



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**COMMISSIONERS**

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*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Kathleen A. Smith**  
*Public Defender*  
**Brian Haas**  
*State Attorney*

## ***2016-2017 Year-End Workshop & GoToTraining***

**May 24, 2017**  
**9 AM - 12 PM**  
**Agenda**

- **Welcome – Rip Colvin, JAC Executive Director**
- **Certified Forward Discussions – Vicki Nichols**
  - Certified Forward Deadlines
  - Lump Sum Certified - Option
- **Budget Amendments – Yvonne Enoch, Frank Coleman III, and Kelly Jeffries**
  - Review of 5% or \$250K (whichever is greater) Budget Transfer Types and Forms
  - Budget Transfer Processing Deadline
- **Payroll Discussion – Andy Snuggs**
  - Year-End Payroll Deadlines
  - Budget Impact of Requesting Salary Cancellations in late June
  - Avoiding Negative Salary Balances in June
  - Salary Refunds
- **Salary Rate Discussion – Andy Snuggs**
  - Impact of being Over Rate on June 30<sup>th</sup>
- **Financial Statement Form Discussions – Michael Mauterer**
  - Deadlines Set by DFS
  - Short-Term Factors and Leave Payouts
  - JAC Volunteers to Complete on your Behalf
- **BOMS Inventory Discussion – Wayne Meyer**
- **Statewide Travel System Update – Vicki Nichols**
- **Contract Manager Training Requirements – Michael Mauterer**
- **Year-End Calendar – Lydia Mount**
- **Questions and Answers Forum**