



JUSTICE ADMINISTRATIVE  
COMMISSION



# 2015-2016 Year End Meeting

Justice Administrative Commission  
227 N. Bronough Street, Suite 2100  
Tallahassee, FL 32301

(850) 488-2415  
[www.justiceadmin.org](http://www.justiceadmin.org)





## JUSTICE ADMINISTRATIVE COMMISSION



***Vision:***            *To be a model of exemplary state government and provide unparalleled services.*

***Mission:***           *To be responsible stewards of taxpayer dollars, while providing the highest quality service to the 49 judicial related entities, private court-appointed counsel, and associated vendors we serve, by ensuring compliance with laws, rules, regulations, and best business practices.*





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# Certifications Forward



# State of Florida Fiscal Year

- The State of Florida fiscal years run from July 1 through June 30 each year
- Florida governmental accounting is a year-to-year process – “spend it or lose it”
- The State of Florida allows *state obligations incurred but not paid prior to June 30* to be paid after June 30
  - In effect, extending the fiscal year to September 30



# Year-End Processing – Certifications Forward

- Certifications forward is the terminology used to describe the process for recording obligations in FLAIR for payment after 6/30
- All or part of the June 30 remaining budget balance may be marked “certified” for use after 6/30
- Any budget not marked with a “C” (certified) automatically reverts back to the state
  - JAC offices have the period of July 6 – July 18 to certify their budgets



# Obligations – Identified by Classes

## Class A

Accounts Payable -  
Goods or services  
received prior to or  
on June 30, but not  
yet paid

## Class B

Encumbrances -  
Goods or services  
ordered but not  
received by June 30

## Class C

Accounts Receivable  
–Cash refunds owed  
to the state for  
payments made prior  
to June 30\*

\*Only applicable for  
general revenue  
refunds needed to  
pay obligations



# Obligations – Identified with “C” in FLAIR

- Class A - Accounts Payable are entered into FLAIR with a Transaction 80 (TR80) + CF = C
- Class B - Encumbrances are entered into FLAIR with a Transaction 60 (TR60) + CF = C
- Class C - Accounts Receivable are entered into FLAIR with a Transaction 90 (TR90) + CF = C



# Certified Items and Budgets

- When payables and encumbrances are entered in FLAIR with a “C”
  - A certified budget is created
  - The certified budget is effective for the period of July 1- September 30 only
  - The certified budget is used to pay the prior year obligations
  - The certified budget does not affect the current year budget



# 6/30/16 FLAIR Balance

- The State Accounts (SA)-Balance File will reflect the amount eligible for certification when FLAIR “opens” in early July

SAID										BALANCE FILE - BUDGETARY		04/18/2016 16:27:01	
L1	GF	SF	FID	BE	IBI	CAT	YR			06	RT		
21	10	1	000069	21300800	00	040000	00				2		
										PRIOR		CURRENT	
										MONTH BALANCES		MONTH ACTIVITY	
												CURRENT	
												MONTH BALANCE	
WARRANT DISB										411,183.34		4,657.87	
JOURNAL DISB										19,778.29-		60.00	
TRANSFER DISB										.00		.00	
*CURR YR DISB										372,436.41		4,717.87	
*CERT FWD DISB										18,968.64		.00	
*CURR YR UNEXP REL										139,760.59		4,717.87-	
*CERT FWD UNEXP REL										.00		.00	
												35,042.72	
												.00	

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- The current year unexpended release balance for June is the total amount that is available for certifying





# Lump Sum Certified Option - Overview

- Certify all or part of the June 30 unexpended release balance in FLAIR (*Due Process & Operations*)
  - JAC will provide Due Process release balances for each office
- One payable set up for each fund and category (BOMS fund)
- For example, JAC has a June balance in general revenue expenses category (040000) of \$35,042.72
  - One payable (e.g. PJAC001) would be added to FLAIR with a total of \$35,042.72



# Lump Sum Certified Option

- Steps for doing lump sum certified:
  - Determine June unexpended release balance – SA Function in FLAIR
  - Add one payable to FLAIR for all or part of the identified balance
    - JAC Accounting staff will assist with assigning payable numbers
    - Payable will be assigned one vendor and one object code



# Lump Sum Certified Option (cont.)

- Sample of lump sum certified option for JAC last July

DCFR01A -06 AS OF 07/21/15

FLAIR CERTIFICATION FORWARD REQUEST DETAIL REPORT  
JUNE 30, 2015 CERTIFICATIONS FORWARDDATE RUN 07/21/15  
PAGE 36

AGENCY: 210000 JUSTICE ADMINISTRATION  
BE/IBI: 21300800 00 EXECUTIVE DIR/SUPPORT SVCS  
FUND: 1 000069 JUDICIAL ADMINISTRATIVE COMMISSION  
CATEGORY: 103540 CRIMINAL CONFLICT CASE COS  
STATE PROGRAM: 1203000000 LEGAL REPRESENTATION

## A. ITEMS PURCHASED AND RECEIVED PRIOR TO CLOSE OF BUSINESS ON JUNE 30, 2015 :

REFERENCE NUMBER	TR DATE	DATE RECEIVED	VENDOR OR CONTRACTOR	DESCRIPTION OF ITEM PURCHASED OR CONTRACTED FOR	OBJECT CODE	AMOUNT
PCAC0010002	06/30/2015	06/30/2015	JUSTICE ADMINISTRATIVE COMMISSION	LEGAL SERVICES - GENERAL	131654	570,527.05

- We used JAC's vendor ID and one object code appropriate for the category





# Lump Sum Certified Option (cont.)

- As soon as lump sum items are set up in **FLAIR**: send batches/invoices to JAC with the assigned payable number for that fund and category (BOMS Fund)
  - No waiting for CF1 list to be finalized
  - Payable is reduced in FLAIR with each invoice
  - JAC accountant enters vendor number and appropriate object code when paying the invoice
- No CF1 or CF2 forms need to be submitted
  - JAC will work with offices individually via email to confirm lump sum set-up



# Certifications Forward – Detailed Option

- Complete CF1 form for each FLAIR fund and category (BOMS fund)
- Submit CF1 forms to JAC Accounting during the period July 1 – July 15
- JAC Accounting will process individual items in FLAIR and work with offices to ensure the FLAIR entries are correct
- Offices will submit batches/invoices to JAC paying obligations with individual payable numbers



# Form CF1



**To complete this form:**

**Form CF1**

Rev 04/05

## JUNE 30, 2016 CERTIFICATIONS FORWARD

Class _____		Page ____ of ____	
Judicial Branch _____	Account Code _____	EO _____	
Agency _____	Appropriation Category _____	Fund _____	

Item No	Date Ordered	Date Received	Vendor Name AND Vendor Number	Object Code	Amount	Date Paid
---------	--------------	---------------	-------------------------------	-------------	--------	-----------

- Insert the applicable class code (A, B, or C)
- Use the appropriate FLAIR 29 digit account code
- Insert your office name
- Insert the appropriation category (one category per page)
- Insert the name of the fund, (e.g., general revenue or trust fund)
- Assign a sequential number to each certified item, giving each item a unique identity



# Form CF1

- All dates must be prior to July 1, please ensure each item has a date
- Date received should be the date the goods/services are received – *not* the date of the invoice
- Please provide the full vendor name and the vendor number in the space provided
- For salaries and OPS, you may list each name and SSN or JAC will assign a “generic” number (preferred)
- If the item is a “pay and charge” please list the sub-vendor’s name and SSN



# Form CF1

- Please provide separate pages for each appropriation category and obligation class (A, B, or C)
- Total each page separately
- Total each category and class
- Please add all obligations per fund and compare to the FLAIR 6/30 release balance
- Obligations may not exceed the FLAIR June unexpended release balance



# Form CF1 – Changes & Adjustments

- Please work with your JAC accountant if changes are needed to your CF1 forms (lists)
- JAC Accounting staff will communicate via email or phone calls when making adjustments to the CF1 forms (lists)
- JAC Accounting staff will update FLAIR to reflect changes as needed
- Prior to COB on July 18, JAC Accounting staff will confirm the final CF1 list with each office



# Form CF2 Recap of Certifications Forward - Eliminated

- The CF2 form is being eliminated
- JAC Accounting staff will verify that your certified totals do not exceed the FLAIR June 30 unexpended release balance
- If there is an issue with balances, JAC will contact the office to resolve the issue



# Certified Forward Batch Sheets

- For any invoices submitted for payment (via batch sheets) using certified funds please include:
  - Payable or encumbrance number (with “C”)
  - Vendor ID
  - Object code
  - Back-up such as: Authorization, goods received date, or other documentation clearly showing the invoice should be paid from prior year funds (clearly a prior year obligation)



# Purchasing Card (PCard) Charge Approvals - During Year End

- PCards are not “turned off” by FLAIR at any time during Year-End activities
- Goods or services should be received & approved prior to June 30 before approving PCard charges to be paid from FY 15-16 funds
- The required 10 day approval period still applies. Please approve transactions as quickly as possible in FLAIR to ensure charges are paid from FY 15-16 funds (June charges)
- Charges not approved in FLAIR (at level 008/JAC) by COB on 6/29/16 may be approved in FLAIR in July and will be paid from the next year’s budget
- Items ordered via a PCard in June, but not approved in June, may be charged to FY 15-16 funds (via a JT) after a payable is established



# Deadline and Target Dates – June

June 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**June 23:** Last day for processing **5% Budget Amendments**

**June 23:** Last day for **Batch Sheets** to be submitted; This includes **Revolving Fund Reimbursements**.

**June 24:** Last day for **Journal Transfers** to be submitted

**June 24:** Last day for submitting **Cash Receipt Transactions for Expense Refunds** to current year

**June 27:** Last day for **Revenue Deposits** to be submitted

**June 27:** Last day for current year **expense Warrant Cancellations** to be processed



# Deadline and Target Dates - July

July 2016

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

**July 7** : June **Monthly** FLAIR closing

**July 8** : Tentative Certified Forward Releases will become available.

**July 5-15** : Certification Forward **form (CF1)** should be submitted to JAC.

**July 18** : Run date for the **Final Certifications Forward** listings

**July 20** : Certifications Forward Report (**DCFR01**) is due per instructions provided by the Executive Office of the Governor (EOG).

JAC will request the electronic transfer of this data through the FLAIR Help Desk, as instructed by the EOG.





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**Agency Budget Amendments  
5% or \$250,000 (whichever is  
greater)**



## 5% or \$250,000 (whichever is greater) Budget Amendments

- There are two types of 5% Budget Amendments:  
(Reference s. 216.292(2)(a)1. – 2., F.S.)
  - **Within a budget entity**, between appropriation categories within identical funds; **or**
  - **Between budget entities**, within identical appropriation categories and identical funds.
- The Governor's Office of Policy and Budget (OPB) has a 3-day review period for all agency 5% or \$250,000 Budget Amendments.  
(Reference s. 216.292(2)(a)4., F.S.)  
 "Notice of proposed transfers under sub-paragraphs 1 and 2 shall be provided to the EOG and Chairs of the Legislative Appropriations Committees at least 3 days prior to agency implementation."



# 5% Budget Amendment vs. Expenditure Journal Transfer (JT)

## 5% or \$250k (whichever is greater) Budget Amendment Request Form\*

- Use to move budget authority within identical funds (GR or Trust) between categories within your own budget entity
- Use to move budget authority within identical funds (GR or Trust) between your budget entity and another budget entity within the same categories
- Upon completion, submit this form to the JAC Budget Office for processing

**\*Special Note:** You cannot transfer budget authority between funds via this form.

Transfers of that type are accomplished via expenditure journal transfers and, if the transfer is of a permanent nature, it must be addressed in a LBR realignment issue or via a budget amendment

\*\*\*\*\*

## Expenditure Journal Transfer (JT) Request Letter/Memorandum

- Use to transfer/move expenditures between funds. (This action will restore budget in one fund while utilizing it in another fund)
- Upon completion, submit the Letter to the JAC Disbursement Office (your assigned accountant) for processing
- For more information regarding transfers of this kind please contact Vicki Nichols, Director of Accounting





# **Agency 5% or \$250,000** (whichever is greater) **Budget Amendment Data Entry Form**

- Complete the electronic form through the JAC Website
  - Budget Page

<https://www.justiceadmin.org/sa/budget/5percentForm.pdf>

- Print, manually sign, and date the form
- Submit the form to the JAC Budget Office via e-mail

[budget@justiceadmin.org](mailto:budget@justiceadmin.org)



## 5% or \$250,000 (whichever is greater) Budget Amendments – Due Dates

### AMENDMENTS BETWEEN ALL CATEGORIES OR BUDGET ENTITIES ARE:

- Due to the JAC Budget Office by, **June 23<sup>rd</sup> no later than 2:00 P.M. Eastern Time\***

\*Note: OPB's deadline for agencies to enter amendments into BAPS is 5:00 P.M.; therefore JAC must have sufficient time for processing.

BAs received & entered into BAPS on 6/23/16 should be approved by OPB on 6/29/16 and posted to FLAIR by JAC on 6/30/16.

Please e-mail all budget amendments to: [budget@justiceadmin.org](mailto:budget@justiceadmin.org)

You will receive an email notification that the amendment has been submitted to OPB. If you do not hear from the JAC Budget Office within 2 business days of your submission, please contact Yvonne Enoch or Kelly Jeffries immediately.





# Budget Office Contact Information



Email Addresses:

[budget@justiceadmin.org](mailto:budget@justiceadmin.org)

[yvonne.enoch@justiceadmin.org](mailto:yvonne.enoch@justiceadmin.org)

[kelly.jeffries@justiceadmin.org](mailto:kelly.jeffries@justiceadmin.org)



Telephone #: (850) 488-2415





# Human Resources

## Contacts:

- [payrollgroup@justiceadmin.org](mailto:payrollgroup@justiceadmin.org)
- [benefits@justiceadmin.org](mailto:benefits@justiceadmin.org)
- [retirementcoordinator@justiceadmin.org](mailto:retirementcoordinator@justiceadmin.org)



# Payroll Discussion—

**Early Submission:** Please submit payroll actions as soon as you know about them.

## **Retirement Upgrades for SMS:**

Deadline for processing is Friday,  
**06/10/2016**

## **Supplemental Pay Transactions:**

Due Thursday, **06/23/2016** to  
ensure processing from  
FY 2015-2016 budget.

## **On-Demand Payments:**

Deadline for processing in FY  
2015-16 is Monday, **6/27/2016**

- No guarantee that On-Demand requests entered after **6/27/2016** will be processed from FY 2015-16 budget, but can be certified forward as a 2015-2016 payable (if funds are available)



# Salary Cancellation Deadlines

## Potential Budget Impact

Salary cancellations requested in late June which are not timely processed and approved by DFS can result in funds not being restored for FY 2015-2016.

## EFT Cancellations

Regular payroll EFTs marked for deletion by 10:00 A.M., Tuesday, **6/28/16** and supplemental payroll EFTs marked for deletion by 9:00 A.M., Thursday, **6/30/2016** will be restored to agency's accounts in June 2016. **Overpayment problems discovered after these deadlines will require a refund from the employee.**

## Warrant Cancellations

Deadline for processing cancellation of payroll warrants dated for June is 9:00 A.M. on Thursday, **6/30/2016** to ensure funds are restored to 2015-16 accounts.

**JAC staff will monitor pending cancellations to ensure proper processing for FY 2015-16.**



# Insurance Payments—

- Health, Life & Disability Voucher Payments (to DMS) deadline for submission to JAC is **noon, Wednesday, June 22, 2016.**
- JAC will follow standard operating procedure of coordinating with the circuit prior to processing the voucher.



# Avoid Negative Balances

The June monthly regular payroll will post in the afternoon of June 23<sup>rd</sup> after you can do a 5% Budget Amendment because that must be received by our Budget Office before 2:00 p.m. on June 23<sup>rd</sup>. You can still do a Journal Transfer after payroll posts if you have a negative balance but that must be received by our Accounting Section by close of business on June 24<sup>th</sup>.

Any negative Salary or OPS release balances created after payroll posts on June 23<sup>rd</sup> must be cleared by Friday, June 28<sup>th</sup>.



# Salary Refunds—

## Code 200 Deductions

For the month of June only, if a salary overpayment refund is due from an employee we recommend obtaining a check or money order in lieu of a Code 200 deduction. The Code 200 deductions entered in June will not be processed until July, too late to restore funds to your account for FY 2015-16.

## Pending Benefits Refunds

For refunds due because the overpayment of insurance benefits requires approval by DMS, there is no guarantee that all pending refunds will get processed and approved by **6/30/16**. This could impact the FY 2015-16 budget.



# Overpayment Strategies

## Cancellation vs. Reimbursement

Employee overpaid by EFT on regular payroll:

### Option 1

EFT Cancellation –  
Must be marked for  
deletion by 9:00 A.M.,  
**June 28<sup>th</sup>** or funds will  
not be restored to FY  
2015-16 budget.

### Option 2

Seek reimbursement  
from employee for  
overpayment. Checks  
received after **June  
24<sup>th</sup>** will be deposited  
into unallocated but  
can be set up as CF  
Receivable if the funds  
are needed.



# Terminated Employees

- Please do not request a paper warrant for a terminated employee.
  - Doing so may have a negative effect on the employee's coverage for the following month



# Retirement Credits

- If your circuit is due a retirement credit, please contact [RetirementCoordinator@justiceadmin.org](mailto:RetirementCoordinator@justiceadmin.org) as soon as possible to coordinate requesting an invoice.
- The Division of Retirement will cease processing credit requests after June 17, 2016.





# Helpful Hints



- ② Check your rate reports.
- ② Pay your OPS employees for hours *actually* worked, not hours *projected* to work.
- ② Use [PayrollGroup@justiceadmin.org](mailto:PayrollGroup@justiceadmin.org) for payroll issues.
- ② Please do not use retroactive dates for June payroll actions. People First will not allow a retroactive date if a future dated action has already been processed.
- ② JAC will **not** be processing any mass uploads in June.
- ② No payroll adjustments that affect an employee's prior quarter tax obligations will be processed between June 21 and June 30, 2016.





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# Salary Rate



# Salary Rate

**Section 216.292(2)(a)3., F.S.: “Any agency exceeding salary rate established pursuant to s. 216.181(8), F.S., on June 30<sup>th</sup> of any fiscal year shall not be authorized to make transfers pursuant to subparagraphs 1. and 2. in the subsequent fiscal year.”**

This references the “Agency 5% or \$250,000 Transfer Authority” for moving funds within and between budget entities.

If this penalty is imposed, agencies seeking to move funds would have to appear before the Legislative Budget Commission (LBC).

Therefore, on **June 30, 2016**, the 50 entities that comprise Justice Administration must be at, or under, our authorized rate in order to have Agency 5%/\$250,000 Budget Amendment Authority for FY 2015-16.





# Rate Reports

- June Rate Reports
- Positions vacant for 180 days or more
  - If you have positions that have been vacant for longer than 180 days or very close to that number, you may want to consider reclassifying them to start the clock over from the time that they have been vacant.
  - Please note that the clock will only start over if an employee is placed in the vacant position.





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# **Financial Statements**

## **Fiscal Year Ending June 30, 2016**



# Important Dates

6/3/16

- Declaration of Intent Due to JAC

7/6/16

- Consideration of Fraud Form Due to JAC

7/13/16

- Financial Statement Forms Due to JAC

8/09/16

- Fiscal Year Closes in FLAIR



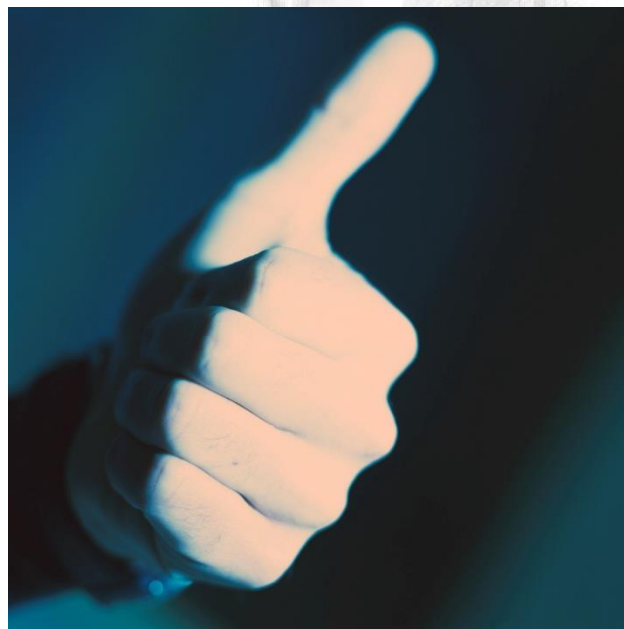
# Leave Liability – Short Term Calculations

- HR will be sending out a spreadsheet of leave liability for your review and update.
- BOMS Users – Total leave used divided by total leave earned will calculate your short-term factor. Once your prior year factor is applied, BOMS will calculate your new leave liability.
- Non-BOMS Users – JAC will provide a spreadsheet with employee information needed to calculate leave liability. Circuits will need to input employee leave hours by type, and the spreadsheet will populate the tabs with your leave liability.



# JAC's Offer

- JAC volunteers to complete the financial statement forms on YOUR behalf.
  - You'll receive a scanned copy via email once completed.
  - Please complete and return the Declaration of Intent Form to JAC no later than June 3, 2016.





# JAC Required Information from Circuits

Links to forms are also available on the last slide in this presentation.

- Agency Head Certification Form
- [Form 4 Information – Due to General Revenue Unallocated](#)
- [Form P6 Worksheet – Operating Leases](#)
- Capital Asset Information (Electronic BOMS Printout or Excel Inventory Module)
- [Form 20 – Compensated Absences Information \(Leave Liability Report\)](#)
- [Form 17 Information – Revolving Fund Bank Deposits \(if applicable\)](#)



# Form 4 – Due to General Revenue Unallocated

- Includes amounts Due to GR Unallocated for the 4<sup>th</sup> Quarter Service Charge to GR (JAC will provide this information).
- Circuits are asked to include other items that will be paid to GR Unallocated during the month of July.
- May include other refunds that were not received in time to be deposited in FY 2015-16.



# Capital Assets Info and Form 20

- Please provide the Capital Assets Information and the Compensated Absences Information (Form 20) as soon as you can.
- Any changes received after our closing date of August 09, 2016 will require a post-closing adjustment request to DFS.
- JAC cannot update the agency's final June 30<sup>th</sup> Trial Balance after August 09, 2016.



# Due To/Due From Forms to be Completed by JAC Form 3 Database

- [Form 3 \(Part A\) – Due From Other Departments \(Old Form 5\)](#)
- [Form 3 \(Part B\) – Due To Other Departments \(Old Form 6\)](#)
- [Form 3 \(Part K\) – Due From State Funds Within Division \(Old Form 34\)](#)
- [Form 3 \(Part L\) – Due From State Funds Within Department \(Old Form 35\)](#)
- [Form 3 \(Part M\) – Due To State Funds Within Division \(Old Form 37\)](#)
- [Form 3 \(Part N\)– Due To State Funds Within Department \(Old Form 38\)](#)



# Transfers In/Out Forms to be Completed by JAC Form 3 Database

- [Form 3 \(Part C\) – Transfers In From Other Departments \(Old Form 9\)](#)
- [Form 3 \(Part D\) – Transfers Out To Other Departments \(Old Form 10\)](#)
- [Form 3 \(Part E\) – Federal Transfers In From Other Departments \(Old Form 11\)](#)
- [Form 3 \(Part F\) – Federal Transfers Out To Other Departments \(Old Form 12\)](#)
- [Form 3 \(Part G\) – Transfers In From Within the Department \(Old Form 13\)](#)
- [Form 3 \(Part H\)– Transfers Out To Within the Department \(Old Form 14\)](#)



# Understanding Financial Statements Workshops

JAC will conduct a Financial Statements workshop for interested parties on June 10th. Michael Mauterer will send out a GoToMeeting announcement.



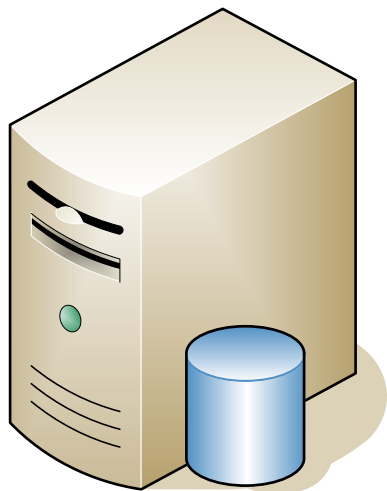
# Trial Balance General Ledger Accounts

- All adjusting entries must be completed by close of business on August 09, 2016. Adjustments needed after this date will require a post-closing adjustment request to DFS.
- Final FY 2015-16 Trial Balance Report will run August 10, 2016 after all adjusting entries have been recorded in FLAIR.
- General Ledger Account balances from this report will be used to create the Financial Statement Forms.
- **Please** review your Trial Balance Report for atypical general ledger account balances.

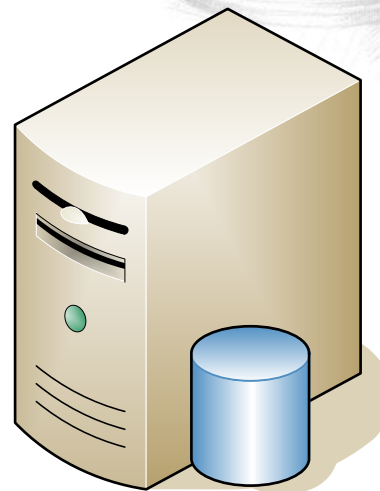


# Reconciliation – BOMS to FLAIR

In an effort to ensure the Financial Statement process is as smooth as possible, please reconcile BOMS to FLAIR for the period of July 1, 2015 through June 30, 2016.



**BOMS**



**FLAIR**





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# Florida PALM



# FloridaPALM

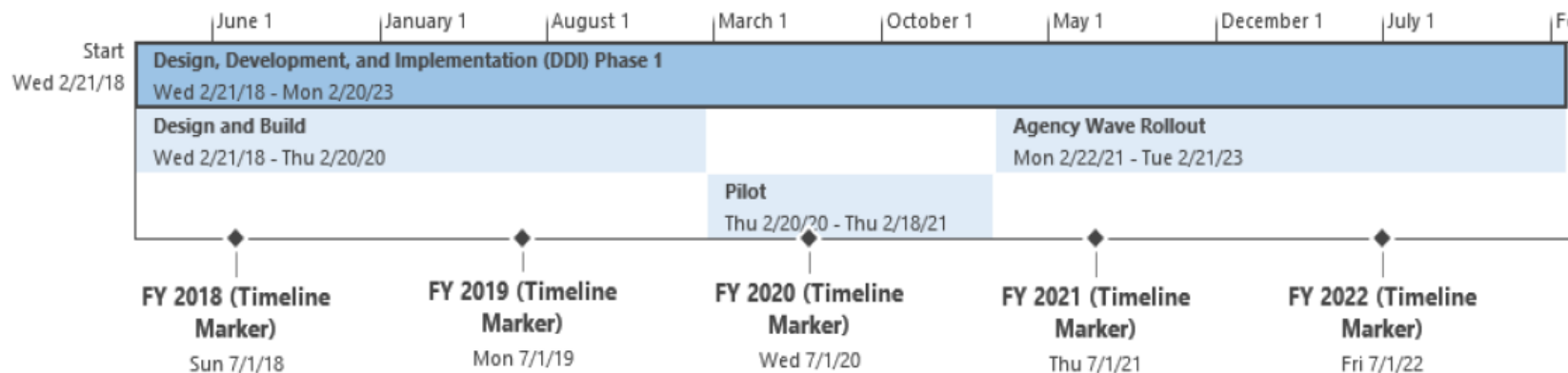
Planning, Accounting, and Ledger Management

- Florida PALM is the name for the FLAIR replacement project
- The Department of Financial Services (DFS) has conducted workshops and informational meetings regarding the project over the last 12-14 months
- JAC staff have participated in workshops to advise the Florida PALM team of JAC's needs
- DFS is in the process of procuring a vendor to implement a software solution via an Invitation to Negotiate (ITN) – many months' process
  - The contract will be awarded sometime between April 2017 and February 2018



# Florida PALM

Planning, Accounting, and Ledger Management



- The start date for beginning the actual FLAIR replacement is February 2018
- The pilot system is scheduled to go online in July 2020
- The first agencies to use Florida PALM are scheduled to start in early in 2021





# Contract Manager Training Requirements - Reminder

- DFS requires managers responsible for contracts/grants exceeding the “Category Two” threshold amount (\$35,000) to attend Advanced Accountability training. The training dates are posted quarterly on JAC’s [website](#).
- Contract/grant managers responsible for contracts or agreements exceeding \$100,000 are required to attend training to become a Florida Certified Contract Manager.





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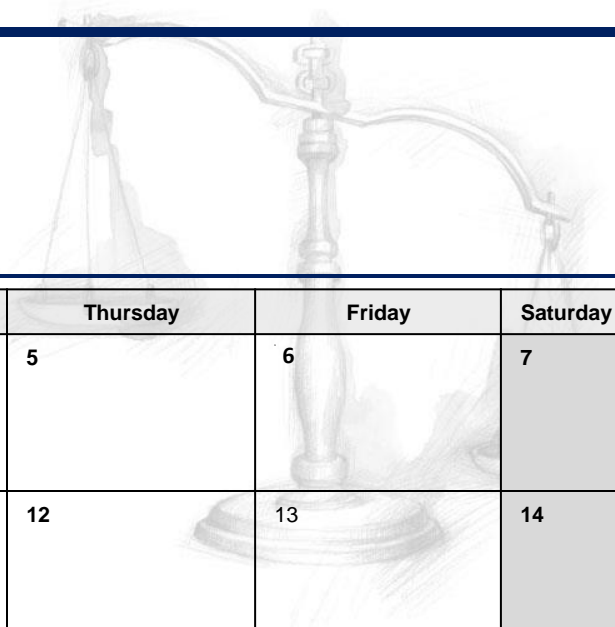


# **Year-End Calendar**

Fiscal Year 2015-2016



# May 2016



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Year End Meeting For SAs, PDs, CCRCs, RCs and GAL/9AM	25 Declaration of Intent Sent to Circuits With Notice of Financial Statement Workshop	26	27	28
29	30	31				



# June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Declaration of Intent Due to JAC	4
5	6	7	8	9	10 <b>Financial Statements Workshop;</b> Deadline for processing Retirement Upgrades	11
12	13 Consideration of Fraud & Financial Statement Forms E-Mailed to Circuits	14 Consideration of Fraud & Financial Statement Forms E-Mailed to Circuits	15	16	17 The Division of Retirement will cease processing credit requests after June 17.	18
19	20	21	22 Noon Deadline for submission of Health, Life & Disability Voucher Payments to JAC;	23 Budget Amendments due to the JAC Budget Office <b>no later than 2:00 P.M. Eastern Time*</b> ; <b>Last Day for Batch Sheets to be submitted; Supplemental Pay Transactions Due;</b> June monthly payroll reports post to RDS	24 <b>Last day for Journal Transfers to be submitted; Last day for submitting cash receipt transactions for expense refunds to current year;</b>	25
26	27 Last day for Revenue deposits to be submitted; last day for processing expense warrant cancellations; Deadline for On-Demand Payments	28 Regular payroll EFTs must be marked for deletion by 9AM;	29 BAs received & entered into BAPS on 6/23/16 should be approved by OPB;	30 BAs received & entered into BAPS on 6/23/16 should be posted to FLAIR by JAC; Deadline for processing cancellation of payroll warrants and supplemental payroll EFTs is 9AM;		



# July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Independence Day Holiday	5 Consideration of Fraud Due to JAC;	6 CF1 forms due to JAC from July 6 <sup>th</sup> -15 <sup>th</sup>	7 June Monthly FLAIR closing;	8 Requested Leave Workbooks Sent Out by JAC; Certified releases post to FLAIR; Tentative Certified Forward Releases will become available;	9
		Compensated Absences Spreadsheets Out to Circuits/Short Term Factors & Leave Payouts for BOMS Users				
10	11 JAC Financial Information Forms Due	12	13	14 JAC Receives Returned Leave Workbooks	15 JAC Receives Returned Leave Workbooks; CF1 Forms deadline to Accounting	16
17	18 JAC Receives Returned Leave Workbooks; Run date for final certifications forward listings;	19	20 Certifications Forward Report DCFR01 due to EOG	21	22	23
24/31	25	26	27	28	29	30





# August 2016



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 JAC Sends Out Completed FS Forms for Review	2	3	4	5	6
7	8 Form 20A & Agency Head Certification Due to JAC	9 <b>FLAIR Fiscal Year Closing Date for Judicial;</b> Any changes received after closing require a post-closing adjustment.	10 Final Trial Balance report available	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





# Questions and General Discussion





# Links to Forms and Documentation

Updated links- not available by DFS are shown in brown

## ■ Certified Forwards

- [Due Dates](#)
- [CF1 Form](#)

## ■ [Meeting Agenda](#)

## ■ [2015-16 Budget Transfer Request Form](#)

Containing a **Drop Down Menu** for the following:

- 2015-16 SA Universal Transfer Request
- 2015-16 PD Universal Transfer Request
- 2015-16 PDA Universal Transfer Request
- 2015-16 CCRC Universal Transfer Request
- 2015-16 GAL Universal Transfer Request
- 2015-16 RC Universal Transfer Request

## ■ Financial Statements

- ✓ [Understanding Financial Statements](#)
- ✓ [Financial Statements Compliance Checklist](#)
- [Declaration of Intent](#)
- [List of Needs if JAC to Complete FS Forms](#)
- [Consideration of Fraud](#)
- [Agency Head Certification Form](#)
- [Form 3 Part A – Due From Other Departments](#)
- [Form 3 Part B – Due to Other Departments](#)
- [Form 3 Part C– Transfers In From Other Departments](#)
- [Form 3 Part D – Transfers Out To Other Departments](#)
- [Form 3 Part E– Federal Funds Transfers In From Other Departments](#)
- [Form 3 Part F – Federal Transfers Out To Other Departments](#)
- [Form 3 Part G – Transfers In From Within the Department](#)
- [Form 3 Part H – Transfers Out To Within the Department](#)
- [Form 3 Part I – Federal Funds Transfers In From Within the Department](#)
- [Form 3 Part J – Federal Funds Transfers Out To Within the Department](#)
- [Form 3 Part K – Due From State Funds Within Division](#)
- [Form 3 Part L – Due From State Funds Within Department](#)
- [Form 3 Part M – Due To State Funds Within Division](#)
- [Form 3 Part N – Due To State Funds Within Department](#)
- [Form 4 – Due to General Revenue Unallocated](#)
- [Form 4 – Request for Information](#)
- **Form P4 – Subsequent Events**
- **Form P6 – Operating Leases**
- [Form P6 – Worksheet](#)
- **Form 17 – Revolving Fund Bank Deposits**
- [Form 17 – Information Request for Form 17](#)
- [Form 20 – Compensated Absences Information](#)
- [Form 20A – Compensated Absences Certification](#)