

Date	05/15/2019	Time	9:00 a.m. – 4:00 p.m.
Location	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399 Agencies located outside of Tallahassee may participate online via GoToMeeting. Contact FloridaPALM@MyFloridaCFO.com for virtual meeting information.		
Objective	Session 1: Account Management and Financial Reporting, Budget Management, and Cash Management		
Invitees	Representatives from all Florida agencies and other key stakeholders		
Attachments/ Related Documents	N/A		

Topic	Facilitator(s)	Allotted Time
Introduction and Background	Angie Robertson Matt Cole	9 – 9:30 a.m. (30 minutes)
Overview of AAC Agenda / Layout	Angie Robertson Matt Cole	9:30 – 10:15 a.m. (45 minutes)
Break (15 Minutes)		
Overview of Account Management and Financial Reporting	Janice Jackson La'Vondria Norton Binoy Saha	10:30 a.m. – 12 p.m. (90 minutes)
Lunch (60 Minutes)		
Overview of Budget Management	Janice Jackson Robert Hicks Binoy Saha	1 – 2:15 p.m. (75 minutes)
Break (15 Minutes)		
Overview of Cash Management	Deana Metcalf Tiffany Porter Cherise Johnson	2:30 – 3:45 p.m. (75 minutes)
Wrap up / Questions	Angie Robertson Matt Cole	3:45 – 4:00 p.m. (15 minutes)