



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**COMMISSIONERS**

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*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Kathleen A. Smith**  
*Public Defender*  
**Brian Haas**  
*State Attorney*

## 2018-2019 Year-End Workshop & GoToTraining

May 20, 2019 | 9 AM - 12 PM

### Agenda

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- **Welcome** – Rip Colvin, JAC Executive Director
  
- **Unspent Budget at June 30 – Certifying Unspent Budget** – Vicki Nichols and Dina Kamen
  - Fiscal Year End June Activities – Vicki Nichols
  - Journal Transfers Overview, Challenges at Year End, Deadlines & Considerations – Vicki Nichols
  - Statewide Travel Management System – Vicki Nichols
  - Purchasing Card Charge Approvals During Year-End Activities – Vicki Nichols
  - Revenue Receipts and Current Year Refunds – Vicki Nichols
  - Certifications Forward Overview and Definitions – Dina Kamen
  - Lump Sum Certified Option – Dina Kamen
  - Target Dates and Deadlines – Dina Kamen
  
- **Budget Amendments** – Michael Mauterer, 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 30<sup>th</sup>

- **Financial Statement Discussion** – Nona McCall and Lorelei Welch
  - Financial Services Changes
  - Deadlines Set by DFS
  - JAC Volunteers to Complete on your Behalf
  - Forms
  - Short-Term Factors and Leave Payouts
  
- **BOMS Inventory Discussion** – Wayne Meyer
  
- **New Contracts – Revenue and Expenditure Agreements** – Lorelei Welch
  - 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**