



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Christina K. Daly

**Date:** 2/16/15

**Subject:** Financial Management of Fixed Capital Outlay Projects

**Section:** FDJJ – 1390

**Originating Office:** Administrative Services

**Authority:** Chapters 215, 216, 255, 287.055, and 985.4075 Florida Statutes

**Related References:** Chapter 3A-40(35), (40) and (41), Florida Administrative Code

**Purpose:** This policy clarifies the roles of offices within the Department of Juvenile Justice and the processes and internal controls regarding the recording of budget allocations, allotments, revenue management and finance and accounting related to Fixed Capital Outlay (FCO) Projects.

**Offices Affected by the Policy:** All offices within the Department.

### **POLICY STATEMENT:**

- The Bureau of General Services, Facility Services Section shall be responsible for providing consulting and technical assistance services relating to new construction and maintenance and repairs to other entities in the Department and private providers as needed.
- The Budget Office shall notify the appropriate Assistant Secretaries and Facility Services Section of the amount of new Fixed Capital Outlay (FCO) funds appropriated to DJJ by the Legislature.
- The Budget Office shall prepare a spreadsheet by July 1 of each fiscal year (with input and technical assistance from The Facility Services Section as necessary) that identifies all new FCO funding, including detail by appropriation category, fund name, source of funds, and a brief description of the purpose of the appropriation.
- If project specific allocations are not specified by the Legislature in the Appropriations Bill, the Budget Office will request the appropriate program area Assistant Secretary (i.e., Residential, Detention and Probation) and the Facility Services Section to assist in developing proposed project priorities and allocations using the budget allocation information provided.
- Proposed project priorities and allocations shall be approved by the appropriate program area Assistant Secretary, the Director for Administrative Services, and the Deputy Secretary.

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- Facility Services shall be responsible for procuring, tracking, and coordinating construction work in progress as appropriate; assessing conditions of DJJ facilities to identify needs for agency Legislative Budget Requests (LBRs); and assessing the values of DJJ facilities for insurance purposes.
- In conjunction with the Budget Office, Facility Services shall establish allocations and modifications of allotments for new construction and maintenance and repairs to other entities in the Department and private providers as needed.
- The Facility Services Section shall review FLAIR reports quarterly or semi-annually to determine if current release balances are sufficient to pay invoices for new construction and maintenance and repair FCO projects. Requests for additional releases shall be forwarded to the Budget Office for review.
- The appropriate Assistant Secretary or their designee and the Facility Services Section shall identify the need to transfer funds between projects where allowed, forwarding such request to the Budget Office. Where the transfer of funds requires Office of the Governor approval, the request will be processed by the Budget Office and forwarded to the Office of the Governor for approval.
- The Bureau of Finance and Accounting shall be responsible for managing all finance and accounting matters and the FLAIR and FMIS Systems relating to facility services issues, establishing project numbers, project titles, organization codes, and expansion options and the coordination of payments.
- The Budget Office shall notify the appropriate Assistant Secretaries and The Facility Services Section by December 1 of each year of the February 1 deadline to spend or obligate prior year Fixed Capital Outlay appropriations and shall complete all reversion analysis and reporting as required.

**PROCEDURES/MANUALS:**

Procedures for this policy are accessible at the Department Policies internet page..