

**Justice Administrative Commission
Statutory Reports Calendar
Effective March 2018**

Applicable Offices	Month	Date	Report	Statutory Reference	JAC Contact	Section Responsible	Report Submission
ALL*	January	1	Classification and Pay Plans	43.16 27.25 27.53 27.705 39.8296	Carolyn Horwich Andy Snuggs	HR	JAC, Senate, House
JAC	January	31	State Agency Payroll Compliance	BOSP	Carolyn Horwich Andy Snuggs	HR	DFS -- BOSP
SA	January & July	1 st Monday	Claims Report	27.11	Barbara Siplin	Executive	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 Office, Senate, House
ALL*	January	20	Revolving Fund Report (If applicable)	17.58	Barbara Siplin	Executive	Dept. of Financial Services
ALL*	Agency's Discretion		Statement of Understanding – Prompt Payment Law	215.422	Barbara Siplin	Executive	Maintained Locally – JAC will Send Reminder Only
NOTE	Providing a copy of s. 215.422, F.S., to administrative staff processing accounting transactions is a best practices recommendation, not a requirement.						
ALL*	April	20	Revolving Fund Report (If applicable)	17.58	Barbara Siplin	Executive	Dept. of Financial Services
SA	July	1 st Monday	Claims Report	27.11	Barbara Siplin	Executive	Dept. of Financial Services
ALL*	July	20	Revolving Fund Report (If applicable)	17.58	Barbara Siplin	Executive	Dept. of Financial Services
ALL*	August	15	OPS Data	110.131(4)	Carolyn Horwich Andy Snuggs	HR	Governor's Office, Chairs of Leg. Approp. Committees
ALL*	September	15	Lump-Sum Bonus Plan	110.1245	Carolyn Horwich Andy Snuggs	HR	Gov. Off. of Policy & Budget
SA, PD	September		Affirmative Action Report	110.112	Carolyn Horwich Andy Snuggs	HR	HR - JAC
ALL*	October		Risk Management - EBI Survey	284.36	Wayne Meyer Terrence Joyce	Operations	DMS – Risk Management
ALL*	October	20	Revolving Fund Report (If applicable)	17.58	Barbara Siplin	Executive	Dept. of Financial Services
SA	November	15	RICO Trust Fund Report (If applicable)	27.345	Barbara Siplin	Executive	Gov. Off. of Policy & Budget
ALL*	November	N/A	Taxable Fringe Benefits	IRS	Carolyn Horwich Andy Snuggs	HR	HR – JAC

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 within individual libraries in MRE, standard budget reports, due process expenditures and projections) are not reflected on this document. Insurance coverage reminders/updates will be processed by HR directly. Legislative Budget Requests and Long-Range Program Plans will be processed by Budget directly. Financial Statements will be coordinated by Financial Services directly. Upon request, the Perquisite/Moving Expenses Report, s. 216.262, F.S., will be coordinated with your offices and provided to the Dept. of Management Services.

* ALL = CCRC, GAL, JAC, PD, SA offices