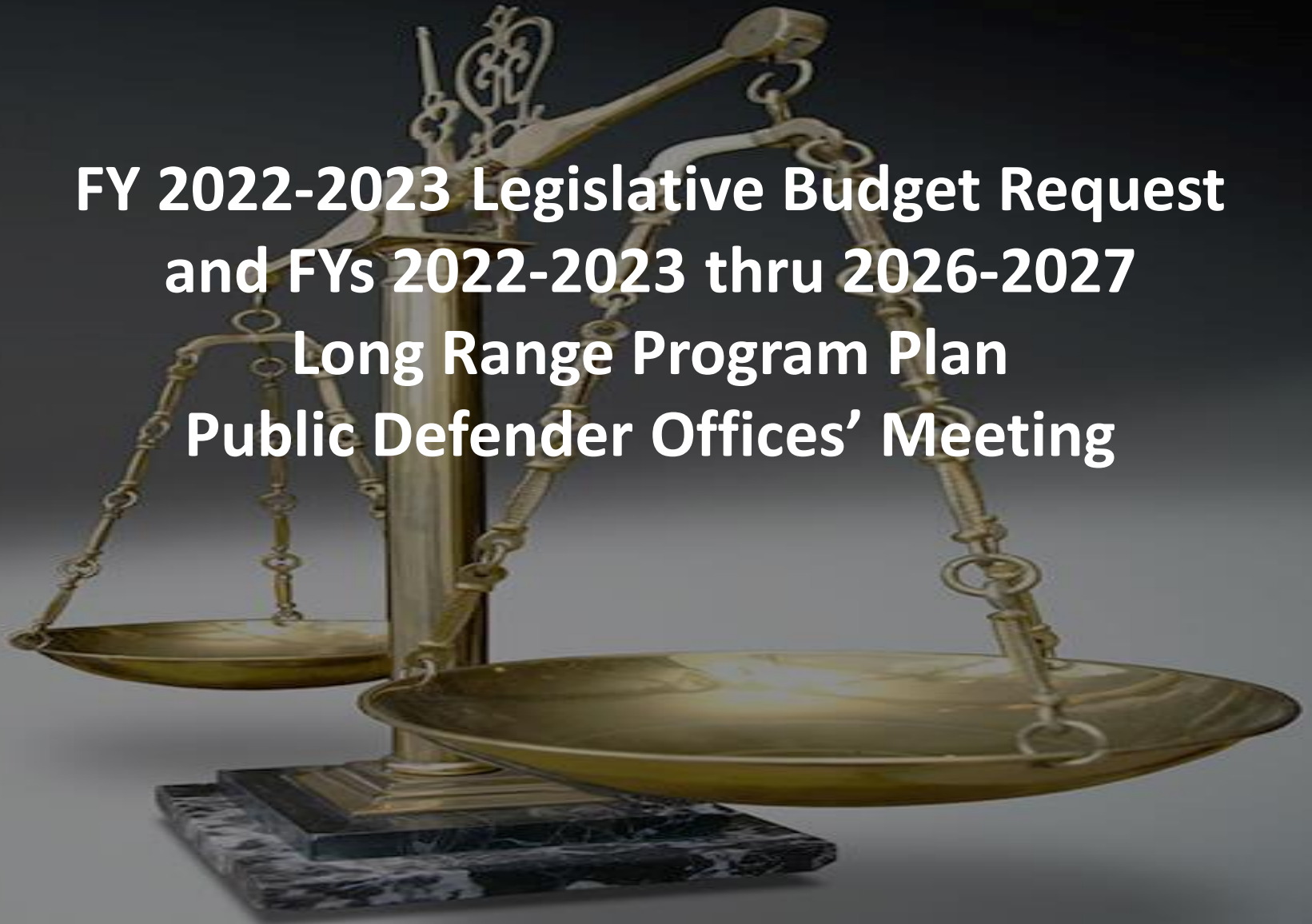




**JUSTICE ADMINISTRATIVE  
COMMISSION**



**FY 2022-2023 Legislative Budget Request  
and FYs 2022-2023 thru 2026-2027  
Long Range Program Plan  
Public Defender Offices' Meeting**





## PUBLIC DEFENDER OFFICES MEETING AGENDA

**Wednesday June 16, 2021 9:30 a.m.**

- Welcome and Opening Remarks
- Overview and Major Changes
- PowerPoint Presentation of LBR and LRPP Forms and Requirements
- General Session (questions/answers/comments, etc.)
- Closing Remarks

Presented By:

The Justice Administrative Commission Budget Office and

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

227 N Bronough Street

Suite 2100

Tallahassee, FL 32301

(850) 488-2415

[www.justiceadmin.org](http://www.justiceadmin.org)



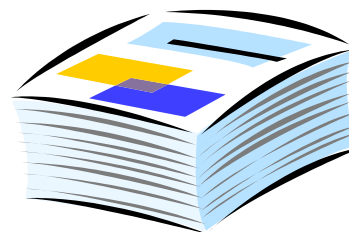
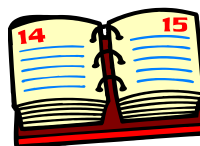
# Legislative Budget Request (LBR)

Purpose s. 216.023, F.S.

Due Dates

Major Changes

Reporting Requirements



# What is the Legislative Budget Request (LBR)?

**The LBR** is the mechanism that is used to describe and justify all of an agency's program needs and requirements by category and fund source segmented into issues.

**The LBR** is a document that contains numerous exhibits and schedules which show the accounting and budgetary picture of an agency for three fiscal years. (Actual Prior Year, which is recorded from FLAIR; Current Year Estimated, which includes adjusted actual appropriations; and the Request Year, which is the budget request). The LBR is prepared at the budget entity level.



# LBR Due Date To JAC

**All LBR data entry forms, schedules, exhibits, etc. are due to the JAC Budget Office by Friday, July 30, 2021 at 5:00 P.M. EDT.**



This will allow sufficient time to review, compile and process data for all JAC agencies.

- Please e-mail all completed LBR forms to [budget@justiceadmin.org](mailto:budget@justiceadmin.org)
- You will receive an email confirmation that the information has been received.
- If we need additional information from you, we will send a follow up email.
- If you do not hear from the JAC Budget Office within 2 business days of your submission, please contact us via email .

# LBR Public Publication

All completed LBR forms, exhibits, schedules, and related documents must be uploaded to the Florida Fiscal Portal by Wednesday, September 15, 2021.

Written notification (usually via email) 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.

# Major Changes LBR FY2022-23

To be provided when the LBR  
Instructions for FY2022-23 are  
published to the Florida Fiscal Portal



# Reporting Requirements

## Summary of Forms and Schedules

- Agency Transmittal Letter (signed by JAC Executive Director, Elected Official or designee)
- LBR Issues Data Entry Form
  - Issue code number and title
  - Appropriation Category number and title
  - Dollar amount
  - Positions (FTE)
  - Funding source
  - Narrative justification



# Reporting Requirements

## Summary of Forms and Schedules (continued)

- Agency Litigation Inventory (Schedule VII) \*
- Priority listing of Agency Issues Over Base Budget (Schedule VIII-A)
- Priority Listing of Agency Budget Issues for Possible Reduction - Current Year (Schedule VIIIB-1)\*
- Priority Listing of Agency Budget Issues for Possible Reduction - Request Year (Schedule VIIIB-2)
- Priority Listing of Agency Budget Issues for Possible Reprioritization (Schedule VIIC)\*\*
- Major Audit Findings (Schedule IX)\*
- Organizational Structure (Schedule X)
- Unit Cost Summary (Schedule XI)
- Variance from Long Range Financial Outlook (Schedule XIV)\*

*\* If Applicable*

*\*\* This schedule is Optional*



# Reporting Requirements

## Summary of Forms and Schedules (continued)

### For Trust Funds

- Reconciliation of Unreserved Fund Balance (Schedule IC)
- Detail of Estimated Receipts (Schedule I - Section 1)
- Detail of Unreserved Fund Balances: (Schedule IB)  
Estimated amounts by funding source required for all trust funds having a unreserved fund balance in Columns A01, A02 or A03.
- Trust Fund Narratives: Should  
contain a qualitative description of trust fund purpose, funding source and estimated revenue/receipts.



# Transmittal Letter (Example #1)

## Example # 1

Signed and submitted by JAC's Executive Director on behalf of a requesting agency.



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

(850) 488-2415  
FAX (850) 488-8944

[www.justicemin.com](http://www.justicemin.com)

### THE STATE OF FLORIDA JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



#### COMMISSIONERS

Diamond R. Litty, Chair  
Public Defender, 10<sup>th</sup> Circuit  
Kathleen A. Smith  
Public Defender, 20<sup>th</sup> Circuit  
Brian Hass  
State Attorney, 10<sup>th</sup> Circuit  
Jack Campbell  
State Attorney, 2<sup>nd</sup> Circuit

#### LEGISLATIVE BUDGET REQUEST

Justice Administration  
Tallahassee, Florida

September 15, 2021

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

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

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

Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the Department of Justice Administration is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2022-23 Fiscal Year. This submission has been approved by me as Executive Director for the Justice Administrative Commission on behalf of all agencies within the Department.

Sincerely,

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

# Transmittal Letter (Example # 2 )

## Example #2

An agency should use this template when desiring to use their own letterhead

Contact Kelly or Adam for the template in Word

### LEGISLATIVE BUDGET REQUEST FISCAL YEAR 2022-23

Justice Administration  
Tallahassee, Florida

September 15, 2021

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

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

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

Directors:

Pursuant to Chapter 216, Florida Statutes, the Legislative Budget Request for the (insert name of service/budget entity) is submitted in the format prescribed in the budget instructions. The information provided electronically and contained herein is a true and accurate presentation of our proposed needs for the 2022-23 Fiscal Year. This submission has been approved by (insert name and title of agency head).

(Include any other pertinent statements you wish to include.)

(Signature of Responsible Officer)  
(Title of Responsible Officer)

Enclosure



# OLD TEMPLATE

## LBR Data Entry Form

### Early Case Resolution Division - IC# 3000590

LEGISLATIVE BUDGET REQUEST FY 2021-2022

Public Defender, {Enter Circuit #}		Circuit	Fiscal Year 2021-2022		Page 1 of 1	
Issue Code: 3000590		Issue Title: Early Case Resolution Division				
Required in order to generate salaries & benefits:						

People # of Positions	Class Code	Position Title	Salary Rate or Default	Appropriation Category Title / Code	Fund Title	FSI	Dollars	
							Total Request	Total Non-Recurring
1.00	5131	Legal Assistant	Default	PD Operations / 103226	Gen Rev	1	\$ 16,824	\$ 10,742
1.00	5661	Investigator I	Default	HR Services / 107040	Gen Rev	1	\$ 936	
2.00	5901	Assistant Public Defender	120,000					
					HR Svcs =	4.00	FTE x 234 = \$936	
							{From Modified Standard # 3}	
						2.00	Attorney FTE	\$9,346 & \$ 5,554
						1.00	Professional FTE	\$3,973 & \$ 2,777
						1.00	Support FTE	\$3,505 & \$ 2,411
					TOTAL	4.00	FTE	\$16,824 & \$10,742

EXAMPLE

**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 Program 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 assistant 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 default minimum for the pay grade. Public Defender Operating Expenditures budget of \$16,824 (\$10,742 non-recurring) is requested to establish the positions as per Standard # 3, modified for Public Defenders.

**This issue will impact all our Civil and Criminal Investigative Services and Civil and Criminal Trial Indigent Defense activities, in that the Early Case Resolution Division will be used to expedite both criminal and civil cases.**



# REVISED TEMPLATE

## LBR Data Entry Form

### Early Case Resolution Division - IC# 3000590

Legislative Budget Request for FY 2022-2023

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, PDA)	Recurring	Non-Recurring
Attorneys	2.00		\$ 9,346	\$ 5,554
Non-Attorney Professional	1.00		\$ 3,973	\$ 2,777
Support Staff	1.00		\$ 3,505	\$ 2,411
Operating Expenditures Total	4.00		\$ 16,824	\$ 10,742
TR/DMS/HR Services Total	4.00		\$ 856	

Instructions LBR (+)

:



# Early Case Resolution Division - IC# 3000590

Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
Public Defender Operating Expenditures (103226)	General Revenue (FID #1000)		\$ 16,824	\$ 10,742
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 856	
			\$ 17,680	\$ 10,742

Provide the issue narrative in the box below:

**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 Program 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 assistant 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 default minium for the pay grade. Public Defender Operating Expenditures budget of \$16.824 (\$10.742 non-recurring) is requested to establish the positions as per Standard # 3, modified for Public Defenders.

This issue will impact all our Civil and Criminal Investigative Services and Civil and Criminal Trial Indigent Defense activities, in that the Early Case Resolution Division will be used to expedite both criminal and civil cases.

# OPB Modified Standard #3

## Expense Assessments Package

(for use with new position requests only)

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

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

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.

- The table for the FY22-23 Request Year will be provided when the LBR Instructions are posted to the Florida Fiscal Portal.

PD Operating Expenditures (103226)	Attorney Professional		Non-Attorney Professional		Support Staff	
	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	450	450	450	450	450	450
Bookcase 4 shelf/48" high	355	355	355	355		
Desk	625	625	625	625	614	614
Executive Chair	620	620	620	620		
Secretarial Chair					620	620
Side Arm Chair	304	304	304	304	304	304
Software and Training	851	423	851	423	851	423
Law Library	700					
<b>TOTAL:</b>	<b>4,673</b>	<b>2,777</b>	<b>3,973</b>	<b>2,777</b>	<b>3,505</b>	<b>2,411</b>

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

# OPB Modified Standard #3 (continued)

## Human Resource Services Assessments Package

(for use with new position requests only)

As provided in the GAA:

Funds provided in Specific Appropriations 2819 through 2835, from the State Personnel System Trust Fund, are based upon a human resources services assessment to state entities at the following rates:

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

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



# 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/content/download/96061/559801/DMS\\_Minimum\\_Equipment\\_Replacement\\_Criteria.pdf](https://www.dms.myflorida.com/content/download/96061/559801/DMS_Minimum_Equipment_Replacement_Criteria.pdf)

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

## Standard Operating Budget Appropriation Category Codes and Titles

010000	Salaries and Benefits
030000	Other Personal Services (OPS)
040000	Expenses
100021	Acquisition of Motor Vehicles
103226	Public Defenders Operating Expenditures
103241	Risk Management Insurance
103290	Salary Incentive Payments
105281	Lease or Lease Purchase of Equipment
105580	Leave Liability
107040	TR/HR Outsourcing Contract

## Fund ID Codes and Titles

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

## Pay Plans and Titles

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

SMS=Senior Management Services



# Fund Source Identifier (FSI)

**The Funding Source Identifier (FSI)** is a one digit code used to identify the source of funds for current appropriations and each new budget issue requested. The most common codes used by JAC agencies are 1, 3, and 9. Some agencies also use an FSI of 2.

**FSI of 1 = State Funds/Non-match:** Identifies issues funded with non-federal revenue sources excluding General Revenue or other state funds used to match federal dollars.

**FSI of 2 = State Funds/Match:** Identifies General Revenue and Trust Fund dollars which are used to match federal funds.

This code would only apply if you are the recipient of a federal grant that requires a matching amount to be paid from state revenues.

**FSI of 3 = Federal Funds:** Identifies issues funded by actual federal receipts.

This code would only apply if you are the recipient of federal funding which your agency receives directly from the federal government. Examples: Byrne Grants, DOJ/JAAG, etc.

**FSI of 9 = Transfer – Recipient of Federal Funds:** Identifies federal funds which are received through an operating transfer from another state agency.

This code would only apply if you are the recipient of federal funds, (such as a federal grant) that are passed through to your agency from another state agency or local government whereby your agency is the sub-grantee.

# Legislative Budget Request Narrative Tips/Guidelines

## DO

- Write clear and concise sentences and paragraphs to include identification of the specific agency being impacted.
- Be specific about the problem or situation that lead to the need for the requested issue, and the proposed solution to address the need.
- Provide as much pertinent and supporting detail information as possible when writing the justification for an issue, including any applicable rules, statutory authority, federal laws, etc.
- Focus on critical needs.
- The issue narrative must demonstrate a link to the agency priorities as identified in the Long Range Program Plan.
- Describe how the agency performance standards will be positively impacted by funding of the issue.



# Legislative Budget Request Narrative Tips/Guidelines (continued)

## DO

- Be precise about what is being requested to include (if applicable) the number of people (FTE), associated salary rate per position, dollar amounts for salaries & benefits, and expense package per the Standard #3 data.
- Provide a detailed listing and the associated funding amounts for all new equipment requests (i.e., furniture, file cabinets, IT equipment).
- Identify the specific county or counties to which an issue applies.
- Include the calculation for totals to show how amounts were derived.
- Use the spell check feature.

## DON'T

- Use acronyms or abbreviations without spelling out the first occurrence of a word.
- Use one or two line sentences to justify or explain an issue.
- Use words such as “I”, “We” “My” and “Us” or personal names. (Be specific regarding who you are or represent)



# LBR Narrative (Example)

## Tell Your Story

The Office of the Public Defender, XXth Judicial Circuit (PDXX) is requesting \$XX,XXX in additional budget authority for FY 20XX/XX. Over the past five years, this Office has experienced a 50% increase in the number of mental health (Baker Act) cases going from 75 cases in FY 20XX/XX to 113 cases in FY 20XX/XX. During the current fiscal year and the LBR request year, this office anticipates the number of mental health cases to continue increasing at similar levels. While the cause for this is generally unknown, recent developments in mental health laws coupled with increased awareness that mental health issues relate to all facets of criminal defense (i.e. gun crimes, sex crimes, homicides, etc. ), justify a need for additional human resources to be dedicated to the Baker Act Division.

In order to ensure consistency, each case requires an experienced attorney in both areas to track each mental health client and his or her many mental health providers through the judicial system. From visits with clients in the facilities, to court appearances, this Division's workload is labor-intensive.

Currently, the Division is staffed with one attorney who handles not only Baker Act cases but also the Sexually Violent Predator (Jimmy Ryce) cases. Both of these areas have grown to the point that this office requires a full time attorney for each.

The Public Defender's Office is requesting funding for one (1) additional position. An experienced attorney at a salary rate of \$XX,000 with salaries & benefits budget authority of \$XX,XXX; and Public Defender Operating Expenditures budget authority of \$X,XXX of which \$ X,XXX will be non-recurring per OPB's Modified Standard # 3- Expense and Human Resource Services Assessment Package.

This issue will impact PD XX's Criminal Investigative Services and Criminal Trial Indigent Defense activities as it will expedite and coordinate services in both of these areas.





# **Mini Tutorial : LBR Data Entry Form Interactive Template**

# Completing the LBR Data Entry Form

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

Section 1: LASPBS entry for: Agency and Issue Code Title and Issue Code number

Section 2: LASPBS entry for:

Rate adjustment

Salary adjustment

New positions

New salary rate; with and without Benefits

New !

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

Section 4: LASPBS entry for :

Appropriation Category

Funding Source

Fund Source Indicator (FSI)

Dollar Amount.

Section 5: LASPBS entry for: Issue Narrative

# Completing the LBR Data Entry Form

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 Data Entry Form :

## Section 1

In Section 1, select the Agency, Circuit/Region (as applicable) and Issue Title and Issue Code from the respective dropdown lists. The Agency must be selected using the dropdown list prior to selecting an issue title because the title list is generated based on the agency selected. The Issue Title and Code dropdown is in alphabetical order.

Legislative Budget Request for FY 2022-2023		
<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.

## Revised Template

## Old Template

[illegible]

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

## Section 2: Rate Adjustment

To request an increase in authorized rate enter the phrase 'Rate Adjustment' in the Position Title column and RA06 in the Class Code column. Then enter the amount of rate to request in the Salary Rate column. This action will not increase the agency's Salaries and Benefits budget. Skip sections 3 and 4 and resume with Section 5.

<b>Legislative Budget Request for FY 2022-2023</b>			
<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 Data Entry Form : Section 2 for Salary Adjustment

## Section 2: Salary Adjustment

To request an increase in salaries with benefits for existing position(s), enter 'Salaries and Benefits Adjustment' in the Position Title column and RA01 in the Class Code column. Then enter the amount of the salary adjustment in the Salary Rate column. This provides a salary and rate adjustment and includes benefits calculated in LAS/PBS. Skip Section 3 and resume with Section 4.

### Section 2

#### Required to generate Salaries & Benefits:

People/ # of Positions	Position Title	Class Code	Salary Rate or Default
	Salaries and Benefits Adjustment	RA01	\$ 25,000

# Completing the LBR Data Entry Form :

## Section 2 for New Positions

### Section 2: New Positions

1. When requesting new positions with benefits, a row should be completed for each class code and for multiple positions with the same class code requesting the same salary rate.
2. Enter the number of positions requested, providing the position title, class code and the total salary rate amount for that row.
3. If the salary rate will be the minimum for the class code, then 'Default' can be entered on that row, regardless of the number of positions requested. LASPBS will populate the salary rate.

#### Section 2

#### Required to generate Salaries & Benefits:

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

# Completing the LBR Data Entry Form :

## Section 3

In Section 3:

1. Enter the total number of FTEs requested in Section 2, in the appropriate profession levels.
2. Enter the number of VoiP lines needed by profession, not to exceed the requested FTE for that profession. *[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		\$ 9,346	\$ 5,554
Non-Attorney Professional	1.00		\$ 3,973	\$ 2,777
Support Staff	1.00		\$ 3,505	\$ 2,411
Operating Expenditures Total	4.00		\$ 16,824	\$ 10,742
TR/DMS/HR Services Total	4.00		\$ 856	



# Completing the LBR Data Entry Form :

## Section 4

In Section 4, Using the dropdown list:

1. Select the Appropriation Category where budget authority is to be established.
2. Select a Fund Title to identify the funding source
3. Select an FSI for Grants and Donations funding, otherwise, FSI can be left blank.
4. Enter the amounts calculated in Section 3, if applicable.

Section 4				
Appropriation Category Title / Code	Fund Title	FSI	Dollars	
			Total Request	Total Non-Recurring
Public Defender Operating Expenditures (103226)	General Revenue (FID #1000)		\$ 16,824	\$ 10,742
Transfer to DMS/ HR Services (107040)	General Revenue (FID #1000)		\$ 856	
			\$ 17,680	\$ 10,742



# 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 Program 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 assistant 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 default minimum for the pay grade. Public Defender Operating Expenditures budget of \$16,824 (\$10,742 non-recurring) is requested to establish the positions as per Standard # 3, modified for Public Defenders.

**This issue will impact all our Civil and Criminal Investigative Services and Civil and Criminal Trial Indigent Defense activities, in that the Early Case Resolution Division will be used to expedite both criminal and civil cases.**



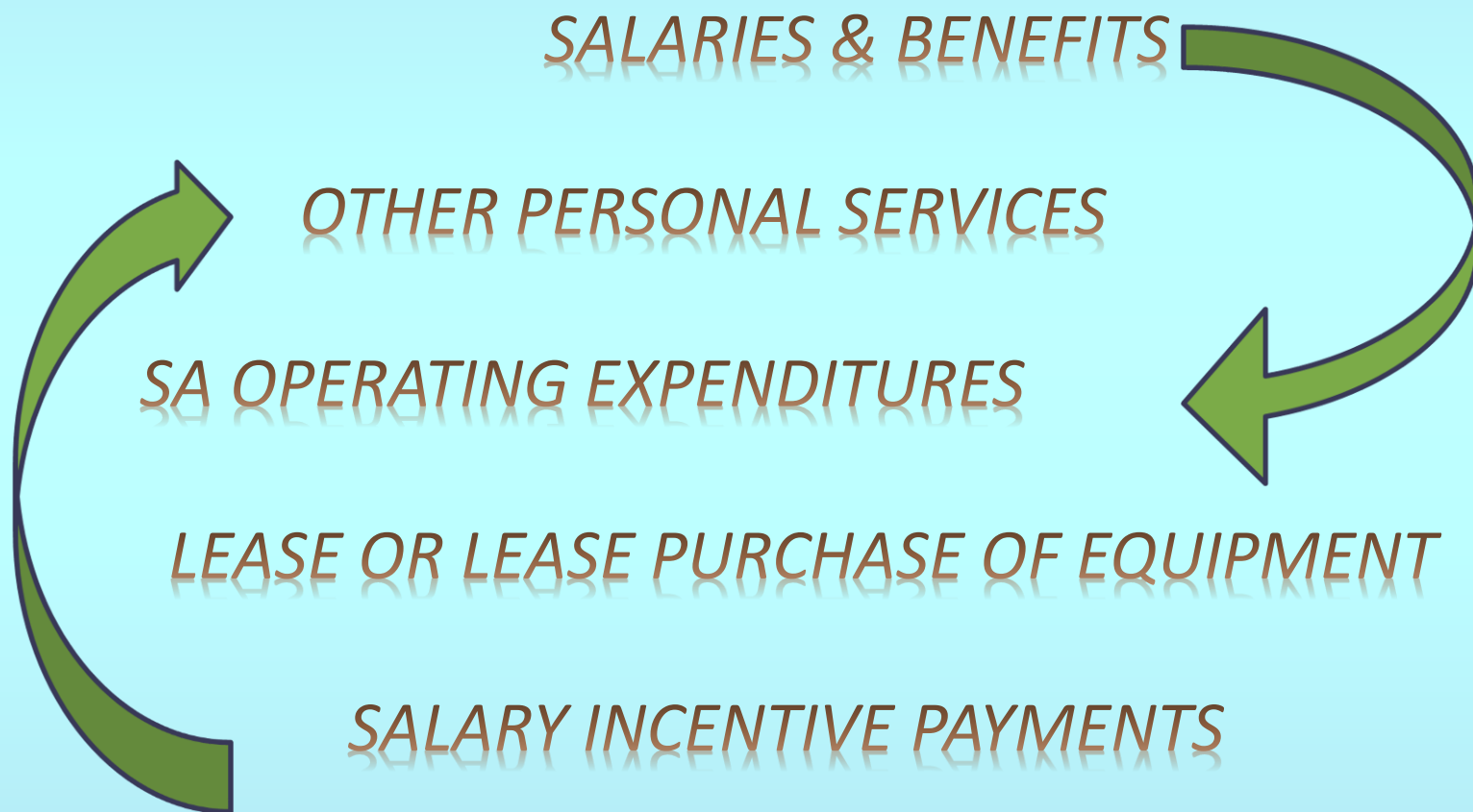
# Completing the LBR Data Entry Form : Finishers

- Once the form is complete, save to a workbook that will contain all LBR issues.
- Rename the tab to reflect the issue code. Example: 3000590
- To create a new issue, return to the LBR form and use the Reset All Dropdowns to clear all dropdown field.
- Any text or data enter in the Free Fill fields will need to be deleted if not needed.
- Full instructions are posted with the form on the Budget Office web page under Training and Meeting Presentations.

*Coming Soon: A full PPT tutorial on the Budget Office web page at:*  
<http://www.justiceadmin.org>



# Budget Authority Realignment



# Realignment of Budget Authority

If you consistently need to process 5% or \$250K (whichever is greater) budget amendments for movement of budget authority between categories or between budget entities multiple times during consecutive fiscal years or at the end of every fiscal year, please consider realigning your budget.

## How do you know if your budget authority needs realigning?

- A good rule of thumb is to analyze the prior three 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	\$13,100,000	83.97%
Grants & Don. TF	\$ 500,000	3.21%
Ind. Criminal Def. TF	<u>\$ 2,000,000</u>	<u>12.82%</u>
<b>Total</b>	<b>\$15,600,000</b>	<b>100.00%</b>


- Administered Funds allocations for Retirement, Health, etc. would be applied at 83.97% GR and 16.03% TF.
- With a Retirement Adjustment of \$100,000, the G&D TF allocation would be \$3,210 and the ICDTF allocation would be \$12,820.

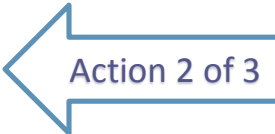


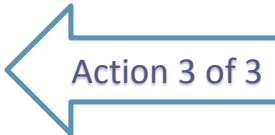
# Realignment LBR Issue for Administered Funds

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

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

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

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

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



# LBR Data Entry Form

## Realignment of Administrative Expenditures - **ADD** **IC# 2000100**

### Legislative Budget Request for FY 2022-2023

#### 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 Data Entry Form

## Realignment of Administrative Expenditures – DEDUCT IC# 2000200

### Legislative Budget Request for FY 2022-2023

#### 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	\$ 13,100,000	83.97%	\$ 83,970
GDTF	\$ 500,000	3.21%	\$ 3,210
ICDTF	\$ 2,000,000	12.82%	\$ 12,820
Total	\$ 15,600,000	100%	\$ 100,000
Fund	Post- Realignment Appropriation	% of Total	\$100,000 Administered Funds Adjustment
<u>Salaries and Benefits</u>			
General Revenue	\$ 13,550,000	86.86%	\$ 86,860
GDTF	\$ 300,000	1.92%	\$ 1,920
ICDTF	\$ 1,750,000	11.22%	\$ 11,220
Total	\$ 15,600,000	100%	\$ 100,000



# Reduce Surplus Budget Authority

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

## **BEFORE: Example GAA Salaries & Benefits Fund Split:**

<u>Fund</u>	<u>Appropriation</u>	<u>% of Total</u>
General Revenue	\$13,100,000	83.97%
Grants & Don. TF	\$ 500,000	3.21%
Ind. Criminal Def. TF	<u>\$ 2,000,000</u>	<u>12.82%</u>
<b>Total</b>	<b>\$15,600,000</b>	<b>100.00%</b>

## **AFTER: Example GAA Salaries & Benefits Fund Split:**

<u>Fund</u>	<u>Appropriation</u>	<u>% of Total</u>
General Revenue	\$13,100,000	85.34%
Grants & Don. TF	\$ 500,000	3.26%
Ind. Crim. Def. TF	\$ 1,750,000	11.40%
<b>Total</b>	<b>\$15,350,000</b>	<b>100.00%</b>

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



# LBR Issues – The Review Process

- A. Now that you have written your LBR Issues, **please carefully review** for content accuracy (narrative and dollar amounts) in compliance with the LBR Instructions.
- B. Submit all Issues electronically to the JAC Budget Office on the Excel data entry form per the template provided. Narrative can be attached in a Microsoft Word document if additional space needed.

**\* \* PLEASE DO NOT SEND AS A PDF \* \***

This will restrict the cut and paste into LASPBS.



# LBR Issues – The Review Process (Continued)

- C. Once the Issues are placed into LASPBS by the JAC Budget Office, you will receive an email confirmation and a copy of all issues via a system generated **Exhibit D-3A Report** (Expenditures by Issue, Appropriation Category & Fund with narrative justification).

***PLEASE REVIEW THIS REPORT THOROUGHLY TO ENSURE THAT ALL OF YOUR REQUESTED ISSUES HAVE BEEN ENTERED INTO LASPBS.***

- ❖ If any LBR Issue that you have requested via submission to the JAC Budget Office does not appear on the Exhibit D-3A Report, please notify us and JAC's Executive Director immediately at:

[Budget@justiceadmin.org](mailto:Budget@justiceadmin.org)



# What is an Exhibit D-3A Report ?

- ❖ **The Exhibit D-3A Report** is the most detailed level report of all the LBR documents and provides justification and impacts of the requested funding via “Issue Narratives”. It contains a series of codes related to the funding request that includes issue codes, program components, categories, dollar amounts, and fund IDs.
- ❖ The issue narratives explain the need for an appropriation, and are the building blocks or framework of the appropriations bill to identify and describe increases and/or decreases to the budget.
- ❖ The Exhibit D-3A Report that your office will receive after all LBR issues are entered into LASPBS, will be displayed in Column format:

1<sup>st</sup> Column Name

A03-Agency Request

2<sup>nd</sup> Column Name

A04 - Non Recurring

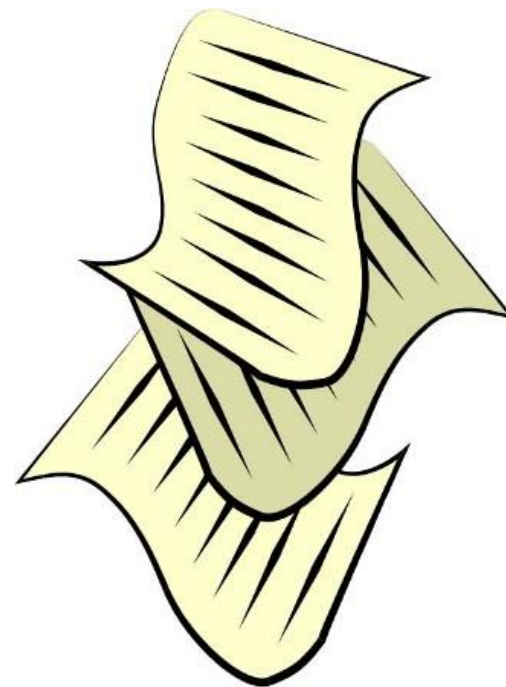
3rd Column Name

A05 -Annualization





## Other LBR Forms and Schedules



# LBR Data Entry Form

## Schedule VII – Agency Litigation Inventory

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



# LBR Data Entry Form

## Schedule VIII-A - Priority Listing of Agency Issues Over Base Budget

Use this form to list FY 2021-22 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

Public Records Request Workload  
 IC 3009700  
 FTE: 2.00  
 Salary Rate = 62,307  
 GR Salaries & Benefits = \$77,135  
 GR Operations = \$8,071  
 HR/DMS/HR Svcs/STW Contract: \$428

Narrative: The Legislature has assigned high priority to accountability and transparency! Meeting the public's demand for records is one way of achieving that demand. The workload is increasing and is becoming more complex in its nature. Specialists in this area of legal practice are necessary.





Priority Listing  
of Agency  
Budget Issues  
for Possible  
Reprioritization  
– IC#  
3D0XXX0  
OPTIONAL

55

# Manual Form

## Major Audit Findings/Recommendations – Schedule IX

LEGISLATIVE BUDGET REQUEST FY 2022-2023  
SCHEDULE XI - UNIT COST SUMMARY DATA

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

Trials		FY 2020-21 Expenditures		FY 2020-21
Activity Code	Activity Description	% Allocation by Activity*	Unit Cost Measure	Number of Units 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	_____

\* This information is needed to calculate the unit cost of the activity.

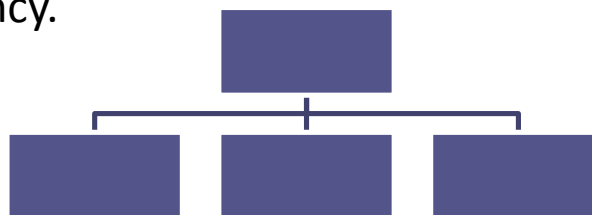


# Manual Form

## Organizational Structure – Schedule X

The Schedule X must display the agency's organization structure for the most recent fiscal year. Section 20.04(8), F.S., requires the Executive Office of the Governor to maintain a current organizational chart of each agency of the executive branch.

**The Organizational Chart must have an effective date of July 1, 2021** and identify by position, [*staff names are not required*] all divisions, bureaus, units and subunits of the agency.



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

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

# Manual Form

## Unit Cost Summary Data Request - Schedule XI

LEGISLATIVE BUDGET REQUEST FY 2022-2023  
SCHEDULE XI - UNIT COST SUMMARY DATA

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

Trials		FY 2020-21 Expenditures		FY 2020-21 Number of Units
Activity Code	Activity Description	% Allocation by Activity*	Unit Cost Measure	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	_____

*\* This information is needed to calculate the unit cost of the activity.*



# Manual Form

## Schedule XIV - Variance from Long Range Financial Outlook

### LEGISLATIVE BUDGET REQUEST FY 2022-23

#### Schedule XIV: Variance from Long Range Financial Outlook

**Note: This form will be completed by JAC in consultation with the agencies.**

Purpose:

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

Procedure:

The Schedule XIV spreadsheet is prepared as follows:

- Question 1: Indicate if the long range financial outlook adopted by the Joint Legislative Budget Commission in **September 2021** includes revenue or expenditure estimates related to your agency. If it does, questions two and three will need to be completed.

- Questions 2 and 3:

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

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



# Manual Form

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

### Schedule XIV

#### Variance from Long Range Financial Outlook

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

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

- 1) Does the long range financial outlook adopted by the Joint Legislative Budget Commission in September 2021 contain revenue or expenditure estimates related to your agency?

Yes ☐ No ☐

- 2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2022-2023 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

	Issue (Revenue or Budget Driver)	R/B*	FY 2022-2023 Estimate/Request Amount	
			Long Range Financial Outlook	Legislative Budget Request
a				
b				
c				
d				
e				
f				

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

\* R/B = Revenue or Budget Driver



# LBR - Documents Check List



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

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

ITEMS TO SEND TO JAC BUDGET OFFICE

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

<u>Included:Y/N</u>	<u>Form Name/#</u>	<u>Required</u>	<u>Optional</u>
_____	Transmittal Letter (JAC will submit a letter for the Department)		X
_____	Schedule I Detail of Receipts (for all relevant Trust Funds)	X	
_____	Schedule I Narrative Form (for all relevant Trust Funds)	X	
_____	Schedule IB – Detail of Unreserved Fund Balances	X JAC to provide totals when Sch. I's are completed	
_____	Schedule IC – Reconciliation of Unreserved Fund 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 FY21/22	If applicable	
_____	Schedule VIIIB-2 – Priority Reductions FY22/23	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)

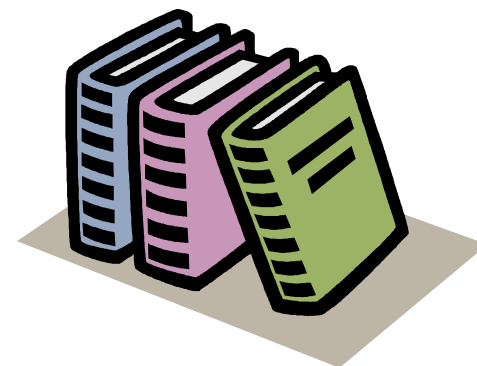


<u>Included:</u> <u>Y/N</u>	Issue Code Title and Code Number	Required	Optional
	Additional Operational Expenses 3000510		X
	Addition of Specialty Courts Division 3001540		X
	Additional Equipment 2402000		X
	Additional Equipment / Books 2402200		X
	Additional Equipment / Motor Vehicles 2402400		X
	Additional staffing for specialty Diversion Courts 3001550		X
	Additional Workstations for New Office Space 2401300		X
	Adjustment to GDTF Authority - Add 4200270		X
	Annualization of Grants and Donations Trust Fund 2600210		X
	Annualization of Prior Year Budget Amendment 2600170		X
	Attorney Recruitment and Retention 4206A00		X
	Attorneys for Specialty Court Division 3004500		X
	Body Camera Evidence Review 5008010		X
	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 For Support Staff 4200A10		X
	Competitive Area Differential Funding 4200A60		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



# 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



# Trust Fund Reporting Schedule I Series

GDTF



ICDTF



# What is a Trust Fund?

- **A Trust Fund serves as a depository for funds that are** earmarked for a specified purpose which may not be used for anything to the contrary. It is **created by law** and remains in existence and active for a period of four (4) years and then undergoes Legislative review. At that time the trust fund may be re-created, retained, terminated, or modified at the request of an agency during the LBR process via the submission of a Schedule 1D Form.
- **Trust Funds must have specific sources of receipts/revenues** *[state, federal, municipal, etc.]* and can have certain restrictions or prohibitions as to allowable expenditures from the trust fund or types of receipts deposited thereto.
- **There are eight primary trust funds within Justice Administration**, and the combined FY 2022-2023 appropriations is \$172,530,614. Approximately \$20M increase over last year.
- All agencies that are administratively served by JAC are required to report their trust funds activities annually via submission of the LBR Schedule I Series of Reports.



# Trust Funds - LBR Schedule I Series

## Required Reporting Forms and responsibilities:

### ❖ Schedule I- Trust Funds Available

- OPB requires each circuit/office to provide estimated receipts for FY 2021-22 and FY 2022-23.

JAC will complete all other elements of this form on behalf of and in consultation with your office.

### ❖ Schedule I Narratives

- Circuits/Offices must provide the methodologies used to determine estimated receipts and also show the associated calculations.

JAC will provide calculations for the 5% RESERVE and 8% SCGR as well as provide explanations for applicable Section III Accounting Adjustments as reflected in the FINAL 6-30-2020 Trial Balance Report.

### ❖ Schedule IB Detail of Unreserved Fund Balance

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

# Trust Funds -LBR Schedule I Series (continued)

- ❖ Schedule IC- Reconciliation of Unreserved Fund Balance  
JAC will complete this form on behalf of all circuits and offices.
- ❖ Schedule IC Reconciliation of Beginning Trial Balance to Schedule I and IC  
JAC will complete this form on behalf of and in consultation with all circuits and offices.
- ❖ Interagency Transfers of Funds (\$100,000 or more) From Other Entities  
JAC will complete this form on behalf of and in consultation with all circuits and offices.

## Chief Financial Officer Certification

- Circuits/Offices must provide email to OPB Trust Fund Unit.

FOR A DETAILED DESCRIPTION OF EACH FORM, PLEASE REFER TO OPB's SCHEDULE 1 INSTRUCTIONS OR CONTACT THE JAC BUDGET OFFICE STAFF.



# Trust Funds Schedule 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 2020-2021
- Column A02 - displays the Current Year Estimate FY 2021-2022
- Column A03/A12 - displays the Agency Request FY 2022-2023. This is input by JAC into Column A03 and systematically via LASPBS becomes Column A12 after submission of the LBR.
- A fourth column, A04 - displays the Agency Request Non-Recurring portion of the amounts entered in Column A03/A12.



# Trust Funds Schedule I – Format (continued)

**The Schedule I Report Is Divided Into Five Sections as follows:**

- Section I: Detail of Revenues
- Section II: Detail of Non-Operating Expenditures
- Section III: Accounting Adjustments
- Section IV: Summary (combines Sections I 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

# Schedule IC

## Reconciliation of Unreserved Fund Balance

This is the starting point of the Schedule I Series.

JAC will complete this form for you.

### SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Department Title: Justice Administration Budget Period: 2022 - 2023  
 Trust Fund Title: Indigent Criminal Defense Trust Fund  
 Budget Entity: Department 21  
 LAS/PBS Fund Number: 20-2-974XXX

	Balance as of 6/30/2021	SWFS* Adjustments	Adjusted Balance
<b>Chief Financial Officer's (CFO) Cash Balance</b>	- (A)		-
ADD: Other Cash (See Instructions)	(B)		-
ADD: Investments	(C)		-
ADD: Outstanding Accounts Receivable	- (D)		-
ADD: Correct Accounts Receivable Entry	(E)	-	-
<b>Total Cash plus Accounts Receivable</b>	- (F)	-	-
LESS: Allowances for Uncollectibles	(G)	-	-
LESS: Approved "A" Certified Forwards	- (H)		-
Approved "B" Certified Forwards	- (H)		-
Approved "FCO" Certified Forwards	- (H)		-
LESS: Other Accounts Payable (Nonoperating)	(I)		-
LESS: _____	- (J)		-
<b>Unreserved Fund Balance, 07/01/21</b>	- (K)	-	- **



# Unreserved Fund Balance

- ❖ The Unreserved Fund Balance is the summation of prior year's unreserved fund balance that was brought forward into the current period plus total cash on hand plus estimated receipts, minus actual disbursements and outstanding obligated expenditures for which a disbursement has not yet been made.
- ❖ The Unreserved Fund Balance is only calculated and used in the preparation of the annual LBR Trust Fund Schedule series of reports, and is not the same total as the cash balance.



# LBR Data Entry Form - Schedule I

**(Example Section I- Estimated Receipts - ICDTF)**

[illegible]

**\*\* 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.**

## Schedule I Narrative

### Revenue Estimating Methodology:

Provide a detailed explanation of the methodology used to determine the revenue estimates for FY 2021-22 and FY 2022-23 as shown on the Schedule I Data Entry form.

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

# Schedule I Narrative (continued)

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

\*\*\*\*\*  
Circuit/Office Name: Public Defender Office, Judicial Circuit  
Trust Fund Name: Indigent Criminal Defense Trust Fund, FID# 2974  
Name of Person Completing This Form: ~~XXXXX~~ ~~XXX~~  
Telephone #: XXX-XXX-XXXX  
\*\*\*\*\*

### Revenue Estimating Methodology:

Effective July 1, 2018 the Public Defenders Revenue Trust Fund was merged into the Indigent Criminal Defense Trust Fund ("ICDTF"). As a result, revenues for the ICDTF now include the Article V Traffic Fines Assessment.

**ICDTF Application Fees & Restitution** – This agency .....in the current fiscal year when there is more actual collection data to review and amend both current and request year totals as needed.

**ID Fraud (formally PD Revenue funds):** Estimated revenues were made using the same methodology applied to the application and restitution funds listed above.

**Article V Traffic Fines:** Projections for Article V traffic fines are based on the July 2020 Revenue Estimating Conference .....FY 2019-20, PD ..... estimated receipts are \$87,517 for FY 2020-2021 and \$101,519 for FY 2021-2022.

\$131,418 x 12 Months = \$1,577,017 - FY 2020-22 Estimated Revenue  
\$138,217 x 12 Months = \$1,657,519 - FY 2021-22 Estimated Revenue

		Estimates FY20-21	Estimates FY21-22
<b>App fee</b>	<b>0100</b>	535,000	570,000
<b>Restitution</b>	<b>1204</b>	950,000	980,000
<b>ID Fraud</b>	<b>1204</b>	4,500	6,000
<b>Traffic Fines</b>	<b>1225</b>	87,517	101,519
<b>TOTALS:</b>		<b>1,577,017</b>	<b>1,657,519</b>

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

Explanation of Schedule I, Section III Accounting Adjustments:  
Not applicable.



# Negative Unreserved Fund Balances On the Schedule I Report

In any reporting period (current or requested fiscal year), the estimated receipts combined with the prior year carry forward unreserved fund balance amount must be sufficient to support the total estimated operating and non-operating expenditures/budget authority as noted on Lines “D” and “E” of the Schedule I Report

Any negative unreserved fund balances must be eliminated by either :

- A. Increasing the estimated receipts (where feasible) or
- B. Reducing estimated expenditures/budget authority before final submission into LASPBS and upload of the Schedule I Reports to the Florida Fiscal Portal



# Strategies To Eliminate Negative Unreserved Fund Balances On The Schedule I Report

## OPTION 1

### **Increase Estimated Receipts (Revenue)**

For the current FY or LBR Request Year, increases in receipts can only be made if the amount can be substantiated by contracts, memorandums of agreements or reasonable projections.

All receipt projections must be justified in the Schedule I Narrative document which provides the methodology as to how the estimated figures were determined.

## OPTION 2

### **Decrease Expenditures/Budget Authority**

If the decrease is for the current year, notify JAC of the exact amount to reduce and a line item adjustment called “UNFUNDED BUDGET” will be entered in Section II. This will in effect reduce Line “D” [estimated expenditures /budget authority] for purposes of balancing the Schedule I Report only. An agency’s actual current year budget authority will not be reduced by this action.

If the decrease is for the request year, then an LBR issue should be considered requesting the deletion or reduction in budget authority that is not supported with sufficient estimated receipts or that is no longer needed.

# Trust Fund Schedule I Report (continued)

## Other Information Reported on This Form

### 5 Percent Trust Fund Reserve:

Show a detailed calculation of the 5 percent trust fund reserve for FY 2022-23 (calculated on recurring FY 2021-22 estimated revenue)

JAC will provide calculation based on applicable estimated receipts shown in FY 2021-22

### 8 Percent Service Charge to General Revenue (SCGR):

Show a detailed calculation of the 8 percent SCGR for FY 2021-22 and FY 2022-23 (calculated on recurring FY 2021-22 and FY 2022-23 estimated revenue.)

JAC will provide calculations based on applicable estimated receipts show in each year. Only receipts coded to revenue categories exempt from the SCGR will be excluded from the calculation. Federal funds are generally excluded from the service charge assessment

### Accounting Adjustments:

Provide detailed explanations for each item on the Schedule I, Section III Adjustments.

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



## EOG's E-mail Certification of Estimated Receipts For FYs 2021-2022 and 2022-2023

Each Office is required to send an email certifying the estimated receipts to Laurie Harrison at the Governor's Office of Policy and Budget Trust Fund Unit, after Wednesday September 15, 2021 or during the OPB Technical Review period which will be sometime shortly after the LBR original submission date.

Laurie's email address is: [laurie.harrison@laspbs.state.fl.us](mailto:laurie.harrison@laspbs.state.fl.us).  
Please copy the JAC Budget Office : [budget@justiceadmin.org](mailto:budget@justiceadmin.org)

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



## EOG's E-mail Certification of Estimated Receipts For FYs 2021-2022 and 2022-2023 (continued)

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 2022-23 Legislative Budget Request. This office will notify the OPB Trust Fund Unit if any significant changes in revenue estimates occur prior to the issuance of the Governor’s Budget Recommendations.”



# The Long Range Program Plan (LRPP)

*Mission Statement*

*Performance Measures*

*Standards*

*Trends & Conditions*

*Goals*

*SWOT*

*Activities*

*Outcomes*

*Outputs*

*Services*

*Objectives*

*Unit Cost*



# The Long Range Program Plan (LRPP)

*KAREN CIHOSKI AND SHANNA WILSON  
WILL COORDINATE WITH EACH PDO IN THE  
COMPILATION OF THE REQUIRED  
STATISTICAL DATA*



# LRPP Due Date To JAC

All LRPP exhibits and schedules are due to the JAC Budget Office by **Monday, August 30, 2021 at 5:00 P.M.-EDT.**



This will allow sufficient time to review, compile, and process all JAC agencies data.

- Please e-mail all completed LRPP forms to [budget@justiceadmin.org](mailto:budget@justiceadmin.org).
- You will receive an email confirmation that the information has been received.
- If we need additional information from you, we will send a follow up email.
- If you do not hear from the JAC Budget Office within 2 business days of your submission, please contact us via email .

# LRPP Public Publication

The LRPP document must be completed at the Department (Justice Administration) level and is required to be uploaded to the FFP with written notification from JAC to the Legislature and Governor that it has been done, not later than **Thursday, September 30, 2021.**

## Other Items of Interest

- ❑ The last Article V – Revenue Estimating Conference (REC) was held March 3, 2021. The Public Defenders' aggregate total estimated Traffic Fine Receipts for FYs 2021-22 and 2022-23 are \$2.8 million and \$2.9 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 LRPP and LBR packages and refer to the Checklist.



Use the designated [budget@justiceadmin.org](mailto:budget@justiceadmin.org) mail group to submit all documents electronically. This will ensure receipt directly to all staff in the JAC Budget Office.



Complete and submit all documents within the time frames requested to avoid delays in processing and uploading to the Florida Fiscal Portal.

# Budget Office Contact Information



Email Addresses:

**PRIMARY** : budget@justiceadmin.org

Staff:

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

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

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



Local: (850) 488-2415

# Dates to Remember



- July 30 2021: Budget Office deadline for agency LBR document submission
  - ✓ September 15, 2021: Deadline for Department LBR upload to Florida Fiscal Portal by JAC
- August 30, 2021: Budget Office deadline for agency LRPP document submission
  - ✓ September 30, 2021: Deadline for Department LRPP upload to Florida Fiscal Portal by JAC

# Questions and General Discussion

