2019-2020 Year-End Workshop
May 27, 2020 | 9 AM - 1 PM

Agenda

- **Welcome** – Rip Colvin, JAC Executive Director

- **Unspent Budget at June 30 – Certifying Unspent Budget** – Vicki Nichols
  - Fiscal Year End June Activities
  - Journal Transfers Overview, Challenges at Year End, Deadlines & Considerations
  - Statewide Travel Management System
  - Purchasing Card Charge Approvals During Year-End Activities
  - Revenue Receipts and Current Year Refunds
  - Certifications Forward Overview and Definitions
  - Lump Sum Certified Option
  - Target Dates and Deadlines

- **Budget Amendments** – Mailea Adams, 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 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** – Rip Colvin

- **Emergency Management & Online Legal Research** – Greg Cowan

- **Other Business & Questions and Answers Forum**