



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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Public Defender
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State Attorney

2017-2018 Year-End Workshop & GoToTraining

May 21, 2018

9 AM - 12 PM

Agenda

- **Welcome – Rip Colvin, JAC Executive Director**
- **Unspent Budget at June 30 – Certifying Unspent Budget – Vicki Nichols**
Certifications Forward Overview and Definitions
Determining Budget Balances at June 30
Lump Sum Certified Option
Journal Transfers for Salaries and OPS – Challenges at Year End
Target Dates and Deadlines
- **Budget Amendments – Frank Coleman III 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
- **BOMS Inventory Discussion – Wayne Meyer**
- **New Contracts – Revenue and Expenditure Agreements – Michael Mauterer**
Adding New Contracts to FACTS
Certified Contract Manager Training Requirements
- **Year-End Calendar Overview – Lydia Mount**
- **Emergency Management & Online Legal Research – Greg Cowan**
- **Other Business & Questions and Answers Forum**

The Justice Administrative Commission administratively serves the offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program; and provides compliance and financial review of court-appointed attorney and due process costs bills.