



## Conference

### Location:

Sheraton Bay Point  
Golf and Spa Resort  
4114 Jan Cooley Drive  
Panama City Beach  
Florida 32408

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Please be sure to register  
for the conference at:

<https://www.surveymonkey.com/r/DYSZY3Y>

(Hotel reservations are made  
separately. See information below.)

Questions regarding the  
conference? Contact Greg Cowan  
at [greg.cowan@justiceadmin.org](mailto:greg.cowan@justiceadmin.org).

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Rate: \$165.00 per night, use  
Group Name: Justice  
Administrative Commission.

Cutoff date for hotel  
reservations is April 11, 2022.

To inquire regarding the  
availability of rooms, please  
contact Greg Cowan at  
[greg.cowan@justiceadmin.org](mailto:greg.cowan@justiceadmin.org).

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Flights are available in and out  
of Northwest Florida Beaches  
International Airport. Visit the  
airport's website at  
<https://www.iflybeaches.com/>

## *The Justice Administrative Commission*

### *Announces*

## **“Connect and Collaborate III” JAC Training Conference**

Connect, collaborate, learn, and interact with JAC staff and your colleagues from across the state. JAC will present training on a wide variety of topics related to: human resources, budget, accounting, financial services, public records and more!

**The conference dates are:  
Tuesday, May 3, 2022 - Friday, May 6, 2022\***

*\*The conference will end at 12:00 pm on Friday, May 6.*

### **Anticipated Topics:**

*\*Topics are subject to change\**

- Statewide Travel Management System (STMS)
- PCard Works
- Florida PALM (FLAIR replacement system)
- Staff Membership Dues – State Rules and Requirements for Paying Dues
- Planning for Payroll Posting to State Accounts
- Internal Controls and Separation of Duties – Best Practices
- Fund Balances – Finding Balances in FLAIR
- Retirement Overview and Information
- Grant or Project Accounting from Opening to Closing the FLAIR Records
- Overview of the Schedule of Expenditure of Federal Awards Reporting
- Hiring of New Employees/Insurance Benefits/PARS, etc.
- Public Records and Records Management
- Budget Overview – Budget Amendments, LBR, & More
- JAC Accounting – Hot Topics
- Overview of State Contract Requirements
- And Much More...

**Special arrangements for social distancing and other measures will be taken to address public health concerns. We will monitor these issues and make adjustments as needed.**

Please let us know topics you would like to see included at the conference by completing the survey at  
<https://www.surveymonkey.com/r/YF7FXW7>