**LEGISLATIVE BUDGET REQUEST - CHECK LIST FY 2025-2026**

**STATEWIDE GUARDIAN AD LITEM**

**ITEMS TO SEND TO JAC BUDGET OFFICE**

**All LBR Exhibits, Forms, etc. – Due to JAC on August 2, 2024**

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

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

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

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

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

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

Fund Balance JAC to provide totals

when Sch. I’s are

completed

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

Fund Balances JAC to complete

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

Schedule I and IC if applicable

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

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

\_\_\_\_\_\_\_ Schedule VIIIB-1 – Priority Reductions FY24-25 Not applicable

\_\_\_\_\_\_\_ Schedule VIIIB-2 – Priority Reductions FY25/26 X

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

Recommendations

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

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

Data Request

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

Financial Outlook with GAL if applicable

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| --- | --- | --- | --- |
| **Included: Y/N** | **Issue Code Title and Code Number** | **Required** | **Optional** |
|  | Additional Equipment 2402000 |  | X |
|  | Additional Equipment / Books 2402200 |  | X |
|  | Additional Equipment / Motor Vehicles 2402400 |  | X |
|  | Additional Legal Needs for Children 3001590 |  | X |
|  | Additional Price Increases for Utilities 2302700 |  | X |
|  | Additional Recurring Data Processing Services 55C02C0 |  | X |
|  | Additional Workstations for New Office Space 2401300 |  | X |
|  | Adjustment to GDTF Authority 4200270 |  | X |
|  | Attorney Recruitment and Retention 4206A00 |  | X |
|  | Building Rental for Privately Owned Buildings 2301900 |  | X |
|  | Child Advocacy Coordinator Compensation 4206A20 |  | X |
|  | Competitive Area Differential Funding 4200A60 |  | X |
|  | Competitive Area Differential Funding for Support Staff 4200A10 |  | X |
|  | Cost of Living Adjustment All Staff 4203A70 |  | X |
|  | CPM Training 3801010 |  | X |
|  | Eliminate Unfunded Positions 33V6200 |  | X |
|  | Employee Continuing Education 3800130 |  | X |
|  | FL Bar Dues 4204020 |  | X |
|  | FL Bar Required Training for New Attorneys 3800290 |  | X |
|  | Guardian ad Litem Volunteer Training 3800160 |  | X |
|  | Hope Florida-Pathway to Promise Initiative 3009560 |  | X |
|  | Increase Authorized Rate 51R0100 |  | X |
|  | Increase Staff to Represent All Children 3000370 |  | X |
|  | Increase Trust Fund Authority for Title IV-E Funding 3009520 |  | X |
|  | Increased Funding for Office Operations 4201900 |  | X |
|  | Increased OPS to Support Office Operations 4200720 |  | X |
|  | Increased Support Staff 4200710 |  | X |
|  | Information Technology Critical Needs 36201C0 |  | X |
|  | Information Technology Infrastructure Replacement 24010C0 |  | X |
|  | Internal Auditor 4A00010 |  | X |
|  | IT Issues 362XXC0 |  | X |
|  | Legal Education Training 3800220 |  | X |
|  | Maximize Use of Trust Fund for Operating Expenditures 4300250 |  | X |
|  | Mental Health Professional 4200310 |  | X |
|  | National Background Checks 4B01100 |  | X |
|  | Price Level Increase/Law Library 2300600 |  | X |
|  | Public Records Management 5009700 |  | X |
|  | Realignment of Administrative Expenditures -Add 2000100 |  | X |
| **Included: Y/N** | **Issue Code Title and Code Number** | **Required** | **Optional** |
|  | Realignment of Administrative Expenditures – Deduct 2000200 |  | X |
|  | Realignment of Agency Spending Auth of NWRDC-Add 160E460 |  | X |
|  | Realignment of Agency Spending Auth of NWRDC-Deduct 160E450 |  | X |
|  | Reduce Guardian Ad Litem Funding 33V0115 |  | X |
|  | Reduce Trust Fund Authority 3301510 |  | X |
|  | Reduce Vacant Positions 33V1022 |  | X |
|  | Replacement Equipment 2401000 |  | X |
|  | Replacement Equipment – Law Library 2401800 |  | X |
|  | Resources Needed for Audit Compliance 4A00100 |  | X |
|  | Salary and Benefits Adjustment 4205A40 |  | X |
|  | Salary and Benefit Adjustment for Salary Compression 4205A30 |  | X |
|  | Salary Increases for Grant Funded Positions 4305A10 |  | X |
|  | Senior Management Benefits for Designated Staff 4409A10 |  | X |
|  | Shared-Alternative Workspace for Critical Staff 4201710 |  | X |
|  | Training Issues 38XXXX0 |  | X |
|  | Unique Issues |  | X |