



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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Public Defender, 19th Circuit
Kathleen A. Smith
Public Defender, 20th Circuit
Brian Haas
State Attorney, 10th Circuit
Jack Campbell
State Attorney, 2nd Circuit

2024-25 Year-End Workshop

Monday, May 12th, 2025 | 1:00 - 3:00 PM (EDT)

Join via Zoom:

<https://justiceadmin.zoom.us/j/94415903796?pwd=DVvDitUHAdlOy1tfzLm9QZa8TXnR36.1>

Meeting ID: 944 1590 3796

Passcode: 394228

Agenda

- **Welcome** – Rip Colvin, JAC Executive Director

- **Unspent Budget at June 30th – Certifying Unspent Budget** – Dina Kamen & Tim Tice
 - Fiscal Year-End June Activities
 - Journal Transfers Overview, Challenges at Year-End, Deadlines & Considerations
 - Statewide Travel Management System (STMS)
 - 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
 - Budget Transfer Processing Deadline
 - Review of 5% or \$250K (whichever is greater) Budget Transfer Types and Forms

- **Payroll Discussion** – Andy Snuggs & Jamie Johnson
 - 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 Discussion** – Nona McCall
 - Deadlines
 - Information Provided by Offices
 - Short-Term Factors and Leave Payouts
 - Certifications

- **Year-End Calendar Overview** – Rip Colvin

- **Questions & Answers Forum**