All certifications are as of the current fiscal year ending June 30

1. **Violations of Finance-Related Legal and Contractual Provisions (P1)**

Generally Accepted Accounting Principles (GAAP) require disclosure of material and **potential** violations of finance-related legal and contractual provisions in the notes to the financial statements. Please complete the following certification. If facts are known for **potential** disclosure, an attachment is required to provide details of the violation.

**Please check only one option below:**

[ ]  To my knowledge, no additional disclosures are necessary for this office.

[ ]  In my judgment, the information attached **should be considered for disclosure** in the Notes to the Financial Statements.

(Example - grant agreement violations)

1. **Certification of Reconciliation and Capital Assets Accounting (If Applicable) (P2)**

[ ]  I certify this office has reconciled receipts and disbursements recorded in central accounting with revenues, expenditures, and expenses recorded in departmental FLAIR and corrected any identified discrepancies.

AND

[ ]  In addition, I certify all capital assets, including all *major* general infrastructure assets acquired or those that received major renovations, restorations, or improvements after June 30, 1980, are properly reported according to:

* The [Statewide Financial Statements Capital Asset Guidance](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/cfo-memos/cfo-memo-no-13---statewide-financial-statements-capital-asset-guidance-and-rules-for-tangible-personal-property.pdf?sfvrsn=b3f622f_7), and
* The Impairment of Capital Assets and Insurance Recoveries section of Other Guidance included in the [Annual Comprehensive Financial Report (ACFR) Guidance](https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/manuals/agencies/annual-comprehensive-financial-report-guidance-document.pdf?sfvrsn=e0ccceb0_8) document.

This office maintains the files necessary to support these certifications.

1. **Loss Contingencies (P3)**

A loss contingency relates to an existing condition and is based on the *likelihood* that a future event relating to the existing condition will occur and whether the loss is reasonably estimable. Legal counsel opinions or views should be included in the determination. Examples of loss contingencies include pending or threatened litigation, actual or possible claims, and assessments, and disallowed grant expenditures. This form should be used to report any items over $25 million.

**Please check only one option below** as of the current fiscal year ending 6/30:

[ ]  I certify this office has **no loss** contingencies over $25 million.

[ ]  I certify this office **will have loss** contingencies over $25 million. The appropriate documentation is attached.

 If you have loss contingencies, choose from the following accounting treatment for each contingency. For each loss contingency, please use the bolded terms for the respective accounting treatment type in the nature section of your response:

* **Accrual** - Likelihood of occurrence - *probable* (likely to occur) and amount *estimable*
* **Disclosure** - Likelihood of occurrence - *reasonably possible* and amount *estimable*

If the contingency cannot be estimated, but the likelihood is probable or reasonably possible, disclosure is required.

* **No Accrual /Disclosure** - Only a *remote* (slight) chance of occurrence; *not estimable.* The only exception to No Accrual/Disclosure treatment are guarantees of indebtedness, see below.

The following information should be provided (as an attachment to this form):

* Nature (including accounting treatment chosen using bolded terms above)
* Estimated amount or range (e.g. between $25 million and $30 million)
* Source of payment (if known)
* Progress of case to date
* Experience of other state agencies or offices in similar cases
* Your office's intended response
* The amount of disallowed grant expenditures in notices you have received
* Fund and FLAIR GL (if accrual required)

**Note**: If gain contingencies are applicable to your office, submit the appropriate information from the above list. Potential disclosure, but not accrual, may apply to gain contingencies.

1. **Construction and Other Significant Commitments (P5)**

**Please check only one option below:**

[ ]  I certify this office has no construction or other significant commitments as of the **current fiscal year ending 6/30**.

[ ]  I certify the chart below records this office’s total construction commitments. Office files contain a schedule by project for the auditor’s review.

|  |  |  |
| --- | --- | --- |
| Total Estimated Cost of Projects @ 6/30  | Projects Accumulated Amount Expended through 6/30 | Estimated Amount Committed at 6/30 (Balance left to Expend) |
|
|       |       |       |

I certify that our office has significant commitments with parties external to the state to receive goods or service listed below.

*To be significant, the total commitment must be 10% or more of the total current expenditures/expenses reported for financial statements by the office as a whole. An example of another commitment would be a long-term service contract with a private vendor.*

**The 10% below only needs to be completed if construction commitments were listed above.**

**10% of Total Expenditures: \_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*\***

 \*\* Contact Nona McCall, JAC Financial Director, if assistance is needed in determining this amount.

|  |  |  |  |
| --- | --- | --- | --- |
|  Title of Commitment/ Contract | Description of Goods/Services to be Received | Amount ExpendedThrough 6/30 | Estimated AmountCommitted at 6/30 |
|
|       |       |       |       |
|       |        |       |       |

Attach additional pages as necessary.

1. **Conduit Debt (P6)**

1. Review the definition of Conduit Debt Obligations.

2. Select the appropriate Option.

**Conduit debt obligations are:**

Certain limited-obligation revenue bonds, certificates of participation, or similar debt instruments issued by a state agency for the express purpose of **providing capital financing for a specific third party that is not a part of the issuer’s financial reporting entity** [state of Florida].

Although conduit debt obligations bear the name of the agency as the issuer, the agency has no obligation for such debt beyond the resources provided by a lease or loan with the third party on whose behalf they are issued."

**Please check only one option below:**

[ ] I certify that this office has **no** Conduit Debt that will need to be reported in FY 2025 pursuant to GASB No. 91, Conduit Debt Obligations.

[ ]  I certify that this office **has** Conduit Debt that will need to be reported in FY 2025 pursuant to GASB No. 91, Conduit Debt Obligations. Please provide responses for 1-4 below.

1. Provide a brief description of the conduit debt transactions:

1. Provide the aggregate amount of all conduit debt obligations outstanding at June 30, 2025:

1. List any type of commitment for each obligation:

1. Provide a clear indication that the issuer has no obligation for the debt beyond the resources provided by related leases or loans:

1. **Related Party Transactions (P7)**

[ ]  To my knowledge, there have been no related party transactions between our office and related parties**, OR the description, nature of the relationship, and amount have been identified and attached to this form. Related party transactions are those that an informed observer might reasonably** believe reflect considerations other than self-interest based upon the relationship that exists between the parties to the transaction.

AND

[ ]  Additionally, I certify that my office has adequate controls and procedures to be able to identify related party transactions, and those controls and procedures were administered for the current fiscal year ending 6/30.

Definition: ***Related parties*** include members of the governing board, administrative boards or commissions, administrative officials and their immediate families (i.e., spouse, parents, children, siblings, mothers and fathers-in-law, daughters and sons-in-law, and sisters and brothers-in-law), and affiliated or related organizations that are not included as part of the financial reporting entity. Key management personnel and other individuals who exercise control or significant influence over the office should be considered. Examples of ***related party indicators*** are:

* Borrowing or lending on an interest-free basis or at a rate significantly different from current market rates, no scheduled repayment terms on debt or loans to parties that do not have the ability to pay.
* Selling property at a price that differs significantly from appraisal value.
* Use of property and equipment by lease or other agreement.
* **Services or goods purchased/provided at little or no cost.**

|  |  |  |
| --- | --- | --- |
| **Describe Related Party Indicator** | **Nature of the Relationship** | **Amount** |
|  |  | **$** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Certification**

I hereby certify that to the best of my knowledge, the information presented on the financial statement forms is accurate, complete, supported by records maintained in this office, and that it may be used in the compilation of the Statewide Financial Statements.

I request that the Justice Administrative Commission prepare the journal entries necessary for the Statewide Financial Statements pursuant to Florida Statutes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office