

FY 2023-24 Financial Statements Declaration of Intent

Judicial-Related Office (JRO): _____

We use the selected BOMS modules:

Accounting

Inventory

Human Resources

If BOMS is not used for Accounting, Inventory, and Human Resources, what does the JRO use?

The following tasks are performed to update FLAIR for financial statements:

- Recording receivables in FLAIR.
- Recording reversions of General Revenue funds not fully certified in FLAIR.
- Recording estimated revenues in FLAIR, based on Schedule I revenues provided for the LBR.
- Ensuring amounts due to or due from another state agency are recorded in GL 16300 and 35300 agree with the other state agency. Record adjustments as needed in FLAIR.
- Ensuring that funds transferred in from or out to another state agency recorded in GL 65600/65900 and 75600/75900 agree with the other state agency. Record adjustments as needed in FLAIR.
- Recording restricted fund balance entries in Grants and Donations Trust Fund in FLAIR.
- Recording capital assets (inventory) depreciation and adjust entries for acquisitions and disposal of inventory.
- Recording entries in FLAIR to adjust for changes in compensated absences in the Long-Term Debt and General Revenue.
- Recording Due to General Revenue entries (e.g., service charge owed to General Revenue, etc.).

The following tasks are performed after FLAIR closes:

- Completing DFS forms. DFS requirements are different based on the form: one form per office or one form containing agency-wide information.
- Preparing the report of Schedule of Expenditures of Federal Awards containing federal funds recorded in FLAIR during the fiscal year in Grants and Donations and Federal Forfeitures.

Each office provides critical information that is not available in FLAIR. This information enables JAC to perform many of the tasks previously outlined.

Our office would like JAC to complete all applicable financial statement entries and forms on our behalf with the understanding that we will be able to review and approve the content before the final submission to the Department of Financial Services.

Our office plans to complete ALL applicable financial statement entries and forms. We want JAC to assist with Capital Assets and Compensated Absences. **No agency performed all entries and forms in prior years.**

Information Provided by: _____

Title: _____ Date: _____

Please complete and return the Declaration of Intent by the close of business on Friday, June 7, 2024 via email to FinancialServices@JusticeAdmin.Org.