



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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Executive Director

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**COMMISSIONERS**

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*Public Defender, 20<sup>th</sup> Circuit*  
**Brian Haas**  
*State Attorney, 10<sup>th</sup> Circuit*  
**Jack Campbell**  
*State Attorney, 2<sup>nd</sup> Circuit*

## 2025-26 Year-End Workshop

### AGENDA

**Monday, May 18<sup>th</sup>, 2026 | 1:00-4:00 p.m. (EDT)**

**via Zoom:**

<https://justiceadmin.zoom.us/j/8357912917?pwd=ZkZjd1MvNWwhFMnRRc1o4azNxYXJkUT09&omn=93629618873>

**Meeting ID: 835 791 2917 / Passcode: 277277**

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- **Welcome** – Rip Colvin, JAC Executive Director
  - **Unspent Budget at June 30<sup>th</sup> – Certifying Unspent Budget** – Dina Kamen & Tim Tice
    - Fiscal Year-End June Activities
    - Journal Transfers Overview, Challenges at Year-End, Deadlines, and 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 30<sup>th</sup>
  
- **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**