



Conference

Location:

Sheraton Bay Point Golf and Spa Resort
4114 Jan Cooley Drive
Panama City Beach
Florida 32408

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Please be sure to register for the conference at:

https://www.surveymonkey.com/r/DYSZY3Y

(Hotel reservations are made separately. See information below.)

Questions regarding the conference? Contact Greg Cowan at greg.cowan@justiceadmin.org.

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Rate: \$165.00 per night, use Group Name: Justice Administrative Commission.

Cutoff date for hotel reservations is April 11, 2022.

Reserve your room online at https://www.marriott.com/event-reservations/reservation-link.mi?id=1631131257662&key=GRP&app=resvlink or by calling 1-866-912-1042.

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Flights are available in and out of Northwest Florida Beaches International Airport. Visit the airport's website at https://www.iflybeaches.com/

The Justice Administrative Commission Announces

“Connect and Collaborate III” JAC Training Conference

Connect, collaborate, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!

The conference dates are: Tuesday, May 3, 2022 - Friday, May 6, 2022\*

\*The conference will end at 12:00 pm on Friday, May 6.

Anticipated Topics:

\*Topics are subject to change\*

- Statewide Travel Management System (STMS)
PCard Works
Florida PALM (FLAIR replacement system)
Staff Membership Dues – State Rules and Requirements for Paying Dues
Planning for Payroll Posting to State Accounts
Internal Controls and Separation of Duties – Best Practices
Fund Balances – Finding Balances in FLAIR
Retirement Overview and Information
Grant or Project Accounting from Opening to Closing the FLAIR Records
Overview of the Schedule of Expenditure of Federal Awards Reporting
Hiring of New Employees/Insurance Benefits/PARS, etc.
Public Records and Records Management
Budget Overview – Budget Amendments, LBR, & More
JAC Accounting – Hot Topics
Overview of State Contract Requirements
And Much More...

Special arrangements for social distancing and other measures will be taken to address public health concerns. We will monitor these issues and make adjustments as needed.

Please let us know topics you would like to see included at the conference by completing the survey at https://www.surveymonkey.com/r/YF7FXW7