



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](http://www.justiceadmin.org)

## Fiscal Year 2016 – 2017 Financial Statements Workshop

### COMMISSIONERS

Brad King, Chair  
State Attorney  
Diamond R. Litty  
Public Defender  
Kathleen A. Smith  
Public Defender  
Brian Haas  
State Attorney

### Agenda

- **Financial Statement Workshop Introduction (Michael Mauterer)**
  - Financial Statement Basics
  - Important Dates to Remember
- What JAC will need from you:
  - Information Request Forms
  - Certification Forms
- **Financial Statements Procedural Updates (Nona McCall)**
  - Due To & Due From Information
  - Transfers In & Transfers Out Information
- **Capital Assets & Leave Liability in Focus (Lamar Bynum)**
  - Capital Asset Fundamentals
  - Leave Liability Reporting
- **Final Fiscal Year Trial Balance Review (Nona McCall)**
- Yearend Calendar Recap
- **BOMS Inventory Reporting (Wayne Meyer)**
  - Tips and Pitfall Reminders
- Questions & Points of Interest