



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
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 30th
- **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**