



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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COMMISSIONERS

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Jerry Hill
State Attorney
Kathleen A. Smith
Public Defender

2015-2016 Year-End Meeting

May 24, 2016

Agenda

- **Welcome** – Rip Colvin, JAC Executive Director
- **Certified Forward Discussions – Vicki Nichols**
Certified Forward Spending Deadline
Review of Certified Forward Forms
- **Budget Amendments – Abram Dale and Kelly Jeffries**
Review of 5% or \$250K (whichever is greater) Budget Transfer Types and Forms
Budget Transfer Processing Deadline
- **Payroll Discussion – Andy Snuggs**
Year-End Payroll Deadlines
Budget Impact of Requesting Salary Cancellations in late June
Avoiding Negative Salary Balances in June
Salary Refunds
- **Salary Rate Discussion – Andy Snuggs**
Impact of being Over Rate on June 30th
- **Financial Statement Form Discussions – Michael Mauterer**
Deadlines Set by DFS
Short-Term Factors and Leave Payouts
JAC Volunteers to Complete on your Behalf
- **Florida PALM (FLAIR Replacement Project Update) – Vicki Nichols**
- **Contract Manager Training Requirements – Michael Mauterer**
- **Year-End Calendar – Lydia Mount**
- **Questions and Answers Forum**