees at least 3 days prior to agency implementation."

Agency 5% or \$250,000 Budget Amendment Data Entry Form

- Complete the electronic form through the JAC Website
 - Budget Page
- <https://www.justiceadmin.com/ClientAgencies/Budget%20Deficit%20Procedures/5percentForm.pdf>
- Print out and manually sign and date the form
- Submit the form to the JAC Budget Office via e-mail



Procedures for Completing the 5%/\$250k Budget Amendment Form

PLEASE SEE HANDOUT #2



5%/\$250,000 Budget Amendment vs. Expenditure Journal Transfer (JT)

5% or \$250k (whichever is greater) Budget Amendment Request Form*

- Use to move budget authority within identical funds (GR or Trust) between categories within your own budget entity
- Use to move budget authority within identical funds (GR or Trust) between your budget entity and another budget entity within the same categories

*Upon completion, submit this form to the JAC Budget Office for processing.

Special Note: You cannot move budget authority between funds via this form. These transactions are accomplished via expenditure journal transfers and, if the transfer is of a permanent nature, it must be addressed in a LBR realignment issue or via a budget amendment.

Journal Transfer Request Letter

- Use to transfer expenditures between funds (This action will restore budget in one fund while utilizing it in another fund.)

Upon completion, submit the Letter to the JAC Accounting Section (your assigned accountant) for processing.

- For more information regarding Journal Transfers, please contact Dina Kamen.



The Appropriation Ledger – Format

The **Appropriation Ledger** is the Governor’s Office of Policy and Budget’s (OPB) journal posting document. This is where you will see the posting entries for the following:

1. **Appropriations and Approved Budget** by category and fund as provided by the Legislature and enacted in the General Appropriations Act (GAA).
2. **Unbudgeted Reserve** – appropriations and approved budget as provided by the Legislature and enacted in the GAA that are held in a “reserve status” until such time that an agency requests its release into specified appropriations categories.
3. **Releases** – the budget amount that has been released to an agency in accordance with the Annual Release Plan as developed by OPB. Releases for General Revenue appropriations are typically provided in fiscal year quarterly increments and Releases for Trust Fund appropriations are provided in full in the 1st Quarter of the fiscal year unless otherwise specified in the Annual Release Plan.
4. **Approved Budget Unreleased** – the budget amount that has not yet been released.

The Appropriation Ledger – Format (Cont'd)

Original appropriations (GAA) are adjusted accordingly during the fiscal year as funding is increased or decreased via budget amendments, administered funds, etc.

Funds posted to OPB's Appropriation Ledger are not readily available for use until posting of the same is made in the Department of Financial Services, Chief Financial Officer's (CFO) posting journal (State Accounts); and the agency's posting journal (Departmental FLAIR). The Justice Administrative Commission' Budget Office is responsible for posting all budgetary entries into FLAIR and will notify agencies via email when the CFO and FLAIR postings have been completed.



Appropriation Ledger Terminology

Appropriation – The legal authorization to make expenditures for specific purposes within the amounts authorized by law.

Appropriation Category – The lowest level line-item of funding in the General Appropriations Act (GAA) which represents a major expenditure classification of the budget entity. Within budget entities, these categories may include: salaries and benefits, other personal services (OPS), operations, acquisition of motor vehicles, etc.

Appropriation Category Code – A six digit unique statewide code that defines the appropriations made to a budget entity. Typically, they identify an expenditure classification of the budget entity, such as “salaries and benefits” or “operations.”

Example: 010000 - Salaries and Benefits

Appropriation Ledger – The document where journal entries are posted for appropriations, approved budget, releases and reserves.

Budget Entity – A unit or function at the lowest level to which funds are specifically appropriated in the GAA. A budget entity can be a department, division, program, or service and have one or more program components.

Appropriation Ledger Terminology

(cont'd)

Budget Entity Code – An eight digit code which describes a unit or function at the lowest level to which funds are specifically appropriated in the GAA. An example of a budget entity code is 21 60 xx 00; whereby 21=Department, 60=Division, xx=Circuit, and 000=Agency unique code, i.e. county.

EOG – Executive Office of the Governor

EOG Code – A five character code (alpha plus 4 digits) assigned by OPB for every transaction posted to the Appropriation Ledger. **Example: AFP1; B1234**

Fund – The source to which funds are appropriated. The fund is used in receiving revenues and in making authorized expenditures.

Examples are the General Revenue Fund and Trust Funds. Note: There are specific Florida Statutes or Laws of Florida that authorize and terminate a trust fund.



Appropriation Ledger Terminology

(cont'd)

Fund Code – A four-digit code describing an account established from which an appropriation is made to be used by agencies in making authorized expenditures. The first digit identifies the fund type.

The two fund types available are:

1000 = General Revenue Fund

2xxx = Trust Fund Example: (2974=Indigent Criminal Defense Trust Fund)

Salaries and Benefits – The appropriation category used to fund the monetary or cash-equivalent compensation for work performed by state employees for a specific period of time. Benefits shall be as provided by law.

Other Personal Services (OPS) – The compensation for services rendered by a person who is not a regular or full time employee filling an established position. This shall include, but not be limited to, temporary employees, student or graduate assistants, fellowships, part time academic employment, board members, consultants, and other services specifically budgeted by each agency in this category.

Special Categories – Amounts appropriated for a specific need or classification of expenditure.
Example: Category 103226- Public Defender Due Process



FLAIR (Florida Accounting Information Resource System)

FLAIR is the acronym used for the Florida Accounting Information Resource System

- Budgetary transactions are entered into this statewide accounting system, which is owned and maintained by the Department of Financial Services.
- Nightly update or processing occurs systematically. Funds posted to FLAIR become available after nightly update. (the following day)
- Statewide standard reports can be produced the next day that will reflect entries or transactions that were made in FLAIR the previous day.
- The following reports can be generated to show budgetary, cash, expenditure and release transactions:
 - **Trial Balance By Fund**-shows transaction by general ledger code, fund and appropriation category
 - **Trial Balance By Organization and Fund**-same as Trial Balance by Fund at the organizational level

Note: General Ledger Codes (GLC) 9XXXX=Budgetary Items

- The input of original Legislative Appropriations and changes = 91100 GLC
- The input of the Approved Budget or changes = 92100 GLC
- The input of Allotments or allocations = 93100 GLC



The Trial Balance Report

The Trial Balance Report is one in a series of many FLAIR Reports that is housed in the Department of Financial Services' (DFS) Reporting Distribution System (RDS). It is managed, updated and maintained by DFS. State agencies can generate either a **Trial Balance by Fund Report** (which shows information at the fund level) **OR** a **Trial Balance by Organization and Fund Report** (which shows information for each organization or program within a specified fund).

The Trial Balance Reports show accounting and budget balances primarily by general ledger code (GLC) at the end of a specific accounting period or cycle, such as month, quarter, or fiscal year. Within those GLCs are the appropriation categories to which cash, revenue, receivables, payables (or liabilities), budget and fund balances are recorded. These reports are generally used to ensure that the accounting records are in balance.



Trial Balance Report Terminology

Appropriation – The quantitative legal authorization to make expenditures for a specific purpose

Appropriation Category – A six digit code to which a specified amount is earmarked for expenditures

Approved Budget – The sum of the General Appropriations Act (GAA), any supplemental appropriations, and any additional appropriations, less any reserves or adjustments.

Allotments – The breakdown of an appropriation for planning and management purposes

Trial Balance Report Terminology

(Cont'd)

General Ledger Code (GL) – A five digit code used to identify account posting types. The first three digits are state standard with the last two digits available to the user for further sub-classification.

Organization /Organization Code – Departmental unit as identified by an 11 digit code. Example: 21 (dept) 60 (division) xx (circuit) 00 (agency unique) 000 (agency unique)

Month-To-Date – Data reported for current month period only

Quarter-To-Date – Data reported for the current quarter reporting period

Year-To-Date – Data reported for fiscal year current reporting period



Commonly Used FLAIR General Ledger Codes

13100 Unexpended General Revenue Releases – Represents budgetary authority for expenditures by an agency for authorized purposes. The Executive Office of the Governor authorizes expenditures by: (1) releasing amounts appropriated by the Legislature, and (2) approval of certifications forward (legal obligations to disburse money after the end of the fiscal year).

12100 Unreleased Cash in State Treasury – Used by Trust Funds for depositing cash in the State Treasury.

12200 Released Cash in State Treasury – Used by Trust Funds to record releases and the disbursements of cash in the State Treasury.

3** CURRENT LIABILITIES** – Obligations which are payable within a relatively short period of time, usually no longer than a year.

54900 Fund Balance Unreserved



Commonly Used FLAIR General Ledger Codes (Cont'd)

6**** REVENUE AND RECEIPTS

71100 Expenditures, Current – Charges incurred for operation, maintenance, interest, and other charges that are presumed to benefit the current fiscal period.

75* Operating Transfers Out** – These accounts include transfers to other funds of state government except loans, reimbursements residual equity transfers out, and payments for goods and services purchased from other funds. GAAP operating transfers may be remitted in various forms such as cash, local & state warrants, and journal transfers. The accrual basis of accounting applies in all fund types.

83100 Estimated Released General Revenue Appropriations

9** BUDGETARY CONTROLS** – Used for control or management of a governmental unit in accordance with an approved budget.

94100 Encumbrances

99100 Budgetary Fund Balance



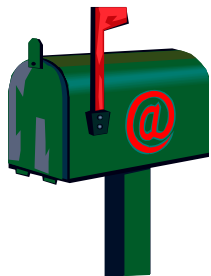
Most Frequently Asked Questions & Answers (See Handout #3)



Please Help Us To Better Serve You



Always carefully review any data that is sent to you or that you are submitting to the Budget Office, and notify us immediately of any discrepancies.



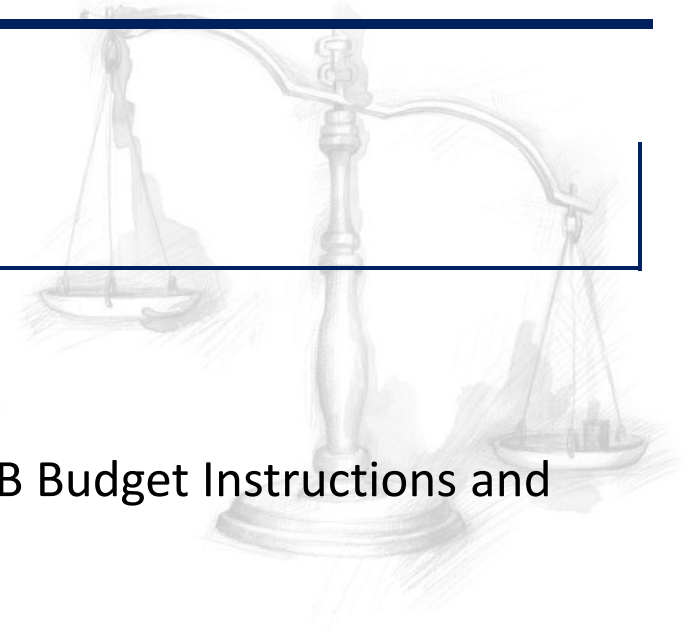
Use the designated budget@justiceadmin.org mail group (or lrpplbr@justiceadmin.org during LRPP & LBR processing season) to submit all documents electronically. This will ensure that your information is distributed to all staff within the JAC Budget Office.



Complete and submit all documents within the time frames requested to avoid delays in processing or approval.

Helpful Links

- **Florida Fiscal Portal (FFP):**
<http://floridafiscalportal.state.fl.us/>
- **JAC Web Site:** (contains link to FFP and OPB Budget Instructions and forms)
<http://www.justiceadmin.com/>
- **Florida Senate:**
<http://flsenate.gov>
<http://www.flsenate.gov/Committees/Show/ACJ/>
<http://www.flsenate.gov/Session/Appropriations/2016>
- **Florida House of Representatives:**
<http://myfloridahouse.gov>
<http://www.myfloridahouse.gov/Sections/Committees/committeesdetail.aspx?TermId=86&CommitteeId=2835>



Questions and General Discussion



Contact Us



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