



FLORIDA ADMINISTRATION SERVICES MEETING

May 17, 2024

9:00 a.m. – 11:00 a.m.

Florida Lottery

Opening Remarks

Introductions

Mark Merry

Department of Financial Services

Director's Office

Renée Hermeling

- Records Management – Invoices from Department of State
- Reconciliation – Departmental → Central
- Data Clean-up – Update
- Revenue Standardization – Update
- [Payroll Adjustments](#) – Update

Office of Florida Financial Education

Lisa Herron

- CMS Training Feedback
- Training Opportunities
- New Agency Guide – Update

Roundtable Topics

Mark Merry

- A&A Invoice Requirements Policy – Update
- Year-end Calendar Update – Posted!
- A&A Memo #23 – State-Owned Tangible Personal Property and Property Record Retention – Update
- CFO Memo #24 – To Provide Guidance on Standardized FLAIR Batch Uploads Statistics – Update
- Advance Payment Approval Memo – Update
- Storms – Lessons Learned

Open Floor

Adjourn