

**Justice Administrative Commission
Statutory Reports Calendar**

Applicable Offices	Month	Date	Report	Statutory Reference	JAC Contact	Section Responsible	Report Submission
ALL*	January	1	Classification and Pay Plans	27.25 27.53 27.705	Carolyn Horwich Andy Snuggs	HR	JAC, Senate, House
SA	January	1 st Monday	Claims Report	27.11	Nona McCall	Financial Svcs	Dept. of Financial Services
JAC, GAL	January	15	List of Positions Receiving Benefits Greater than those Offered Under the Career Service System	43.16	Carolyn Horwich Andy Snuggs	HR	Governor's Ofc., Senate, House
ALL*	January	20	Revolving Fund Report (If applicable)	17.58	Susie Kalous	Financial Svcs	Dept. of Financial Services
PD, RC	January	21	Case Load and Conflict Report	2019-115 LOF	Nona McCall Lorelei Welch	Financial Svcs	Governor's Ofc., Senate, House
JAC	January	31	State Agency Payroll Compliance (DFS-A3-2166)	BOSP	Carolyn Horwich Andy Snuggs	HR	Dept. of Financial Services — Bureau of State Payroll
ALL*	April	20	Revolving Fund Report (If applicable)	17.58	Susie Kalous	Financial Svcs	Dept. of Financial Services
PD, RC	April	21	Case Load and Conflict Report	2019-115 LOF	Nona McCall Lorelei Welch	Financial Svcs	Governor's Ofc., Senate, House
SA	July	1 st Monday	Claims Report	27.11	Nona McCall	Financial Svcs	Dept. of Financial Services
ALL*	July	20	Revolving Fund Report (If applicable)	17.58	Susie Kalous	Financial Svcs	Dept. of Financial Services
PD, RC	July	21	Case Load and Conflict Report	2019-115 LOF	Nona McCall Lorelei Welch	Financial Svcs	Governor's Ofc., Senate, House
ALL*	August	15	OPS Data	110.131(4)	Carolyn Horwich Andy Snuggs	HR	Governor's Ofc., Chairs of Leg. Approp. Committees
ALL*	September	15	Lump-Sum Bonus Plan	110.1245	Carolyn Horwich Andy Snuggs	HR	Governor's Ofc., Policy & Budget
SA, PD	September		Affirmative Action Report	110.112	Carolyn Horwich Andy Snuggs	HR	HR - JAC
ALL*	October		Risk Management - Exposure Based Inquiry Survey	284.36	Wayne Meyer Chris McLaughlin	Operations	DMS – Risk Management
ALL*	October	20	Revolving Fund Report (If applicable)	17.58	Susie Kalous	Financial Svcs	Dept. of Financial Services
PD, RC	October	21	Case Load and Conflict Report	2019-115 LOF	Nona McCall Lorelei Welch	Financial Svcs	Governor's Ofc., Senate, House
SA	November	15	RICO Trust Fund Report (If applicable)	27.345	Nona McCall	Financial Svcs	Governor's Ofc., Policy & Budget
ALL*	November	N/A	Taxable Fringe Benefits	IRS	Carolyn Horwich Andy Snuggs	HR	HR – JAC
NOTE	Providing a copy of s. 215.422, F.S., to administrative staff processing accounting transactions is a best practices recommendation, not a requirement.						

The reports contained within this calendar are those which JAC will coordinate with your offices for either filing with the applicable state entity, maintaining locally, or maintaining at JAC, as appropriate. Reports which JAC routinely provides (e.g., accounting and payroll reports, standard budget reports, due process reports) are not reflected on this document. Insurance coverage reminders/updates will be processed by HR. Legislative Budget Requests and Long-Range Program Plans will be processed by Budget. Financial Statements will be coordinated by Financial Services. Upon request, the Perquisite/Moving Expenses Report, s. 216.262, F.S., will be coordinated with your offices and provided to the Department of Management Services.