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

**STATEWIDE GUARDIAN AD LITEM**

**ITEMS TO SEND TO JAC BUDGET OFFICE**

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

**Included:Y/N** **Form Name/#** **Required**  **Optional**

\_\_\_\_\_\_\_ Transmittal Letter X

 *(JAC will provide a letter for the Department)*

\_\_\_\_\_\_\_ Schedule I Detail of Receipts X

\_\_\_\_\_\_\_ Schedule I Narrative Form X

\_\_\_\_\_\_\_ Schedule IB – Detail of Unreserved X

 Fund Balance JAC to provide totals

when Sch. I’s are

completed

\_\_\_\_\_\_\_ Schedule IC – Reconciliation of Unreserved X

Fund Balances JAC to complete

\_\_\_\_\_\_\_ Reconciliation: Beginning Trial Balance to JAC will complete

 Schedule I and IC if applicable

\_\_\_\_\_\_\_ Schedule VII – Agency Litigation Inventory If applicable

\_\_\_\_\_\_\_ Schedule VIIIA – Priority Budget Issues X

\_\_\_\_\_\_\_ Schedule VIIIB-1 – Priority Reductions FY21-22 If applicable

\_\_\_\_\_\_\_ Schedule VIIIB-2 – Priority Reductions FY22/23 X

\_\_\_\_\_\_\_ Schedule VIIIC – Reprioritizations X

\_\_\_\_\_\_\_ Schedule IX – Major Audit Findings and If applicable

 Recommendations

\_\_\_\_\_\_\_ Schedule X – Organization Chart X

\_\_\_\_\_\_\_ Schedule XI – Unit Cost Summary X

 Data Request

\_\_\_\_\_\_\_ Schedule XIV – Variance from Long Range JAC will complete

Financial Outlook with GAL if applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Included: Y/N** | **Issue Code Title and Code Number** | **Required** | **Optional** |
|   | Additional Operational Expenses 3000510 |   | X |
|   | Additional Equipment 2402000 |   | X |
|   | Additional Equipment / Books 2402200 |   | X |
|   | Additional Legal Needs for Children 3001590 |   | X |
|   | Additional Recurring Data Processing Services 55C02C0 |   | X |
|   | Adjustment to GDTF Authority 4200270 |   | X |
|   | Annualization of Prior Year Budget Amendment 2600170 |   | X |
|   | Attorney Recruitment and Retention 4206A00 |   | X |
|   | Building Rental for Privately Owned Buildings 2301900 |   | X |
|   | Cost of Living Adjustment All Staff 4203A70 |   | X |
|   | CPM Training 3801010 |   | X |
|   | Eliminate Unfunded Positions 33V6200 |   | X |
|   | Employee Continuing Education 3800130 |   | X |
|   | Enhanced Other Personal Services 3000640 |   | X |
|   | FL Bar Dues 4204020 |   | X |
|   | Guardian ad Litem Volunteer Training 3800160 |   | X |
|   | Increase Authorized Rate 51R0100 |   | X |
|   | Increase Staff to Represent All Children 3000370 |   | X |
|   | Increase Trust Fund Authority 3001520 |   | X |
|   | Increase Trust Fund Authority for Title IV-E Funding 3009520 |   | X |
|   | Increased Support Staff 3000030 |   | X |
|   | Information Technology Critical Needs 36201C0 |   | X |
|   | Information Technology Infrastructure Replacement 24010C0 |   | X |
|   | IT Issues 362XXC0 |   | X |
|   | National Background Checks 4B01100 |   | X |
|   | Public Records Request Workload 3009700 |   | X |
|   | Realignment of Administrative Expenditures -Add 2000100 |   | X |
|   | Realignment of Administrative Expenditures -Deduct 2000200 |   | X |
|   | Reduce Trust Fund Authority 3301510 |   | X |
|   | Reduce Vacant Positions 33V1022 |   | X |
|   | Replacement Equipment 2401000 |   | X |
|   | Replacement Equipment / Books 2401800 |   | X |
|   | Resources Needed for Audit Compliance 4A00100 |   | X |
|   | Salary and Benefits Adjustment 4205A40 |   | X |
|   | Shared-Alternative Workspace for Critical Staff 4201710 |   | X |
|   | Training Issues 38XXXX0 |   | X |