



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR22-2023**

To: Agency Administrators  
From: Andy Snuggs, Director of Human Resources  
Subject: Department of Financial Services Calendar Year-End Guidance  
Date: December 18, 2023

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Attached please find guidance from the Department of Management Services regarding important deadlines and other information pertinent to year end activities. Information relevant to Justice Administration is highlighted for your convenience.

Thank you.