



JUSTICE ADMINISTRATIVE
COMMISSION



**FY 2024-2025
Legislative Budget Request
and
FYs 2024-2025 thru 2028-2029
Long Range Program Plan
for
Offices of Criminal Conflict and Civil
Regional Counsel**



Offices of Criminal Conflict and Civil Regional Counsel Meeting Agenda Monday, June 12, 2023 2:00 p.m.

- Welcome and Opening Remarks
- PowerPoint Presentation of LBR and LRPP Forms and Requirements
- Open Discussion (questions/answers/comments, etc.)
- Closing Remarks

Presented By:

Justice Administrative Commission Budget Office and
Alton L. “Rip” Colvin, Jr., Executive Director

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Legislative Budget Request

- Purpose
- Due Dates
- Major Changes
- Reporting Requirements



LBR Purpose

The Legislative Budget Request (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

* New Download Procedure *



All LBR data entry forms, schedules and exhibits are due to the JAC Budget Office by Friday, July 28, 2023 at 6:00 P.M. EDT

- **Download LBR Templates from MyJAC**
- **Upload all completed LBR documents to the Pydio 'Completed' Budget Folder like last year.**
- Email the Budget Office at Budget@justiceadmin.org to confirm that the information has been uploaded.
- If you do not hear from the JAC Budget Office within two business days to confirm submission, please email us again.

LBR Publication Due Date

All completed LBR forms, exhibits, schedules and related documents must be uploaded to the Florida Fiscal Portal by Friday, September 15, 2023.

Written notification (usually by email) must be provided 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, 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.

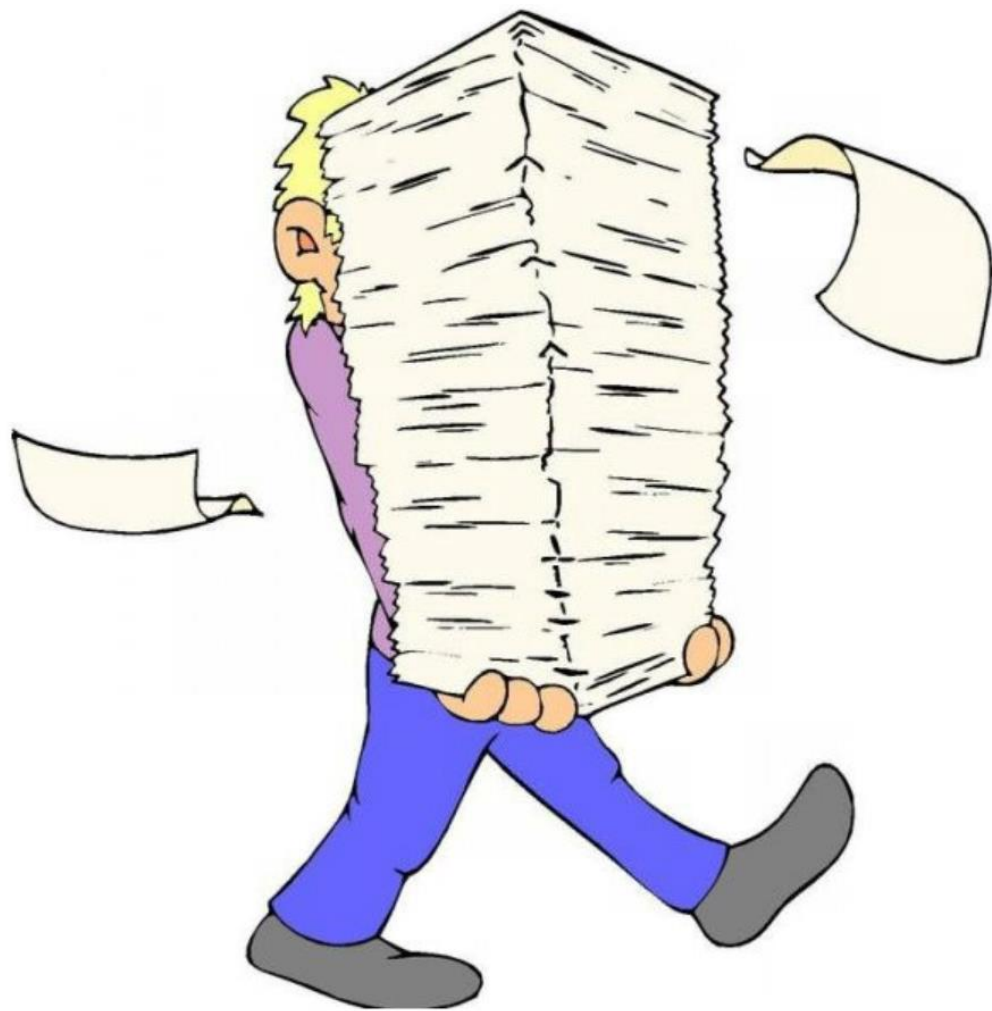
LBR Major Changes FY 2024-2025

- Unavailable as of June 12th.
- To be provided when the LBR Instructions are distributed by OPB.





LBR Schedules and Exhibits



LBR Reporting Requirements Summary of Forms

	Exhibit / Schedule Title	Schedule Name	Format
**	1 Agency Transmittal Letter	Not Applicable	Manual
**	2 Agency Issue Request	Exhibit D3-A	LASPBS
*	3 Agency Litigation Inventory	Schedule VII	Manual
	4 Priority listing of Agency Issues Over Base Budget	Schedule VIII-A	Manual for JAC
*	5 Priority Listing of Agency Budget Issues for Possible Reduction - Current Year	Schedule VIIB-1	LASPBS

** If Applicable / ** Optional*



LBR Reporting Requirements Summary of Forms

	Exhibit / Schedule Title	Schedule Name	Format
6	Priority Listing of Agency Budget Issues for Possible Reduction - Request Year	Schedule VIIB-2	LASPBS
* 7	Major Audit Findings	Schedule IX	Manual
8	Organizational Structure	Schedule X	Manual
9	Agency-Level Unit Cost Summary	Schedule XI	LASPBS
* 10	Variance from Long Range Financial Outlook	Schedule XIV	Manual

** If Applicable / ** Optional*



Transmittal Letter – Dept. Template



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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 Tallahassee, Florida 32301



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 Executive Director

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 State Attorney, 2nd Circuit*

**LEGISLATIVE BUDGET REQUEST
 FISCAL YEAR 2024-25**

Justice Administration
 Tallahassee, Florida

September 15, 2023

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 2024-25 Fiscal Year. This submission has been approved by (insert name and title of agency head).

(Title of Responsible Officer)

Enclosure

- A Department letter will be signed and submitted by JAC's Executive Director on behalf of all JRO's that do not wish to submit a separate letter.

Transmittal Letter –Agency Template

LEGISLATIVE BUDGET REQUEST FISCAL YEAR 2024-25

Justice Administration
Tallahassee, Florida

September 15, 2023

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 2024-25 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

Optional:

- A circuit can use this template to submit their own transmittal letter on circuit letterhead.
- Template will be posted on Budget webpage under ‘Budget Resources’

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 with “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:

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



Reporting Requirements for Exhibit D3-A

LBR Issues Data Entry Form

- Requesting Agency
- Issue code number and title
- Appropriation Category number and title
- Dollar amount
- Positions (FTE) *[if applicable]*
- Funding source
- Narrative justification



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

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 Operations (103227)	Attorney Professional		Non-Attorney Professional		Support Staff	
	Total	Non-recur	Total	Non-recur	Total	Non-Recur
Voice Over IP line/use*	316	0	316	0	316	0
Voice Over IP purchase**	158	22	158	22	158	22
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	650	650	650	650	650	650
Bookcase 4 shelf/48" high	500	500	500	500		
Desk	1,000	1,000	1,000	1,000	1,000	1,000
Executive Chair	675	675	675	675		
Secretarial Chair					675	675
Side Arm Chair	475	475	475	475	475	475
Building Rental	3,866		3,866		3,007	
Software and Training ****	851	250	851	250	851	401
Data Communications	682		682		682	
Computing Equipment*****	1,110	1,110	1,110	1,110	1,110	1,110
Law Library***	700					
TOTAL:	11,751	4,682	11,051	4,682	9,590	4,333



OPB Standard #3 (continued)

HR Assessment

(for use with new position requests only)

As provided in the FY 2023-24 Conference Report on SB 2500

Funds provided in Specific Appropriations 2950 through 2967 from the State Personnel System Trust Fund are based upon a human resources services assessment to state entities at the following rates:

FTE	\$359.71
OPS	\$98.84
Justice Administrative Commission	\$217.15
State Court System	\$187.95
County Health Department	\$217.15

Amount will round up to \$218 and auto calculate by FTE in Section 3 on the LBR Issues Data Entry Form Template.



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
----	--

* Codes are pre-populated in drop downs in Section 4 on the LBR Issues Data Entry Form Template.

** Used to determine benefits assigned to a class code.



Fund Source Identifier

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.



Fund Source Identifier (continued)

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 led 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.

Legislative Budget Request Narrative Tips/Guidelines (continued)

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 Data Entry Form

Criminal Conflict and Civil Regional Counsel Capital Attorneys IC# 3000380

Legislative Budget Request for FY 2024-2025

Section 1

Agency	Criminal Conflict and Civil Regional Counsel	Circuit/Region
Issue Title and Code:	Criminal Conflict & Civil Regional Counsel Capital Attorneys 3000380	

Section 2

Required to generate Salaries & Benefits:

People/ # of Positions	Position Title	Class Code	Salary Rate or Default	Optional Addition
1.00	Legal Assistant		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		\$ 23,502	\$ 9,364
Non-Attorney Professional	1.00		\$ 10,862	\$ 4,492
Support Staff	1.00		\$ 9,590	\$ 4,333
Operating Expenditures Total	4.00		\$ 43,954	\$ 18,189
TR/DMS/HR Services Total	4.00		\$ 872	

LBR Data Entry Form

Criminal Conflict and Civil Regional Counsel Capital Attorneys IC# 3000380

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		\$ 23,124	\$ 8,984
Non-Attorney Professional	1.00		\$ 10,862	\$ 4,492
Support Staff	1.00		\$ 9,401	\$ 4,143
Operating Expenditures Total	4.00		\$ 43,387	\$ 17,619
TR/DMS/HR Services Total	4.00		\$ 872	

Section 4

Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
Salaries and Benefits (010000)	General Revenue (FID #1000)		TBD	
Regional Conflict Counsel Operations (103227)	General Revenue (FID #1000)		\$ 43,387	\$ 17,619
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 872	
Other Personal Services (030000)	General Revenue (FID #1000)		\$ 62,400	
			\$ 106,659	\$ 17,619



LBR Data Entry Form

Criminal Conflict and Civil Regional Counsel Capital Attorneys IC# 3000380

Narrative should link issue to agency activity(s) impacted.

The Regional Counsel, Xxxx Region requires additional resources for the defense of capital cases. This offices' caseload has increased by 25% in 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. 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 \$62,400. 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.

This issue will impact the Regional Counsel Workload activity.





LBR Issues Data Entry Form Interactive Template

Completing the LBR Issues Data Entry Form

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

Section 1: LASPBS entry for (a) Agency and (b) Issue Code Title and Issue Code number.

Section 2: LASPBS entry for (a) Rate adjustment (b) Salary adjustment (c) New positions (d) New salary rate; with and without Benefits.

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

Section 4: LASPBS entry for: (a) Appropriation Category (b) Funding Source (c) Fund Source Indicator (FSI) (d) Dollar Amount.

Section 5: LASPBS entry for Issue Narrative.



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 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 Issues 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 2024-2025		
Section 1		
Agency	Criminal Conflict and Civil Regional Counsel	Circuit/Region
Issue Title and Code 	Criminal Conflict & Civil Regional Counsel Capital Attorneys 3000380	

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



Completing the LBR Issues 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 2024-2025

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 Issues 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 rate adjustment and includes a benefits calculations in LASPBS. 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 Issues 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 Issues 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. *[Not applicable for SA, PD, and PDA]*
3. The green cells will auto calculate recurring and non-recurring Operating Expenditures using the Agency Modified 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		\$ 23,124	\$ 8,984
Non-Attorney Professional	1.00		\$ 10,862	\$ 4,492
Support Staff	1.00		\$ 9,401	\$ 4,143
Operating Expenditures Total	4.00		\$ 43,387	\$ 17,619
TR/DMS/HR Services Total	4.00		\$ 872	



Completing the LBR Issues 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
Salaries and Benefits (010000)	General Revenue (FID #1000)		TBD	
Regional Conflict Counsel Operations (103227)	General Revenue (FID #1000)		\$ 43,954	\$ 18,189
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 872	
Other Personal Services (030000)	General Revenue (FID #1000)		\$ 62,400	
			\$ 107,226	\$ 18,189



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. Request any additional Operations funding needed and the Human Resources Assessment amount per Standard #3 for new positions.

The Regional Counsel, _____ Region requires additional resources for the defense of capital cases. This offices' 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 \$15.00 per hour for a total of 2,080 = \$31,200 x 2 = 62,400. 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 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.

This issue will impact the Regional Counsel Workload Activity. |



Completing the LBR Issues 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 template 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 on a tab in the template form workbook.

Budget Authority Realignment

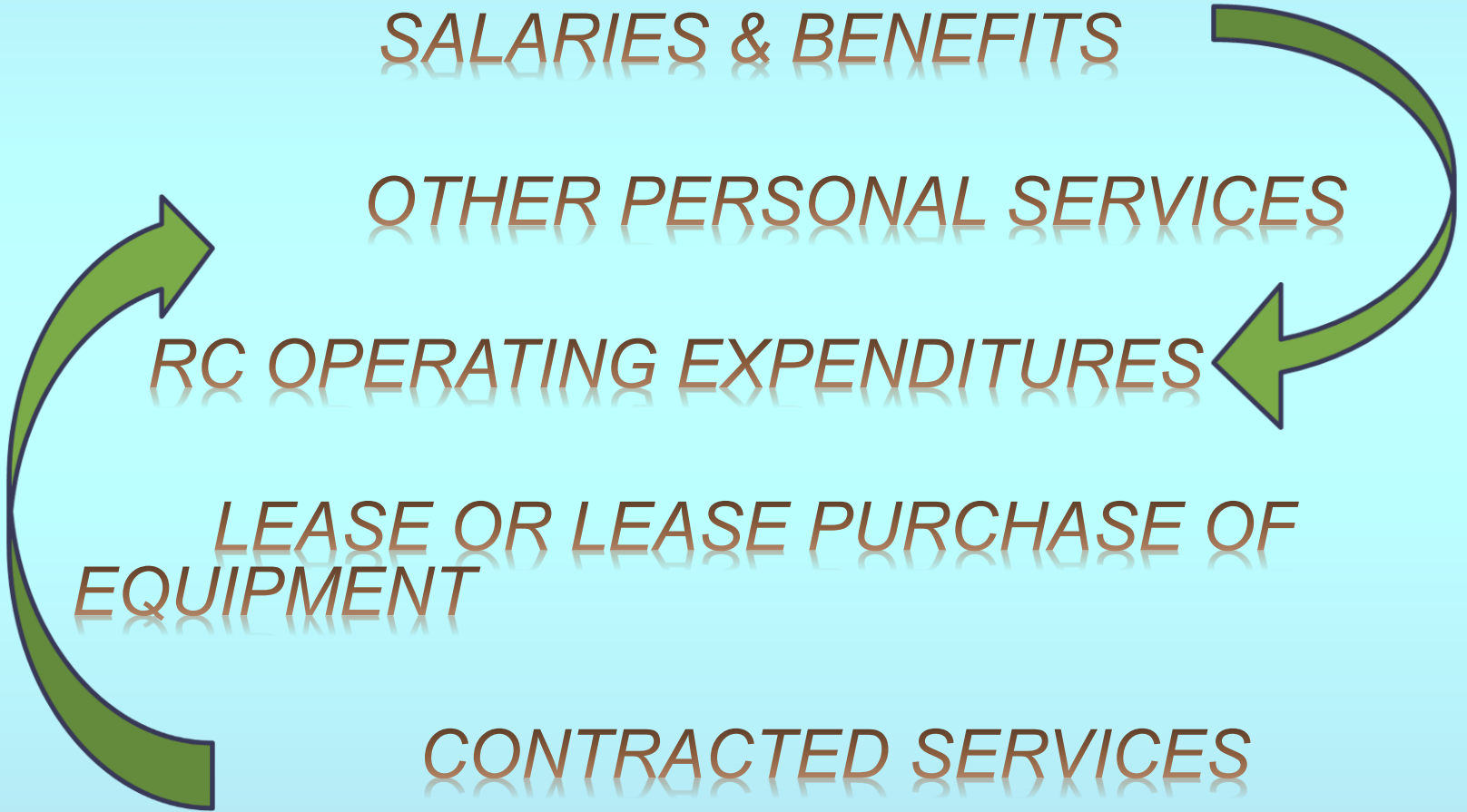
SALARIES & BENEFITS

OTHER PERSONAL SERVICES

RC OPERATING EXPENDITURES

*LEASE OR LEASE PURCHASE OF
EQUIPMENT*

CONTRACTED SERVICES



Realignment of Budget Authority

A consistent need to request 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 are excellent candidates to consider realigning their budget.

How do you know if your budget authority needs realigning?

- 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 \$10,000 in General Revenue each year into the Other Personal Services (OPS) 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

<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>	<u>Issue Code</u>
OPS (030000)	GR	\$10,000	2000100 (Add)
Salaries and Benefits (010000)	GR	-\$10,000	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 of GAA Salaries & Benefits Appropriation Administered Fund Split:

<u>Fund</u>	<u>Appropriation</u>	<u>% of Total</u>
General Revenue (GR)	\$ 9,000,000	90.00%
Grants & Donations TF	<u>\$ 1,000,000</u>	<u>10.00%</u>
Total	\$10,000,000	100.00%

- Administered Funds allocations for Retirement, Health, etc. would be applied at 90% general revenue and 10% trust fund.
- A Retirement Adjustment of \$100,000 would be allocated:
GR: \$90,000 and GDTF: \$10,000



Realignment of Appropriation Categories Related to Administered Funds (continued)

Trust funds must be maximized by OPB for all Salary adjustments.

An agency 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 of Appropriation Categories Related to Administered Funds (continued)

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)	GDTF	(\$100,000) – Deduct
RC Operations (103227)	GDTF	\$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 Issues Data Entry Form

Realignment of Administrative Expenditures - ADD IC# 2000100

Legislative Budget Request for FY 2024-2025

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
Salaries and Benefits (010000)	General Revenue (FID #1000)		\$ 100,000	
Regional Conflict Counsel Operations (103227)	Grants and Donations Trust Fund (FID #2339)		\$ 100,000	



LBR Issues Data Entry Form

Realignment of Administrative Expenditures – DEDUCT IC# 2000200

Legislative Budget Request for FY 2024-2025

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
Salaries and Benefits (010000)	Grants and Donations Trust Fund (FID #2339)		\$ (100,000)	
Regional Conflict Counsel Operations (103227)	General Revenue (FID #1000)		\$ (100,000)	



Realignment LBR Issue for Administered Funds (continued)

Category / Fund	Pre- Realignment Appropriation	% of Total	\$100,000 Administered Funds Adjustment
<u>Salaries & Benefits</u>			
General Revenue	\$ 9,000,000	90.00%	\$ 90,000
GDTF	\$ 1,000,000	10.00%	\$ 10,000
Total	\$ 10,000,000	100%	\$ 100,000
Fund	Post- Realignment Appropriation	% of Total	\$100,000 Administered Funds Adjustment
<u>Salaries and Benefits</u>			
General Revenue	\$ 9,100,000	91.00%	\$ 91,000
GDTF	\$ 900,000	9.00%	\$ 9,000
Total	\$ 10,000,000	100%	\$ 100,000



Reduce Surplus Budget Authority

IC3301510-Reduce Trust Fund 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.

BEFORE REDUCTION

Fund	Amount	% of Total Appropriation
General Revenue	\$ 9,000,000	90.00%
Grants and Donations TF	\$ 1,000,000	10.00%
Total	\$ 10,000,000	100%

AFTER REDUCTION

Fund	Amount	% of Total Appropriation
General Revenue	\$ 9,000,000	91.83%
Grants and Donations TF	\$ 800,000	8.17%
Total	\$ 9,800,000	100%

By reducing surplus trust fund salary authority, this will increase the percentage of GR to the overall total salary appropriation. This will increase the GR Salaries and Benefits 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 for convenience.

**** 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 a copy of all issues as an LASPBS 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 immediately by email at:

Budget@justiceadmin.org





LBR

Schedules

and

Exhibits

Continued



Agency Litigation Inventory Schedule VII

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.	<input type="checkbox"/>	Agency Counsel	
	<input type="checkbox"/>	Office of the Attorney General or Division of Risk Management	
	<input type="checkbox"/>	Outside Contract Counsel	
If the lawsuit is a class action (whether the class is certified or not), provide the name of the firm or firms representing the plaintiff(s).			

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



Priority Listing of Agency Issues Over Base Budget - Schedule VIIIA

Use this form to list FY 2024-25 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 of 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

Issue Title: Criminal Conflict & Civil Regional Counsel Capital Attorneys

Issue Code: 3000380

FTE: 4:00

Rate: 252,000

Fund: General Revenue

Salaries and Benefits: \$339,996

Operations: \$38,496

HR/DMS/HR Svcs/STW Contract: \$856

Narrative: The Office of Criminal Conflict and Civil Regional Counsel (RXXX) is seeking additional resources for the defense of the agency capital cases. RXXX has thirteen (13) death penalty cases, and only one qualified death penalty attorney. The



Possible Reduction for LBR Request Year - Schedule VIIB2

Schedule VIII B2 Reduction for FY 2024-2025

RESET ALL DROPDOWNS

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# 3001600

10% Target reduction amount provided by OPB.

Section 1
 Agency: _____ Circuit/Region: _____
 Issue Title and Code: _____

Section 2
 Required to generate Salaries & Benefits:

People/ # of Positions	Position Title	Class Code	Salary Rate or Default

Optional Additional Comments -Not for LBR Posting

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	Non-Recurring Lines Needed	Recurring	Non-Recurring
Attorneys				
Non-Attorney Professional				
Support Staff				
Operating Expenditures Total				
TR/DMS/HR Services Total				

Section 4

Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
			\$ -	\$ -

Section 5
 Provide the issue narrative in the box below:
 *Priority list of Agency Budget Issues for Possible Reduction for Fiscal Year 2022-23 or 2022-23 requires Reduction issues must total 10% of FY2024-25 recurring General Revenue and Trust Fund appropriations. Target reductions are provided by OPB. 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.



Major Audit Findings/Recommendations Schedule IX

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2024 - 25

Department: _____

Chief Internal Auditor: _____

Budget Entity: _____

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



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 July 1, 2023
- Identify all positions, [staff names not required] divisions, bureaus, units and subunits of the agency.

Submit organizational charts in **original format**. We will PDF so that it may be uploaded to the Florida Fiscal Portal in a searchable format.



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

JUSTICE ADMINISTRATIVE COMMISSION

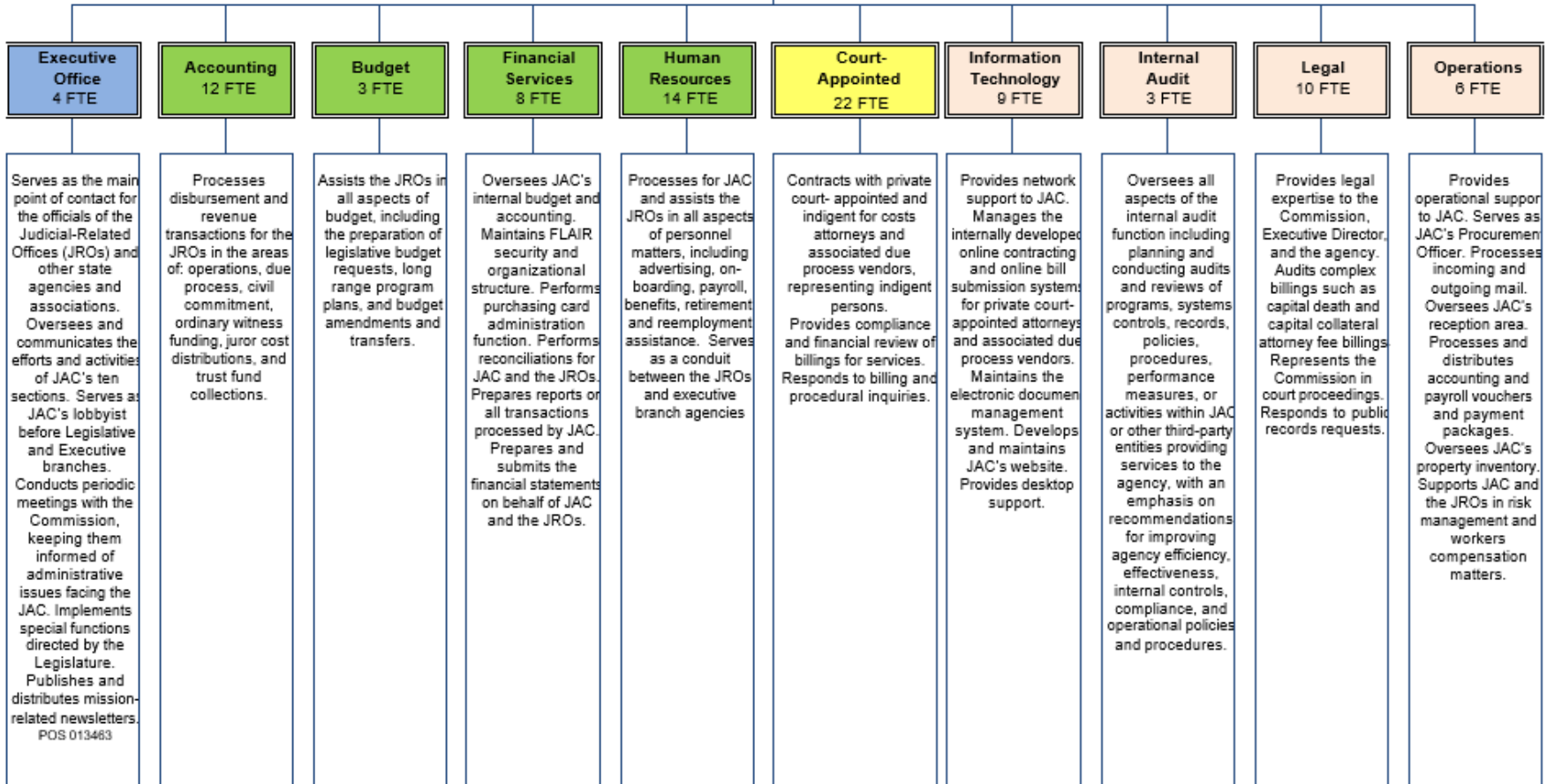
Effective July 1, 2022



92.0 FTE

Commissioners
 Diamond R. Litty, Chair, Public Defender, Nineteenth Judicial Circuit
 Kathleen A. Smith, Public Defender, Twentieth Judicial Circuit
 Brian Haas, State Attorney, Tenth Judicial Circuit
 Jack Campbell, State Attorney, Second Judicial Circuit

Executive Director
 POS 003058



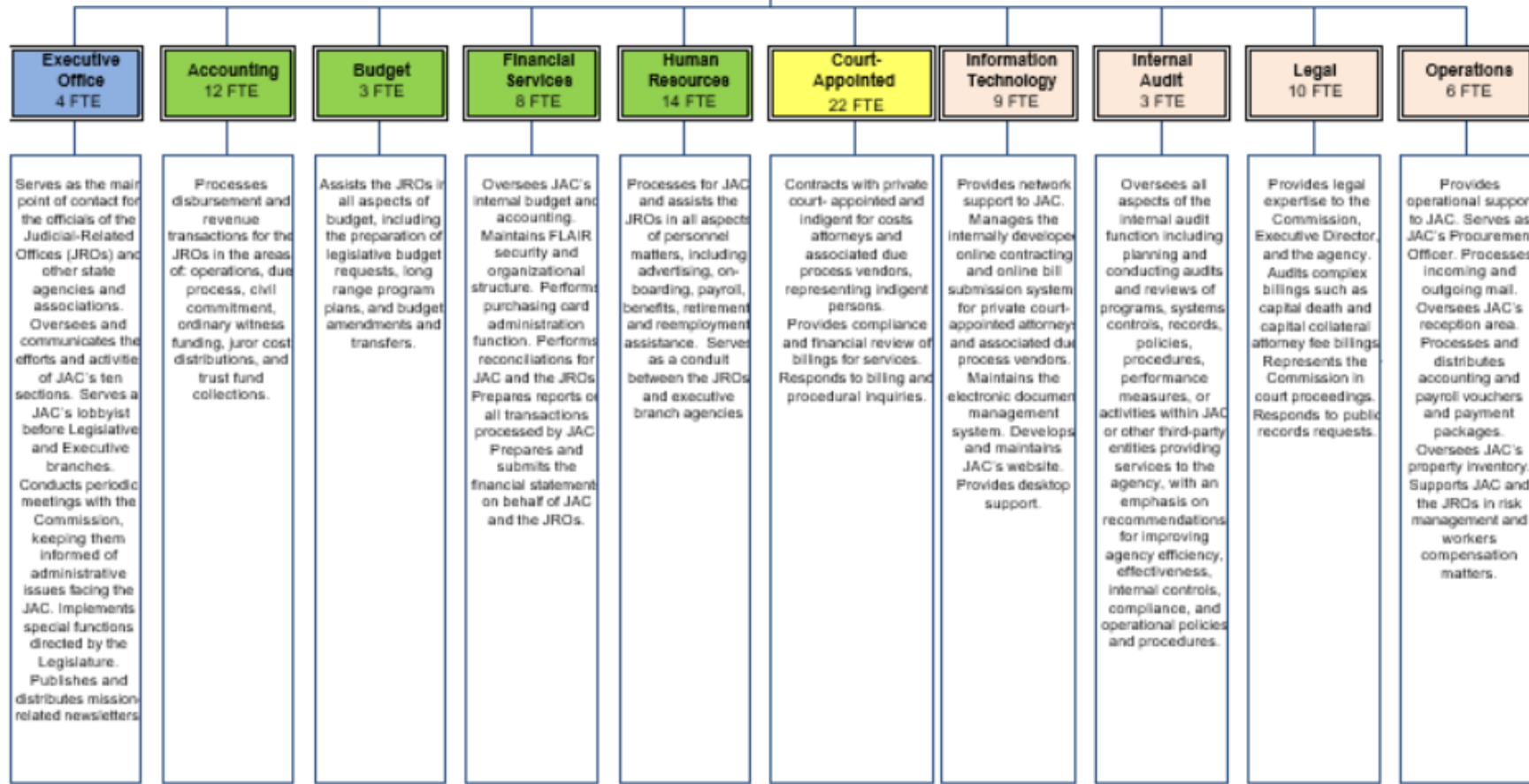
Organizational Structure – Schedule X
JUSTICE ADMINISTRATIVE COMMISSION
 Effective July 1, 2023

Authorized FTE: 93



Commissioners
 Diamond R. Litty, Chair, Public Defender, Nineteenth Judicial Circuit
 Kathleen A. Smith, Public Defender, Twentieth Judicial Circuit
 Brian Haas, State Attorney, Tenth Judicial Circuit
 Jack Campbell, State Attorney, Second Judicial Circuit

Executive Director
 POS 003058



Unit Cost Summary Data Request Schedule XI

LEGISLATIVE BUDGET REQUEST FY 2024-2025
SCHEDULE XI - UNIT COST SUMMARY DATA

Regional Counsel, Region				
Activity Code	Activity Description	FY 2022-23 Expenditures % Allocation by Activity*	Unit Cost Measure	FY 2022-23 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 2022-23 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.*

Variance from Long Range Financial Outlook Schedule XIV

LEGISLATIVE BUDGET REQUEST FY 2024-2025

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 2023** 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.

Schedule XIV - Variance from Long Range Financial Outlook (Continued)

Schedule XIV

Variance from Long Range Financial Outlook

Agency: Justice Administration **Contact:** Alton L. "Rip" Colvin Jr.

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 2023 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 2024-2025 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 2024-2025 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.



LBR Documents Check List



LEGISLATIVE BUDGET REQUEST -CHECK LIST FY 2024-2025

REGIONAL COUNSEL, _____ REGION

ITEMS TO SEND TO JAC BUDGET OFFICE

All LBR Exhibits, Forms, etc. -Due to JAC by July 28, 2023

<u>Included: Y/N</u>	<u>Form Name/#</u>	<u>Required</u>	<u>Optional</u>
_____	Transmittal Letter <i>(JAC will submit a letter for the Department)</i>		X
_____	Schedule I Detail of Receipts <i>(for all relevant Trust Funds)</i>	X	
_____	Schedule I Narrative Form <i>(for all relevant Trust Funds)</i>	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 Balances	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 FY23/24	Not applicable	
_____	Schedule VIIIB-2 – Priority Reductions FY24/25	X	
_____	Schedule IX – Major Audit Findings and Recommendations	If applicable	
_____	Schedule X – Organization Chart	X	
_____	Schedule XI – Unit Cost / Number of Units	X	
_____	Schedule XIV – Variance from Long Range Financial Outlook	JAC to complete w/RCs if applicable	



LBR Documents Check List

(continued)

Included: Y/N	Issue Code Title and Code Number	Required	Optional
	Added Salary and Locality Pay Additive 4200A90		X
	Additional Equipment 2402000		X
	Additional Equipment / Books 2402200		X
	Additional Equipment / Motor Vehicles 2402400		X
	Addition of Specialty Courts Division 3001540		X
	Additional Operational Expenses 3000510		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 300450		X
	Body Camera Evidence Review 5008010		X
	Building Rental for Privately Owned Office Space 2301900		X
	Capital Case Mitigation Salary Rate 3001980		X
	Capital Defense Mitigation Specialist 3001990		X
	Capital Qualified Attorneys 3001970		X
	Competitive Area Differential Funding 4200A60		X
	Competitive Area Differential Funding for Support Staff 4200A10		X
	Competitive Area Differential Funding For Support Staff 4200A10		X
	Competitive Pay Adjustment for Assist Public Defenders 4209A20		X
	Computer Crimes Division 3000720		X
	Cost of Living Adjustment All Staff 4203A70		X
	County Agreement for IT Personnel Services 36224C0		X
	CPM Training 3801010		X
	Crim Conflict & Civil Regional Counsel Capital Attorneys 3000380		X
	Crim Conflict & Civil Regional Counsel Workload 3001360		X
	Cross Jurisdictional Death Penalty Program 5005020		X
	Cyber Crime 3000720		X
	Drug Diversion Program 4200370		X
	Eliminate Unfunded Positions 33V6200		X
	Employee Continuing Education 3800130		X
	Enhanced Other Personal Services 3000640		X
	Enhanced Staffing for Post-Conviction Matters 3001600		X
	Establish Trust Fund Authority 4203300		X
	FL Bar Dues 4204020		X
	Forensic Social Workers for Dependency Court 3005190		X



Reference Material on MyJAC

- ✓ Account Codes
- ✓ Fund Source Identifier (FSI) Listing
- ✓ Issue Code List from LASPBS
- ✓ OPB Standard #3 –
Expense and HR Assessment
Package





JUSTICE ADMINISTRATIVE
COMMISSION



Trust Fund Reporting

Schedule I Series

What is a Trust Fund

- A Trust Fund serves as a depository for funds that are earmarked for a specified purpose and 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.

What is a Trust Fund

- 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 8 Department trust funds with 113 budget entity designations within Justice Administration.
- 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.



Reporting Requirements Schedule I Trust Fund Series

	Title	Format
1	Estimated Receipts – Current year and Request year [Section I]	LASPBS
2	Trust Fund Narrative	Manual
★	3 Detail of Non-Operating Expenditures [Section II]	LASPBS
★	4 Adjustments [Section III]	LASPBS
5	Summary [Section IV]	LASPBS Auto Entry Only
★	6 Detail of Unreserved Fund Balance [Schedule IB]	LASPBS
★	7 Reconciliation of Unreserved Fund Balance [Schedule IC]	Manual
★	8 Reconciliation: Beginning Trial Balance to Schedule I and IC	Manual
★	9 Inter-Agency Transfers Reported on Schedule I	Manual



Completed by JAC Budget Office



Trust Fund Schedule I Format

The Schedule I summarizes revenues, nonoperating expenditures, adjustments, and operating expenditures.

Section I: Detail of Revenues

Section II: Detail of Non-Operating Expenditures

Section III: Accounting Adjustments

Section IV: Summary (combines Sections I thru 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.

Trust Fund 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 Actual Prior Year FY 2022-2023
- Column A02 - displays the Current Year Estimate FY 2023-2024
- Column A03/A12 - displays the Agency Request FY 2024-2025. 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.

Schedule I Revenue Estimates

1. Estimated Revenue Receipts: Using contracted and pre-determined (Article V Fees) amounts or methodical estimates to project revenue receipts in the current year and the agency LBR request year, by revenue source. Reflected in Section I.

Circuits/Office must provide estimated receipts on the provided data entry form.



Schedule I Revenue Estimates Template for ICDF

		TITLE			CODE		BUDGET PERIOD 2023-2024		
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 2022-23	Column A03 FY 2023-24	Column A04 FY 2023-24
01	APPLICATION FEES	000100	8%	57.082	0%	0%	\$ 3,508	\$ 4,747	
06	RESTITUTION	001204	0%	938.29	0%	0%	\$ 2,064	\$ 2,374	
09									
10									
11									
							\$ 5,572	\$ 7,121	\$ -

Schedule I Section I Prior Year Example for ICDF

BPSC1101 LAS/PBS SYSTEM
BUDGET PERIOD: 2013-2024
STATE OF FLORIDA

SCHEDULE I - LBE
TRUST FUNDS AVAILABLE

SP 10/05/2022 09:16 PAGE: 73
SCHEDULE I
TRUST FUNDS AVAILABLE

							COL A01	COL A02	COL A03	COL A04
							ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
							EXP 2021-22	EXP 2022-23	FY 2023-24	FY 2023-24
JUSTICE ADMINISTRATION	21000000									
REGIONAL CONFLICT COUNSELS	21800000									
PGM: REG CONFLICT CNSL	21800000									

FUND: INDIGENT CIVIL DEFENSE TF	2976									
SECTION I: DETAIL OF REVENUES										
REVENUE	CAP	SVC	AUTH	MATCHING %	CFDA					
CODE		CHG%	ST	I/C LOC I/C	NO.					
01 APPLICATION FEES										
	000100	YES	8.0	57.082	0.00	0.00	3,069	3,508	4,747	
06 RESTITUTION										
	001204	NO	0.0	938.29	0.00	0.00	1,784	2,064	2,374	

TOTAL TO LINE B IN SECTION IV							4,853	5,572	7,121	
=====										

Schedule I Narrative

2. Revenue Estimating Methodology:

Provide a detailed explanation of the methodology used to determine the revenue estimates for FY 2023-24 and FY 2024-25 as shown on the Schedule I Data Entry form.

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

Schedule I Narrative Template

SCHEDULE I TRUST FUND NARRATIVE

FY 2024-2025 LEGISLATIVE BUDGET REQUEST

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

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

Name of Person Completing This Form: ~~XXXXXX XXXXX~~

Telephone #: ~~xxx-xxx-xxxx~~

Revenue Estimating Methodology:

Restitution: ~~Used~~ used FY 21/22 actual revenue (\$1799) and divided by the number of Civil Dependency Cases in FY 21/22 (1496) and came up with \$1.20 per case. Revenue estimates are based on a 15% growth in case per year x \$1.20 per case.

$$1496 \times 15\% = 224$$

$$1496 + 224 = 1720 \text{ cases in FY 22/23}$$

$$1720 \times \$1.20 = \$2,064 \text{ in FY 22/23}$$

$$1720 \times 15\% = 258$$

$$1720 + 258 = 1978 \text{ cases in FY 23/24}$$

$$1978 \times \$1.20 = \$2,373.60 \text{ in FY 23/24}$$

Fees: ~~Used~~ used FY 21/22 actual revenue (\$3054) and divided by the number of Civil Dependency Cases in FY 21/22 (1496) and came up with \$2.04 per case. Revenue estimates are based on a 15% growth in cases per year x \$2.04 per case.

$$1496 \times 15\% = 224$$

$$1496 + 224 = 1720 \text{ cases in FY 22/23}$$

$$1720 \times \$2.04 = \$3,508 \text{ in FY 22/23}$$

$$1720 \times 15\% = 258$$

$$1720 + 258 = 1978 \text{ cases in FY 23/24}$$

$$1978 \times \$2.04 = \$4,034.32 \text{ in FY 23/24}$$

Refunds: No refunds are expected for FY 22/23 and 23/24

5 Percent State Trust Fund Reserve: JAC Will

Complete

FY 2022-23 Receipts Applicable to SCGR	\$
Less 8% Service Charge	\$
= Receipts Applicable to 5% Assessment	\$
x 5% State Trust Fund Reserve	\$

8 Percent Service Charge to General Revenue: JAC Will

Complete

FY 2023-24 Receipts Applicable to SCGR	\$
x 8% Service Charge	\$
FY 2022-23 Receipts Applicable to SCGR	\$
x 8% Service Charge	\$

Explanation of Schedule I, Section III Accounting Adjustments:

None applicable.

Schedule I Trust Fund Format

3. Detail of Non-Operating Expenditures:

- Reflects a detailed calculation of the 5 percent trust fund reserve for FY 2024-25(calculated on recurring FY 2023-24 estimated revenue).
- Reflects a detailed calculation of the 8 percent Service Charge to General Revenue (SCGR) for FY 2023-24 and FY 2024-25 (calculated on recurring FY 2023-24 and FY 2024-25 estimated revenue).

JAC will provide calculations based on applicable estimated receipts. Only receipts coded to revenue categories exempt from the SCGR will be excluded from the calculation.

Schedule I Trust Fund Format

4. Adjustments: Adjustments are items other than revenues, nonoperating, operating and fixed capital outlay appropriations that are necessary in determining the Unreserved Fund Balance for budgetary purposes. Reflected in Section III.

JAC will provide explanations based on any adjusting entries that are made and supported by the accounting records.

Schedule I Section II and III Prior Year Example for ICDF

COL A01 ACT PR YR EXP 2021-22	COL A02 CURR YR EST EXP 2022-23	COL A03 AGY REQUEST FY 2023-24	COL A04 AGY REQ N/R FY 2023-24
-------------------------------------	---------------------------------------	--------------------------------------	--------------------------------------

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.		
01 8% SERVICE CHARGE TO GENERAL REVENUE	880800			245	281
02 5% STATE TRUST FUND RESERVE	999000				380
11 UNFUNDED BUDGET	899000				161
				66,725-	68,420-

TOTAL TO LINE E IN SECTION IV				245	67,879-
=====					

SECTION III: ADJUSTMENTS

	OBJECT CODE				

TOTAL TO LINE H IN SECTION IV					
=====					



Schedule I Trust Fund Format

5. Summary [Section IV]:

- Line A: Displays the Unreserved Fund Balance as of July 1.
- Line B: Displays the total of Section I: Detail of Revenues.
- Line C: Displays the total funds available (Line A plus Line B).
- Line D: Displays total operating expenditures.
- Line E: Displays the total of Section II: Detail of Nonoperating Expenditures.
- Line F: Displays total fixed capital outlay expenditures.
- Line G: Displays the Unreserved Fund Balance before Adjustments (Line C minus Lines D, E, and F).
- Line H: Displays the total of Section III: Adjustments.
- Line I: Displays the Unreserved Fund Balance as of June 30 (Line G minus Line H).

Schedule I Section IV

Prior Year Example for ICDF

		COL A01 ACT PR YR EXP 2021-22	COL A02 CURR YR EST EXP 2022-23	COL A03 AGY REQUEST FY 2023-24	COL A04 AGY REQ N/R FY 2023-24
SECTION II: DETAIL OF NONOPERATING EXPENDITURES					
	OBJECT CODE	TRANSFER TO BE	CFDA NO.		
01 8% SERVICE CHARGE TO GENERAL REVENUE	880800			245	281
02 5% STATE TRUST FUND RESERVE	999000				380
11 UNFUNDED BUDGET	899000				161
				66,725-	68,420-
TOTAL TO LINE E IN SECTION IV					
				245	66,444-
					67,879-
SECTION III: ADJUSTMENTS					
	OBJECT CODE				
TOTAL TO LINE H IN SECTION IV					
SECTION IV: SUMMARY					
UNRESERVED FUND BALANCE - JULY 1	(A)			54,862	2,984
ADD: REVENUES (FROM SECTION I)	(B)			4,853	5,572
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)			59,715	8,556
LESS: OPERATING EXPENDITURES	(D)			56,486	75,000
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)			245	66,444-
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				7,121
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)			2,984	7,121
NET ADJUSTMENTS (FROM SECTION III)	(H)				75,000
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)			2,984	67,879-

Schedule I Trust Fund Format

6. Detail of Unreserved Fund Balance

[Schedule IB]: To identify the funding sources and dollars associated with the Unreserved Fund Balance at the end of the fiscal year.

JAC will complete this section on behalf of all circuits and offices.

Schedule I Schedule IB Prior Year Example for ICDF

COL A01	COL A02	COL A03	COL A04
ACT PR YR	CURR YR EST	AGY REQUEST	AGY REQ N/R
EXP 2021-22	EXP 2022-23	FY 2023-24	FY 2023-24

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE		
	STATE (S)	RESTRICTED (R)	
	NONSTATE (N)	UNRESTRICTED (U)	
01 APPLICATION FEES	S	U	1,887
02 RESTITUTION	S	U	1,097
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			2,984



Schedule I Trust Fund Format

7. Reconciliation of Unreserved Fund Balance [Schedule IC]: The Schedule IC is used to determine the available trust fund balance for budgetary purposes based on the assets and liabilities of the fund.

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

Schedule IC

Reconciliation of Unreserved Fund Balance

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title:	Budget Period: 2023 - 2024
Trust Fund Title:	Justice Administration
Budget Entity:	Indigent Civil Defense Trust Fund
LAS/PBS Fund Number:	Department 21
	2976

	Balance as of 6/30/2022		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	148,662.93	(A)		148,662.93
ADD: Other Cash (See Instructions)	1,477.44	(B)		1,477.44
ADD: Investments		(C)		0.00
ADD: Outstanding Accounts Receivable	0.00	(D)		0.00
ADD: _____		(E)		0.00
Total Cash plus Accounts Receivable	150,140.37	(F)	0.00	150,140.37
LES Allowances for Uncollectibles		(G)		0.00
LES Approved "A" Certified Forwards	0.00	(H)		0.00
Approved "B" Certified Forwards		(H)		0.00
Approved "FCO" Certified Forwards		(H)		0.00
LESS: Other Adjustment (CY CF Reversion)	0.00	(I)		0.00
LESS: Other Accounts Payable (SCGR)	303.11	(J)		303.11
Unreserved Fund Balance, 07/01/22	149,837.26	(K)	0.00	149,837.26 **



Schedule I Trust Fund Format

8. Reconciliation: Beginning Trial Balance to Schedule I and IC: The purpose of this form is to reconcile any differences between the agency's beginning trial balance as of July 1 and Line K of the Schedule IC.

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



Schedule IC Reconciliation of Beginning Trial Balance to Schedule I and IC

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2023 - 2024
Department Title: Justice Administration
Trust Fund Title: Indigent Civil Defense Trust Fund
LAS/PBS Fund Number: 2976

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22
 Total all GLC's 5XXXXX for governmental funds;
 GLC 539XX for proprietary and fiduciary funds 149,837.26 (A)

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

Add/Subtract Statewide Financial Statement (SWFS) Adjustments :

SWFS Adjustment # and Description (C)

SWFS Adjustment # and Description (C)

Add/Subtract Other Adjustment(s):

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

Approved FCO Certified Forward per LAS/PBS (D)

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

Adjustment: CY Certified Forward Reversions 0.00 (D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE: 149,837.26 (E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K) 149,837.26 (F)

DIFFERENCE: 0.00 (G)*



Schedule I Trust Fund Format

9. Inter-Agency Transfers Reported on Schedule I: Inter-agency transfers from/to a specific fund totaling \$100,000 or more must be confirmed with the corresponding sending/receiving agency.

Executive Office of the Governor
Inter-Agency Transfers Reported on Schedule I

Agency Name: JUSTICE ADMINISTRATION

List all transfers totaling \$100,000 or more. Provide the applicable agency name and fund number, the categories used for both the transfer in and the transfer out, and the amount of the transfer for each of the fiscal years indicated, as well as the name of the person at the other agency who confirmed the amount of the transfer and the date of the confirmation. If transferred in/out to the General Revenue Fund, do not include on this form; however, on Schedule I be sure to include "To GR" or "From GR" in the description field.

Fund Name and Number :

Grants and Donations Trust Fund # 2339

Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 21-22 (A01)	Amount FY 22-23 (A02)	Amount FY 23-24 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Children and Families FID #1000	001500	240,000.00	120,000.00	240,000.00	100610	Monika Patel A01 10/11/21 A02 & A03 GR Transfer; Not on DCF form
Department of Children and Families FID #2261	001510	6,339,606.07	1,688,004.00	1,688,004.00	100995	Monika Patel A01 10/3/22 Diane Sunday A02 A03 10/12/22
Department of Children and Families FID #2261	001510	2,969,378.09	9,434,489	10,000,000	181011	Monika Patel A01 10/3/22 Diane Sunday A02 A03 10/11/22



Newly Applicable to RC's for Title IV-E Funding

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.



Negative Unreserved Fund Balances On the Schedule I Report

In current or LBR request 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.

A negative unreserved fund balance can 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.



Eliminate Negative Unreserved Fund Balances On The Schedule I Report

OPTION A: 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.

Eliminate Negative Unreserved Fund Balances On The Schedule I Report

OPTION B: 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.

E-Mail Certification of Estimated Receipts For FYs 2023-2024 and 2024-2025

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 Friday, September 15, 2023 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 email before Friday, September 15th.



E-Mail Certification of Estimated Receipts For FYs 2023-2024 and 2024-2025

Example Language for email is as follows:

“Dear Ms. Harrison,
The 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 2024-25 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.”



Long Range Program Plan

Mission Statement

Performance Measures

Standards

Trends & Conditions

Goals

SWOT

Activities

Outcomes

Outputs

Services

Objectives

Unit Cost



LRPP Due Date To JAC

* New Download Procedure *



All LRPP schedules and exhibits are due to the JAC Budget Office by [Friday, August 18, 2023](#) at 6:00 P.M. EDT.

- **[Download LRPP Templates from MyJAC](#)**
- **Upload all completed LRPP documents to the Pydio 'Completed' Budget Folder like last year.**
- Email the Budget Office at Budget@justiceadmin.org to confirm that the information has been uploaded.
- If you do not hear from the JAC Budget Office within two business days to confirm submission, please email us again.

Long Range Program Plan

- Title Page
- Agency Mission and Goals
- Agency Objectives
- Agency Service Outcomes and Performance Projection Tables
- Linkage to Governor's Priorities
- Trends and Conditions Statement
- Exhibit II – Performance Measures and Standards
- Exhibit III – Assessment of Performance Measures
- Exhibit IV – Performance Measure Validity and Reliability
- Exhibit V – Identification of Associated Activity Contributing to Performance Measures
- Exhibit VI – Agency-Level Unit Cost Summary



Long Range Program Plan

- Each Regional Counsel will receive a copy of their Agency Service Outcomes and Performance Projection Table and Exhibit II – Performance Measures and Standards to complete individually.
- Please review the other attachments and let us know if there are any proposed changes.
- If you wish to make a change to the forms, please note that all offices must be in agreement.



LRPP Publication Due Date

All completed LRPP exhibits and schedules must be uploaded to the Florida Fiscal Portal by September 29, 2023.

Written notification (usually by email) must be provided from JAC to Legislative staff and the Governor's Office.



Please Help Us To Better Serve You



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

Use the MyJAC to download and Pydio Budget Folder to upload all forms, schedules, exhibits and supporting 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:

Mailea Adams

Mailea.Adams@justiceadmin.org

Kelly Jeffries

Kelly.Jeffries@justiceadmin.org

Adam Preisser

Adam.Preisser@justiceadmin.org

Phone Number: 850.488.2415

Dates to Remember



- July 28, 2023: Budget Office deadline for agency LBR document submission.
 - ✓ September 15, 2023: Deadline for Department LBR upload to Florida Fiscal Portal by JAC.
- August 18, 2023: Budget Office deadline for agency LRPP document submission.
 - ✓ September 29, 2023: Deadline for Department LRPP upload to Florida Fiscal Portal by JAC.

Open Discussion





Uploading Documents to Pydio

For Budget Folder Use Only

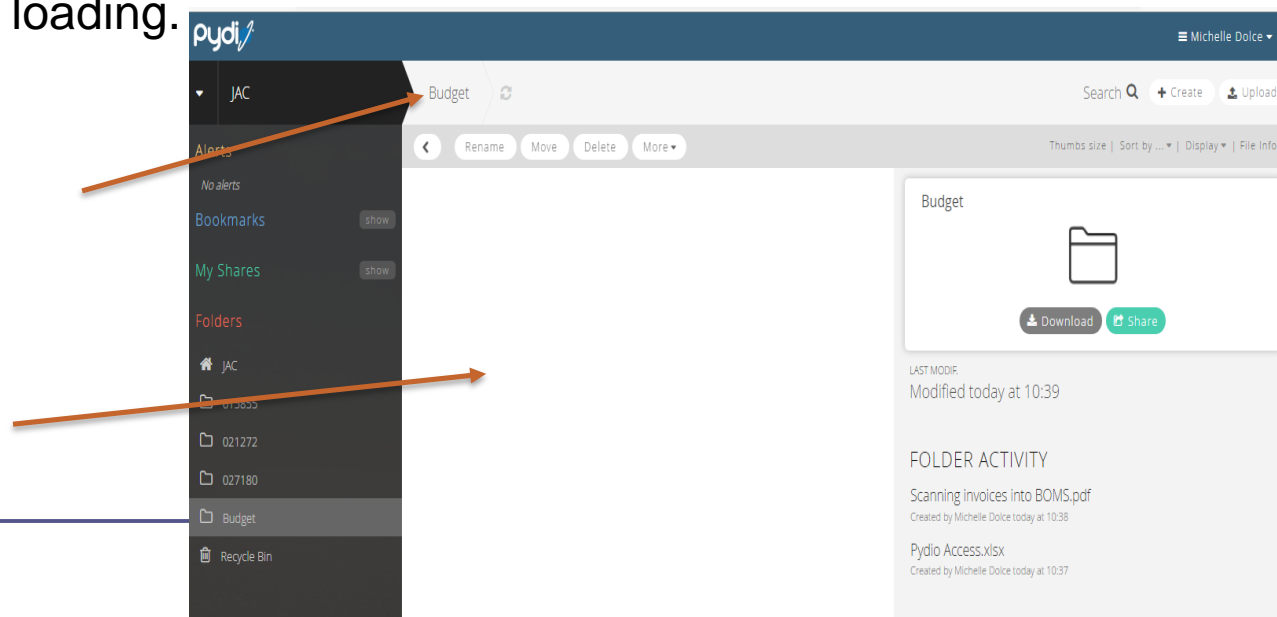
Uploading to Pydio

- There are two ways to upload documents into Pydio:
- Drag and drop into the space in the middle of the screen.
 - Use the Upload button on the upper right-hand side of the screen.

Both accomplish the same thing.

Loading Using Drag and Drop

1. In Windows Explorer open the folder where your document(s) are stored.
2. In Pydio double click on the Budget folder within your workspace. **Make sure it says Budget at the top.**
3. Select the documents from Windows Explorer and **drag them into the center of your Pydio screen.** Display view is most useful for this option.
4. A window will appear showing what is being loaded.
5. Wait a moment for the documents to display in your folder to confirm it's finished loading.



Loading Using the Upload Button

1. In Windows Explorer open the folder where your document(s) are stored.
2. In Pydio double click on the Budget folder within your workspace. Make sure it says Budget at the top.
3. In the **upper left-hand corner of the Pydio screen select the Upload button**. A window will appear.
4. **Drag your documents into that window**.
5. Wait a moment for the documents to display in your folder to confirm it's finished loading.

