



JUSTICE ADMINISTRATIVE
COMMISSION



Understanding Financial Statements

Fiscal Year Ending June 30, 2017

Presented By Michael Mauterer
June 8, 2017

Justice Administrative Commission
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JUSTICE ADMINISTRATIVE COMMISSION



Vision: ***To be a model of exemplary state government and provide unparalleled services.***

Mission: ***To support the entities we serve and Florida's judicial system with fiscal controls, best practices, and exemplary service.***

Financial Statement Workshop

The Department of Financial Services, Statewide Financial Reporting Section (SFRS) requires information not otherwise available from FLAIR trial balances.

Information is also reviewed by the Auditor General's Office.

Financial Statement Workshop, Continued

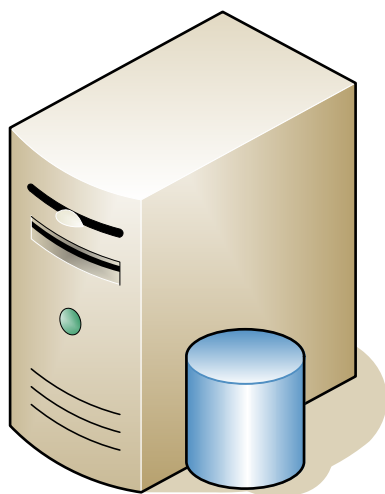
Information and forms are used for:

- Creation of the notes for statewide financial statements
- Balancing accounts payable (due to) and accounts receivables (due from) between agencies
- Balancing expenditure transfers between agencies (GL 65600, 65900, 75600, 75900).

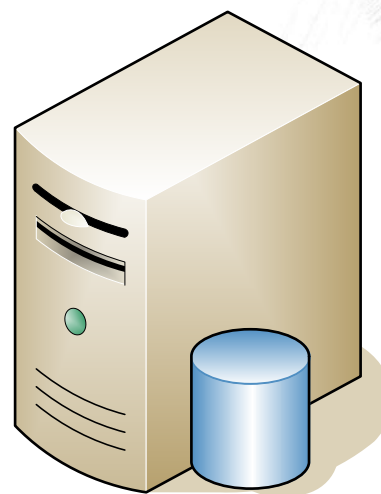
Reconciliation – BOMS to FLAIR

Reconciling BOMS to FLAIR through June 30, ensures:

- The financial statement process is as smooth as possible
- Identifies any errors that need to be corrected before closing



B.O.M.S.



FLAIR

Important Dates

6/2/17

- Declaration of Intent Due to JAC

7/5/17

- Consideration of Fraud Form Due to JAC

7/12/17

- Financial Statement Forms Due to JAC

8/8/17

- Fiscal Year Closes in FLAIR

JAC Required Information from Circuits

- Agency Head Certification Form (will be available for Financial Statements Workshop)
- [Form 4 Information](#) – Due to General Revenue Unallocated
- [Form P6 Worksheet](#) – Operating Leases
- Capital Asset Information (Electronic BOMS Printout or Excel Inventory Module)
- Compensated Absences Information (Leave Liability Report)
- [Form 17 Information](#) – Revolving Fund Deposits (if applicable)
- Receivable Information – all funds owed to your office as of June 30th.

Agency Head Certification Form

- This form consolidates 5 DFS forms which have to be submitted for the agency as a whole.
- It's encouraged to complete the form as provided since DFS requires no alterations to these 5 standardized forms.

Agency Head Certification Form

The form consolidates:

- Violations of Finance-Related Legal and Contractual Provisions (P1)
- Certification of Reconciliation and Capital Assets Accounting (P2)
- Loss Contingencies (P3)
- Construction and Other Significant Commitments (P5)
- Related Party Transactions (P7)

Subsequent Events Certification (Form P4)

Form is due to JAC October 6, 2017

Generally accepted accounting principles (GAAP) require:

- Disclosure of any significant event affecting your agency between year end and the date of the auditor's report.
- Per this requirement, you should disclose anything that occurred for the period of July 1, 2017 through September 30, 2017.

Subsequent Events Certification (Form P4), Continued

Examples to be considered for disclosure are:

- Approval to issue or call bonds;
- Incurrence of debt;
- New revenue sources;
- Initiation or settlement of litigation; and
- Loss of plant or inventories as a result of a natural disaster.

Comprehensive Annual Financial Report Certification (CAFR)

The Chief Financial Officer (CFO) prepares the state's CAFR pursuant to s. 216.102, F.S., and in accordance with GAAP, as prescribed by the Governmental Accounting Standards Board.

- CAFR Certification Letters must be submitted to the CFO annually and are due to JAC by October 26, 2017.
- Templates are provided by the CFO and should be signed by the Agency Head.

Due to General Revenue Unallocated (Form 4)

This form captures amounts due to General Revenue Unallocated as of June 30th that will be, or should be, deposited by **August 31, 2017.**

Due to General Revenue Unallocated (Form 4), Continued

The form completed by each office contains contact and refund information.

Are there any refunds due to the agency on due June 30th, that will go to General Revenue Unallocated when received?

☐ Yes the agency has refunds due to GR in the follow funds

Fund Number(s)	Category	Refund total for Fund
<input type="text"/>	001800	<input type="text"/>
<input type="text"/>	001800	<input type="text"/>
<input type="text"/>	001800	<input type="text"/>

Please attach documentation describing the refunds. Please include for each refund owed:

- name of individual or vendor owing the refund,
- the amount owed for each refund, and
- the reason for the refund (i.e. salary overpayment, travel for trip ending 5/31/2017 was overpaid, or goods were returned).

☐ No the agency does not have refunds due to GR

Due to General Revenue Unallocated (Form 4), Continued

Refund information can be included at the bottom of the form.

For your convenience - Refund information can be provided using space below or attach separately.

Fund ID	Vendor / Person Owning Refund	Amount	Reason for Refund

Due to General Revenue Unallocated (Form 4), Continued

Circuits should include :

- Includes amounts for the 4th Quarter Service Charge to GR (JAC provides information).
- Include other items or refunds that will be paid to GR Unallocated during July.
- May include refunds not received for deposit by June 30th.

Due to General Revenue Unallocated (Form 4), Continued

Based on information provided, JAC will complete DFS's forms and ensure accounting entries are recorded.

An example for the Amount Due for Fourth Quarter Service Charge

Department of Financial Services ~ Statewide Financial Statements
Form 4 ~ Due To General Revenue Unallocated
GL 356XX
June 30, 2016

Fund Number: 210000-20-2-339040 JAC Grants & Donations TF

Balance per GL \$ 1,000.00 Detail below must equal balance per GL

Revenue category used for subsequent General Revenue deposit	Indicate with an "X" if the amount is service charges due to GRU	Amount
001308	x	1,000.00

Due to General Revenue Unallocated (Form 4), Continued

Based on information provided on the Form 4 information request, JAC will complete DFS's forms and enter appropriate FLAIR entries.

Example below shows Trial Balance entries for the amount due for Fourth Quarter Service Charge.

GL/Category	GL Account Name/Catg	Description	Year to Date
35600	Due To General Revenue		
310322	Services Charge to GR		-1,000
75800	General Revenue Transfers Out		
310322	Service Charge to GR		1,000

Due to General Revenue Unallocated (Form 4), Continued

Example below shows Trial Balance entries for the amount of other receivables due to your General Revenue

- from within the agency and that is not certified forward or
- from other agencies.

GL/Category	GL Account Name/Catg Description	Year to Date
15100	Accounts Receivable	
001800	Refunds	-1,000
35600	Due To General Revenue	
001800	Refunds	1,000

Revolving Fund Forms

- Only required for Revolving Funds deposited in bank accounts.
- **Excludes Petty Cash or cash portion of Revolving Funds.**

Financial Statements Information Request
Form 17 – Revolving Fund
2015-2016 Fiscal Year

Office of _____

I. Fund Number _____

Fund Name _____

Authorized	\$ _____	Amount
------------	----------	--------

Bank Statement Balance	\$ _____	6/30/16
------------------------	----------	---------

Unreimbursed Receipts as of	\$ _____	6/30/16	_____
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Reconciled Bank Balance	\$ _____	6/30/16
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Revolving Fund Deposits (Form 17) (If applicable)

Based on information provided on the Form 17 information request, JAC will complete DFS's forms. The form reports any money on deposit with a bank.

Department of Financial Services ~ Statewide Financial Statements
Form 17 - Deposits
GL 112XX & 222XX
June 30, 2016

Fund Number:

(PLEASE SUBMIT ONE FORM FOR EACH FUND)

Deposits are defined in Section 280.02(23), Florida Statutes .

- A. List the current year ending 6/30 reconciled/authorized deposit amounts and corresponding unadjusted bank statement balances below. If this is a revolving fund, the amount recorded as the Reconciled Bank Balance should equal the approved amount of the revolving fund less any portion maintained as cash on hand.

	Reconciled Bank Balance (1)	Bank Statement Balance (2)
Totals	<input type="text"/>	<input type="text"/>

- (1) The total amount of this column must agree to the amounts recorded in general ledger codes 112XX and 222XX of the FLAIR trial balance. DO NOT include cash in the State Treasurer (GL 121XX, 122XX, & 124XX) nor those maintained with the State Board of Administration (GL 113XX & 114XX).
- (2) This information can be obtained directly from the 6/30 bank statement.

NOTE: Check "Yes" or "No" as to whether the account is in the State Treasury's Consolidated Revolving Account.

☐ Yes

☐ No



Revolving Funds (Form 17), Continued

Trial Balance Entries for Revolving Fund:

2130 Justice Administrative Commission
74 8 XXXXX Information & Evidence Revolving Fund

GL/Category	GL Account Name/Catg Description	Year to Date
11100	Cash On Hand	
000000	N/A	500
11200	Cash in Bank	
000000	N/A	500
16800	Due From State Funds – Revolving Fund	
000000	N/A	0
45100	Advanced From Other Funds Between Dept.	
000000	N/A	-1,000



Receivable Information

- A request for A/R info will be sent via email
- Include all funds due from:
 - State agencies
 - Other JAC entities
 - County reimbursements
 - Refunds due from employees or vendors



Update - Form 3 is retired!

- Two (2) forms have been created to replace the 14 old forms.
 - Due To & Due From Information
 - Transfers In & Transfers Out Information



Due To & Due From Information, Continued

- Contains all receivables and payables between funds or agencies such as:
 - Due From Other Departments (Old Form 3A)
 - Due To Other Departments (Old Form 3B)
 - Due From State Funds Within Division (Old Form 3K)
 - Due To State Funds Within Division (Old Form 3M)
 - Due To State Funds Within Department (Old Form 3N)

A single form simplifies the process.

Due To & Due From Information, Continued

Statewide Financial Statements

EXAMPLE - Due From & Due To

GL 16XXX (Accounts Receivable) OR 35XXX (Accounts Payable)

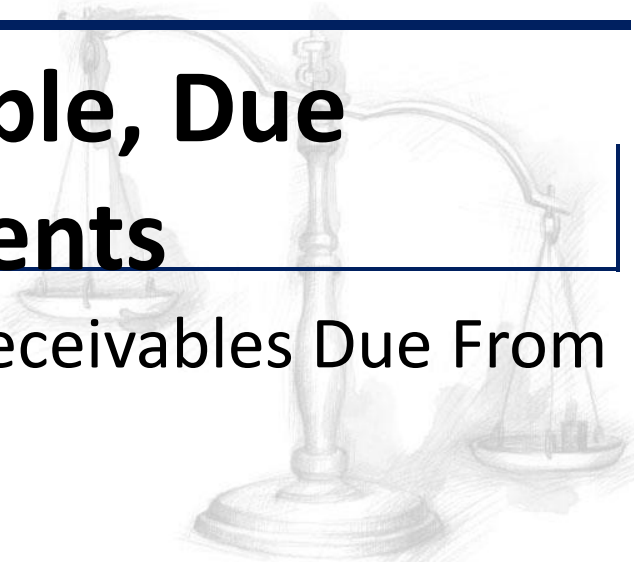
6/30/2017

JAC Entity	JAC Fund ID	JAC's GL	GL Title	JAC's Offset GL	Partner Fund ID	Partner Agency	Amount	Description / Comments for Due From & Due To
		*expending or receiving the funds (OLO-GF-SF-FID)	*Formula - do not remove. It will update when you key the GL in column C	*Shows the Revenue GL for deposit or Expenditure GL for payment.	*Fund paying or receiving the amount shown *May be JAC or other agency (OLO-GF-SF-FID)		16xxx positive amt. 35xxx negative amt.	
JAC	210000-10-1-000941	35300	Due To Other Agency	75900	400000-50-2-767002	DEPARTMENT OF ECONOMIC OPPORTUNITY	(9,022.21)	Reemployment Assistance
JAC	210000-10-1-000941	35300	Due To Other Agency	71100	720000-20-2-678001	DEPARTMENT OF MANAGEMENT SERVICES	(26,684.00)	Communications Invoices
			Due To Other Agency Total				(35,706.21)	
	210000-10-1-000941 Total						(35,706.21)	
JAC	210000-20-2-084001	16100	Due from Other Fund, within	65700	210000-20-2-3390XX	JAC SAXX	10,399.60	Transfer from SA
			Due from Other Fund, within Division (Circuit) Total				10,399.60	
	210000-20-2-084001 Total						10,399.60	
JAC	210000-20-2-339040	16300	Due from Other Agency	65600	410000-20-2-261021	DEPARTMENT OF LEGAL AFFAIRS	89,919.69	VOCA
			Due from Other Agency Total				89,919.69	
	210000-20-2-339040 Total						89,919.69	
JAC	210000-20-2-9740XX	16300	Due from Other Agency	65900	720000-20-2-339040	DEPARTMENT OF MANAGEMENT SERVICES	1,840.66	Proceeds from Sale of Surplus
			Due from Other Agency Total				1,840.66	
JAC	210000-20-2-9740XX	35300	Due To Other Agency	75900	400000-50-2-767002	DEPARTMENT OF ECONOMIC OPPORTUNITY	(9,022.21)	Reemployment Assistance
JAC	210000-20-2-9740XX	35300	Due To Other Agency	71100	720000-20-2-678001	DEPARTMENT OF MANAGEMENT SERVICES	(26,684.00)	Communications Invoices
			Due To Other Agency Total				(35,706.21)	
	210000-20-2-9740XX Total						(33,865.55)	
	Grand Total						30,747.53	

[Link Due To & Due From](#)

Example of a Receivable, Due From Other Departments

Trial Balance Entries To Record Receivables Due From Other Departments:



GL/Category	GL Account Name/Catg Description	Year to Date
16300	Due From Other Departments	
001510	Transfer of Federal Funds	5,000
65600	Federal Funds Trans In From Other Agencies	
001510	Transfer of Federal Funds	-5,000

Example of a Receivable, From Within the Circuit

Trial Balance Entries To Record Receivables Due From within your Circuit:

GL/Category	GL Account Name/Catg Description	Year to Date
16100	Due From State Funds Within Division	
040000	Expenses	13,553.08
71100	Expenditures Current	
040000	Expenses	-13,553.08

Example of a Receivable between JAC Offices

Trial Balance Entries To Record Receivables Due From another Circuit or JAC:

GL/Category	GL Account Name/Catg Description	Year to Date
16200	Due From State Funds Within Department	
001500	Transfers	30.24
65700	Transfer In From Within the Agency	
001500	Transfers	- 30.24

Payables, Due To Other Departments

Accounts payable due to other Departments / Agencies are recorded in GL 35300. Amounts owed are included whether they are certified or non-certified payables.

These payable examples may be non-certified when funds are unavailable or received too late to certify:

- Unemployment compensation billed by DEO
- Communications billed by DMS
- Total Temporary Disability billed by DFS
- Criminal History / background screening billed by FDLE

Example of a Payables, Due To Other Departments

Trial Balance Entries To Record Payable Due To Other Departments:

GL/Category	GL Account Name/Catg Description	Year to Date
35300	Due To Other Departments	
040000	Expenses	-17,161.90
75900	Transfers Out To Other Agencies	
040000	Expenses	17,161.90

Payables, Due Within the Circuit

Accounts payable within your office are recorded in GL 35100. Example:

Salaries & Benefits payroll costs charged to a General Revenue (GR) instead of trust fund (TF). Create a payable charging the TF account and due to GR.

Example of Payables, Within the Circuit

Trial Balance Entries To Record Payable Due within your Circuit:

GL/Category	GL Account Name/Catg Description	Year to Date
35100	Due To Other Departments	
010000	Salaries & Benefits	-13,553.08
71100	Expenditures, Current	
010000	Expenses	13,553.08

Payables, Due To State Funds between JAC Offices

This form reports accounts payable due to other Circuits or JAC and recorded in GL 35200. Example:

A payroll deduction requested by the circuit is received into JAC's TF and is owed to a Circuit's Revenue TF that did not get distributed to the Circuits by June 30th.

Create a payable charging the JAC TF and receivable due to the Circuit's Revenue TF.



Example of Payables, Within Department

Trial Balance Entries To Record Payable Due From another Circuit or JAC:

GL/Category	GL Account Name/Catg Description	Year to Date
35200	Due To State Funds, Within Department	
220030	Refunds	-500.00
75700	Transfers Out Within the Agency	
220030	Refunds	500.00

Transfers In & Transfers Out Information

- Contains all transfers between funds or agencies such as:
 - Transfers In From Other Departments (Old Form 3C)
 - Transfers Out To Other Departments (Old Form 3D)
 - Federal Transfers In From Other Departments (Old Form 3E)
 - Federal Transfers Out To Other Departments (Old Form 3F)
 - Transfers In From Within the Department (Old Form 3G)
 - Transfers Out To Within the Department (Old Form 3H)

Transfers In & Transfers Out Information, Continued

What is a transfer?

- A transfer is the movement of cash from one fund to another that is **not a payment for goods and services**.

Examples of transactions that must be accounted for as transfers:

- Reemployment Assistance to DEO (GL 75900).
- General Revenue Service Charge payments (GL 75800).
- Payments to the State Personnel System Trust Fund at DMS for People First assessments.

Transfers, Continued

What is not a transfer? Payments for goods or services.

Examples:

- Payments to DMS for services provided such as SUNCOM, building rent.
- Payment to the State Risk Management Trust Fund at DFS for property insurance and casualty insurance.
- Payments to the Department of State for the Administrative Weekly.
- Payment to the Department of Legal Affairs for legal services.

Transfers In & Transfers Out

Statewide Financial Statements

EXAMPLE - Transfers In and Transfers Out

GL 65XXX (Revenues) OR 75XXX (Expenditures)

6/30/2017

JAC Entity	JAC Fund ID	JAC's GL	GL Title	Partner Fund ID	Partner Agency	Amount	Description / Comments for Due From & Due To
	*expending or receiving the funds (OLO-GF-SF-FID)		*Formula - do not remove. It will update when you key the GL in column C	*Fund paying or receiving the amount shown *May be JAC or other agency (OLO-GF-SF-FID)		16xxx positive amt. 35xxx negative amt.	
JAC	210000-10-1-000941	65700	Transfers in from within JAC (between Circuits)	210000-20-2-084008	JUSTICE ADMINISTRATION	(74,498.00)	Transfer from SA11
			Transfers in from within JAC (between Circuits) Total			(74,498.00)	
JAC	210000-10-1-000941	75700	Transfers Out within JAC (between Circuits)	210000-20-2-3390XX	JUSTICE ADMINISTRATION	566.61	Transfer from JAC
			Transfers Out within JAC (between Circuits) Total			566.61	
	210000-10-1-000941 Total					(73,931.39)	
JAC	210000-20-2-084001	75900	Transfers Out to Other Agency	720000-20-2-678001	DEPARTMENT OF MANAGEMENT SERVICES	26,684.00	
			Transfers Out to Other Agency Total			26,684.00	
	210000-20-2-084001 Total					26,684.00	
JAC	210000-20-2-339040	65600	Federal Funds Transfer In from Other Agency	410000-20-2-261021	DEPARTMENT OF LEGAL AFFAIRS	(89,919.69)	VOCA funds transferred
			Federal Funds Transfer In from Other Agency Total			(89,919.69)	
JAC	210000-20-2-339040	75900	Transfers Out to Other Agency	400000-50-2-767002	DEPARTMENT OF ECONOMIC OPPORTUNITY	9,022.21	Unemployment transferred
			Transfers Out to Other Agency Total			9,022.21	
	210000-20-2-339040 Total					(80,897.48)	
JAC	210000-20-2-9740XX	35300	Due To Other Agency	720000-20-2-678001	DEPARTMENT OF MANAGEMENT SERVICES	(26,684.00)	Communications Invoices
			Due To Other Agency Total			(26,684.00)	
JAC	210000-20-2-9740XX	65900	Transfer In from Other Agency	720000-20-2-510103	DEPARTMENT OF MANAGEMENT SERVICES	(1,840.66)	Proceeds from Sale of Surplus
			Transfer In from Other Agency Total			(1,840.66)	
	210000-20-2-9740XX Total					(28,524.66)	
	Grand Total					(156,669.53)	

[Link Transfers In & Transfers Out](#)

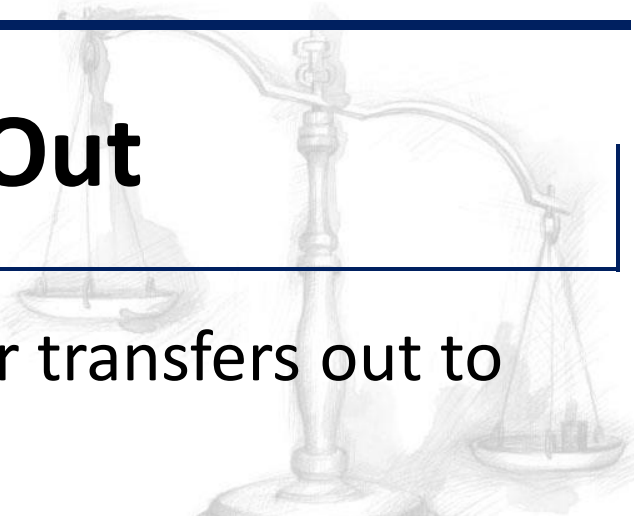
Examples of Transfers In

Trial Balance entries recorded for transfers in from another Agency, Circuit or JAC:

GL/Category	GL Account Name/Catg	Year To Date
65600	FEDERAL FUNDS TRANS IN FROM OTHER AGEN	
001510	TRANSFER OF FEDERAL FUNDS	19,896,290.02-
65700	TRANSFERS IN FROM WITHIN THE AGENCY	
001500	TRANSFERS	68,345.50-
65900	TRANSFER IN FROM OTHER AGENCIES	
001500	TRANSFERS	44,539.77-

Examples of Transfers Out

Trial Balance entries recorded for transfers out to another Agency, Circuit or JAC:



GL/Category	GL Account Name/Catg	Year To Date
75700	TRANSFERS OUT WITHIN THE AGENCY	
103225	STATE ATTORNEY OPERATIONS	1,794.57
75800	GEN REVENUE TRANSFERS OUT	
310322	SERVICE CHARGE TO GEN REV	120,323.71
75900	TRANSFERS OUT TO OTHER AGENCIES	
103225	STATE ATTORNEY OPERATIONS	11,844.49

Capital Asset Fundamentals

- Driven by Ch. 273 – State Owned Tangible Personal Property
 - Requires the property custodian to take physical inventory at least once each fiscal year
 - Details what should be tracked on inventory forms



Capital Asset Fundamentals, Continued

- State Property Tracking Criteria
 - Items \$1,000 or more
 - Books \$250 or more
 - Items under \$1,000 can be tracked but are not reported
 - Inventory detail does not have to be submitted



Capital Asset Fundamentals, Continued

- Adjustments
 - The calculation of current year inventory must begin with the CFO audited prior year ending balance
 - Circuit inventory reports are accepted as reflective of actual balances

Capital Asset Fundamentals, Continued

- Property reporting discrepancies may be caused by:
 - Items not being posted to inventory in the year they were received
 - Inclusion of expendable items
 - Changes in posting dates
 - Adjustments to the duration of useful life



Capital Asset Fundamentals, Continued

- Accumulated Depreciation
 - Amount of accumulated depreciation cannot exceed total asset value
 - All inventory reports should show a prior year accumulated depreciation total

Capital Asset Fundamentals, Continued

- Additions & Deletions

Property Disposition:

- Sold
- Scrapped
- Donated
- Obsolete



- Gains & Losses

Capital Asset Fundamentals, Continued

Asset Class Reconciliation Worksheet

	Flair Audited Balance	Adjust ment	Additions	Deletions	Ending Balance	Accum. Deprec.	Adjust ment	Current Deprec.	Gains Losses	Total Deprec.
Totals	268,000.00	36,000.00	30,000.00	0.00	334,000.00	234,000.00	28,000.00	26,700.00	0.00	288,700.00
FID #	Entity Report Balance	Adjust ment	Additions	Deletions	Ending Balance	Accum. Deprec.	Adjust ment	Current Deprec.	Gains Losses	Total Deprec.
101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102	1,000.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	200.00	0.00	1,200.00
103	17,000.00	0.00	0.00	0.00	17,000.00	17,000.00	0.00	0.00	0.00	17,000.00
104	219,000.00	0.00	0.00	0.00	219,000.00	186,000.00	0.00	16,500.00	0.00	202,500.00
105	67,000.00	0.00	30,000.00	0.00	97,000.00	30,000.00	28,000.00	10,000.00	0.00	68,000.00
Totals	304,000.00	0.00	30,000.00	0.00	334,000.00	233,000.00	29,000.00	26,700.00	0.00	288,700.00
	-36,000.00	36,000.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00	0.00	0.00

*Refer to handouts 3 & 4

Inventory Reporting (BOMS Users)

- BOMS Property Reporting Reminders
 - Must close out the fiscal year before running the report
 - Please review for potential errors prior to submission
 - Report can be viewed and reopened prior to printing if needed

Leave Liability Reporting

- Leave Liability Reporting
 - Compensated Absences Leave Liability Explained



Leave Liability Reporting, Continued

- The Leave Liability Report Provides:
 - Totals of accumulated compensated leave due to all current employees
 - Projected outstanding leave liability

Leave Liability Reporting (BOMS Users)

- Leave Payout & Short-term Factors

Annual Sick and Compensated Leave Payout
Including Short Term Factors

Entity	TOTAL BEGINNING COMPENSATED ABSENCES	BEGINNING OPERATING BALANCE	BEGINNING LONG TERM BALANCE	FY 2015 SHORT-TERM FACTOR	FY 2016 SHORT-TERM FACTOR
XXXXXXXXX	1,012,391.49	48,390.39	964,001.10	0.42000	0.46000

*Refer to handouts [5](#) & [6](#)

Leave Liability Reporting (BOMS Users), Continued

- Using the incorrect beginning balance **will skew:**
 - Current year short term factor
 - 3 year average factor
 - Current & long term liability totals
- The report is not representative of actual expenditures incurred

Leave Liability Reporting (Non BOMS)

- Demystifying the Compensated Absences Leave Liability (CALLs) workbook which contains:
 - The audited CFO beginning balance
 - Current fiscal year short-term factor
 - Listing of employees by names and rates of pay

Leave Liability Reporting (Non BOMS Users), Continued

- Things to keep in mind:
 - Reconcile all employee data with your records
 - Input employee leave hours by type
 - Include employees in DROP
 - Include employees terminating on June 30th

Leave Liability Reporting (Non BOMS Users), Continued

- Sick Leave Calculation (s. 110.122, F.S.)

Employees with 10 years of service or more are owed a $\frac{1}{4}$ of their accrued sick leave not to exceed the equivalent of 480 work hours

- Verify data provided
- Only include eligible employees

Leave Liability Reporting (Non BOMS Users), Continued

Summary Page of Comp Absence Workbook

Agency			
Operating Fund	21000-10-1-xxxxxx	Beginning Compensated Absence Liability	\$0.00
Long-Term Debt	21000-90-9-xxxxxx	Beginning Compensated Absence Liability	\$0.00
FY Total Beginning Compensated Absence Liability		\$	-
FY Leave Earned (Cost of)		\$	-
FY Terminated Employee Annual Leave Payment		\$	-
FY Terminated Employee Sick Leave Payment		\$	-
FY Terminated Employee Comp Leave Payment		\$	-
Total Leave Used		\$	-
Ending Compensated Annual Liability		\$	-
Ending Compensated Sick Liability		\$	-
Ending Compensated Comp-Time Liability		\$	-
Total Leave Hours Earned			0.00
FY Terminated Employee Annual Leave Hours			0.00
FY Terminated Employee Sick Leave Hours			0.00
FY Terminated Employee Comp Leave Hours			0.00
Total Leave Hours Used			0.00
3 Year Leave Factor Average			0.00000
Short Term Leave Factor			0.00000
Prior Years Estimate 60 Days Payout*			0.00

*Refer to handout [7](#)

Trial Balance General Ledger Accounts

- An updated Trial Balance Report will be sent to each office by July 31st.
- Please review this Trial Balance Report by August 4th for the following. Notify JAC of any discrepancies.
 - Atypical general ledger account balances
 - Ensure your receivable and obligations are recorded
 - Look for missing entries
- JAC cannot update the agency's final June 30th Trial Balance after August 8th.

Trial Balance General Ledger Accounts

- All adjusting entries must be completed by close of business on August 8.
 - Adjustments needed after this date will require a post-closing adjustment request to DFS.
- Final Trial Balance Report will run August 9, 2017.
 - General Ledger Account balances from this report will be used to finalize the financial statement information due to DFS.



JUSTICE ADMINISTRATIVE
COMMISSION



Year-End/Financial Statement Calendar

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Year End Training For SAs, PDs, CCRCs, RCs and GAL/9AM	25 Declaration of Intent Sent to Circuits With Notice of Financial Statement Workshop	26	27
28	29 Memorial Day	30	31			

JAC Connect & Collaborate Conference



June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Declaration of Intent Due to JAC	3
4	5	6	7	8 Financial Statements Workshop	9 Deadline for Retirement Upgrades for SMS	10
11	12 Consideration of Fraud & Financial Statement Forms Emailed to Circuits	13 Consideration of Fraud & Financial Statement Forms Emailed to Circuits	14	15 The Division of Retirement will cease processing credit requests;	16	17
18	19	20	21 Supplemental Pay Transactions Due; Health, Life & Disability Voucher Payments due to JAC by Noon;	22 Deadline to submit Batches to JAC; Last day for processing 5% Budget Amendments (2PM Deadline); June Regular Payroll will post (after 2PM)	23	24
25	26 Deadline for submitting Journal Transfers and Current Year Expense Refund Cash Receipts; Supplemental Payroll Processes;	27 Deadline for Warrant Cancellations Deadline for Revenue Receipts	28 Deadline for processing On-Demand Payments for FY 2016-17; Regular Payroll EFTs marked for deletion by 10AM;	29 Deadline for clearing any negative Salary or OPS balances	30 Supplemental Payroll EFTs marked for deletion by 9AM; Deadline for Benefit Premium Certified Forwards; All entities must be at, or under, authorized rate;	



July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day Holiday	5 Consideration of Fraud Due to JAC;	6 Lump Sum or CF1 Forms may be submitted to JAC until July 17	7 June FLAIR Closing Requested Leave Workbooks Emailed by JAC;	8
Compensated Absences Spreadsheets Out to Circuits/Short Term Factors & Leave Payouts for BOMS Users						
9	10 Requested Leave Workbooks Emailed by JAC; Tentative Certified Releases posted to FLAIR	11	12 JAC Financial Information Forms Due	13	14 JAC Receives Returned Leave Workbooks;	15
16	17 JAC Receives Returned Leave Workbooks and Capital Assets Info'; Deadline for submitting certification forms to JAC	18	19 Deadline for finalization of certification amounts	20 Certification forward report due to the Governor's office	21	22
23/30	24/(31) JAC Sends Out Completed FS Forms for Review by July 31 st .	25	26	27	28	29



August 2017



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Form 20A & Agency Head Certification Due to JAC Last day to notify JAC of discrepancies	5
6	7	8 FLAIR Fiscal Year Closing Date for Judicial Any changes received after closing require a post-closing adjustment.	9 Final Trial Balance Report created in RDS	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 DFS checklist due* P4 Subsequent events due to DFS*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Agency Representative certification due*	28	29
30	31					



October 2017



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 DFS checklist due* P4 Subsequent events due to DFS*	7
8	9	10	11 Compliance checklist due to DFS	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	November 6 th - Agency Representation to CFO letter due.			



Frequent Questions and General Discussion



Frequently Asked Questions

- Q1. Why is our agency's beginning balance for compensated liability and capital assets different than JAC's balances?
- A1. Per SFRS guidelines, JAC must use the Fiscal Year audited ending balance as the beginning balance for the financial reports being processed.

Frequently Asked Questions, Continued

- Q2. When determining annual, sick, and comp time, which employees should be included?
- A2. For the purpose of financial reporting, the total of all annual and comp time hours earned should be included (there is no cap for annual & comp time). For sick leave include only employees that are vested (10 + years of service) and limit to $\frac{1}{4}$ of the total hours to the 480 hours cap (per section 110.122, F.S.).

Frequently Asked Questions, Continued

- Q3. After completing the input columns while manually reviewing and comparing the calculations with last year's data, I noticed the sick and annual leave payout numbers are incorrect for both the hours and dollars. The numbers came directly off the payroll tabs and registers, so they are correct. How do I proceed since the "blue" cells are not supposed to be changed?
- A3. Compensated Absences Leave Liability Spreadsheet (CALLS) users can make changes to data in any cells except for white cells with formulas. When you return the worksheet to JAC please include an e-mail noting the changes you made.

Frequently Asked Questions, Continued

- Q4. I have a leave liability report question regarding a person that terminated on June 30th and their leave will be paid in July from certified forward funds. This person is not included within the list that was sent to me for our circuit. Should they be listed in the leave payout list for Fiscal Year 2015-2016?

Frequently Asked Questions, Continued

- A4. To ensure that this employee does not get included in two Year End Reports, you should check your BOMS report to be sure this employee is not included in your BOMS current employees' list. Because the individual terminated on June 30th, he or she was still an active employee as of June 30th. If the individual is included within your BOMS current list, he or she should not be added to the terminated leave payout list. If not, you can add them to the payout list and send an updated copy to JAC.



Frequently Asked Questions, Continued

- Q5. Does JAC include the FICA and Retirement for annual and comp time leave and FICA for sick leave?
- A5. For Year End Financial Reports, all costs are included in determining leave liability (sick limited to 10+years employment).



Frequently Asked Questions, Continued

- Q6. The Capital Assets form has a line for furniture and equipment. Is that furniture and equipment of any purchase amount? I've heard the number is anything over \$1,000.
- A6. The capitalization threshold for furniture & equipment is \$1,000; books and other reference material not circulated to students or general public is \$250.00.

Frequently Asked Questions, Continued

- Q7. I am getting ready to run the Leave Liability Part 1 Report. Do I get my Fiscal Year Terminated Employee Payments from JAC?
- A7. After People First closes out the year, JAC will send each entity an Excel spreadsheet with your annual, sick, comp time leave payouts, your prior year short term factors, and your beginning compensation liability total.

Frequently Asked Questions, Continued

- Q8. I was checking out the Asset Class Reconciliation worksheet and there are no figures on that sheet. Is there a reason why this form is blank?
- A8. This spreadsheet is used when there are either more than one multipliable FLAIR classes, multipliable BOMS worksheets or adjustments are needed.

Frequently Asked Questions, Continued

- Q9. The Capital Assets Report appears to be a JAC worksheet document. Why is it not Form 19 - Changes in Capital Assets?
- A9. The Bureau of Accounting does not use Form 19 anymore. Inventory changes are now reported on an Excel worksheet provided to us by SFRS.

Frequently Asked Questions, Continued

- Q10. I manually calculated hours for Form 49 beginning leave hours. Is that number indicated anywhere on DFS Form 49?
- A10. Per SGRS compliance, Form 20 and Form 49 must be in agreement. Since Form 20 is our documentation for leave liability, the hours on Form-49 had to be adjusted so that the 3 year leave factor on Form 49 agreed with Form 20. If you will compare items I, J, & K on Form 49 with GF10, 20, and 90 on your BOMS Leave Liability Detail and Form 20 (GF 10 and GF 90) Reports, you will see they agree. **NOTE: Form-49 beginning leave hours will no longer be required.**



Frequently Asked Questions, Continued

- Q11. The cost of sick leave used changes from one version of BOMS to the next. Is this right?
- A11. Yes, if all sick leave pay was used, the 3 year average factor would be skewed. Therefore, the intent is to determine a reasonable amount of liability to be booked by the entity—not the actual expense incurred.

Frequently Asked Questions, Continued

- Q12. How is the Prior Years estimate 60 days payout calculated?
- A12. The 60 day payout totals from the past two year comp leave reports are added. This is necessary to attain the 3 year moving average required by SFRS.

Frequently Asked Questions, Continued

- Q13. On Form 4 of the Financial Statements, we sent over a refund for discoveries that was credited back to G.R. – Operations that we didn't receive back until after the cutoff time. Does this amount need to go on Form 4 as unallocated?
- A13. Yes, this item should be listed on Form 4.

Frequently Asked Questions, Continued

- Q14. Am I supposed to do a Form 6 “Due to Other Departments” for Unemployment Compensation?
- A14. Yes, send a Form 6 with the payable to the Department of Economic Opportunity included.

Frequently Asked Questions, Continued

- Q15. I am not due anything from other State agencies, so do I need to do Form 5?
- A15. No, Form 5 is only needed for a receivable due from another state agency, such as a grant payment into a trust funds.

Frequently Asked Questions, Continued

- Q16. I am expecting a check from the county for reimbursement of my June IT payroll which will be deposited into my GDTF cash. Do I put that somewhere?
- A16. No, forms are not required for funds due from the counties or other governments; however, an Accounts Receivable entry should be recorded. Send JAC an email with the details and for recording a receivable for Financial Statements using GL code 16500 - Due from Other Governmental Units.



Definitions

- **3 Year Leave Factor Average:** A percentage factor used to determine the average short term portion of compensated liability that will be reported for the fiscal year (cumulative leave factor/3).
- **60 Day Leave Payout:** The short term portion of compensated liability estimated to be paid out within 60 days after the end of fiscal year (total short term compensated liability/12 x 2).

Definitions, Continued

- **Amount Due Within One Year:** The remaining short term compensated liability (61 days to one year after fiscal year)(total short term compensated liability – 60 day payout).
- **Beginning Compensated Absences Liability:** This is the audited Prior Year ending balance (must agree with the Bureau of Accounting reported balance).

Definitions, Continued

- **Cumulative Leave Factors:** Total of the short term factors for the prior two fiscal years + the current reported fiscal year (used to determine the 3 year leave average factor).
- **Ending Compensated Annual Liability:** Total accumulated annual leave due to all employees for the fiscal year (PY leave + FY leave earned – FY leave used).

Definitions, Continued

- **Ending Compensated Comp-Time Liability:** Total accumulated comp-time leave due to all employees for the fiscal year (PY leave + FY leave earned – FY leave used).
- **Ending Compensated Sick Liability:** Total accumulated sick leave due to all vested employees for the fiscal year (PY leave + FY leave earned – FY leave used).

Definitions, Continued

- **Leave Earned:** This is the total leave earned by all activity of employees for the reported fiscal year (calculated: annual+sick+comp-time hourly rate of pay X hours earned).
- **Short Term Compensated Liability:** The short term portion of compensated liability estimated to be paid out within one year of the fiscal year (total compensated liability 3 year average factor).

Definitions, Continued

- **Short Term Factor:** A percentage factor used to determine the short term portion of compensated liability (calculated: FY leave used/FY leave available).
- **Terminated Employee Annual Leave Hours:** Total accumulated annual leave hours for all employees that terminated during the report fiscal year.

Definitions, Continued

- **Terminated Employee Comp-Time Leave Hours:** Total accumulated comp-time leave hours for all employees that terminated during the report fiscal year.
- **Terminated Employee Sick Leave Hours:** Total accumulated sick leave hours for all vested employees that terminated during the report fiscal year.

Definitions, Continued

- **Terminated Employee Annual Leave Payout:** Total annual leave payment to all employees that terminated during the report fiscal year.
- **Terminated Employee Comp-time Leave Payout:** Total comp-time leave payment to all employees that terminated during the report fiscal year.

Definitions, Continued

- **Terminated Employee Sick Leave Payout:** Total sick leave payment to all vested employees that terminated during the report fiscal year.
- **Total Leave Deletions:** Total of all leave payments for the fiscal year + all terminated leave payout.
- **Total Leave Hours Used:** Total accumulated leave hours used during the fiscal year for all employees (sick limited to vested employees).

Definitions, Continued

- **Total Leave Hours Earned:** Total accumulated leave hours earned during the fiscal year for all employees (sick limited to vested employees).
- **Total of Prior 2 Year 60 Days Payout:** Total of the prior 2 year estimated 60 day payout added together.

Submission of Financial Statement Information

- Please send all documentation and forms needed for financial statements to:



David Kosinski

Professional Accountant

850-488-2415 x236

David.Kosinski@justiceadmin.org

Questions about Financial Statement Information

- Need assistance, we're here to help

Lamar Bynum

Senior Management Analyst

850-488-2415 x 234

Lamar.Bynum@justiceadmin.org

- State Property Reporting
- Leave Liability Reporting
- Transfers In / Out



Questions about Financial Statement Information

- Need assistance, we're here to help

Michael Mauterer

Director of Fin. Services

850-488-2415 x 230

Michael.Mauterer@justiceadmin.org

- General Inquiries
- Revolving Funds

Nona McCall

Deputy Director of Fin. Services

850-488-2415 x 231

Nona.McCall@justiceadmin.org

- Receivables
- Payables



Links to Forms and Documentation

Updated links- not released by DFS are shown in brown.

■ Certified Forwards

- [2016-2017 Due Dates](#)
- [2016-2017 CF1 Form](#)
- [JAC Lump Sum Certifications Form](#)

■ Financial Statements

- ✓ **Understanding Financial Statements**
- ✓ **The Financial Statements Compliance Checklist**
- **Agency Head Certification Form**
- **Compensated Absences Information**
- [Compensated Absences Certification](#)
- **Consideration of Fraud**
- [Declaration of Intent](#)
- [Due To & Due From Information*](#)
- [List of Needs if JAC to Complete FS Forms](#)
- [Transfers in & Transfers Out Information*](#)
- [Form 4 – Request for Information](#)
- **Form P4 – Subsequent Events**
- [Form P6 – Worksheet](#)
- [Form P6 – Operating Leases](#)
- [Form 17 – Revolving Fund Bank Deposits](#)
- [Form 17 – Information Request for Form 17](#)

* These 2 forms replace the obsolete Form 3s