



JUSTICE ADMINISTRATIVE  
COMMISSION



**FY 2023-2024  
Legislative Budget Request  
and  
FYs 2023-2024 thru 2027-2028  
Long Range Program Plan  
for  
Public Defender Offices**



## JUSTICE ADMINISTRATIVE COMMISSION



# Public Defender Offices Meeting Agenda Friday, July 8, 2022 8:45 a.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 Date
- Major Changes
- Reporting Requirements

✓ *See Glossary of Terms and Acronyms Handout*



# 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 Submission Procedure \*



All LBR data entry forms, schedules and exhibits are due to the JAC Budget Office by Friday, August 26, 2022 at 5:00 P.M. EDT.

- **\* Upload all completed LBR documents to the Pydio Budget Folder.\***
- Email the Budget Office at [Budget@justiceadmin.org](mailto: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 of your submission, please contact us via email.

# LBR Publication Due Date

All completed LBR forms, exhibits, schedules and related documents must be uploaded to the Florida Fiscal Portal by October 14, 2022.

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 2023-2024

CHANGES	DESCRIPTION
Revision to Annual Calendar of Major Events	<p>Agencies will be required to submit their final LBR, including all supporting forms and schedules as required, to the Legislature and to the Governor by Friday, October 14, 2022.</p> <p>Pro Forma Schedule I and Analysis of Trust Fund Creation Forms will be due by Thursday, November 10, 2022.</p>
Annual Trust Fund Review Process – Revised Schedule of Agency Trust Fund Review	The four-year schedule for agencies subject to annual legislative trust fund review is provided for legislative sessions 2023-26.
Update to Appendix E	The amounts provided in the Expense and Human Resource Services Assessments Standard Package have been updated.
Submission of the Schedule IV-B – Recurring Information Technology (IT) Budget Planning	Similar to FY 2022-23, agencies are required to submit the Schedule IV-B for all IT projects with a total cost (all years) of \$1 million or more. Agencies are not required to submit a Schedule IV-B for requests to: (1) continue existing hardware and software maintenance agreements, (2) renew existing software licensing agreements that are similar to the service level agreements currently in use, (3) replace/refresh desktop units with new technology that is similar to the technology currently in use, or (4) contract only for the completion of a business case or feasibility study for the replacement or remediation of an existing IT system or the development of a new IT system. If Independent Verification and Validation
CIP Submission Due Date	CIP submission date for Fiscal Years 2023-24 through 2027-28 is Friday, October 14, 2022.





# LBR Reporting Requirements

## Summary of Forms and Schedules

	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 VIIIB-1	LASPBS

*\* If Applicable / \*\* Optional*



# LBR Reporting Requirements

## Summary of Forms and Schedules

		Exhibit / Schedule Title	Schedule Name	Format
	6	Priority Listing of Agency Budget Issues for Possible Reduction - Request Year	Schedule VIIIB-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

227 North Bronough Street, Suite 2100  
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COMMISSIONERS

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Public Defender, 20<sup>th</sup> Circuit  
Brian Haas  
State Attorney, 10<sup>th</sup> Circuit  
Jack Campbell  
State Attorney, 2<sup>nd</sup> Circuit

LEGISLATIVE BUDGET REQUEST

Justice Administration  
Tallahassee, Florida

October 15, 2022

Chris Spencer, Policy Director  
Office of Policy and Budget  
Executive Office of the Governor  
1701 Capitol  
Tallahassee, Florida 32399-0001

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

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

Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2023-24 Fiscal Year. This submission has been approved by me as Executive Director for the Justice Administrative Commission on behalf of all agencies within the Department.

Sincerely,

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

- 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 2023-24

Justice Administration  
Tallahassee, Florida

October 15, 2022

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 2023-24 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'



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

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

Due to Revision 7, Article V of the State Constitution, the counties are required to pay for certain expenses for State Attorneys, Public Defenders and the Courts. As such, these entities requesting additional positions should utilize the modified standard expense package. **Any requests reflecting increases above these standards require justification in the D-3A 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.

PD Operating Expenditures (103226)	Attorney Professional		Non-Attorney Professional		Support Staff	
Item	Total	Non-recur	Total	Non-recur	Total	Non-Recur
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
Software and Training	851	250	851	250	851	401
Law Library	700					
<b>TOTAL:</b>	<b>5,619</b>	<b>3,550</b>	<b>4,919</b>	<b>3,550</b>	<b>4,317</b>	<b>3,201</b>

\*For agencies with professional staff that utilize calculators, \$45 may be added.





# OPB Modified Standard #3 (continued)

## HR Assessment

(for use with new position requests only)

As provided in the FY 2022-23 GAA HB 5001:

Funds provided in Specific Appropriations 2877 through 2894A from the State Personnel System Trust Fund are based upon a human resources services assessment to state entities at the following rates:

FTE	\$341.56
OPS	\$97.61
* Justice Administrative Commission	\$217.30
State Court System	\$188.21
County Health Department	\$217.30

Only whole numbers can be entered into LASPBS.  
Round up to \$218.

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



## **DMS Standard #4 Replacement Criteria For State's Fleet of Cars and Light Trucks**

The Department of Management Services has developed replacement criteria for the state's fleet of cars and light trucks.

The criteria have been included in the updated official DMS Replacement Criteria documented posted at:

[https://www.dms.myflorida.com/business\\_operations/fleet\\_management\\_and\\_federal\\_property\\_assistance/fleet\\_management/fleet\\_management\\_information\\_system](https://www.dms.myflorida.com/business_operations/fleet_management_and_federal_property_assistance/fleet_management/fleet_management_information_system)

All requests for replacement of cars and light trucks included in agency Legislative Budget Requests should adhere to these criteria.



# Public Defenders LBR Account Codes

## PUBLIC DEFENDERS CODES

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

010000	Salaries and Benefits
030000	Other Personal Services (OPS)
100021	Acquisition of Motor Vehicles
100777	Contracted Services
103226	Public Defender Operating Expenditures
103241	Risk Management Insurance
105281	Lease or Lease Purchase of Equipment
107040	Transfer to DMS/HR Services/Statewide Contract

### \* Fund Codes and Titles

1000	General Revenue
2339	Grants & Donations Trust Fund
2974	Indigent Criminal Defense Trust Fund

### Pay Plans and Titles

83	Public Defender
88	Assistant Public Defender- (APD/SMS)

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

SMS-Senior Management Service



# 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

## Early Case Resolution Division - IC# 3000590

Legislative Budget Request for FY 2023-2024

RESET ALL DROPDOWNS

### Section 1

Agency: Public Defender Office Circuit/Region

Issue Title and Code: Early Case Resolution Division 3000590

### COLOR KEY

BLUE: These fields are Drop Down Lists

GOLD: These fields are Free Fill

GREEN: These fields are Auto Calculate

GREY: Fields not needed for selected issue code

### Section 2

Required to generate Salaries & Benefits:

People/ # of Positions	Position Title	Class Code	Salary Rate or Default
1.00	Legal Assistant	5131	Default
1.00	Investigator I	5661	Default
2.00	Asst. Public Defender	5901	\$ 120,000

Optional Additional Comments -Not for LBR Posting

### 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,	Recurring	Non-Recurring
Attorneys	2.00		\$ 11,238	\$ 7,100
Non-Attorney Professional	1.00		\$ 4,919	\$ 3,550
Support Staff	1.00		\$ 4,317	\$ 3,201
Operating Expenditures Total	4.00		\$ 20,474	\$ 13,851
TR/DMS/HR Services Total	4.00		\$ 872	



### Section 3

	FTE	VoiP Lines Needed (Not for SA, PD,	Recurring	Non-Recurring
Attorneys	2.00		\$ 11,238	\$ 7,100
Non-Attorney Professional	1.00		\$ 4,919	\$ 3,550
Support Staff	1.00		\$ 4,317	\$ 3,201
Operating Expenditures Total	4.00		\$ 20,474	\$ 13,851
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	
Public Defender Operating Expenditures (103226)	General Revenue (FID #1000)		\$ 20,474	\$ 13,851
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 872	
			\$ 21,346	\$ 13,851

# LBR Data Entry Form

## Early Case Resolution Division - IC# 3000590

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

The Public Defender and State Attorney of the XX Judicial Circuit have agreed to implement an Early Case Resolution in Xxxxxx County as a cost savings measure to expedite cases and alleviate overcrowding at the county jail. The division personnel will investigate whether a case can be resolved at the very earliest stages of the trial process. Early disposition will ease pressure on the state court system and reduce overall due process costs for this circuit.

This division would require two experienced felony attorneys, one legal assistance and one investigator position. The salary rate requested for the Assistant Public Defenders (2 @ \$60,000 each) will be required to hire attorneys at the level of experience needed. Salaries for the investigator and legal assistant positions are requested at the minimum for the class code. Public Defender Operating Expenditures budget of \$20,474 (\$13,851 non-recurring is requested to establish the positions as per Standard #3, modified for Public Defenders.

*This issue will impact all civil and criminal investigative services and civil and criminal trial indigent defense activities, in that Early Case Resolution Division will be used to expedite both criminal and civil cases.*





JUSTICE ADMINISTRATIVE  
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# 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.



- 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 2023-2024			
<b>Section 1</b>			
Agency	Public Defender Office	Circuit/Region	
Issue Title and Code:			

- ★ 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 2023-2024			
<b>Section 1</b>			
Agency	Public Defender Office	Circuit/Region	
Issue Title and Code:	Increase Authorized Rate 51R0100		
<b>Section 2</b>			
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	Legal Assistant	5131	default
1.00	Investigator I	5661	default
2.00	Asst. Public Defender	5901	\$ 120,000

# 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		\$ 11,238	\$ 7,100
Non-Attorney Professional	1.00		\$ 4,919	\$ 3,550
Support Staff	1.00		\$ 4,317	\$ 3,201
Operating Expenditures Total	4.00		\$ 20,474	\$ 13,851
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	
Public Defender Operating Expenditures (103226)	General Revenue (FID #1000)		\$ 20,474	\$ 13,851
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 872	
			\$ 21,346	\$ 13,851

# 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.

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

The Public Defender and State Attorney of the XX Judicial Circuit have agreed to implement an Early Case Resolution in Xxxxxx County as a cost savings measure to expedite cases and alleviate overcrowding at the county jail. The division personnel will investigate whether a case can be resolved at the very earliest stages of the trial process. Early disposition will ease pressure on the state court system and reduce overall due process costs for this circuit.

This division would require two experienced felony attorneys, one legal assistance and one investigator position. The salary rate requested for the Assistant Public Defenders (2 @ \$60,000 each) will be required to hire attorneys at the level of experience needed. Salaries for the investigator and legal assistant positions are requested at the minimum for the class code. Public Defender Operating Expenditures budget of \$20,474 (\$13,851 non-recurring is requested to establish the positions as per Standard #3, modified for Public Defenders.

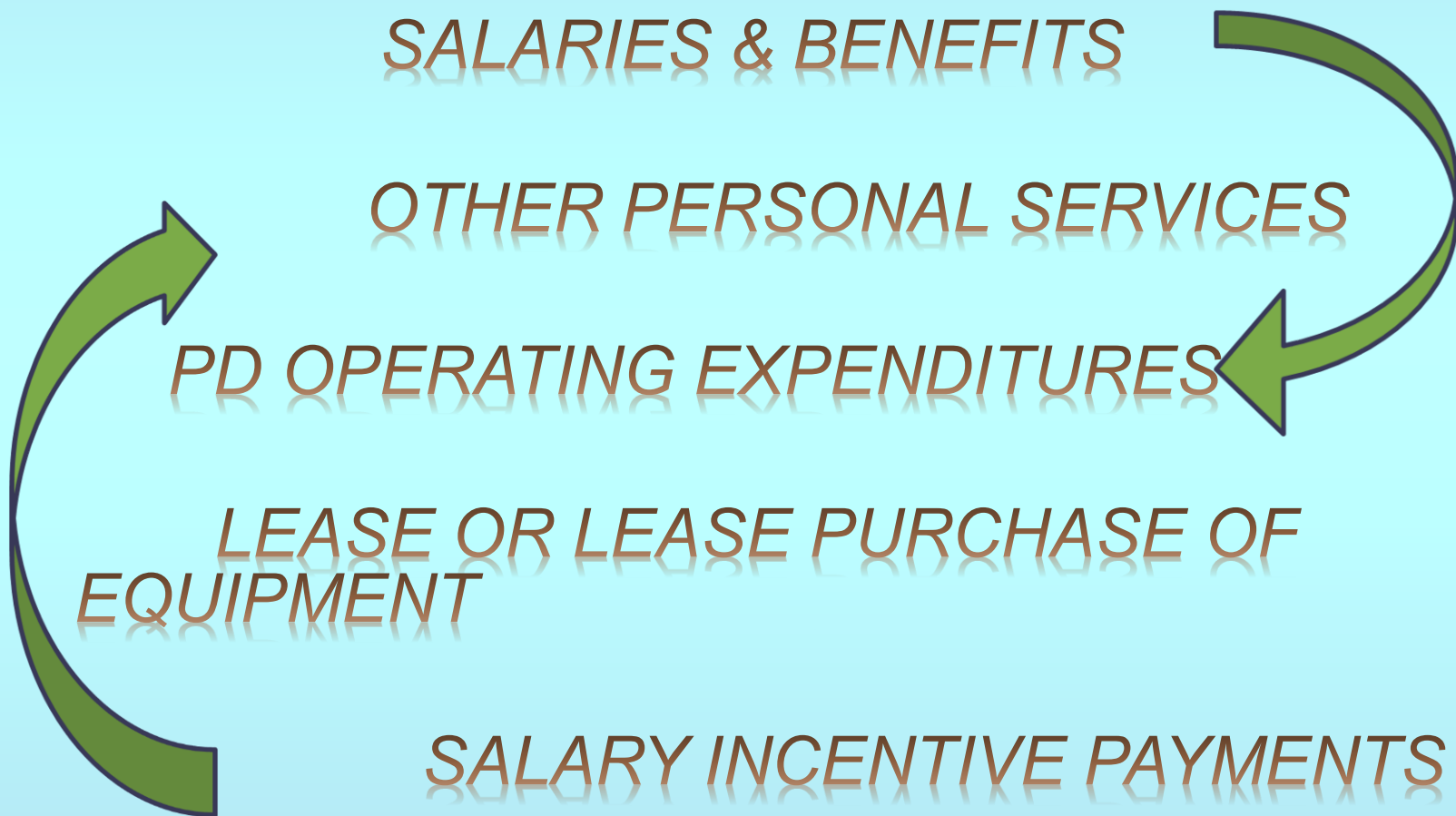
This issue will impact all civil and criminal investigative services and civil and criminal trial indigent defense activities, in that Early Case Resolution Division will be used to expedite both criminal and civil cases.



# 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





# 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 Budget Authority (continued)

**Example:** *A shift in a recurring expenditure from a Trial Office to an Appellate Office requires movement of \$5,000 in General Revenue each year into the PD Operations category and they wish to make this action permanent.*

Approval of a realignment issue in the LBR will allow this Office to avoid future budget amendment requests.

## Realignment LBR Issue:

**Move GR Budget Authority Between Budget Entities [same category]**

<u>Appropriation Category</u>	<u>Office</u>	<u>Fund</u>	<u>Amount</u>	<u>Issue Code</u>
PD Operations (103226)	Appeals	GR	\$5,000	2000100 (Add)
PD Operations (103226)	Trial	GR	-\$5,000	2000200 (Deduct)



## Realignment of Appropriation Categories Related to Administered Funds

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

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



# Realignment of Appropriation Categories Related to Administered Funds (continued)

## Example of GAA Salaries & Benefits Appropriation Administered Fund Split:

<u>Fund</u>	<u>Appropriation</u>	<u>% of Total</u>
General Revenue (GR)	\$ 8,500,000	85.00%
Grants & Donations TF	\$ 500,000	5.00%
Ind. Criminal Defense TF	<u>\$ 1,000,000</u>	<u>10.00%</u>
<b>Total</b>	<b>\$10,000,000</b>	<b>100.00%</b>

- Administered Funds allocations for Retirement, Health, etc. would be applied at 85% GR and 15% TF.
- A Retirement Adjustment of \$100,000 would be allocated:  
GR: \$85,000      G&D TF: \$5,000      ICDTF: \$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)

## Realignment LBR Issue (Move Budget Authority Within Same Fund):

<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>	
Salaries & Benefits (010000)	ICDTF	(\$250,000)	Action 1 of 3
PD Operations (103226)	IDCTF	\$250,000	

<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>	
Salaries & Benefits (010000)	GDTF	(\$200,000)	Action 2 of 3
PD Operations (103226)	GDTF	\$200,000	

<u>Appropriation Category</u>	<u>Fund</u>	<u>Amount</u>	
PD Operations (103226)	GR	(\$450,000)	Action 3 of 3
Salaries and Benefits (010000)	GR	\$450,000	

# LBR Issues Data Entry Form

## Realignment of Administrative Expenditures -

### ADD IC# 2000100

### Legislative Budget Request for FY 2023-2024

#### Section 1

Agency	Public Defender Office	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)		\$ 450,000	
Public Defender Operating Expenditures (103226)	Indigent Criminal Defense Trust Fund (FID #2974)		\$ 250,000	
Public Defender Operating Expenditures (103226)	Grants and Donations Trust Fund (FID #2339)		\$ 200,000	



# LBR Issues Data Entry Form

## Realignment of Administrative Expenditures – DEDUCT IC# 2000200

### Legislative Budget Request for FY 2023-2024

#### Section 1

Agency	Public Defender Office	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
Public Defender Operating Expenditures (103226)	General Revenue (FID #1000)		\$ (450,000)	
Salaries and Benefits (010000)	Indigent Criminal Defense Trust Fund (FID #2974)		\$ (250,000)	
Salaries and Benefits (010000)	Grants and Donations Trust Fund (FID #2339)		\$ (200,000)	



# Realignment LBR Issue for Administered Funds (continued)

Category / Fund	Pre- Realignment Appropriation	% of Total	\$100,000 Administered Funds Adjustment
<u>Salaries &amp; Benefits</u>			
General Revenue	\$ 8,500,000	85.00%	\$ 85,000
GDTF	\$ 500,000	5.00%	\$ 5,000
ICDTF	\$ 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	\$ 8,950,000	89.50%	\$ 89,500
GDTF	\$ 300,000	3.00%	\$ 3,000
ICDTF	\$ 750,000	7.50%	\$ 7,500
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: Example GAA Salaries and Benefits Fund Split			AFTER: Example GAA Salaries and Benefits Fund Split		
Fund	Appropriation	% of Total	Fund	Appropriation	% of Total
General Revenue	\$8,500,000	85.00%	General Revenue	\$8,500,000	86.73%
GDTF	\$500,000	5.00%	GDTF	\$300,000	3.06%
ICDTF	\$1,000,000	10.00%	ICDTF	\$1,000,000	10.20%
Total	\$10,000,000	100%	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 if additional space needed.

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





# LBR Issues – The Review Process (continued)

- C. Once the Issues are placed into LASPBS by the JAC Budget Office, you will receive 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](mailto:Budget@justiceadmin.org)



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





# LBR Forms and Schedules 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 TOTTALLING \$500,000 OR MORE

# Priority Listing of Agency Issues Over Base Budget - Schedule VIIIA

Use this form to list FY2023-24 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 # 1

**Issue Title: Implementation of Juvenile Direct File**

Issue Code: 3000310

FTE: 3:00

Rate: 98,948

Fund: General Revenue

Salaries and Benefits: \$154,926

Operations: \$11,857

HR/DMS/HR Svcs/STW Contract: \$ 654

Narrative:

The Public Defender's Office, XX Circuit is requesting funding to staff a new Juvenile Direct File Unit targeting juveniles most at risk for being prosecuted as adults. In the past 5 years, 649 children have been direct filed in the XX Circuit. Per the Human Rights Watch report (*Branded*



### Schedule VIII B2 Reduction for FY 2023-2024

*10% Target  
reduction amount  
provided by OPB.*

<b>Schedule VIII B2 Reduction for FY 2023-2024</b>				RESET ALL DROPDOWNS
<b>Section 1</b>				
Agency:				
Circuit/Region:				
Issue Title and Code:				
<b>Section 2</b>				
<b>Required to generate Salaries &amp; Benefits:</b>				
People/ # of Positions	Position Title	Class Code	Salary Rate or Default	Optional Additional Comments - Not for LBR Posting
<b>Section 3      THIS SECTION IS NOT NEEDED FOR REDUCTION ISSUES</b>				
<b>Auto Calculate Standard/Modified Standard § 3. Insert the § FTE below to match FTE above with the</b>				
	FTE	VOIP Lines Needed	Recurring	Non-Recurring
Attorneys				
Non-Attorney Professional				
Support Staff				
Operating Expenditures Total				
TR/DMS/IHR Services Total				
<b>Section 4</b>				
Appropriation Category Title / Code	Fund Title	FSI	Total Request	Total Non-Recurring
			\$ -	\$ -
<b>Section 5</b>				
Provide the issue narrative in the box below:				
A priority list of Agency Budget Issues for Possible Reduction for Fiscal Year 2022-2023 required. Reduction issues must total 10% of FY 2022-23 recurring General Revenue and Trust Fund appropriations. Target reductions are provided by OPR. 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.				





# 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, 2022
- Identify all positions, [staff names not required] divisions, bureaus, units and subunits of the agency.

Submit organizational charts in searchable PDF format so that it may be uploaded to the Florida Fiscal Portal.



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

# Unit Cost Summary Data Request Schedule XI

LEGISLATIVE BUDGET REQUEST FY 2023-2024  
SCHEDULE XI - UNIT COST SUMMARY DATA

Public Defender, \_\_\_\_\_ Judicial Circuit

		FY 2021-22		FY 2021-22
Trials		Expenditures		Number of Units
Activity Code	Activity Description	% Allocation	by Activity*	Achieved
0600	Civil Investigative Services			Number of appointed civil cases investigated
0610	Criminal Investigative Services			Number of appointed criminal cases investigated
0620	Criminal Trial Indigent Defense			Number of appointed criminal cases
0630	Civil Trial Indigent Defense			Number of appointed civil cases
Appellate				
0710	Indigent Appellate Defense	100%		Number of appointed appellate cases

**Provide the number of units achieved in the prior Fiscal Year for each unit cost measure.**

\* This percentage should reflect the percent of your total 2021-22 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 2023-24

### 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 2022** includes revenue or expenditure estimates related to your agency. If it does, questions two and three will need to be completed.

- Questions 2 and 3:

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

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



# Manual Form

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

### Schedule XIV

### Variance from Long Range Financial Outlook

Agency: \_\_\_\_\_ Contact: \_\_\_\_\_

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2022 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 2023-2024 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*	Y 2023-2024 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

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

\* R/B = Revenue or Budget Driver



# LBR Documents Check List



## LEGISLATIVE BUDGET REQUEST -CHECK LIST FY 2023-2024

PUBLIC DEFENDER, \_\_\_\_\_ JUDICIAL CIRCUIT

### ITEMS TO SEND TO JAC BUDGET OFFICE

**All LBR Exhibits, Forms, etc. -Due to JAC by August 26, 2022**

Included: Y/N	Form Name/#	Required	Optional
_____	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 FY22/23	If applicable	
	Schedule VIIIB-2 – Priority Reductions FY23/24	X	
_____	Schedule VIIIC – Reprioritizations		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/ FPDA 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
	Books Thru Bars 4200150		X
	Capital Case Mitigation Salary Rate 3001980		X
	Capital Defense Mitigation Specialist 3001990		X
	Capital Qualified Attorneys 3001970		X
	Circuit Parity Funding 4209A60		X
	Competitive Area Differential Funding 4200A60		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
	Crime Analysis and Strategies Unit 5000180		X
	Crossover Program Staff Increase 5000400		X
	Cyber Crime 3000720		X
	Drug Diversion Program 4200370		X
	Early Case Resolution Division 3000590		X
	Eliminate Unfunded Positions 33V6200		X
	Employee Continuing Education 3800130		X
	Enhanced Other Personal Services 3000640		X
	Enhanced Salary Incentive Payments 3008A10		X
	Enhanced Staffing for Post-Conviction Matters 3001600		X
	Establish Trust Fund Authority 4203300		X
	Ex-Offender Re-Entry Program Enhancement 3001280		X

# Reference Materials

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





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 eight primary trust funds within Justice Administration, and the combined FY 2022-2023 appropriations is \$182,899,264. Approximately \$10 Million increase over last year.
- All agencies that are administratively served by JAC are required to report their trust funds activities annually via submission of the LBR Schedule I Series of Reports.



# 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 2021-2022
- Column A02 - displays the Current Year Estimate FY 2022-2023
- Column A03/A12 - displays the Agency Request FY 2023-2024. 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 ICDTF

		TITLE			CODE					
DEPARTMENT:		Justice Administration			21		BUDGET PERIOD 2022-2023			
BUDGET ENTITY:		Public Defender, Judicial Circuit			2160					
FUND:		Indigent Criminal Defense Trust Fund			2974					
							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	CFDA Number	Column A02 FY 2021-22	Column A03 FY 2022-23	Column A04 FY 2022-23
01	INDIGENT CRIMINAL DEFENSE APPLICATION FEES	000100	8%	27.52	0.00%	0.00%		\$ 173,527	\$ 208,232	
04	RESTITUTION	001204	0%	938.29	0.00%	0.00%		\$ 264,585	\$ 291,044	
07	ARTICLE V TRAFFIC FINES	001225	8%	27.525	0.00%	0.00%		\$ 80,867	\$ 80,867	
10										
11										
12										
								\$ 518,979	\$ 580,143	\$ -
<b>** As instructed by OPB, JAC will insert the estimated receipts for Article V Traffic Assessments based on allocations of the most current Estimating Revenue Conference aggregate totals.</b>										



# Schedule I Section I

BPSC1L01 LAS/PBS SYSTEM  
BUDGET PERIOD: 2009-2023  
STATE OF FLORIDA

SCHEDULE I - LBE  
TRUST FUNDS AVAILABLE

SP 09/11/2021 15:21 PAGE: 3  
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 2020-21	EXP 2021-22	FY 2022-23	FY 2022-23
JUSTICE ADMINISTRATION	21000000				
PUBLIC DEFENDERS	21600000				
PGM: PD- JUD CIRCUIT	2160				
FUND: INDIGENT CRIM DEFENSE TF	2974				
SECTION I: DETAIL OF REVENUES					
	REVENUE CAP SVC AUTH MATCHING % CFDA				
	CODE CHG% ST I/C LOC I/C NO.				
01 INDIGENT CRIMINAL DEFENSE APPLICATION FEES					
	000100 YES 8.0 27.52 0.00 0.00	173,527	173,527	208,232	
04 RESTITUTION					
	001204 NO 0.0 938.29 0.00 0.00	262,160	264,585	291,044	
07 ARTICLE V TRAFFIC FINES					
	001225 NO 8.0 27.525 0.00 0.00	65,550	80,867	80,867	
10 \$250 SURCHARGE PROSECUTE CRIM USE PERSONAL ID					
	001204 NO 0.0 817.568 0.00 0.00	1,425			
TOTAL TO LINE B IN SECTION IV		502,662	518,979	580,143	



# Schedule I Narrative

## 2. Revenue Estimating Methodology:

Provide a detailed explanation of the methodology used to determine the revenue estimates for FY 2022-23 and FY 2023-24 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 2023-2024 LEGISLATIVE BUDGET REQUEST**

\*\*\*\*\*

**Circuit/Office Name:** Public Defender Office, Xxx Judicial Circuit

**Trust Fund Name:** Indigent Criminal Defense Trust Fund, FID# 2974

**Name of Person Completing This Form:** **Xxxx Xxxx**

**Telephone #:** **xxx-xxx-xxx**

\*\*\*\*\*

### Revenue Estimating Methodology:

**Background:** The ICDTF was established on January 1, 1995 and now there exists a twenty-five (25) year history of collections. Secondly, monthly collection data is compiled, distributed, and monitored monthly. If there is a negative change in collections, efforts are immediately put in place to determine why a reduction occurred. Most of the time when a monthly collection is substantially less, the Clerk's office has made an error in reporting the collections accurately and it is subsequently corrected. The projections were made on the basis of historical data.

In Fiscal Year 2011/2012 County abolished a dedicated collections court and withdrew all outstanding writs that had been issued for failure to appear at a collections court hearing. In Fiscal Year 2012/2013 our office implemented procedures to offset the changes in collections court made in all counties that we serve.

**Methodology:** To continue the increase in collections seen in Fiscal Year 2022/2023, we will continue to implement the following procedures for collections which include but are not limited to:

- 1) Setting up very low monthly payment plans for clients who cannot afford bulk payments
- 2) Being more proactive in contacting clients at the beginning of their cases to urge them to pay the \$50 application fee up front.
- 3) We are now including language in all of our contact letters reminding clients of the \$50 PD application fee, and providing clear instructions on how to submit payments.

- 4) Implementing procedures that direct employees of the Public Defender's Office to facilitate financial affidavits to ensure they are submitted and docketed properly with the clerk, and provide critical information on how to make their payments. (e.g. support staff at first appearance.)

**Data Analysis:** Fiscal Year 2020-2021 Indigent Criminal Defense Trust Fund total revenue showed an increase of 21.5718% from Fiscal Year 2019-2020 revenue.

While Economic conditions are currently unpredictable due to COVID-19, we are optimistic that revenue collections will slowly increase over the next fiscal year, at the least, maintain its current trends.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2021 Revenue Estimating Conference Meeting where the estimated Revenue Distributions by Fund aggregate total receipts for all Public Defender Offices is projected to be \$2,800,000 for FY 2021-2022 and \$2,800,000 in FY 2022-2023. Using each circuit's pro-rata share of the total actual receipts for FY 2020-2021, PD 02's estimated receipts are \$80,867 for FY 2021-2022 and \$80,867 for FY 2022-2023.

**Conclusion:** Based on this data, and our continued efforts to increase collections, we are optimistic that we will continue to fully fund our authority allocation for 2022-2023 fiscal year.

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

### 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 2023-24(calculated on recurring FY 2022-23 estimated revenue).
- Show a detailed calculation of the 8 percent Service Charge to General Revenue (SCGR) for FY 2022-23 and FY 2023-24 (calculated on recurring FY 2022-23 and FY 2023-24 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

		COL A01 ACT PR YR EXP 2020-21	COL A02 CURR YR EST EXP 2021-22	COL A03 AGY REQUEST FY 2022-23	COL A04 AGY REQ N/R FY 2022-23
<b>SECTION II: DETAIL OF NONOPERATING EXPENDITURES</b>					
	OBJECT CODE	TRANSFER TO BE	CFDA NO.		
02 8% SERVICE CHARGE TO GENERAL REVENUE	880800			19,124	20,352
03 5% STATE TRUST FUND RESERVE	999000				23,128
					11,702
-----					
TOTAL TO LINE E IN SECTION IV				19,124	20,352
					34,830
=====					
<b>SECTION III: ADJUSTMENTS</b>					
	OBJECT CODE				
09 SEPTEMBER 2020 CF REVERSION	991000			33,534	
-----					
TOTAL TO LINE H IN SECTION IV				33,534	
=====					



# 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

COL A01 ACT PR YR EXP 2020-21	COL A02 CURR YR EST EXP 2021-22	COL A03 AGY REQUEST FY 2022-23	COL A04 AGY REQ N/R FY 2022-23
-------------------------------------	---------------------------------------	--------------------------------------	--------------------------------------

FUND: INDIGENT CRIM DEFENSE TF 2974

## SECTION IV: SUMMARY

UNRESERVED FUND BALANCE - JULY 1	(A)	267,375	573,448	491,911
ADD: REVENUES (FROM SECTION I)	(B)	502,662	518,979	580,143
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	770,037	1,092,427	1,072,054
LESS: OPERATING EXPENDITURES	(D)	210,999	580,164	580,164
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	19,124	20,352	34,830
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)			
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	539,914	491,911	457,060
NET ADJUSTMENTS (FROM SECTION III)	(H)	33,534		
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	573,448	491,911	457,060





# 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

			COL A01 ACT PR YR EXP 2020-21	COL A02 CURR YR EST EXP 2021-22	COL A03 AGY REQUEST FY 2022-23	COL A04 AGY REQ N/R FY 2022-23
-----						
SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE						
	FUNDING SOURCE					
	STATE(S)	RESTRICTED(R)				
	NONSTATE(N)	UNRESTRICTED(U)				
01 APPLICATION FEES	S	U	198,526	170,298	158,233	
02 RESTITUTION	S	U	299,928	257,282	239,054	
03 ARTICLE V TRAFFIC FINES	S	U	74,994	64,331	59,773	
-----						
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30			573,448	491,911	457,060	
=====						



# 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

<b>Department Title:</b>	<b>Budget Period: 2023 - 2024</b>
<b>Trust Fund Title:</b>	Justice Administration
<b>Budget Entity:</b>	Indigent Criminal Defense Trust Fund
<b>LAS/PBS Fund Number:</b>	Department 21
	20-2-974XXX

	Balance as of 6/30/2022	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	<input type="text"/> (A)	<input type="text"/>	<input type="text"/> -
ADD: Other Cash (See Instructions)	<input type="text"/> (B)	<input type="text"/>	<input type="text"/> -
ADD: Investments	<input type="text"/> (C)	<input type="text"/>	<input type="text"/> -
ADD: Outstanding Accounts Receivable	<input type="text"/> (D)	<input type="text"/>	<input type="text"/> -
ADD: Correct Accounts Receivable Entry	<input type="text"/> (E)	<input type="text"/> -	<input type="text"/> -
<b>Total Cash plus Accounts Receivable</b>	<input type="text"/> - (F)	<input type="text"/> -	<input type="text"/> -
LESS: Allowances for Uncollectibles	<input type="text"/> (G)	<input type="text"/> -	<input type="text"/> -
LESS: Approved "A" Certified Forwards	<input type="text"/> (H)	<input type="text"/>	<input type="text"/> -
Approved "B" Certified Forwards	<input type="text"/> (H)	<input type="text"/>	<input type="text"/> -
Approved "FCO" Certified Forwards	<input type="text"/> - (H)	<input type="text"/>	<input type="text"/> -
LESS: Other Accounts Payable (Nonoperating)	<input type="text"/> (I)	<input type="text"/>	<input type="text"/> -
LESS: Other Accounts Payable (SCGR)	<input type="text"/> (J)	<input type="text"/>	<input type="text"/> -
<b>Unreserved Fund Balance, 07/01/22</b>	<input type="text"/> - (K)	<input type="text"/> -	<input type="text"/> - **



# 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

Department Title: Justice Administration  
 Trust Fund Title: Indigent Criminal Defense Trust Fund  
 LAS/PBS Fund Number: 2974

Budget Period: 2023-2024

## BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/22

Total all GLC's 5XXXX for governmental funds;  
GLC 539XX for proprietary and fiduciary funds

(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)

(D)

(D)

(D)

ADJUSTED BEGINNING TRIAL BALANCE:

(E)

UNRESERVED FUND BALANCE, SCHEDULE IC (Line K)

(F)

DIFFERENCE:

(G)\*

\*SHOULD EQUAL ZERO.





# 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: JAC /Justice Administrative Commission

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 20 2 339040

Transfers In (Provide Agency and Fund Number Received From)	Transfer In Revenue Category	Amount FY 20-21 (A01)	Amount FY 21-22 (A02)	Amount FY 22-23 (A03)	Transfer Out Expenditure Category	Confirmed By/Date
Department of Children and Families FID #2261	001510	-	5,618,072	5,377,032	181011	Diane Sunday 9/10/2021
Department of Children and Families FID #2261	001500		396,908	595,362	181011	Diane Sunday 9/10/2021

**Currently Not Applicable for any PDO 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 2022-2023 and 2023-2024

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 Monday, October 17, 2022 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](mailto:laurie.harrison@laspbs.state.fl.us). Please copy the JAC Budget Office: [budget@justiceadmin.org](mailto:budget@justiceadmin.org)

**Please do not send email before Monday, October 17, 2022**





## E-Mail Certification of Estimated Receipts For FYs 2022-2023 and 2023-2024

Example Language for email is as follows:

“Dear Ms. Harrison,  
The Public Defender, \_\_\_\_\_ Judicial Circuit 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 2023-24 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*



# Long Range Program Plan

Karen Cihoski and Shanna Wilson  
will coordinate with each PDO in the  
compilation of the required statistical  
data.

# LRPP Due Date To JAC

## \* New Submission Procedure \*



All LRPP schedules and exhibits are due to the JAC Budget Office by Friday, August 26, 2022 at 5:00 P.M. EDT.

- **\* Upload all completed LRPP forms to the Pydio Budget Folder.\***
- Email the Budget Office at [Budget@justiceadmin.org](mailto: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 of your submission, please contact us via email.

# LRPP Publication Due Date

All completed LRPP exhibits and schedules must be uploaded to the Florida Fiscal Portal by September 30, 2022.

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

# Other Items of Interest

- ❑ The last Article V – Revenue Estimating Conference (REC) was held December 14, 2021. The Public Defenders' aggregate total estimated Traffic Fine Receipts for FYs 2022-2023 and 2023-2024 are \$2.8 million respectively. The estimated receipts by PD for purposes of the LBR Trust Fund Schedule I report will be determined using the amounts as instructed by OPB.

<http://edr.state.fl.us/Content/conferences/articleV/articleVresults.pdf>

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





# Please Help Us To Better Serve You



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



Use the 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](mailto:budget@justiceadmin.org)

Staff:

Mailea Adams

[Mailea.Adams@justiceadmin.org](mailto:Mailea.Adams@justiceadmin.org)

Kelly Jeffries

[Kelly.Jeffries@justiceadmin.org](mailto:Kelly.Jeffries@justiceadmin.org)

Adam Preisser

[Adam.Preisser@justiceadmin.org](mailto:Adam.Preisser@justiceadmin.org)

Phone Number: 850.488.2415

# Dates to Remember



- August 26, 2022: Budget Office deadline for agency LBR document submission.
  - ✓ October 14, 2022: Deadline for Department LBR upload to Florida Fiscal Portal by JAC.
- August 26, 2022: Budget Office deadline for agency LRPP document submission.
  - ✓ September 30, 2022: 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:

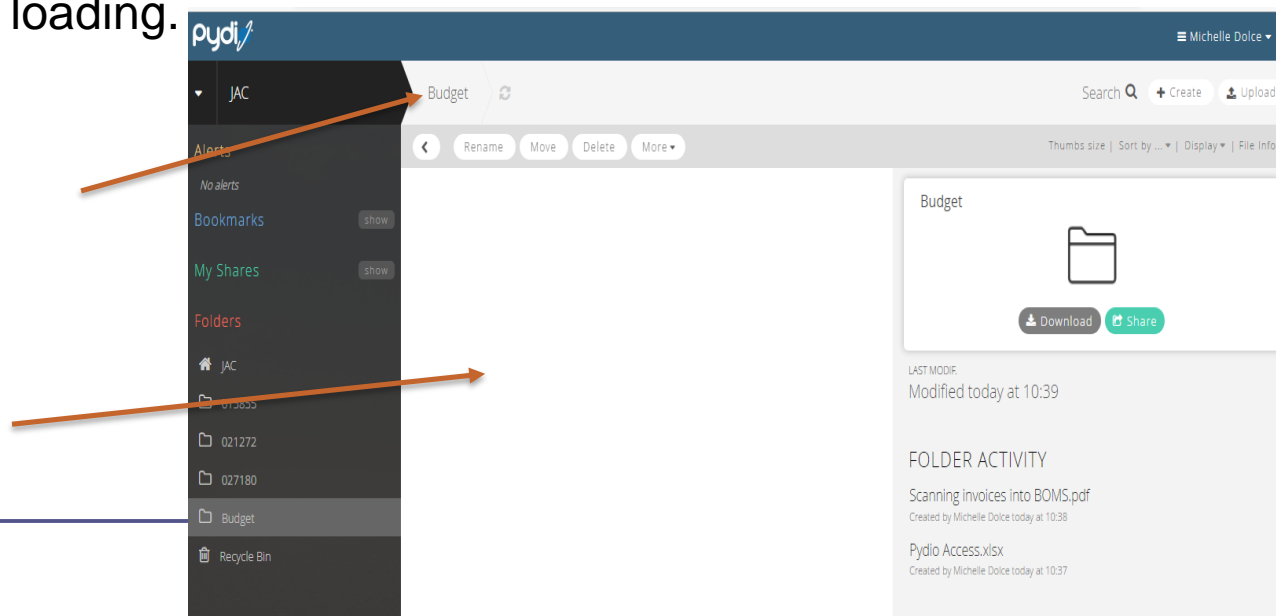
- Drag and drop into the space in the middle of the screen.
- Use the Upload button on the upper right-hand side of the screen.

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.

