



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Diamond R. Litty, Chair
Public Defender, 19th Circuit
Kathleen A. Smith
Public Defender, 20th Circuit
Brian Haas
State Attorney, 10th Circuit
Jack Campbell
State Attorney, 2nd Circuit

2023-24 Year-End Workshop

Zoom Meeting ID: 954 1560 0462

Passcode: 319933

June 4, 2024 | 9:00 AM – 12:00 PM (ET)

Agenda

- **Welcome** – Rip Colvin, JAC Executive Director
- **Unspent Budget at June 30 – Certifying Unspent Budget** – Dina Kamen
 - Fiscal Year-End June Activities
 - Journal Transfers Overview, Challenges at Year-End, Deadlines & Considerations
 - Statewide Travel Management System (STMS)
 - 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
 - Review of 5% or \$250K (whichever is greater) Budget Transfer Types and Forms
 - Budget Transfer Processing Deadline
- **Payroll Discussion** – Andy Snuggs and Jamie Johnson
 - 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
 - Deadlines
 - Information Provided by Offices
 - Short-Term Factors and Leave Payouts
 - Certifications

- **Year-End Calendar Overview** – Rip Colvin

- **Questions & Answers Forum**