FLORIDA DEPARTMENT OF CITRUS

Legislative Budget Request

2012-2013

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BUDGET ENTITY	D3A ISSUE CODE	COLUMN NUMBERS	CODE	ERROR MESSAGE	PAGE

THERE WERE 0 ERRORS DETECTED

		COL A03 AGY REQUEST FY 2012-13 POS	COL A03 AGY REQUEST FY 2012-13 AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	COL A04 AGY REQ N/R FY 2012-13 AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	COL A05 AG REQ ANZ FY 2012-13 AMOUNT	CODES
CITRUS, DEPT OF								57000000
CITRUS RESEARCH								57010000
ECONOMIC OPPORTUNITIES								11
BUSINESS DEVELOPMENT								1101.00.00.00
ESTIMATED EXPENDITURES								1000000
ESTIMATED EXPENDITURES - OPERATIONS								1001000
SALARY RATE								000000
SALARY RATE................		1,368,951						
SALARIES AND BENEFITS								010000
		21.00						
CITRUS ADVERTISING TF	-STATE		1,765,492					2090 1
OTHER PERSONAL SERVICES								030000
CITRUS ADVERTISING TF	-STATE		78,000					2090 1
EXPENSES								040000
CITRUS ADVERTISING TF	-STATE		1,011,896					2090 1
OPERATING CAPITAL OUTLAY								060000
CITRUS ADVERTISING TF	-STATE		251,000					2090 1
SPECIAL CATEGORIES								100000
CONTRACTED SERVICES								100777
CITRUS ADVERTISING TF	-STATE		9,820,494					2090 1
	-FEDERL		100,000					2090 3
TOTAL CITRUS ADVERTISING TF			9,920,494					2090
TOTAL APPRO.............			9,920,494					
PAID ADVERTISING/PROMOTION								102380
CITRUS ADVERTISING TF	-STATE		182,000					2090 1

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
CITRUS RESEARCH							57010000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
CITRUS ADVERTISING TF -STATE		7,739					2090 1
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.........	21.00						
TOTAL ISSUE.............		13,216,621					
TOTAL SALARY RATE.......	1,368,951						
FLORIDA RETIREMENT SYSTEM							
CONTRIBUTION ADJUSTMENT FOR							
FY 2011-12 - EFFECTIVE 7/1/2011							1001230
SALARIES AND BENEFITS							010000
CITRUS ADVERTISING TF -STATE		77,859-					2090 1
REALLOCATION OF HUMAN RESOURCES							
OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
CITRUS ADVERTISING TF -STATE		1,760-					2090 1
ADJUSTMENTS TO CURRENT YEAR							
ESTIMATED EXPENDITURES							1600000
CORRECT FUNDING SOURCE INDENTIFIER							
CONTRACTED SERVICES							160S020
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
CITRUS ADVERTISING TF -STATE		200,000-					2090 1
-FEDERL		200,000					2090 3
TOTAL APPRO.............							

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
CITRUS RESEARCH							57010000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
TOTAL: BUSINESS DEVELOPMENT							1101.00.00.00
BY FUND TYPE							
TRUST FUNDS......................	21.00	13,137,002					2000
SALARY RATE................	1,368,951						

		COL A03 AGY REQUEST FY 2012-13 POS	COL A03 AGY REQUEST FY 2012-13 AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	COL A04 AGY REQ N/R FY 2012-13 AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	COL A05 AG REQ ANZ FY 2012-13 AMOUNT	CODES
CITRUS, DEPT OF								57000000
EXECUTIVE DIR/SUPPORT SVCS								57020000
ECONOMIC OPPORTUNITIES								11
BUSINESS DEVELOPMENT								1101.00.00.00
ESTIMATED EXPENDITURES								1000000
ESTIMATED EXPENDITURES - OPERATIONS								1001000
SALARY RATE								000000
SALARY RATE................		1,494,857						
SALARIES AND BENEFITS								010000
CITRUS ADVERTISING TF	-STATE	25.00	2,156,261					2090 1
OTHER PERSONAL SERVICES								030000
CITRUS ADVERTISING TF	-STATE		78,000					2090 1
EXPENSES								040000
CITRUS ADVERTISING TF	-STATE		1,172,985					2090 1
OPERATING CAPITAL OUTLAY								060000
CITRUS ADVERTISING TF	-STATE		119,779					2090 1
SPECIAL CATEGORIES								100000
CONTRACTED SERVICES								100777
CITRUS ADVERTISING TF	-STATE		810,000					2090 1
PAID ADVERTISING/PROMOTION								102380
CITRUS ADVERTISING TF	-STATE		75,000					2090 1
RISK MANAGEMENT INSURANCE								103241
CITRUS ADVERTISING TF	-STATE		16,101					2090 1

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
EXECUTIVE DIR/SUPPORT SVCS							57020000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
CITRUS ADVERTISING TF -STATE		11,826					2090 1
DATA PROCESSING SERVICES							210000
REGIONAL DATA CENTERS-SUS							210015
CITRUS ADVERTISING TF -STATE		8,000					2090 1
NORTHWOOD SRC (NSRC)							210022
CITRUS ADVERTISING TF -STATE		47,982					2090 1
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.........	25.00						
TOTAL ISSUE.............		4,495,934					
TOTAL SALARY RATE.......	1,494,857						
CASUALTY INSURANCE PREMIUM ADJUSTMENT							1001090
SPECIAL CATEGORIES							100000
RISK MANAGEMENT INSURANCE							103241
CITRUS ADVERTISING TF -STATE		3,136					2090 1
FLORIDA RETIREMENT SYSTEM CONTRIBUTION ADJUSTMENT FOR FY 2011-12 - EFFECTIVE 7/1/2011							1001230
SALARIES AND BENEFITS							010000
CITRUS ADVERTISING TF -STATE		77,564-					2090 1

	COL A03 AGY REQUEST FY 2012-13 POS	COL A03 AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	COL A04 AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	COL A05 AMOUNT	CODES
CITRUS, DEPT OF							57000000
EXECUTIVE DIR/SUPPORT SVCS							57020000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
ESTIMATED EXPENDITURES							1000000
FLORIDA RETIREMENT SYSTEM CONTRIBUTION ADJUSTMENT FOR FY 2011-12 - EFFECTIVE 7/1/2011							1001230
DATA PROCESSING SERVICES							210000
NORTHWOOD SRC (NSRC)							210022
CITRUS ADVERTISING TF -STATE		503-					2090 1
TOTAL: FLORIDA RETIREMENT SYSTEM CONTRIBUTION ADJUSTMENT FOR FY 2011-12 - EFFECTIVE 7/1/2011							1001230
TOTAL ISSUE.............		78,067-					
MYFLORIDA NET CONTRACT RENEWAL SAVINGS							1005800
EXPENSES							040000
CITRUS ADVERTISING TF -STATE		279-					2090 1
REALLOCATION OF HUMAN RESOURCES OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
CITRUS ADVERTISING TF -STATE		2,689-					2090 1
ADJUSTMENTS TO CURRENT YEAR ESTIMATED EXPENDITURES							1600000
REALIGNMENT OF AGENCY SPENDING AUTHORITY FOR SOUTHWOOD SHARED RESOURCE CENTER - DEDUCT							160E410
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
CITRUS ADVERTISING TF -STATE		3,000-					2090 1

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
EXECUTIVE DIR/SUPPORT SVCS							57020000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
ADJUSTMENTS TO CURRENT YEAR ESTIMATED EXPENDITURES							1600000
REALIGNMENT OF AGENCY SPENDING AUTHORITY FOR SOUTHWOOD SHARED RESOURCE CENTER - DEDUCT							160E410

AGENCY ISSUE NARRATIVE:

2012-2013 BUDGET YEAR NARRATIVE: IT COMPONENT? NO

Realignment of Agency Spending Authority for Southwood Shared Resource Center - Deduct - This issue is to reduce funding for data processing services from the appropriation category currently used for payment to the Southwood Shared Resource Center for service of file transfer protocol (ftp) site.

	COL A03 POS	AMOUNT	COL A04 POS	AMOUNT	COL A05 POS	AMOUNT	CODES
REALIGNMENT OF AGENCY SPENDING AUTHORITY FOR SOUTHWOOD SHARED RESOURCE CENTER - ADD							160E420
DATA PROCESSING SERVICES							210000
SOUTHWOOD SRC							210021
CITRUS ADVERTISING TF -STATE		3,000					2090 1

AGENCY ISSUE NARRATIVE:

2012-2013 BUDGET YEAR NARRATIVE: IT COMPONENT? NO

Realignment of Agency Spending Authority for Southwood Shared Resource Center - Add - This is to add funding to appropriation category 210021 entitled Southwood Shared Resource Center for service of file transfer protocol (ftp) site.

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
EXECUTIVE DIR/SUPPORT SVCS							57020000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
INTER-AGENCY REORGANIZATIONS - INFORMATION TECHNOLOGY							17C0000
STATEWIDE EMAIL CONSOLIDATION - DEDUCT							17C10C0
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
CITRUS ADVERTISING TF -STATE		10,517-					2090 1

AGENCY ISSUE NARRATIVE:
2012-2013 BUDGET YEAR NARRATIVE: IT COMPONENT? YES
Statewide Email Consolidation - Deduct - Issue for deductions in agency Contracted Services category used to operate, manage, and maintain the agency’s e-mail system. This amount corresponds to what is needed by the Southwood Shared Resource Center to provide the statewide e-mail service and equals the current agency cost to provide its e-mail service when combined with the reduction included in Issue Code 33015C0. This issue nets to zero for appropriations by fund type when combined with Issue Code 17C11C0.

	COL A03 POS	AMOUNT	COL A04 POS	AMOUNT	COL A05 POS	AMOUNT	CODES
STATEWIDE EMAIL CONSOLIDATION - ADD							17C11C0
DATA PROCESSING SERVICES							210000
SOUTHWOOD SRC							210021
CITRUS ADVERTISING TF -STATE		8,967		1,551			2090 1

AGENCY ISSUE NARRATIVE:
2012-2013 BUDGET YEAR NARRATIVE: IT COMPONENT? YES

Statewide Email Consolidation - Add - Issue to add amounts needed in the appropriate Data Processing Services appropriation category in the agency budget to pay for its statewide e-mail service. This issue nets to zero for appropriations by fund type when combined with the amount deducted in Issue Code 17C10C0.

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
EXECUTIVE DIR/SUPPORT SVCS							57020000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
STATE FUNDING REDUCTIONS							3300000
REDUCTIONS FROM EMAIL SERVICES CONSOLIDATIONS							33015C0
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
CITRUS ADVERTISING TF -STATE		21,372-					2090 1

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AGENCY ISSUE NARRATIVE:
2012-2013 BUDGET YEAR NARRATIVE: IT COMPONENT? YES

Reductions from Email Services Consolidations - This issue shows the net budget reductions for e-mail service that are attributable to transferring to the statewide e-mail service. It consists of deductions in Contracted Services. This net budget reduction is the difference between the agency total cost to provide the agency’s e-mail system or service and the amount identified in Issue Code 17C11C0 to pay for agency’s statewide e-mail service.

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	COL A03 POS	AMOUNT	COL A04 POS	AMOUNT	COL A05 POS	AMOUNT	CODES
TOTAL: BUSINESS DEVELOPMENT BY FUND TYPE							1101.00.00.00
TRUST FUNDS	25.00	4,395,113		1,551			2000
SALARY RATE	1,494,857						

	COL A03 AGY REQUEST FY 2012-13 POS	COL A03 AGY REQUEST FY 2012-13 AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	COL A04 AGY REQ N/R FY 2012-13 AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	COL A05 AG REQ ANZ FY 2012-13 AMOUNT	CODES
CITRUS, DEPT OF							57000000
AGRIC PRODUCTS MARKETING							57030000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
SALARY RATE							000000
SALARY RATE................	1,226,226						
SALARIES AND BENEFITS							010000
CITRUS ADVERTISING TF -STATE	14.00	1,751,238					2090 1
OTHER PERSONAL SERVICES							030000
CITRUS ADVERTISING TF -STATE		17,000					2090 1
EXPENSES							040000
CITRUS ADVERTISING TF -STATE		1,161,331					2090 1
SPECIAL CATEGORIES							100000
CONTRACTED SERVICES							100777
CITRUS ADVERTISING TF -STATE		100,000					2090 1
PAID ADVERTISING/PROMOTION							102380
CITRUS ADVERTISING TF -STATE		37,375,526					2090 1
-MATCH		3,120,000					2090 2
-FEDERL		5,200,000					2090 3
TOTAL CITRUS ADVERTISING TF		45,695,526					2090
TOTAL APPRO.............		45,695,526					
TR/DMS/HR SVCS/STW CONTRCT							107040
CITRUS ADVERTISING TF -STATE		6,925					2090 1

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
AGRIC PRODUCTS MARKETING							57030000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
ESTIMATED EXPENDITURES							1000000
ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL: ESTIMATED EXPENDITURES - OPERATIONS							1001000
TOTAL POSITIONS.........	14.00						
TOTAL ISSUE.............		48,732,020					
TOTAL SALARY RATE.......	1,226,226						
FLORIDA RETIREMENT SYSTEM CONTRIBUTION ADJUSTMENT FOR FY 2011-12 - EFFECTIVE 7/1/2011							1001230
SALARIES AND BENEFITS							010000
CITRUS ADVERTISING TF -STATE		55,860-					2090 1
REALLOCATION OF HUMAN RESOURCES OUTSOURCING							1005900
SPECIAL CATEGORIES							100000
TR/DMS/HR SVCS/STW CONTRCT							107040
CITRUS ADVERTISING TF -STATE		1,575-					2090 1
ADJUSTMENTS TO CURRENT YEAR ESTIMATED EXPENDITURES							1600000
CORRECT FUNDING SOURCE IDENTIFIER FOR PAID ADVERTISEMENT/PROMOTIONS							160S200
SPECIAL CATEGORIES							100000
PAID ADVERTISING/PROMOTION							102380
CITRUS ADVERTISING TF -STATE		520,000					2090 1
-MATCH		520,000-					2090 2
TOTAL APPRO.............							

	COL A03 AGY REQUEST FY 2012-13 POS	AMOUNT	COL A04 AGY REQ N/R FY 2012-13 POS	AMOUNT	COL A05 AG REQ ANZ FY 2012-13 POS	AMOUNT	CODES
CITRUS, DEPT OF							57000000
AGRIC PRODUCTS MARKETING							57030000
ECONOMIC OPPORTUNITIES							11
BUSINESS DEVELOPMENT							1101.00.00.00
PROGRAM REDUCTIONS							33V0000
REDUCTION OF PAID ADVERTISING / PROMOTIONS							33V0100
EXPENSES							040000
CITRUS ADVERTISING TF -STATE		400,000-					2090 1
SPECIAL CATEGORIES							100000
PAID ADVERTISING/PROMOTION							102380
CITRUS ADVERTISING TF -STATE		4,600,000-					2090 1
TOTAL: REDUCTION OF PAID ADVERTISING / PROMOTIONS							33V0100
TOTAL ISSUE.............		5,000,000-					

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AGENCY ISSUE NARRATIVE:
2012-2013 BUDGET YEAR NARRATIVE: IT COMPONENT? NO

Citrus production in Florida is source of our funding. Crop acreage has declined over the past five years due to disease; therefore our funding source is decreasing. As funding sources decrease, so does our spending on advertising and promotional activities. This reduction will have no adverse affect on the Florida Citrus grower.
This issue applies to all counties in the State of Florida

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	COL A03 POS	AMOUNT	COL A04 POS	AMOUNT	COL A05 POS	AMOUNT	CODES
TOTAL: BUSINESS DEVELOPMENT							1101.00.00.00
BY FUND TYPE							
TRUST FUNDS.....................	14.00	43,674,585					2000
SALARY RATE................	1,226,226						

*** NO DISCREPANCIES EXIST FOR THIS REPORT ***

CITRUS, DEPT OF 57000000

FUND: CITRUS ADVERTISING TF 2090

SECTION I: DETAIL OF REVENUES

	REVENUE CODE	CAP	SVC CHG %	AUTH	MATCHING % ST	I/C	LOC I/C	CFDA NO.	COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
01 ADVERTISING TAX ASSESSM	000300	YES	4.0	601.15	0.00		0.00		41,223,980	39,024,390	39,053,000	
02 IMPORT EXCISE TAXES	000300	YES	4.0	601.155	0.00		0.00		1,168,026	2,334,000	1,567,333	
04 INVESTMENT EARNINGS	000502	NO	4.0	601.10	0.00		0.00		536,091	414,400	400,000	
05 REFUNDS	001800	NO	0.0	601.05	0.00		0.00		4,823	10,000	10,000	
05 FOREIGN AGRICULTURAL SR	000700	NO	0.0	216.212	50.00	I	0.00	10.601	5,176,714	5,201,171	5,200,000	
06 TAX AUDIT COLLECTIONS	000400	YES	4.0	601.05	0.00		0.00		3,266	10,000	10,000	
07 GRANTS - RESEARCH	000700	NO	0.0	601.05	0.00		0.00	10.604	255,000	132,000	300,000	
07 FEES, CHARGES, COMM	000100	YES	4.0	601.05	0.00		0.00		30,002	35,000	35,000	
10 SALE OF BUILDING	002900	NO	4.0	601.05	0.00		0.00			1,190,961		
14 PENALTIES	000400	YES	4.0	601.05	0.00		0.00			1,000	1,000	
15 MISCELLANEOUS	000400	YES	4.0	601.05	0.00		0.00		1,343	2,000	2,000	
TOTAL TO LINE B IN SECTION IV									48,399,245	48,354,922	46,578,333	

SECTION II: DETAIL OF NONOPERATING EXPENDITURES

	OBJECT CODE	TRANSFER TO BE	CFDA NO.	COL A01	COL A02	COL A03	COL A04
01 GENERAL REVENUE SERVICE CHARGE	880000			1,705,379	1,703,915	1,626,754	
03 UNUSED NR BDGT AUTH DUE TO REDUCED RECPT	899000				15,000,000-		
05 ASSESSMENT ON INVESTMENTS	830000			24,752	19,000	18,500	
06 TRANSFER FROM BE 57020000	810000	57010000		12,760,489-	13,005,002-	12,837,002-	
06 TRANSFER FROM BE 57020000	810000	57030000		29,114,545-	43,473,414-	38,474,585-	
07 TRANSFER TO BE 57010000	810000	57010000		12,760,489	13,005,002	12,837,002	
08 TRANSFER TO BE 57030000	810000	57030000		29,114,545	43,473,414	38,474,585	
TOTAL TO LINE E IN SECTION IV				1,730,131	13,277,085-	1,645,254	

SECTION III: ADJUSTMENTS

	OBJECT CODE	COL A01	COL A02	COL A03	COL A04
01 PRIOR YEAR SEPTEMBER CERT FWD REVERSION	991000	3,626,817			
03 ADJ TO LINE B-BEG BAL-A/P NP C/F 6/30/10	991000	6,727			
03 FORN CUR EXPENSE ADJUSTMENTS	991000	159,462			
07 REDUCE REVERSION FOR PY CERT FWD	991000	682,119-			
09 SWFS-PPA W/O GRANT RECEIVABLE	991000	68,650-			
10 LOAN WRITEOFF-NOT A BUDGETARY ITEM	991000	86,221-			

CITRUS, DEPT OF 57000000

FUND: CITRUS ADVERTISING TF 2090

SECTION III: ADJUSTMENTS

	OBJECT CODE	COL A01 ACT PR YR EXP 2010-11	COL A02 CURR YR EST EXP 2011-12	COL A03 AGY REQUEST FY 2012-13	COL A04 AGY REQ N/R FY 2012-13
15 SWFS-PPA TO BEG FUND BAL-REFUND	991000	302,269-			
16 OTHER MINOR AJUSTMENTS	991000	260-			
20 ADJ TO LINE A-BEG BAL-PREPD POST 6/30/10	991000	4,384-			
22 CHANGE IN PREPAID POSTAGE FROM 10 TO 11	991000	369-			
TOTAL TO LINE H IN SECTION IV		2,648,734			

SECTION IV: SUMMARY

		COL A01	COL A02	COL A03	COL A04
UNRESERVED FUND BALANCE - JULY 1	(A)	21,846,859	21,897,826	17,300,211	
ADD: REVENUES (FROM SECTION I)	(B)	48,399,245	48,354,922	46,578,333	
TOTAL FUNDS AVAILABLE (LINE A + LINE B)	(C)	70,246,104	70,252,748	63,878,544	
LESS: OPERATING EXPENDITURES	(D)	49,266,881	66,229,622	61,206,700	1,551
LESS: NONOPERATING EXPENDITURES (SECTION II)	(E)	1,730,131	13,277,085-	1,645,254	
LESS: FIXED CAPITAL OUTLAY (TOTAL ONLY)	(F)				
UNRESERVED FUND BALANCE - JUNE 30 - BEFORE ADJ	(G)	19,249,092	17,300,211	1,026,590	
NET ADJUSTMENTS (FROM SECTION III)	(H)	2,648,734			
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30	(I)	21,897,826	17,300,211	1,026,590	

TOTAL UNRESERVED FUND BALANCE FROM STATEWIDE CFO FILE: 21,846,859

SCHEDULE IB: DETAIL OF UNRESERVED FUND BALANCE

	FUNDING SOURCE STATE (S) NONSTATE (N)	COL A01	COL A02	COL A03	COL A04
01 ADBERTISING TAX ASSESSMENTS	S	21,897,826	17,300,211	1,026,590	
ADJUSTED UNRESERVED FUND BALANCE - JUNE 30		21,897,826	17,300,211	1,026,590	

570000 DEPARTMENT OF CITRUS
10 1 000291 CITRUS DEPT. GENERAL REVENUE

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
13100	UNEXPENDED GENERAL REVENUE RELEASES	
000000	BALANCE BROUGHT FORWARD	0.00
54900	ASSIGNED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11102	GENERAL LEDGER NAME NOT ON FILE	
000000	BALANCE BROUGHT FORWARD	0.00
11205	CASH IN BANK - FOREIGN CURRENCY	
000000	BALANCE BROUGHT FORWARD	840,748.11
12100	UNRELEASED CASH IN STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	289,731.55
14100	POOLED INVESTMENTS WITH STATE TREASURY	
000000	BALANCE BROUGHT FORWARD	25,229,310.98
15100	ACCOUNTS RECEIVABLE	
000400		0.00
001200		0.00
001801		0.00
	** GL 15100 TOTAL	0.00
15300	INTEREST AND DIVIDENDS RECEIVABLE	
000500		54,161.27
000504		0.00
	** GL 15300 TOTAL	54,161.27
15400	LOANS AND NOTES RECEIVABLE	
002300		375,769.00
15500	CONTRACTS AND GRANTS RECEIVABLE	
000700		2,623,354.07
001100		0.00
	** GL 15500 TOTAL	2,623,354.07
16300	DUE FROM OTHER DEPARTMENTS	
001000		0.00
001800		0.00
040000	EXPENSES	0.00
	** GL 16300 TOTAL	0.00
17100	SUPPLY INVENTORY	
040000	EXPENSES	0.00
17101	INVENTORIES - REPRODUCTION SUPPLIES	
040000	EXPENSES	0.00

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT		G-L ACCOUNT NAME	BEGINNING BALANCE
17121		INVENTORIES - DISPLAY MATERIALS	
000000		BALANCE BROUGHT FORWARD	225,544.48
19101		PREPAID POSTAGE	
001800			8,881.43-
040000		EXPENSES	12,896.01
		** GL 19101 TOTAL	4,014.58
19201		GENERAL LEDGER NAME NOT ON FILE	
001800			0.00
19202		DEPOSITS-UTILITIES	
040000		EXPENSES	4,000.00
19203		DEPOSITS - COUPON REDEMPTION	
001800			0.00
102380		PAID ADVERTISING/PROMOTION	25,000.00
		** GL 19203 TOTAL	25,000.00
19204		GENERAL LEDGER NAME NOT ON FILE	
102380		PAID ADVERTISING/PROMOTION	0.00
19205		PREPAID-FOREIGN CURRENCY	
102380		PAID ADVERTISING/PROMOTION	0.00
25100		ADVANCES TO OTHER FUNDS BETWEEN DEPART	
102380		PAID ADVERTISING/PROMOTION	0.00
25700		ADVANCES TO OTHER FUNDS WITHIN DEPARTM	
000000		BALANCE BROUGHT FORWARD	6,250.00
004700			0.00
		** GL 25700 TOTAL	6,250.00
31100		ACCOUNTS PAYABLE	
010000	CF	SALARIES AND BENEFITS	0.00
030000	CF	OTHER PERSONAL SERVICES	0.00
040000		EXPENSES	0.00
040000	CF	EXPENSES	53,160.68-
060000		OPERATING CAPITAL OUTLAY	0.00
060000	CF	OPERATING CAPITAL OUTLAY	245,142.00-
100091	CF	PROTECTED SPECIES REHAB	0.00
100777		CONTRACTED SERVICES	0.00
100777	CF	CONTRACTED SERVICES	611,574.02-
102380		PAID ADVERTISING/PROMOTION	0.00
102380	CF	PAID ADVERTISING/PROMOTION	5,746,923.23-

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT		G-L ACCOUNT NAME	BEGINNING BALANCE
210015		REGIONAL DATA CENTERS-SUS	0.00
		** GL 31100 TOTAL	6,656,799.93-
33100		DEPOSITS PAYABLE	
040000		EXPENSES	0.00
33101		DEPOSITS PAYABLE - TAX BONDS	
002700			29,700.00-
220020		REFUND STATE REVENUES	0.00
		** GL 33101 TOTAL	29,700.00-
33102		DEPOSITS PAYABLE - CASH BONDS	
002700			0.00
220020		REFUND STATE REVENUES	0.00
		** GL 33102 TOTAL	0.00
35300		DUE TO OTHER DEPARTMENTS	
010000		SALARIES AND BENEFITS	1,213.34-
030000		OTHER PERSONAL SERVICES	0.00
040000		EXPENSES	3,240.30-
040000	CF	EXPENSES	0.00
100777		CONTRACTED SERVICES	939.22-
102380		PAID ADVERTISING/PROMOTION	20,799.00-
210010		TRC - DMS	0.00
210018		DATA PROCESSING SERVICES - STATE TECHNOL OF	0.00
310403		ASSESSMENT ON INVESTMENTS-DEPARTMENTAL USE	2,405.71-
		** GL 35300 TOTAL	28,597.57-
35301		DUE TO GOV UNITS - DEPT OF REVENUE	
005001			0.00
310228		PAYMENT OF SALES TAX	0.00
		** GL 35301 TOTAL	0.00
35302		DUE TO GOV UNITS - DEPT OF AGRICULTURE	
005001			1,941.94-
210010		TRC - DMS	0.00
310152		DIST/DEPT OF AG-INSP FEES	0.00
		** GL 35302 TOTAL	1,941.94-
35303		DUE TO GOV UNITS - TREASURY - TRUST FN	
102380	CF	PAID ADVERTISING/PROMOTION	0.00
180049		TRANSFER/SECTION 215.18	0.00
		** GL 35303 TOTAL	0.00

570000 DEPARTMENT OF CITRUS
20 2 090001 CITRUS ADVERTISING TRUST FUND DEPT OF CITRUS

G-L CAT		G-L ACCOUNT NAME	BEGINNING BALANCE
35600		DUE TO GENERAL REVENUE	
310322		SERVICE CHARGE TO GEN REV	708,691.94-
35700		DUE TO COMPONENT UNIT/PRIMARY	
040000		EXPENSES	0.00
040000	CF	EXPENSES	0.00
100777		CONTRACTED SERVICES	0.00
100777	CF	CONTRACTED SERVICES	103,012.20-
102380		PAID ADVERTISING/PROMOTION	0.00
102380	CF	PAID ADVERTISING/PROMOTION	10,000.00-
210015		REGIONAL DATA CENTERS-SUS	0.00
		** GL 35700 TOTAL	113,012.20-
38500		INSTALLMENT PURCHASE CONTRACTS	
060000		OPERATING CAPITAL OUTLAY	0.00
38600		CURRENT COMPENSATED ABSENCES LIABILITY	
010000		SALARIES AND BENEFITS	2,697.40-
38700		CAPITAL LEASES-CURRENT PORTION	
060000		OPERATING CAPITAL OUTLAY	0.00
39900		OTHER CURRENT LIABILITIES	
220020		REFUND STATE REVENUES	0.00
39901		GENERAL LEDGER NAME NOT ON FILE	
920000		CATEGORY NAME NOT ON TITLE FILE	0.00
54900		ASSIGNED FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	97,713.37
56100		NONSPENDABLE - INVENTORIES AND PREPAID	
000000		BALANCE BROUGHT FORWARD	229,559.06-
58100		COMMITTED FUND BALANCE	
000000		BALANCE BROUGHT FORWARD	21,998,347.37-
58101		COMMITTED-ADVANCES TO OTHER FUNDS	
000000		BALANCE BROUGHT FORWARD	6,250.00-
		*** FUND TOTAL	0.00

570000 DEPARTMENT OF CITRUS
74 8 010006 DEPARTMENT OF CITRUS TRAVEL REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200	CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	5,000.00
16800	DUE FROM STATE FUNDS - REVOLVING FUND	
000000	BALANCE BROUGHT FORWARD	0.00
45700	ADVANCES FROM OTHER FUNDS WITHIN DEPAR	
000000	BALANCE BROUGHT FORWARD	5,000.00-
	*** FUND TOTAL	0.00

570000 DEPARTMENT OF CITRUS
74 8 010007 DEPARTMENT OF CITRUS INCIDENTALS REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
11200	CASH IN BANK	
000000	BALANCE BROUGHT FORWARD	1,250.00
16800	DUE FROM STATE FUNDS - REVOLVING FUND	
000000	BALANCE BROUGHT FORWARD	0.00
45700	ADVANCES FROM OTHER FUNDS WITHIN DEPAR	
000000	BALANCE BROUGHT FORWARD	1,250.00-
	*** FUND TOTAL	0.00

570000 DEPARTMENT OF CITRUS
74 8 010008 DEPT OF CITRUS COUPON REDEMPTION REVOLVING FUND

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
16800	DUE FROM STATE FUNDS - REVOLVING FUND	
000000	BALANCE BROUGHT FORWARD	0.00
	*** FUND TOTAL	0.00

570000 DEPARTMENT OF CITRUS
80 9 090001 GENERAL FIXED ASSET ACCOUNT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
27100	LAND AND LAND IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	246,125.00
27200	BUILDINGS AND BUILDING IMPROVEMENTS	
000000	BALANCE BROUGHT FORWARD	0.00
060000	OPERATING CAPITAL OUTLAY	4,265,009.50
080002	MINOR REPAIRS/IMPROV-STATE	13,680.00
	** GL 27200 TOTAL	4,278,689.50
27300	ACC DEPR - BUILDINGS & BUILDING IMPROV	
060000	OPERATING CAPITAL OUTLAY	882,103.35-
27600	FURNITURE AND EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
002900		0.00
040000	EXPENSES	0.00
060000	OPERATING CAPITAL OUTLAY	2,798,251.47
100021	ACQUISITION/MOTOR VEHICLES	26,555.00
	** GL 27600 TOTAL	2,824,806.47
27700	ACC DEPR - FURNITURE & EQUIPMENT	
000000	BALANCE BROUGHT FORWARD	0.00
002900		0.00
040000	EXPENSES	0.00
060000	OPERATING CAPITAL OUTLAY	2,002,476.00-
100021	ACQUISITION/MOTOR VEHICLES	26,555.00-
	** GL 27700 TOTAL	2,029,031.00-
28800	OTHER CAPITAL ASSETS	
060000	OPERATING CAPITAL OUTLAY	2,990.00
28900	ACC DEPR - OTHER CAPITAL ASSETS	
060000	OPERATING CAPITAL OUTLAY	2,990.00-
51100	GENERAL LEDGER NAME NOT ON FILE	
000000	BALANCE BROUGHT FORWARD	3,799.92
060000	OPERATING CAPITAL OUTLAY	3,799.92-
	** GL 51100 TOTAL	0.00
54900	ASSIGNED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	4,438,486.62-
	*** FUND TOTAL	0.00

570000 DEPARTMENT OF CITRUS
90 9 010005 GENERAL LONG TERM DEBT ACCT GROUP

G-L CAT	G-L ACCOUNT NAME	BEGINNING BALANCE
38600	CURRENT COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	174,780.18-
48600	COMPENSATED ABSENCES LIABILITY	
000000	BALANCE BROUGHT FORWARD	562,320.58-
54900	ASSIGNED FUND BALANCE	
000000	BALANCE BROUGHT FORWARD	737,100.76
	*** FUND TOTAL	0.00

E

State of Florida
Department of Citrus

2012-13
Schedule I Series

September 2011

Department of Citrus
2012-13 Legislative Budget Request

Schedule I Narrative

5% Reserves

The Department of Citrus recommends an exclusion from the reserve requirement. The Department of Citrus is a 100% trust fund, supported by assessments on each box of citrus as they enter channels of trade. Collections are cyclical in nature, based on the timing and quantity of fruit entering markets. Our internal operating procedures require an overall reserve of 3% of our operating budget at the beginning of each year. In addition, each program director is required to "reserve" 10% of their program funds until the danger of a freeze (potential crop reduction) passes. These funds may be released to program activity in February.

Management and Administrative Costs

The Department of Citrus' goal is to maintain administrative costs within 5% of our internal operating budget. As the Citrus Advertising Trust Fund is our only fund, all administrative costs are included here.

Section III - Adjustments

- ($4,384) – Prepaid at 6/30/10, part of Fund Balance not spendable
- ($369) – Change in Prepaid Postage from 6/30/10 to 6/30/11
- $6,727 – Accounts Payable not certified forward, paid from FY 2010-11 appropriation, part of operating expenditures in Section IV.
- $3,626,817 - Prior year (Sept. 2010)certified forward reversions
- ($682,119) – Prior year certified forward paid from Foreign Currency Bank account
- $159,462 – Current year operating expenses (purchase of foreign currency) which is a part of expenditures in Section IV, still on deposit in foreign currency bank account. This amount was not expended in current year.
- ($302,269) – Prior period adjustment. Taxes collected in FY 2009-10 were refunded to taxpayer in FY 2010-11 and recorded as a prior period adjustment.
- ($68,650) – Prior period adjustment. Write off FY 2009-10 grant receivable that was not received.
- ($86,221) – Receivable write-off – uncollectible, approved by CFO office.
- ($261) – Other Misc. Adjustments

Miscellaneous Revenue – 2011-12

Proviso language in the General Appropriations Act 2009 requires Citrus to relocate headquarters to the Bob Crawford Agricultural Center in Bartow, Florida. The proviso language goes on to require the Board of Trustees of the Internal Improvement Trust Fund to surplus the Citrus headquarters building and land located at 1115 East Memorial Boulevard, Lakeland, Florida, pursuant to the requirements of s. 253.025, FS. The building and land were sold in July 2011. Proceeds ($1,190,961) from the sale were deposited in the Citrus Advertising Trust Fund.

SUPPLEMENT TO SCHEDULE I
STATE OF FLORIDA
ESTIMATED BOXES AND REVENUE
DEPARTMENT OF CITRUS
(000)

	Actual Revenue Boxes 2010-2011	Budgeted 2011-2012			Estimated 2012-2013		
		Boxes	Tax Rate	Estimated Revenue	Boxes	Tax Rate	Estimated Revenue
DOMESTIC							
ORANGE							
Fresh	4,586	4,500	0.050	$225,000	4,500	0.050	$225,000
Processed	131,077	137,490	0.230	31,622,700	138,000	0.230	31,740,000
GRAPEFRUIT							
Fresh	7,801	8,000	0.340	2,720,000	8,000	0.340	2,720,000
Processed	11,444	10,550	0.340	3,587,000	10,300	0.340	3,502,000
SPECIALTY							
Fresh	3,260	2,859	0.140	400,260	2,900	0.140	406,000
Processed	2,772	2,041	0.230	469,430	2,000	0.230	460,000
TOTAL DOMESTIC							
Fresh	15,647	15,359		3,345,260	15,400		3,351,000
Processed	145,293.1	150,081		35,679,130	150,300		35,702,000
	160,940.1	165,440		39,024,390	165,700		39,053,000
IMPORTS							
Orange	14,111	30,000	0.077	2,300,000	20,000	0.077	1,533,333
Grapefruit	7	300	0.113	34,000	300	0.113	34,000
	14,117	30,300		2,334,000	20,300		1,567,333
TOTAL	175,057	195,740		$41,358,390	186,000		$40,620,333

The Department of Citrus certifies this to be the most accurate estimate of revenues at this time. OPM will be notified of any significant revenue changes that occur prior to the Governor's Budget Recommendations being issued.

STATE OF FLORIDA
DEPARTMENT OF CITRUS
SUPPLEMENT TO SCHEDULE I
FEDERAL FOREIGN AGRICULTURAL SERVICE PROGRAM

The federal Targeted Export Assistance (TEA) program was created in the 1985 Farm Bill. By authorizing export promotional assistance, TEA was intended to provide economic relief to U.S. commodities and directly counteract unfair practices overseas. The Food, Agriculture, Conservation and Trade Act of 1990 established a Market Access Program (MAP), as a replacement of the TEA Program, to encourage the development, maintenance and expansion of commercial export markets for U.S. agricultural commodities through cost-share assistance to eligible trade organizations that implement market promotion activities. These two programs have become one of U.S. agriculture's most effective weapons against unfair competition.

The Foreign Agricultural Service (FAS) administers the Market Access Program, as they previously did the TEA program. FAS authorizes both branded and generic export promotion, and the vast majority of U.S. agriculture in virtually all fifty states now participates in the program. By stimulating foreign interest in products of U.S. origin, FAS is enlarging overall world demand in ways that will endure and assist U.S. agriculture well into the future.

The Florida Department of Citrus (on behalf of the Florida citrus industry) is eligible to participate in the Foreign Agricultural Service Program in order to counter or offset the adverse effect of unfair trading practices of foreign countries on the export of citrus and citrus products. The Department of Citrus budget for international marketing relies heavily on funding from the Foreign Agricultural Service Program.

Activity plans are developed at the Florida Department of Citrus with input from overseas advertising and promotion staff, exporters, importers and government agricultural officials. Execution of these plans is performed by these professional agencies in the countries in which FDOC/FAS programs operate.

Florida has shown revenue increases in all FAS activity countries since initial participation in the FAS program began in 1986-87. The schedule attached identifies the number of cartons of Florida grapefruit shipped, F.O.B. prices, and FAS funding.

STATE OF FLORIDA
DEPARTMENT OF CITRUS
SUPPLEMENT TO SCHEDULE 1
FEDERAL FOREIGN AGRICULTURAL SERVICE PROGRAM

FISCAL YEAR		SHIPMENTS	PRICES	MAP FUNDING	QSP FUNDING	EMO FUNDING	108 FUNDING	TOTAL FAS FUNDING
1986-87		15,472,000	$6.03	$5,464,958	$0	$0	$0	$5,464,958
1987-88		20,662,000	6.35	6,520,534				6,520,534
1988-89		23,566,000	5.91	9,081,207				9,081,207
1989-90		9,328,000	7.45	5,925,389				5,925,389
1990-91		19,300,000	7.50	9,705,381				9,705,381
1991-92		18,600,000	6.50	6,226,758				6,226,758
1992-93		17,482,000	5.50	6,999,462				6,999,462
1993-94		20,342,000	5.00	6,822,775				6,822,775
1994-95		19,713,000	7.65	5,633,904				5,633,904
1995-96		22,345,000	7.23	5,488,696				5,488,696
1996-97		22,500,000	7.23	4,165,976				4,165,976
1997-98	*	21,860,000	7.23	4,087,323				4,087,323
1998-99	*	22,125,000	7.65	5,988,215				5,988,215
1999-00	*	20,729,000	8.50	3,773,519				3,773,519
2000-01	*	20,248,000	9.88	3,713,949		220,250		3,934,199
2001-02	*	20,678,000	8.08	3,403,523	2,145	128,016	18,840	3,552,524
2002-03	*	18,334,000	10.20	3,618,313	0	39,858	184,807	3,842,978
2003-04	*	21,355,000	9.80	4,450,478	0	175,000	20,673	4,646,151
2004-05	*	8,522,000	16.79	4,643,495	0	0	0	4,643,495
2005-06	*	7,686,000	14.14	5,568,651	0	0	0	5,568,651
2006-07	*	13,872,000	10.99	5,486,000	0	0	0	5,486,000
2007-08	*	13,647,000	11.01	5,486,000	0	0	0	5,486,000
2008-09	*	11,308,000	9.92	5,814,581	0	0	0	5,814,581
2009-10	*	11,312,000	14.32	5,472,337	0	0	0	5,472,337
2010-11	*	10,060,000	13.57	5,204,718	0	0	0	5,204,718
2011-12	* (est)	10,500,000	13.50	5,201,171	0	0	0	5,201,171
2012-13	* (est)	10,500,000	13.50	5,200,000	0	0	0	5,200,000

* Includes Canada in the shipments and funding.

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title: Citrus
Trust Fund Title: Citrus Advertising Trust Fund
Budget Entity:
LAS/PBS Fund Number: 2090

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance	
Chief Financial Officer's (CFO) Cash Balance	**289,731.55**	(A)			
ADD: Other Cash (See Instructions)	**840,748.11**	(B)			
ADD: Investments	25,229,310.98	(C)			
ADD: Outstanding Accounts Receivable	3,053,284.34	(D)			
ADD: ________________________________		(E)			
Total Cash plus Accounts Receivable	**29,413,074.98**	(F)			
LESS: Allowances for Uncollectibles		(G)			
LESS: Approved "A" Certified Forwards	6,769,812.13	(H)			
Approved "B" Certified Forwards		(H)			
Approved "FCO" Certified Forwards		(H)			
LESS: Other Accounts Payable (Nonoperating)	745,436.99	(I)			
LESS: ________________________________		(J)			
Unreserved Fund Balance, 07/01/11	**21,897,825.86**	(K)			**

Notes:

***SWFS = Statewide Financial Statement**

**** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2011

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title: Citrus
Trust Fund Title: Citrus Advertising Trust Fund
LAS/PBS Fund Number: 2090

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11 Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	**22,136,443.06**	(A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(229,559.06)	(B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :		
SWFS Adjustment # and Description (Unspent Certified)		(C)
SWFS Adjustment # and Description		(C)
Add/Subtract Other Adjustment(s):		
Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
A/P not C/F-Operating Categories	26,191.86	(D)
Prepaid Items - Not Spendable	(29,000.00)	(D)
Advances to other funds (G/L 58101)	(6,250.00)	(D)
		(D)
ADJUSTED BEGINNING TRIAL BALANCE:	**21,897,825.86**	(E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	**21,897,825.86**	(F)
DIFFERENCE:	**0.00**	(G)*

***SHOULD EQUAL ZERO.**

BUDGET ENTITY	D3A ISSUE CODE	COLUMN NUMBERS	CODE	ERROR MESSAGE	PAGE

THERE WERE 0 ERRORS DETECTED

	COL A93 SCH VIIIB-2 REDUCTIONS POS AMOUNT	CODES
CITRUS, DEPT OF		57000000
AGRIC PRODUCTS MARKETING		57030000
ECONOMIC OPPORTUNITIES		11
BUSINESS DEVELOPMENT		1101.00.00.00
PROGRAM REDUCTIONS		33V0000
REDUCTION OF PAID ADVERTISING / PROMOTIONS		33V0100
SPECIAL CATEGORIES		100000
PAID ADVERTISING/PROMOTION		102380
CITRUS ADVERTISING TF -STATE	6,088,992-	2090 1

AGENCY ISSUE NARRATIVE:
SCH VIIIB-2 NARR 12-13 NARRATIVE: IT COMPONENT? NO
Priority Issue #1 - 6,088,992

Citrus' appropriations request for 2012-13 includes a recurring decrease of $5 million from the Agricultural Products Marketing budget entity to close a gap between appropriations and internal operating funds available. Advertising citrus products is the primary program of the Department of Citrus, and is funded by a tax on each box of Florida Citrus that moves through the channels of trade. Chapter 601.02(5) F.S. creates "...a social contract between the state and the citrus growers of the state whereby the state must hold such funds in trust and inviolate and use them only for the purposes prescribed in this chapter." This chapter would require changes in order to direct the advertising funds to the state general revenue fund.

The required 10% decrease of $6,088,992 is allocated entirely to one issue because it will support the D3-A issue described above. A reduction in this category is possible because a gap of $14 million exists between appropriations and our funded internal operating budget. Only $5 million of the gap can be reduced because the balance will be needed next season; it is the expectation of the citrus industry that federal funds will be available to fund citrus greening disease research, relieving the Citrus Advertising Trust Fund of that burden. Our marketing programs could then expand to levels seen before we supported disease research.

Reducing this authority will not have an impact on Citrus programs; if collected funds were diverted from the Citrus Advertising Trust Fund, television, on-line advertising and promotional activity would be reduced, commensurate with the lost funds. Program reductions would adversely affect the reach and frequency that consumers hear our health messages, which would reduce the consumer recall of our message and intent to purchase citrus products on their next shopping trip. This results in a loss of sales to the Florida citrus grower, and inventory build-up and ultimately lower prices for citrus products at a time when all costs are rising. Because of the financial benefit the Florida citrus industry has on the State's economy, the Department does not recommend redirecting Citrus Advertising Trust Funds to the General Fund.

STATE OF FLORIDA
DEPARTMENT OF CITRUS
605 EAST MAIN STREET / BOX 9010 / BARTOW, FLORIDA 33831
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DEBRA J. FUNKHOUSER
ACTING EXECUTIVE DIRECTOR
PHONE: 863-537-3999
FAX: 877-FLA-CITRUS

MARTIN McKENNA
CHAIRMAN
FLORIDA CITRUS COMMISSION

LEGISLATIVE BUDGET REQUEST

Department of Citrus
Bartow

September 13, 2011

Jerry L. McDaniel, Director
Office of Policy and Budget
Executive Office of the Governor
1701 Capitol
Tallahassee, Florida 32399-0001

JoAnne Leznoff, Staff Director
House Appropriations Committee
221 Capitol
Tallahassee, Florida 32399-1300

Craig Meyer, Staff Director
Senate Budget Committee
201 Capitol
Tallahassee, Florida 32399-1300

Dear Directors:

Pursuant to Chapter 216, Florida Statutes, our Legislative Budget Request for the Department of Citrus 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 2012-13 Fiscal Year. This submission has been approved by Debra J. Funkhouser, Acting Executive Director.

DJ Funkhouser

Debra J. Funkhouser
Comptroller/Acting Executive Director

State of Florida
Department of Citrus

2012-13
Department Level
Exhibits and Schedules

September 2011

Non-Strategic IT Service: **E-Mail, Messaging, and Calendaring Service**

Agency: **Department of Citrus**
Prepared by: Andrew Van Clief, CIO
Phone: 863-537-3973

	Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2012-13: Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A.	**Personnel**		0.00		$0
A-1	**State FTE**		0.00		$0
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
B.	**Hardware**				$0
B-1	**Servers**		0	0	$0
B-2	**Server Maintenance & Support**		0	0	$0
B-3	**Wireless Communication Devices** *(e.g., Blackberries, I-phones, PDAs, etc.)*		0	0	$0
B-4	**Online Storage** *(indicate GB of storage)*		0		$0
B-5	**Archive Storage** *(indicate GB of storage)*		0		$0
B-6	**Other Hardware Assets** *(Please specify in Footnote Section below)*				$0
C.	**Software**	1			$1,500
D.	**External Service Provider(s)**				$8,967
D-1	**Southwood Shared Resource Center**	2			$8,967
D-2	**Northwood Shared Resource Center**				$0
D-3	**Northwest Regional Data Center**				$0
D-4	**Other Data Center External Service Provider** *(specify in Footnotes below)*				$0
E.	**Other** *(Please describe in Footnotes Section below)*				$0
F.	**Total for IT Service**				$10,467
G.	**Please provide the number of user mailboxes.**				54
H.	**Please provide the number of resource mailboxes.**				60

I. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

1	Blackberry Enterprise Server Licenses.
2	Per estimate received via Agency Addressed Memo #11-039, these reflect recurring cost only.
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Non-Strategic IT Service:	Network Service				
Dept/Agency:	Department of Citrus		# of Assets & Resources Apportioned to this IT Service in FY 2012-13		
Prepared by:	Andrew Van Clief, CIO				
Phone:	863-537-3973				
	Service Provisioning -- Assets & Resources *(Cost Elements)*	*Footnote Number*	*Number used for this service*	*Number w/ costs in FY 2012-13*	Estimated FY 2012-13 Allocation of Recurring Base Budget *(based on Column G64 minus G65)*
A. Personnel			0.75		$74,316
A-1.1	**State FTE**		0.75		$69,316
A-2.1	**OPS FTE**		0.00		$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$5,000
B. Hardware					$22,000
B-1	**Servers**	1	4	1	$6,000
B-2	**Server Maintenance & Support**		0	0	$0
B-3	**Network Devices & Hardware** (e.g., routers, switches, hubs, cabling, etc.)	1	11	0	$10,000
B-4	**Online Storage for file and print** *(indicate GB of storage)*		1164		$0
B-5	**Archive Storage for file and print** *(indicate GB of storage)*		60000		$1,000
B-6	**Other Hardware Assets** *(Please specify in Footnote Section below)*	1			$5,000
C. Software					$1,500
D. External Service Provider(s)					$24,400
D-1	**MyFloridaNet**				$24,400
D-2	**Other** *(Please specify in Footnote Section below)*				$0
E. Other *(Please describe in Footnotes Section below)*		2			$0
F. Total for IT Service					**$122,216**
G. Please identify the number of users of the Network Service					**54**
H. How many locations currently host IT assets and resources used to provide LAN services?					**3**
I. How many locations currently use WAN services?					**3**

J.	**Footnotes** - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*
1	Funds reallocated as required between Network Services and Desktop Computing Services
2	Funds available for unplanned service needs to maintain/update current systems
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Non-Strategic IT Service: **Desktop Computing Service**

Agency: **Department of Citrus**
Prepared by: **Andrew Van Clief, CIO**
Phone: **863-537-3973**

		Service Provisioning -- Assets & Resources *(Cost Elements)*	*Footnote Number*	*# of Assets & Resources Apportioned to this IT Service in FY 2012-13* — *Number used for this service*	*Number w/ costs in FY 2012-13*	**Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)**
A.		**Personnel**		0.50		$33,150
A-1		**State FTE**		0.50		$33,150
A-2		**OPS FTE**		0.00		$0
A-3		**Contractor Positions** (Staff Augmentation)		0.00		$0
B.		**Hardware**		76	18	$27,000
B-1		**Servers**		0	0	$0
B-2		**Server Maintenance & Support**		0	0	$0
B-3.1		**Desktop Computers**		52	10	$15,000
B-3.2		**Mobile Computers** (e.g., Laptop, Notebook, Handheld, Wireless Computer)		24	8	$12,000
B-3.3		**Other Hardware Assets** *(Please specify in Footnote Section below)*		0	0	$0
C.		**Software**	1			$27,300
D.		**External Service Provider(s)**		0	0	$0
E.		**Other** *(Please describe in Footnotes Section below)*	2			$0
F.		**Total for IT Service**				**$87,450**
G.		**Please identify the number of users of this service.**				**54**
H.		**How many locations currently use this service?**				**3**

I. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

1	Includes enterprise agreement for desktop suites, adobe, etc.
2	Funds are available for unplanned service needs to maintain/update current systems
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Non-Strategic IT Service:	**Helpdesk Service**				
Agency:	**Department of Citrus**		*# of Assets & Resources Apportioned to this IT Service in FY 2012-13*		
Prepared by:	**Andrew Van Clief, CIO**				
Phone:	**863-537-3973**				
	Service Provisioning -- Assets & Resources *(Cost Elements)*	*Footnote Number*	*Number used for this service*	*Number w/ costs in FY 2012-13*	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
	A. Personnel		0.00		$0
A-1	**State FTE**	1	0.00		$0
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
	B. Hardware		0	0	$0
B-1	**Servers**		0	0	$0
B-2	**Server Maintenance & Support**		0	0	$0
B-3	**Other Hardware Assets** *(Please specify in Footnote Section below)*		0	0	$0
	C. Software				$0
	D. External Service Provider(s)		0	0	$0
	E. Other *(Please describe in Footnotes Section below)*				$0
	F. Total for IT Service				**$0**
	G. Please identify the number of users of this service.				**0**
	H. How many locations currently host IT assets and resources used to provide this service?				**0**
	I. What is the average monthly volume of calls/cases/tickets?				**0**

J. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

1	Citrus does not have a dedicated helpdesk/staff/system. IT staff assist users as needed, and are accounted for elsewhere.
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Non-Strategic IT Service:	IT Security/Risk Mitigation Service			

Agency: **Department of Citrus**
Prepared by: Andrew Van Clief, CIO
Phone: 863-537-3973

Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2012-13: Number used for this service	# of Assets & Resources Apportioned to this IT Service in FY 2012-13: Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A. Personnel		0.00		$0
A-1 **State FTE**	1	0.00		$0
A-2 **OPS FTE**		0.00		$0
A-3 **Contractor Positions** (Staff Augmentation)		0.00		$0
B. Hardware		0	0	$0
B-1 **Servers**		0	0	$0
B-2 **Server Maintenance & Support**		0	0	$0
B-3 **Other Hardware Assets** *(Please specify in Footnote Section below)*		0	0	$0
C. Software				$0
D. External Service Provider(s)		0	0	$0
E. Other *(Please describe in Footnotes Section below)*				$0
F. Total for IT Service				**$0**

G. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

1	IT staff handles security/risk mitigation services and are accounted for elsewhere.
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Non-Strategic IT Service:	Agency Financial and Administrative Systems Support Service

Agency: **Department of Citrus**
Prepared by: **Andrew Van Clief, CIO**
Phone: **863-537-3973**

	Service Provisioning -- Assets & Resources *(Cost Elements)*	*Footnote Number*	*# of Assets & Resources Apportioned to this IT Service in FY 2012-13* — *Number used for this service*	*Number w/ costs in FY 2012-13*	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A.	**Personnel**		0.00		$0
A-1	**State FTE**	1	0.00		$0
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
B.	**Hardware**		0	0	$0
B-1	**Servers**		0	0	$0
B-2	**Server Maintenance & Support**		0	0	$0
B-3	**Other Hardware Assets** *(Please specify in Footnote Section below)*		0	0	$0
C.	**Software**				$0
D.	**External Service Provider(s)**		0	0	$0
E.	**Other** *(Please describe in Footnotes Section below)*				$0
F.	**Total for IT Service**				**$0**
G.	**Please identify the number of users of this service.**				**13**
H.	**How many locations currently host agency financial/adminstrative systems?**				**1**

I. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

1	Citrus does not have formal financial and administrative systems; support is accounted for elsewhere.
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Non-Strategic IT Service:

IT Administration and Management Service

Agency: **Department of Citrus**
Prepared by: **Andrew Van Clief, CIO**
Phone: **863-537-3973**

	Service Provisioning -- Assets & Resources *(Cost Elements)*	Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2012-13: Number used for this service	Number w/ costs in FY 2012-13	C: Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A.	**Personnel**		0.25		$23,109
A-1	**State FTE**		0.25		$23,109
A-2	**OPS FTE**		0.00		$0
A-3	**Contractor Positions** (Staff Augmentation)		0.00		$0
B.	**Hardware**		0	0	$0
B-1	**Servers**		0	0	$0
B-2	**Server Maintenance & Support**		0	0	$0
B-3	**Other Hardware Assets** *(Please specify in Footnote Section below)*		0	0	$0
C.	**Software**				$0
D.	**External Service Provider(s)**		0	0	$0
E.	**Other** *(Please describe in Footnotes Section below)*				$0
F.	**Total for IT Service**				**$23,109**
G.	**How many locations currently host assets and resources used to provide this service?**				**2**

G. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

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Non-Strategic IT Service: **Web/Portal Service**

Dept/Agency: **Department of Citrus**
Prepared by: Andrew Van Clief, CIO
Phone: 863-537-3973

	Service Provisioning -- Assets & Resources *(Cost Elements)*	*Footnote Number*	*# of Assets & Resources Apportioned to this IT Service in FY 2012-13* *Number used for this service*	*Number w/ costs in FY 2012-13*	**Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)**
	A. Personnel		**0.00**		$0
A-1.1	**State FTE**		0.00		$0
A-2.1	**OPS FTE**		0.00		$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0
	B. Hardware				$0
B-1	**Servers**		0	0	$0
B-2	**Server Maintenance & Support**		0	0	$0
B-3	**Other Hardware Assets** *(Please specify in Footnotes Section below)*		0	0	$0
	C. Software	1			$1,350
	D. External Service Provider(s)	2,3	2	2	$6,740
	E. Other *(Please describe in Footnotes Section below)*				$0
	F. Total for IT Service				**$8,090**
	G. Please identify the number of Internet users of this service.				**50,000**
	H. Please identify the number of intranet users of this service.				**54**
	I. How many locations currently host IT assets and resources used to provide this service?				**2**

J.	**Footnotes** - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*
1	Box.Net software is utilized by staff to update FDOCGrower.com website
2	INetU - service provider for Floridajuice.com and GoFloridaGrapefruit.com
3	Best Associates - service provider for FloridaBreakfast.com and FDOCGrower.com
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Non-Strategic IT Service: **Data Center Service**

Dept/Agency: **Department of Citrus**
Prepared by: **Andrew Van Clief, CIO**
Phone: **863-537-3973**

Service Provisioning -- Assets & Resources *(Cost Elements)*		Footnote Number	# of Assets & Resources Apportioned to this IT Service in FY 2012-13: Number used for this service	Number w/ costs in FY 2012-13	Estimated FY 2012-13 Allocation of Recurring Base Budget (based on Column G64 minus G65)
A.	**Personnel** *(performing data center functions defined in w. 282.201(2)(d)1.e., F.S.)*		0.00		$0
A-1.1	**State FTE**		0.00		$0
A-2.1	**OPS FTE**		0.00		$0
A-3.1	**Contractor Positions** (Staff Augmentation)		0.00		$0
B.	**Hardware**				$0
B-1	**Non-Mainframe Servers** *(including single-function logical servers not assigned to another service)*		0	0	$0
B-2	**Servers - Mainframe**		0	0	$0
B-3	**Server Maintenance & Support**		0	0	$0
B-4	**Online or Archival Storage Systems** *(indicate GB of storage)*		0		$0
B-5	**Data Center / Computing Facility Internal Network**				$0
B-6	**Other Hardware** *(Please specify in Footnotes Section below)*				$0
C.	**Software**				$0
D.	**External Service Provider(s)**				$23,000
D-1	**Southwood Shared Resource Center** *(indicate # of Board votes)*		0		$3,000
D-2	**Northwood Shared Resource Center** *(indicate # of Board votes)*		0		$20,000
D-3	**Northwest Regional Data Center** *(indicate # of Board votes)*		0		$0
D-4	**Other Data Center External Service Provider** *(specify in Footnotes below)*				$0
E.	**Plant & Facility**				$0
E-1	**Data Center / Computing Facilities Rent & Insurance**				$0
E-2	**Utilities (e.g., electricity and water)**	1			$0
E-3	**Environmentals (e.g., HVAC, fire control, and physical security)**	1			$0
E-4	**Other** *(please specify in Footnotes Section below)*				$0
F.	**Other** *(Please describe in Footnotes Section below)*				$0
G.	**Total for IT Service**				**$23,000**
H.	**Please provide the number of agency data centers.**				**0**
I.	**Please provide the number of agency computing facilities.**				**1**
J.	**Please provide the number of single-server installations.**				**2**

H. Footnotes - *Please indicate a footnote for each corresponding row above. Maximum footnote length is 1024 characters.*

1	HVAC and electricity expenses are part of overall building expenses. Due to agency's small size, they cannot be isolated.
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Agency: **Department of Citrus**

#	Budget Entity Name	BE Code	Program Component Code	Program Component Name	Identified Funding as % of Total Cost of Service / Costs within BE / Funding Identified for IT Service	E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service
						100.0000%	*100.0000%*	*100.0000%*	*#DIV/0!*	*#DIV/0!*	*#DIV/0!*	*100.0000%*	*100.0000%*	*100.0000%*
						$10,467	*$122,216*	*$87,450*	*$0*	*$0*	*$0*	*$23,109*	*$8,090*	*$23,000*
1	Executive Dir/Support Svcs	57020000	1101.00.00.00	Econ Opportunities Business Dev	$274,332	$10,467	$122,216	$87,450	$0	$0	$0	$23,109	$8,090	$23,000
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IT Cost Element Data as entered on IT Service Worksheets

Category	Item	Sum of IT Cost Elements Across IT Services	E-Mail, Messaging, and Calendaring Service	Network Service	Desktop Computing Service	Helpdesk Service	IT Security/Risk Mitigation Service	Agency Financial and Administrative Systems Support Service	IT Administration and Management Service	Web/Portal Service	Data Center Service
Personnel	*State FTE (#)*	1.50	0.00	0.75	0.50	0.00	0.00	0.00	0.25	0.00	0.00
	State FTE (Costs)	$125,575	$0	$69,316	$33,150	$0	$0	$0	$23,109	$0	$0
Personnel	*OPS FTE (#)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	OPS FTE (Cost)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Personnel	*Vendor/Staff Augmentation (# Positions)*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Vendor/Staff Augmentation (Costs)	$5,000	$0	$5,000	$0	$0	$0	$0	$0	$0	$0
Hardware		$49,000	$0	$22,000	$27,000	$0	$0	$0	$0	$0	$0
Software		$31,650	$1,500	$1,500	$27,300	$0	$0	$0	$0	$1,350	$0
External Services		$63,107	$8,967	$24,400	$0	$0	$0	$0	$0	$6,740	$23,000
Plant & Facility (Data Center Only)		$0									$0
Other		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Budget Total	$274,332	$10,467	$122,216	$87,450	$0	$0	$0	$23,109	$8,090	$23,000
	FTE Total	1.50	0.00	0.75	0.50	0.00	0.00	0.00	0.25	0.00	0.00
		Users	114	54	54	0		13		50,054	
		Cost Per User	91.81578947	$2,263.26	$1,619.44	#DIV/0!		$0.00		$0.16	

(cost/all mailboxes)

Help Desk Tickets: 0

Cost/Ticket: #DIV/0!

Schedule VII: Agency Litigation Inventory

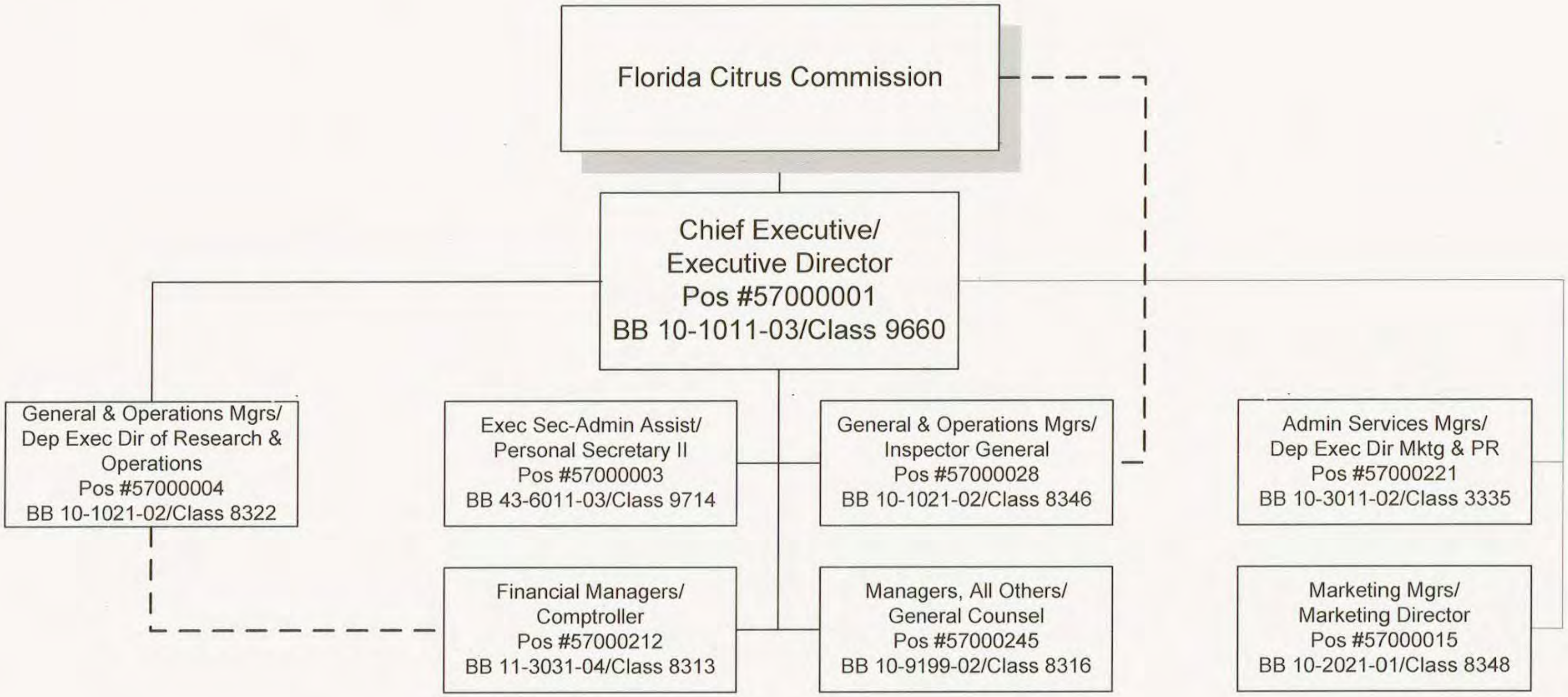
For directions on completing this schedule, please see the "Legislative Budget Request (LBR) Instructions" located on the Governor's website.

Agency:	**Department of Citrus**		
Contact Person:	Ken Keck	Phone Number:	(863) 537-3999

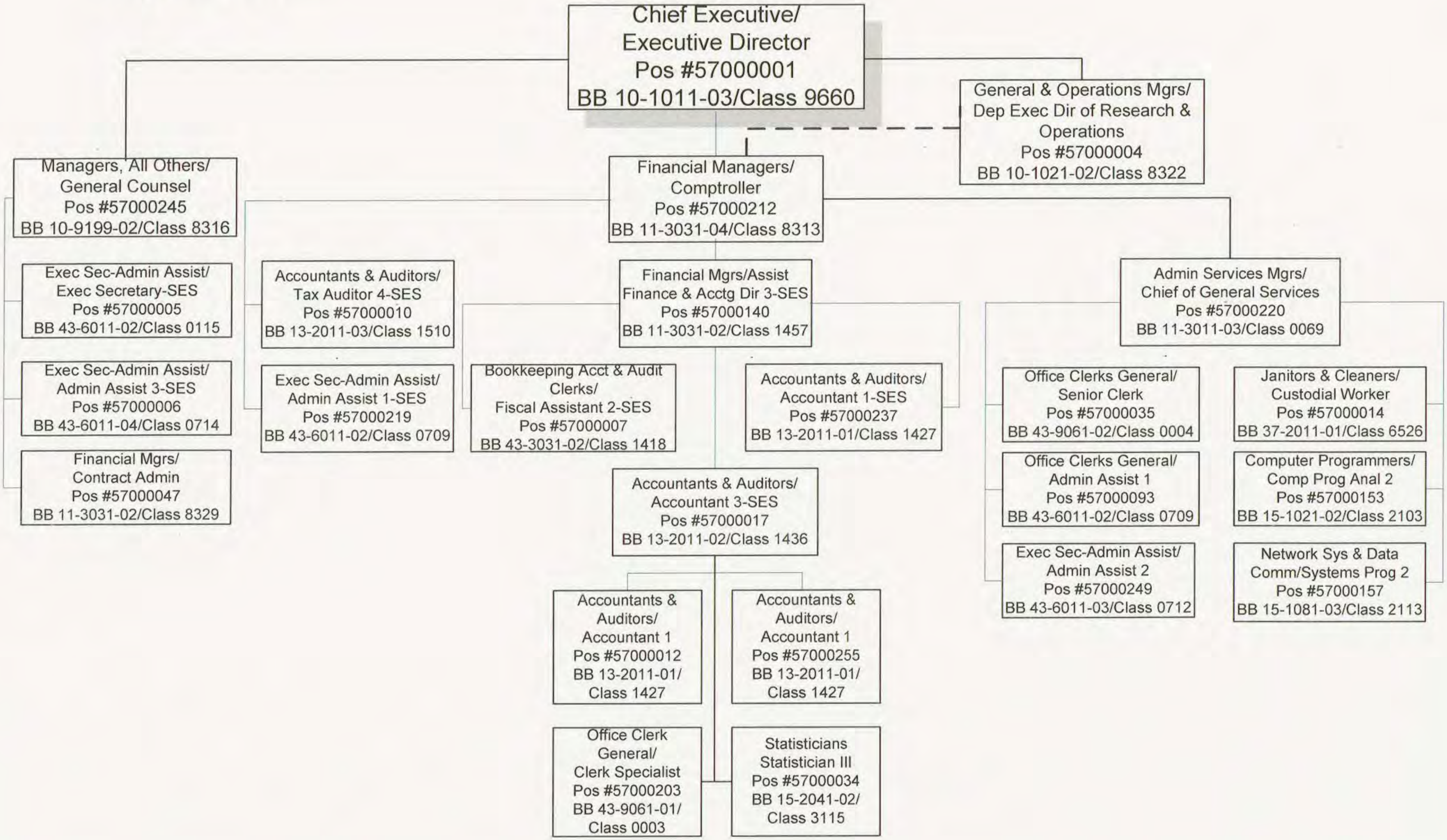
Names of the Case: (If no case name, list the names of the plaintiff and defendant.)	Per Ken Keck NO CASES PENDING	
Court with Jurisdiction:		
Case Number:		
Summary of the Complaint:		
Amount of the Claim:	$	
Specific Statutes or Laws (including GAA) Challenged:		
Status of the Case:		
Who is representing (of record) the state in this lawsuit? Check all that apply.		Agency Counsel
		Office of the Attorney General or Division of Risk Management
		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).		

Office of Policy and Budget – July 2011

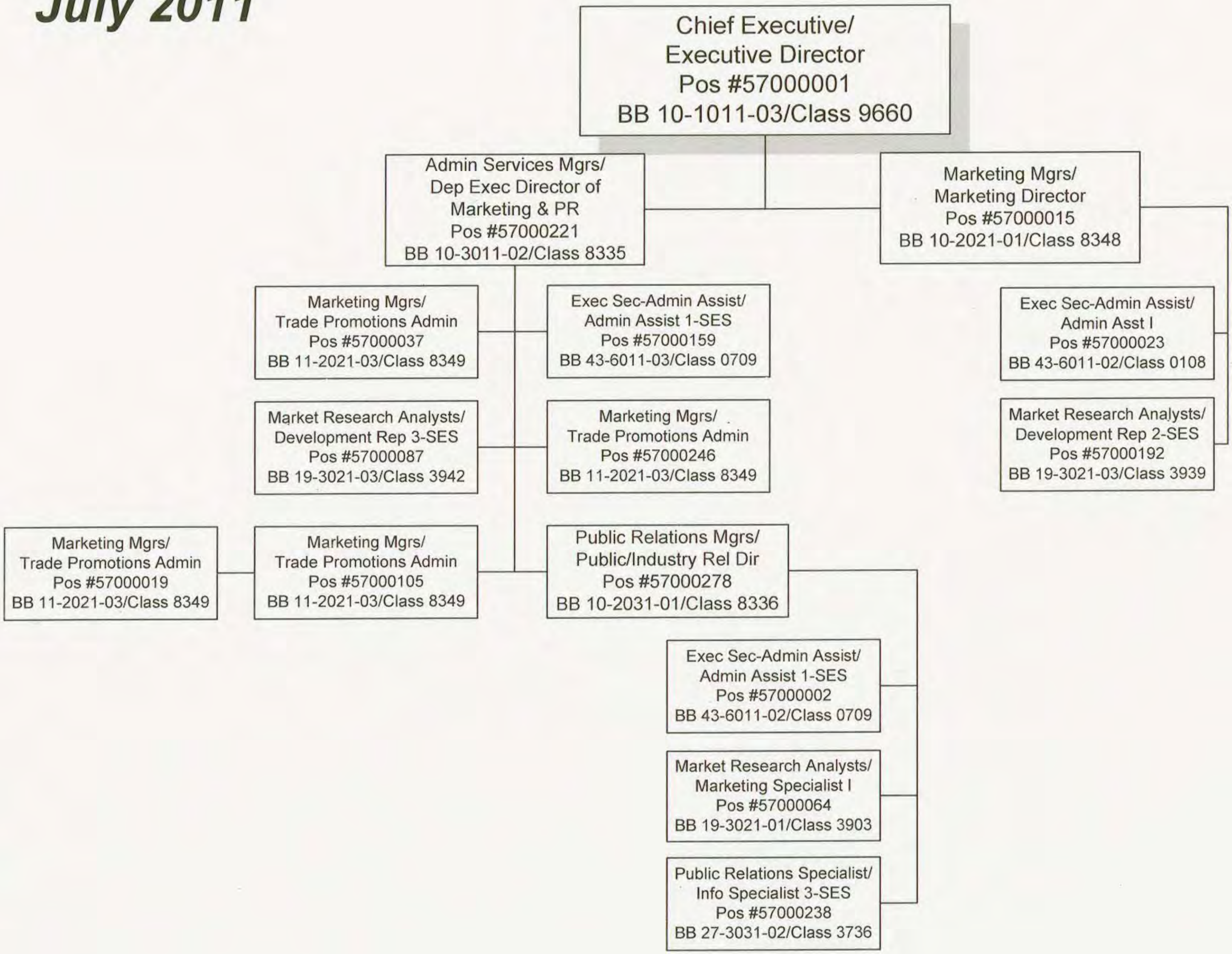
Executive Office
July 2011



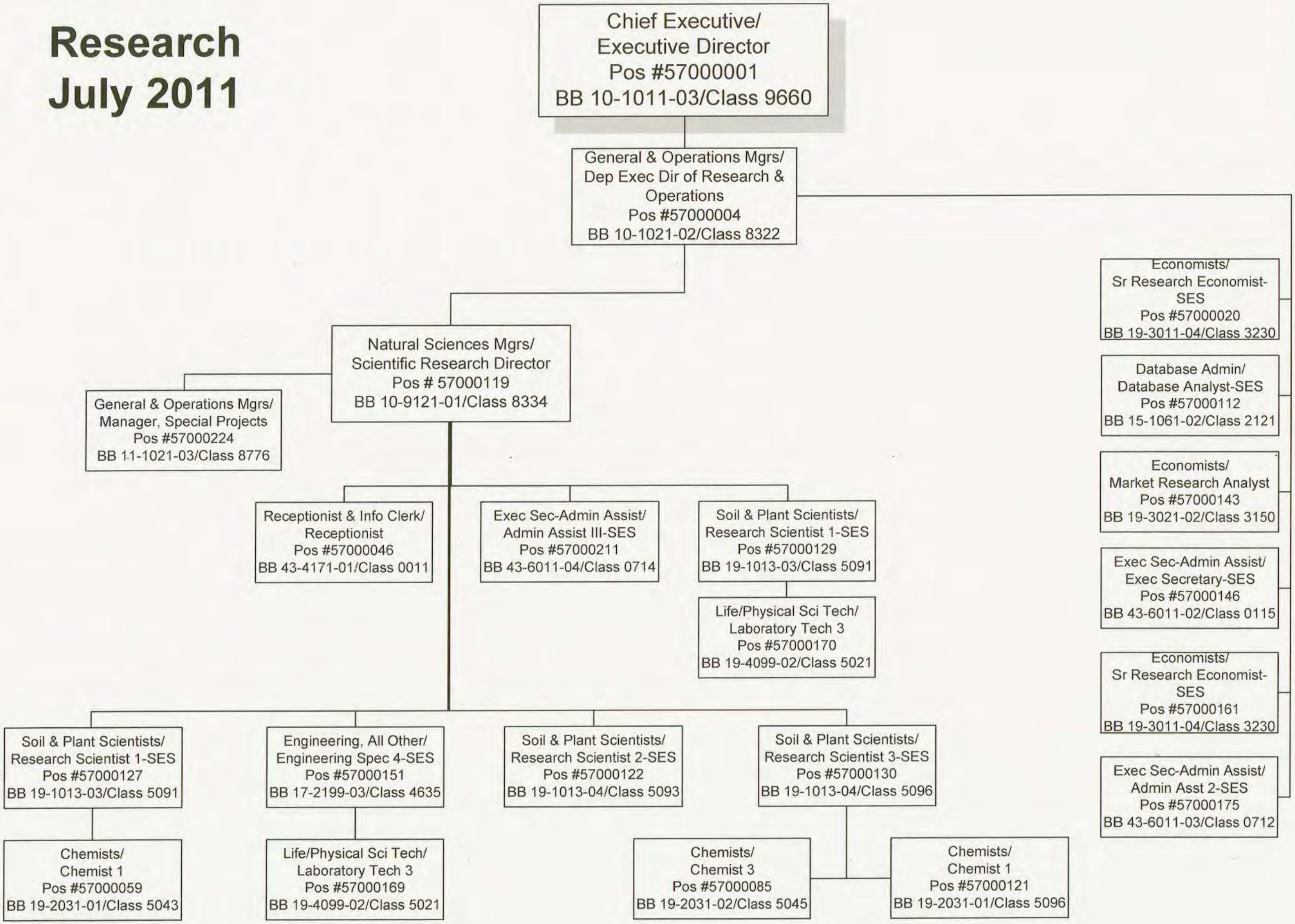
Administration
July 2011



Marketing
July 2011



Research
July 2011



PROGRAM: CITRUS, DEPARTMENT OF	FISCAL YEAR 2009-10			
SECTION I: BUDGET	OPERATING			FIXED CAPITAL OUTLAY
TOTAL ALL FUNDS GENERAL APPROPRIATIONS ACT			66,844,068	0
ADJUSTMENTS TO GENERAL APPROPRIATIONS ACT (Supplementals, Vetoes, Budget Amendments, etc.)			26,374	0
FINAL BUDGET FOR AGENCY			66,870,442	0

SECTION II: ACTIVITIES * MEASURES	Number of Units	(1) Unit Cost	(2) Expenditures (Allocated)	(3) FCO
Executive Direction, Administrative Support and Information Technology (2)				0
Sponsor Research Programs * Number of acres mechanically harvested	11,535	1,254.72	14,473,144	
Domestic Marketing * Percent of consumer recall of television advertising.	55	632,613.40	34,793,737	
TOTAL			49,266,881	

SECTION III: RECONCILIATION TO BUDGET		
PASS THROUGHS		
TRANSFER - STATE AGENCIES		
AID TO LOCAL GOVERNMENTS		
PAYMENT OF PENSIONS, BENEFITS AND CLAIMS		
OTHER		
REVERSIONS	17,603,563	
TOTAL BUDGET FOR AGENCY (Total Activities + Pass Throughs + Reversions) - Should equal Section I above. (4)	66,870,444	

SCHEDULE XI/EXHIBIT VI: AGENCY-LEVEL UNIT COST SUMMARY

(1) Some activity unit costs may be overstated due to the allocation of double budgeted items.
(2) Expenditures associated with Executive Direction, Administrative Support and Information Technology have been allocated based on FTE. Other allocation methodologies could result in significantly different unit costs per activity.
(3) Information for FCO depicts amounts for current year appropriations only. Additional information and systems are needed to develop meaningful FCO unit costs.
(4) Final Budget for Agency and Total Budget for Agency may not equal due to rounding.

Schedule XIV
Variance from Long Range Financial Outlook

Agency: Citrus **Contact:** Debra Funkhouser

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 2011 contain revenue or expenditure estimates related to your agency?

Yes [ ] No [ ] **Not Applicable**

2) If yes, please list the estimates for revenues and budget drivers that reflect an estimate for your agency for Fiscal Year 2012-2013 and list the amount projected in the long range financial outlook and the amounts projected in your Schedule I or budget request.

			FY 2012-2013 Estimate/Request Amount	
	Issue (Revenue or Budget Driver)	**R/B***	**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

State of Florida
Department of Citrus

2012-13
Schedule I Series
Department Level

September 2011

SCHEDULE IC: RECONCILIATION OF UNRESERVED FUND BALANCE

Budget Period: 2012 - 2013

Department Title: Citrus
Trust Fund Title: Citrus Advertising Trust Fund
Budget Entity:
LAS/PBS Fund Number: 2090

	Balance as of 6/30/2011		SWFS* Adjustments	Adjusted Balance
Chief Financial Officer's (CFO) Cash Balance	**289,731.55**	(A)		
ADD: Other Cash (See Instructions)	**840,748.11**	(B)		
ADD: Investments	25,229,310.98	(C)		
ADD: Outstanding Accounts Receivable	3,053,284.34	(D)		
ADD: ______________________________		(E)		
Total Cash plus Accounts Receivable	**29,413,074.98**	(F)		
LESS: Allowances for Uncollectibles		(G)		
LESS: Approved "A" Certified Forwards	6,769,812.13	(H)		
Approved "B" Certified Forwards		(H)		
Approved "FCO" Certified Forwards		(H)		
LESS: Other Accounts Payable (Nonoperating)	745,436.99	(I)		
LESS: ______________________________		(J)		
Unreserved Fund Balance, 07/01/11	**21,897,825.86**	(K)		**

Notes:

***SWFS = Statewide Financial Statement**

**** This amount should agree with Line I, Section IV of the Schedule I for the most recent completed fiscal year and Line A for the following year.**

Office of Policy and Budget - July 2011

RECONCILIATION: BEGINNING TRIAL BALANCE TO SCHEDULE I and IC

Budget Period: 2012 - 2013

Department Title:	Citrus
Trust Fund Title:	Citrus Advertising Trust Fund
LAS/PBS Fund Number:	2090

BEGINNING TRIAL BALANCE:

Total Fund Balance Per FLAIR Trial Balance, 07/01/11 Total all GLC's 5XXXX for governmental funds; GLC 539XX for proprietary and fiduciary funds	**22,136,443.06**	(A)
Subtract Nonspendable Fund Balance (GLC 56XXX)	(229,559.06)	(B)
Add/Subtract Statewide Financial Statement (SWFS)Adjustments :		
SWFS Adjustment # and Description (Unspent Certified)		(C)
SWFS Adjustment # and Description		(C)
Add/Subtract Other Adjustment(s):		
Approved "B" Carry Forward (Encumbrances) per LAS/PBS		(D)
Approved "C" Carry Forward Total (FCO) per LAS/PBS		(D)
A/P not C/F-Operating Categories	26,191.86	(D)
Prepaid Items - Not Spendable	(29,000.00)	(D)
Advances to other funds (G/L 58101)	(6,250.00)	(D)
		(D)
ADJUSTED BEGINNING TRIAL BALANCE:	**21,897,825.86**	(E)
UNRESERVED FUND BALANCE, SCHEDULE IC (Line I)	**21,897,825.86**	(F)
DIFFERENCE:	**0.00**	(G)*

***SHOULD EQUAL ZERO.**

SCHEDULE IX: MAJOR AUDIT FINDINGS AND RECOMMENDATIONS

Budget Period: 2012-2013

Department: Citrus

Chief Internal Auditor: Billy Weathers

Budget Entity: 5700

Phone Number: (863) 537-3961

(1) REPORT NUMBER	(2) PERIOD ENDING	(3) UNIT/AREA	(4) SUMMARY OF FINDINGS AND RECOMMENDATIONS	(5) SUMMARY OF CORRECTIVE ACTION TAKEN	(6) ISSUE CODE
			NO MAJOR FINDINGS FOR 2010-2011		

Office of Policy and Budget - July 2011

Fiscal Year 2012-13 LBR Technical Review Checklist

Department/Budget Entity (Service): **Citrus**

Agency Budget Officer/OPB Analyst Name: **Debra Funkhouser / Kim Burke**

A "Y" indicates "YES" and is acceptable, an "N/J" indicates "NO/Justification Provided" - these require further explanation/justification (additional sheets can be used as necessary), and "TIPS" are other areas to consider.

		Program or Service (Budget Entity Codes)				
	Action	5701	5702	5703		
1. GENERAL						
1.1	Are Columns A01, A02, A04, A05, A36, A93, IA1, IA5, IP1, IV1, IV3 and NV1 set to TRANSFER CONTROL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status for both the Budget and Trust Fund columns? Are Columns A06, A07, A08 and A09 for Fixed Capital Outlay (FCO) set to TRANSFER CONTROL for DISPLAY status only? **(CSDI)**	Y	Y	Y		
1.2	Is Column A03 set to TRANSFER CONTROL for DISPLAY and UPDATE status for both the Budget and Trust Fund columns? **(CSDI)**	Y	Y	Y		
AUDITS:						
1.3	Has Column A03 been copied to Column A12? Run the Exhibit B Audit Comparison Report to verify. **(EXBR, EXBA)**	Y	Y	Y		
1.4	Has security been set correctly? **(CSDR, CSA)**	Y	Y	Y		
TIP	The agency should prepare the budget request for submission in this order: 1) Lock columns as described above; 2) copy Column A03 to Column A12; and 3) set Column A12 column security to ALL for DISPLAY status and MANAGEMENT CONTROL for UPDATE status.					
2. EXHIBIT A (EADR, EXA)						
2.1	Is the budget entity authority and description consistent with the agency's LRPP and does it conform to the directives provided on page 59 of the LBR Instructions?	Y	Y	Y		
2.2	Are the statewide issues generated systematically (estimated expenditures, nonrecurring expenditures, etc.) included?	Y	Y	Y		
2.3	Are the issue codes and titles consistent with *Section 3* of the LBR Instructions (pages 15 through 30)? Do they clearly describe the issue?	Y	Y	Y		
2.4	Have the coding guidelines in *Section 3* of the LBR Instructions (pages 15 through 30) been followed?	Y	Y	Y		
3. EXHIBIT B (EXBR, EXB)						
3.1	Is it apparent that there is a fund shift and were the issues entered into LAS/PBS correctly? Check D-3A funding shift issue 340XXX0 - a unique deduct and unique add back issue should be used to ensure fund shifts display correctly on the LBR exhibits.	N/A	N/A	N/A		
3.2	Are the 33XXXX0 issues negative amounts only and do not restore nonrecurring cuts from a prior year or fund any issues that net to a positive or zero amount? Check D-3A issues 33XXXX0 - a unique issue should be used for issues that net to zero or a positive amount.	N/A	Y	Y		

	Action	Program or Service (Budget Entity Codes)				
		5701	5702	5703		
AUDITS:						
3.3	Negative Appropriation Category Audit for Agency Request (Columns A03 and A04): Are all appropriation categories positive by budget entity at the FSI level? Are all nonrecurring amounts less than requested amounts? **(NACR, NAC - Report should print "No Negative Appropriation Categories Found")**	Y	Y	Y		
3.4	Current Year Estimated Verification Comparison Report: Is Column A02 equal to Column B07? **(EXBR, EXBC - Report should print "Records Selected Net To Zero")**	Y	Y	Y		
TIP	Generally look for and be able to fully explain significant differences between A02 and A03.					
TIP	Exhibit B - A02 equal to B07: Compares Current Year Estimated column to a backup of A02. This audit is necessary to ensure that the historical detail records have not been adjusted. Records selected should net to zero.					
TIP	Requests for appropriations which require advance payment authority must use the sub-title "Grants and Aids". For advance payment authority to local units of government, the Aid to Local Government appropriation category (05XXXX) should be used. For advance payment authority to non-profit organizations or other units of state government, the Special Categories appropriation category (10XXXX) should be used.					
4. EXHIBIT D (EADR, EXD)						
4.1	Is the program component objective statement consistent with the agency LRPP, and does it conform to the directives provided on page 62 of the LBR Instructions?	Y	Y	Y		
4.2	Is the program component code and title used correct?	Y	Y	Y		
TIP	Fund shifts or transfers of services or activities between program components will be displayed on an Exhibit D whereas it may not be visible on an Exhibit A.					
5. EXHIBIT D-1 (ED1R, EXD1)						
5.1	Are all object of expenditures positive amounts? (This is a manual check.)	Y	Y	Y		
AUDITS:						
5.2	Do the fund totals agree with the object category totals within each appropriation category? **(ED1R, XD1A - Report should print "No Differences Found For This Report")**	Y	Y	Y		
5.3	FLAIR Expenditure/Appropriation Ledger Comparison Report: Is Column A01 less than Column B04? **(EXBR, EXBB - Negative differences need to be corrected in Column A01.)**	Y	Y	Y		
5.4	A01/State Accounts Disbursements and Carry Forward Comparison Report: Does Column A01 equal Column B08? **(EXBR, EXBD - Differences need to be corrected in Column A01.)**	Y	Y	Y		
TIP	If objects are negative amounts, the agency must make adjustments to Column A01 to correct the object amounts. In addition, the fund totals must be adjusted to reflect the adjustment made to the object data.					
TIP	If fund totals and object totals do not agree or negative object amounts exist, the agency must adjust Column A01.					

Action	Program or Service (Budget Entity Codes)				
	5701	5702	5703		
TIP Exhibit B - A01 less than B04: This audit is to ensure that the disbursements and carry/certifications forward in A01 are less than FY 2010-11 approved budget. Amounts should be positive.					
TIP If B08 is not equal to A01, check the following: 1) the initial FLAIR disbursements or carry forward data load was corrected appropriately in A01; 2) the disbursement data from departmental FLAIR was reconciled to State Accounts; and 3) the FLAIR disbursements did not change after Column B08 was created.					
6. EXHIBIT D-3 (ED3R, ED3) (Not required in the LBR - for analytical purposes only.)					
6.1 Are issues appropriately aligned with appropriation categories?	Y	Y	Y		
TIP Exhibit D-3 is no longer required in the budget submission but may be needed for this particular appropriation category/issue sort. Exhibit D-3 is also a useful report when identifying negative appropriation category problems.					
7. EXHIBIT D-3A (EADR, ED3A)					
7.1 Are the issue titles correct and do they clearly identify the issue? (See pages 15 through 30 of the LBR Instructions.)	Y	Y	Y		
7.2 Does the issue narrative adequately explain the agency's request and is the explanation consistent with the LRPP? (See page 65 of the LBR Instructions.)	Y	Y	Y		
7.3 Does the narrative for Information Technology (IT) issue follow the additional narrative requirements described on pages 69 through 70 of the LBR Instructions?	N/A	N/A	N/A		
7.4 Are all issues with an IT component identified with a "Y" in the "IT COMPONENT?" field? If the issue contains an IT component, has that component been identified and documented?	N/A	N/A	N/A		
7.5 Does the issue narrative explain any variances from the Standard Expense and Human Resource Services Assessments package? Is the nonrecurring portion in the nonrecurring column? (See pages E-4 and E-5 of the LBR Instructions.)	N/A	N/A	N/A		
7.6 Does the salary rate request amount accurately reflect any new requests and are the amounts proportionate to the Salaries and Benefits request? Note: Salary rate should always be annualized.	N/A	N/A	N/A		
7.7 Does the issue narrative thoroughly explain/justify all Salaries and Benefits amounts entered into the Other Salary Amounts transactions (OADA/C)? Amounts entered into OAD are reflected in the Position Detail of Salaries and Benefits section of the Exhibit D-3A.	N/A	N/A	N/A		
7.8 Does the issue narrative include the Consensus Estimating Conference forecast, where appropriate?	N/A	N/A	N/A		
7.9 Does the issue narrative reference the specific county(ies) where applicable?	N/A	N/A	N/A		
7.10 Do the 160XXX0 issues reflect budget amendments that have been approved (or in the process of being approved) and that have a recurring impact (including Lump Sums)? Have the approved budget amendments been entered in Column A18 as instructed in Memo #12-009?	N/A	N/A	N/A		

	Action	Program or Service (Budget Entity Codes)				
		5701	5702	5703		
7.11	When appropriate are there any 160XXX0 issues included to delete positions placed in reserve in the OPB Position and Rate Ledger (e.g. unfunded grants)? Note: Lump sum appropriations not yet allocated should <u>not</u> be deleted. **(PLRR, PLMO)**	Y	Y	Y		
7.12	Does the issue narrative include plans to satisfy additional space requirements when requesting additional positions?	N/A	N/A	N/A		
7.13	Has the agency included a 160XXX0 issue and 210XXXX and 260XXX0 issues as required for lump sum distributions?	N/A	N/A	N/A		
7.14	Do the amounts reflect appropriate FSI assignments?	N/A	N/A	N/A		
7.15	Do the issues relating to *salary and benefits* have an "A" in the fifth position of the issue code (XXXXAXX) and are they self-contained (not combined with other issues)? (See page 29 and 88 of the LBR Instructions.)	N/A	N/A	N/A		
7.16	Do the issues relating to *Information Technology (IT)* have a "C" in the sixth position of the issue code (36XXXCX) and are the correct issue codes used (361XXC0, 362XXC0, 363XXC0, 17C01C0, 17C02C0, 17C03C0, 24010C0, 33001C0 or 55C01C0)? Have the correct issue codes been used for the Statewide Email Consolidation (17C10C0, 17C11C0, 17C14C0, 33015C0 and 55C04C0)	N/A	Y	N/A		
7.17	Are the issues relating to *major audit findings and recommendations* properly coded (4A0XXX0, 4B0XXX0)?	N/A	N/A	N/A		
AUDIT:						
7.18	Are all FSI's equal to '1', '2', '3', or '9'? There should be no FSI's equal to '0'. **(EADR, FSIA - Report should print "No Records Selected For Reporting")**	Y	Y	Y		
7.19	Does the General Revenue for 160XXXX (Adjustments to Current Year Expenditures) issues net to zero? **(GENR, LBR1)**	Y	Y	Y		
7.20	Does the General Revenue for 180XXXX (Intra-Agency Reorganizations) issues net to zero? **(GENR, LBR2)**	N/A	N/A	N/A		
7.21	Does the General Revenue for 200XXXX (Estimated Expenditures Realignment) issues net to zero? **(GENR, LBR3)**	N/A	N/A	N/A		
7.22	Have FCO appropriations been entered into the nonrecurring column A04? **(GENR, LBR4 - Report should print "No Records Selected For Reporting" or a listing of D-3A issue(s) assigned to Debt Service (IOE N) or in some cases State Capital Outlay - Public Education Capital Outlay (IOE L))**	N/A	N/A	N/A		
TIP	Salaries and Benefits amounts entered using the OADA/C transactions must be thoroughly justified in the D-3A issue narrative. Agencies can run **OADA/OADR** from STAM to identify the amounts entered into OAD and ensure these entries have been thoroughly explained in the D-3A issue narrative.					
TIP	The issue narrative must completely and thoroughly explain and justify each D-3A issue. Agencies must ensure it provides the information necessary for the OPB and legislative analysts to have a complete understanding of the issue submitted. Thoroughly review pages 67 through 71 of the LBR Instructions.					

	Action	Program or Service (Budget Entity Codes)				
		5701	5702	5703		
TIP	Check BAPS to verify status of budget amendments. Check for reapprovals not picked up in the General Appropriations Act. Verify that Lump Sum appropriations in Column A02 do not appear in Column A03. Review budget amendments to verify that 160XXX0 issue amounts correspond accurately and net to zero for General Revenue funds.					
TIP	If an agency is receiving federal funds from another agency the FSI should = 9 (Transfer - Recipient of Federal Funds). The agency that originally receives the funds directly from the federal agency should use FSI = 3 (Federal Funds).					
TIP	If an appropriation made in the FY 2011-12 General Appropriations Act duplicates an appropriation made in substantive legislation, the agency must create a unique deduct nonrecurring issue to eliminate the duplicated appropriation. Normally this is taken care of through line item veto.					
8.	**SCHEDULE I & RELATED DOCUMENTS (SC1R, SC1 - Budget Entity Level *or* SC1R, SC1D - Department Level)**					
8.1	Has a separate department level Schedule I and supporting documents package been submitted by the agency?	Y	Y	Y		
8.2	Has a Schedule I and Schedule IB been completed in LAS/PBS for each operating trust fund?	Y	Y	Y		
8.3	Have the appropriate Schedule I supporting documents been included for the trust funds (Schedule IA, Schedule IC, and Reconciliation to Trial Balance)?	Y	Y	Y		
8.4	Have the Examination of Regulatory Fees Part I and Part II forms been included for the applicable regulatory programs?	N/A	N/A	N/A		
8.5	Have the required detailed narratives been provided (5% trust fund reserve narrative; method for computing the distribution of cost for general management and administrative services narrative; adjustments narrative; revenue estimating methodology narrative)?	Y	Y	Y		
8.6	Has the Inter-Agency Transfers Reported on Schedule I form been included as applicable for transfers totaling $100,000 or more for the fiscal year?	N/A	N/A	N/A		
8.7	If the agency is scheduled for the annual trust fund review this year, have the Schedule ID and applicable draft legislation been included for recreation, modification or termination of existing trust funds?	N/A	N/A	N/A		
8.8	If the agency is scheduled for the annual trust fund review this year, have the necessary trust funds been requested for creation pursuant to *section 215.32(2)(b), Florida Statutes* - including the Schedule ID and applicable legislation?	N/A	N/A	N/A		
8.9	Are the revenue codes correct? In the case of federal revenues, has the agency appropriately identified direct versus indirect receipts (object codes 000700, 000750, 000799, 001510 and 001599)? For non-grant federal revenues, is the correct revenue code identified (codes 000504, 000119, 001270, 001870, 001970)?	Y	N/A	Y		
8.10	Are the statutory authority references correct?	Y	Y	Y		
8.11	Are the General Revenue Service Charge percentage rates used for each revenue source correct? (Refer to Chapter 2009-78, Laws of Florida, for appropriate general revenue service charge percentage rates.)	Y	Y	Y		
8.12	Is this an accurate representation of revenues based on the most recent Consensus Estimating Conference forecasts?	N/A	N/A	N/A		

	Action	Program or Service (Budget Entity Codes)				
		5701	5702	5703		
8.13	If there is no Consensus Estimating Conference forecast available, do the revenue estimates appear to be reasonable?	Y	Y	Y		
8.14	Are the federal funds revenues reported in Section I broken out by individual grant? Are the correct CFDA codes used?	Y	N/A	Y		
8.15	Are anticipated grants included and based on the state fiscal year (rather than federal fiscal year)?	Y	N/A	Y		
8.16	Are the Schedule I revenues consistent with the FSI's reported in the Exhibit D-3A?	Y	N/A	Y		
8.17	If applicable, are nonrecurring revenues entered into Column A04?	N/A	N/A	N/A		
8.18	Has the agency certified the revenue estimates in columns A02 and A03 to be the latest and most accurate available? Does the certification include a statement that the agency will notify OPB of any significant changes in revenue estimates that occur prior to the Governor's Budget Recommendations being issued?	Y	Y	Y		
8.19	Is a 5% trust fund reserve reflected in Section II? If not, is sufficient justification provided for exemption? Are the additional narrative requirements provided?	Y	Y	Y		
8.20	Are appropriate service charge nonoperating amounts included in Section II?	Y	Y	Y		
8.21	Are nonoperating expenditures to other budget entities/departments cross-referenced accurately?	Y	Y	Y		
8.22	Do transfers balance between funds (within the agency as well as between agencies)? (See also 8.6 for required transfer confirmation of amounts totaling $100,000 or more.)	Y	Y	Y		
8.23	Are nonoperating expenditures recorded in Section II and adjustments recorded in Section III?	Y	Y	Y		
8.24	Are prior year September operating reversions appropriately shown in column A01?	Y	Y	Y		
8.25	Are current year September operating reversions appropriately shown in column A02? **DUE TO THE EARLY SUBMISSION DATE OF THE 2012-13 LBR, CERTIFIED FORWARD REVERSIONS AT 9/30/11 WILL NEED TO BE ADDED BY AGENCIES DURING THE TECHNICAL REVIEW PERIOD.**	Y	Y	Y		
8.26	Does the Schedule IC properly reflect the unreserved fund balance for each trust fund as defined by the LBR Instructions, and is it reconciled to the agency accounting records?	Y	Y	Y		
8.27	Does Column A01 of the Schedule I accurately represent the actual prior year accounting data as reflected in the agency accounting records, and is it provided in sufficient detail for analysis?	Y	Y	Y		
8.28	Does Line I of Column A01 (Schedule I) equal Line K of the Schedule IC?	Y	Y	Y		
AUDITS:						
8.29	Is Line I a positive number? (If not, the agency must adjust the budget request to eliminate the deficit).	Y	Y	Y		
8.30	Is the June 30 Adjusted Unreserved Fund Balance (Line I) equal to the July 1 Unreserved Fund Balance (Line A) of the following year? If a Schedule IB was prepared, do the totals agree with the Schedule I, Line I? **(SC1R, SC1A - Report should print "No Discrepancies Exist For This Report")**	Y	Y	Y		

	Action	Program or Service (Budget Entity Codes)				
		5701	5702	5703		
8.31	Has a Department Level Reconciliation been provided for each trust fund and does Line A of the Schedule I equal the CFO amount? If not, the agency must correct Line A. **(SC1R, DEPT)**	Y	Y	Y		
TIP	The Schedule I is the most reliable source of data concerning the trust funds. It is very important that this schedule is as accurate as possible!					
TIP	Determine if the agency is scheduled for trust fund review. (See page 125 of the LBR Instructions.)					
TIP	Review the unreserved fund balances and compare revenue totals to expenditure totals to determine and understand the trust fund status.					
TIP	Typically nonoperating expenditures and revenues should not be a negative number. Any negative numbers must be fully justified.					
9. SCHEDULE II (PSCR, SC2)						
AUDIT:						
9.1	Is the pay grade minimum for salary rate utilized for positions in segments 2 and 3? **(BRAR, BRAA - Report should print "No Records Selected For This Request")** Note: Amounts other than the pay grade minimum should be fully justified in the D-3A issue narrative. (See *Base Rate Audit* on page 157 of the LBR Instructions.)	N/A	N/A	N/A		
10. SCHEDULE III (PSCR, SC3)						
10.1	Is the appropriate lapse amount applied in Segment 3? (See page 90 of the LBR Instructions.)	N/A	N/A	N/A		
10.2	Are amounts in *Other Salary Amount* appropriate and fully justified? (See page 97 of the LBR Instructions for appropriate use of the OAD transaction.) Use **OADI** or **OADR** to identify agency other salary amounts requested.	N/A	N/A	N/A		
11. SCHEDULE IV (EADR, SC4)						
11.1	Are the correct Information Technology (IT) issue codes used?	N/A	N/A	N/A		
TIP	If IT issues are not coded correctly (with "C" in 6th position), they will not appear in the Schedule IV.					
12. SCHEDULE VIIIA (EADR, SC8A)						
12.1	Is there only one #1 priority, one #2 priority, one #3 priority, etc. reported on the Schedule VIII-A? Are the priority narrative explanations adequate?	N/A	N/A	N/A		
13. SCHEDULE VIIIB-1 (EADR, S8B1)						
13.1	**NOT REQUIRED FOR THIS YEAR**					
14. SCHEDULE VIIIB-2 (EADR, S8B2)						
14.1	Do the reductions comply with the instructions provided on pages 102 through 104 of the LBR Instructions regarding a 10% reduction in recurring General Revenue and Trust Funds, including the verification that the 33BXXX0 issue has not been used?	Y	Y	Y		
15. SCHEDULE XI (LAS/PBS Web - see page 105 of the LBR Instructions for detailed instructions)						
15.1	Agencies are required to generate this spreadsheet via the LAS/PBS Web. **The Final Excel version on longer has to be submitted to OPB for inclusion on the Governor's Florida Performs Website.** (Note: Pursuant to *section 216.023(4)(b), Florida Statutes*, the Legislature can reduce the funding level for any agency that does not provide this information.)	Y	Y	Y		
15.2	Do the PDF files uploaded to the Florida Fiscal Portal for the LRPP and LBR match?	Y	Y	Y		
AUDITS INCLUDED IN THE SCHEDULE XI REPORT:						

	Action	Program or Service (Budget Entity Codes)				
		5701	5702	5703		
15.3	Does the FY 2010-11 Actual (prior year) Expenditures in Column A36 reconcile to Column A01? **(GENR, ACT1)**	Y	Y	Y		
15.4	None of the executive direction, administrative support and information technology statewide activities (ACT0010 thru ACT0490) have output standards (Record Type 5)? **(Audit #1 should print "No Activities Found")**	Y	Y	Y		
15.5	Does the Fixed Capital Outlay (FCO) statewide activity (ACT0210) only contain 08XXXX or 14XXXX appropriation categories? **(Audit #2 should print "No Operating Categories Found")**	N/A	N/A	N/A		
15.6	Has the agency provided the necessary standard (Record Type 5) for all activities which <u>should</u> appear in Section II? (Note: Audit #3 will identify those activities that do NOT have a Record Type '5' and have not been identified as a 'Pass Through' activity. These activities will be displayed in Section III with the 'Payment of Pensions, Benefits and Claims' activity and 'Other' activities. Verify if these activities should be displayed in Section III. If not, an output standard would need to be added for that activity and the Schedule XI submitted again.)	Y	Y	Y		
15.7	Does Section I (Final Budget for Agency) and Section III (Total Budget for Agency) equal? **(Audit #4 should print "No Discrepancies Found")**	Y	Y	Y		
TIP	If Section I and Section III have a small difference, it may be due to rounding and therefore will be acceptable.					
16. MANUALLY PREPARED EXHIBITS & SCHEDULES						
16.1	Do exhibits and schedules comply with LBR Instructions (pages 110 through 154 of the LBR Instructions), and are they accurate and complete?	Y	Y	Y		
16.2	Are appropriation category totals comparable to Exhibit B, where applicable?	Y	Y	Y		
16.3	Are agency organization charts (Schedule X) provided and at the appropriate level of detail?	Y	Y	Y		
AUDITS - GENERAL INFORMATION						
TIP	Review *Section 6: Audits* of the LBR Instructions (pages 156-158) for a list of audits and their descriptions.					
TIP	Reorganizations may cause audit errors. Agencies must indicate that these errors are due to an agency reorganization to justify the audit error.					
17. CAPITAL IMPROVEMENTS PROGRAM (CIP)						
17.1	Are the CIP-2, CIP-3, CIP-A and CIP-B forms included?	Y	Y	Y		
17.2	Are the CIP-4 and CIP-5 forms submitted when applicable (see CIP Instructions)?	Y	Y	Y		
17.3	Do all CIP forms comply with CIP Instructions where applicable (see CIP Instructions)?	Y	Y	Y		
17.4	Does the agency request include 5 year projections (Columns A03, A06, A07, A08 and A09)?	Y	Y	Y		
17.5	Are the appropriate counties identified in the narrative?	Y	Y	Y		
17.6	Has the CIP-2 form (Exhibit B) been modified to include the agency priority for each project and the modified form saved as a PDF document?	N/A	N/A	N/A		

Action	Program or Service (Budget Entity Codes)				
	5701	5702	5703		
TIP Requests for Fixed Capital Outlay appropriations which are Grants and Aids to Local Governments and Non-Profit Organizations must use the Grants and Aids to Local Governments and Non-Profit Organizations - Fixed Capital Outlay major appropriation category (140XXX) and include the sub-title "Grants and Aids". These appropriations utilize a CIP-B form as justification.					
18. FLORIDA FISCAL PORTAL					
18.1 Have all files been assembled correctly and posted to the Florida Fiscal Portal as outlined in the Florida Fiscal Portal Submittal Process?	Y	Y	Y		
19. CREATION OF DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO)					
19.1 If you are an agency that no longer exists or is transferred to DEO after the approval of the reorganization by the Legislative Budget Commission (LBC), have you submitted the following schedules, as applicable: • Schedule I: Trust Funds Available and Schedule IB -DEPARTMENT LEVEL • Schedule IA: Detail of Fees and Related Costs (Part I and Part II) • Schedule IC: Reconciliation of Unreserved Fund Balances • Reconciliation: Beginning Trial Balance to Schedule I and IC • Exhibit D-1: Detail of Expenses • Schedule XI: Agency-Level Unit Cost Summary • Opening Trial Balance as of July 1, 2011 • Schedule I Narratives related to Column A01 • Inter-Agency Transfer Form					