# List of Items JAC Needs in Order to Complete the

Financial Statements on Your Behalf 2017-2018 Fiscal Year

## From All JROs:

 Form P6 - Operating Leases Workbook - provide lease obligations

 Funds Due to the JRO - provide list of all reimbursements or refunds

 Capital Asset Information - provide:

1. Signed BOMS Printout from the JRO's BOMS Inventory Module or
2. Signed printout from the JRO's Asset System (In Excel Format)

 Form 20 - Compensated Absence Workbook - provide:

1. Signed BOMS Printout from the JROs BOMS Personnel Module or
2. Signed and completed Compensated Absence Workbook

## If Applicable:

 Form 17 - Revolving Fund Information and most recent bank statement

**Once your official financial statement forms have been completed by JAC, we will**

**send copies for your review along with the following forms to sign:**

**All Offices:**

 Agency Head Certification

 Form 20A - Compensated Absence Certification

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