

**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