



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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*State Attorney, 10<sup>th</sup> Circuit*  
**Jack Campbell**  
*State Attorney, 2<sup>nd</sup> Circuit*

**2021-2022 Year-End Workshop**  
May 19, 2022 | 9:00 AM (ET) – 12:00 PM (ET)

Agenda

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- **Welcome** – Rip Colvin, JAC Executive Director
- **Unspent Budget at June 30 – Certifying Unspent Budget** – Dina Kamen
  - Fiscal Year End June Activities
  - Journal Transfers Overview, Challenges at Year End, Deadlines & Considerations
  - Statewide Travel Management System
  - Purchasing Card Charge Approvals During Year-End Activities
  - Revenue Receipts and Current Year Refunds
  - Certifications Forward Overview and Definitions
  - Lump Sum Certified Option
  - Target Dates and Deadlines
- **Budget Amendments** – Mailea Adams
  - 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 Discussion** – Nona McCall and Lorelei Welch
  - Deadlines
  - Information provided by Offices
  - Short-Term Factors and Leave Payouts
  - Certifications
- **BOMS Inventory Discussion** – Wayne Meyer
- **Year-End Calendar Overview** – Rip Colvin
- **Other Business & Questions and Answers Forum**