Constitutional Officer Information Network

FY 2006

On-Line Budget Request System
Users Guide

C•IN

Compensation Board
January 1, 2005

CONSTITUTIONAL OFFICER INFORMATION NETWORK (COIN)
FY 06
BUDGET REQUEST USERS GUIDE

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CONSTITUTIONAL OFFICER INFORMATION NETWORK (COIN)
FY 06
BUDGET REQUEST USERS GUIDE

1. INTRODUCTION

This document provides the step-by-step process for a Constitutional Officer to submit an annual budget request to the Compensation Board as required by Section 15.2-1636.7, Code of Virginia.

CURRENT ENVIRONMENT:

Constitutional Officers make their budget requests in the month of January and must be submitted to the Compensation Board by February 1 of each year. The Compensation Board reviews each request and approves a budget for each Constitutional Officer by May 1st of each year based upon total funding approved by the General Assembly.

TECHNICAL SOLUTION:

The COIN Budget Request module will incorporate industry standard function key usage. Screen headings, navigation, and error messages will be uniform through out the COIN system. Where necessary users will have the ability to scroll forward and backward using the Function (F) F7 and F8 function keys. Budget Request Totals will also be available from any screen through the F4 Function key. Other standard function key assignments are F1 – Help, F3 – Exit, and F12 – Cancel.

COIN PAY POLICIES AND PRACTICES:

Information regarding Compensation Board policy changes governing pay practices was provided to Constitutional Officer's in November 2004. This information may be accessed on the Compensation Board's website, www.scb.virginia.gov; click on COIN.

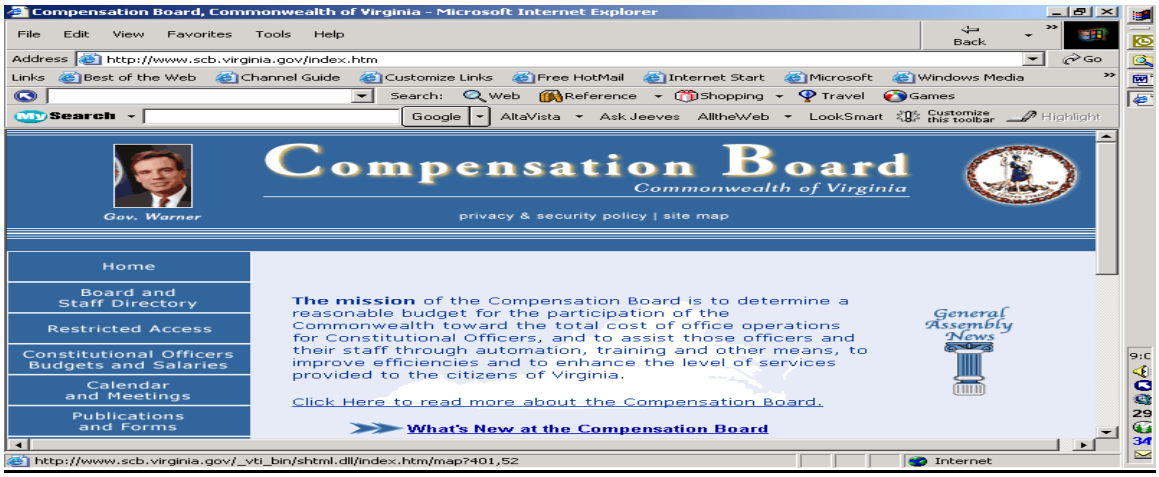
2. ACCESSING COIN (ON-LINE)

In order to access COIN, communications with the Virginia Information Technologies Agency (VITA) MVS mainframe must be established. Customers other than folks that access VITA via the Supreme Court of Virginia (SCV) should follow the screens below:

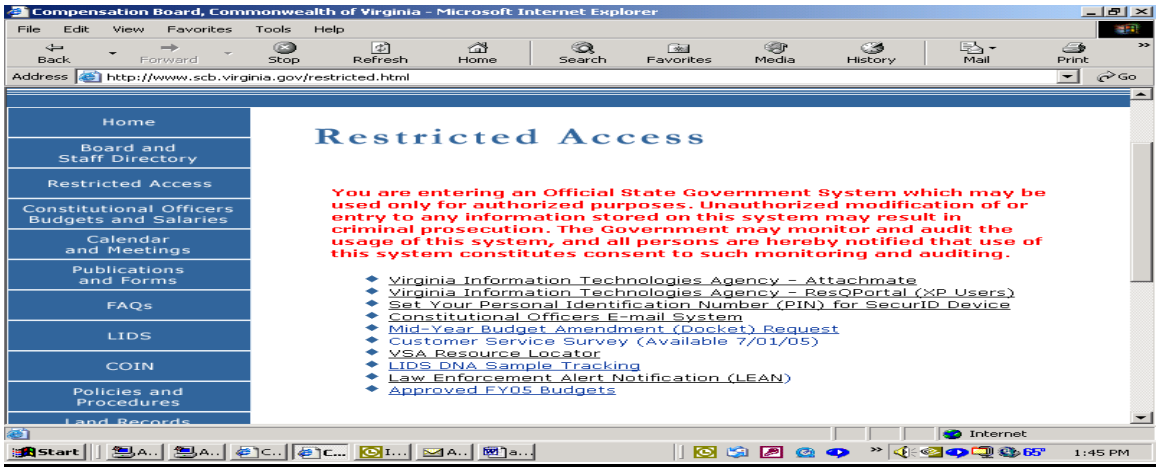
- **Customers accessing VITA via the Supreme Court of Virginia (SCV)** should use the following instructions to access VITA per SCV:
  - ✓ Route to the following → ditmvs2.state.va.us
  - ✓ This will establish a connection with the VITA firewall. You will be prompted for a username and password. The username/password pair is assigned by David Robinson (SCV) 804.786.5229.
  - ✓ When the correct username/password is entered, the user will receive the 'Virginia Information Technologies Agency Commonwealth Network' screen.

ACCESSING THE VIRGINIA INFORMATION TECHNOLOGIES AGENCY (VITA) VIA THE INTERNET

- **From the Compensation Board's Homepage, http://www.scb.virginia.gov**



- **Click on the button entitled *'Restricted Access'***



ACCESSING COIN (ON-LINE)

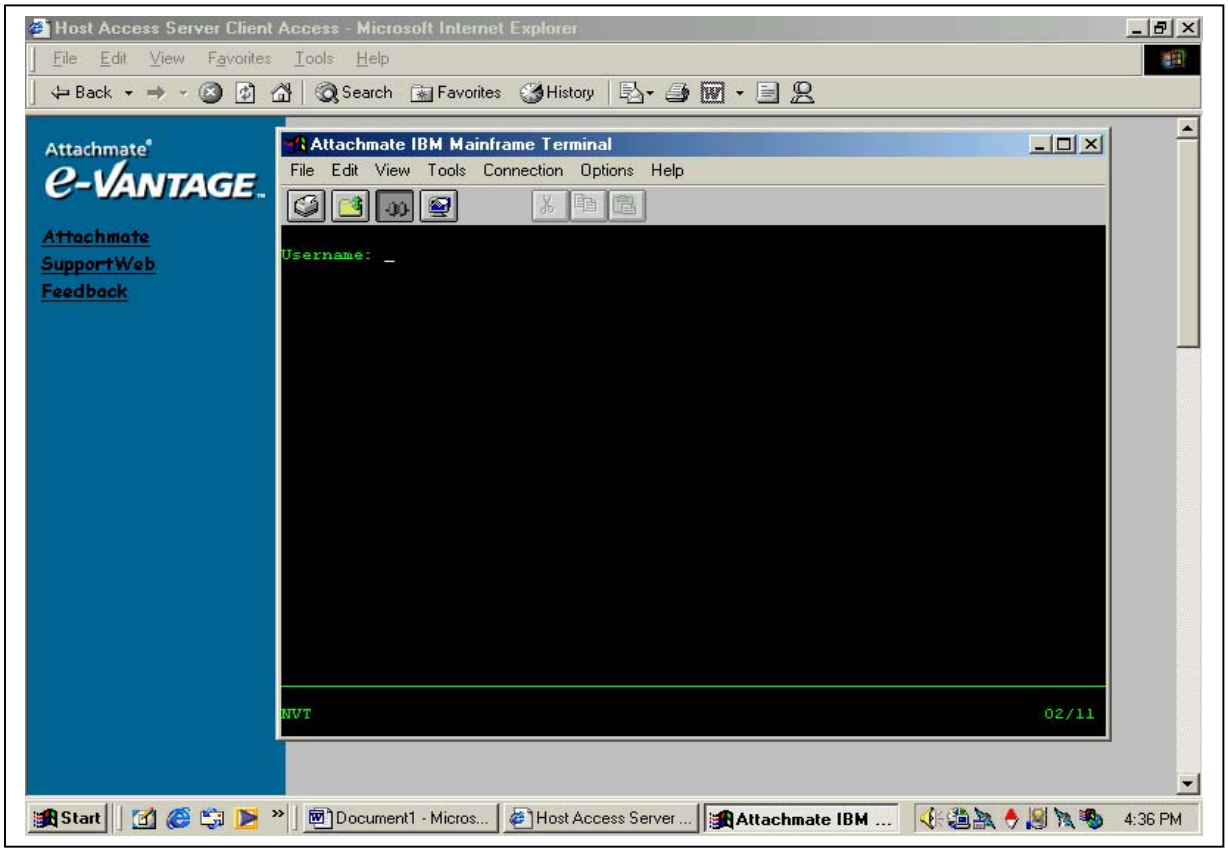
- You will be taken to the Security Agreement page, please read the statement, and then click one of the Virginia Information Technologies Agency links. Attachmate cannot be used for those customers running Windows XP or higher. ResQPortal provides the 'Web' look and feel

- A RSA SecurID Device (keyfob) will be required to access VITA

- If you are an approved user and need a keyfob assigned, please contact the Compensation Board's Security Section

ACCESSING VITA USING ATTACHMATE

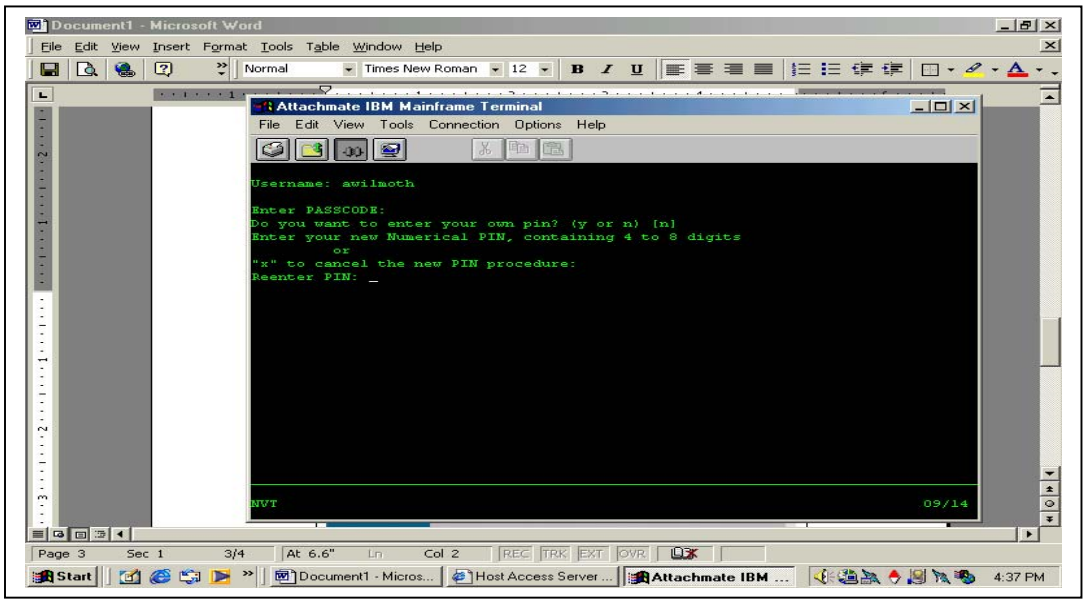
- When using the Attachmate solution, when the link with VITA has been established, the TN3270E screen will be displayed with 'Username'
  - ✓ Enter your Keyfob Username in the Username Field
  - ✓ Enter your PIN followed by the numbers on the keyfob in the Password field and click on the Okay button.



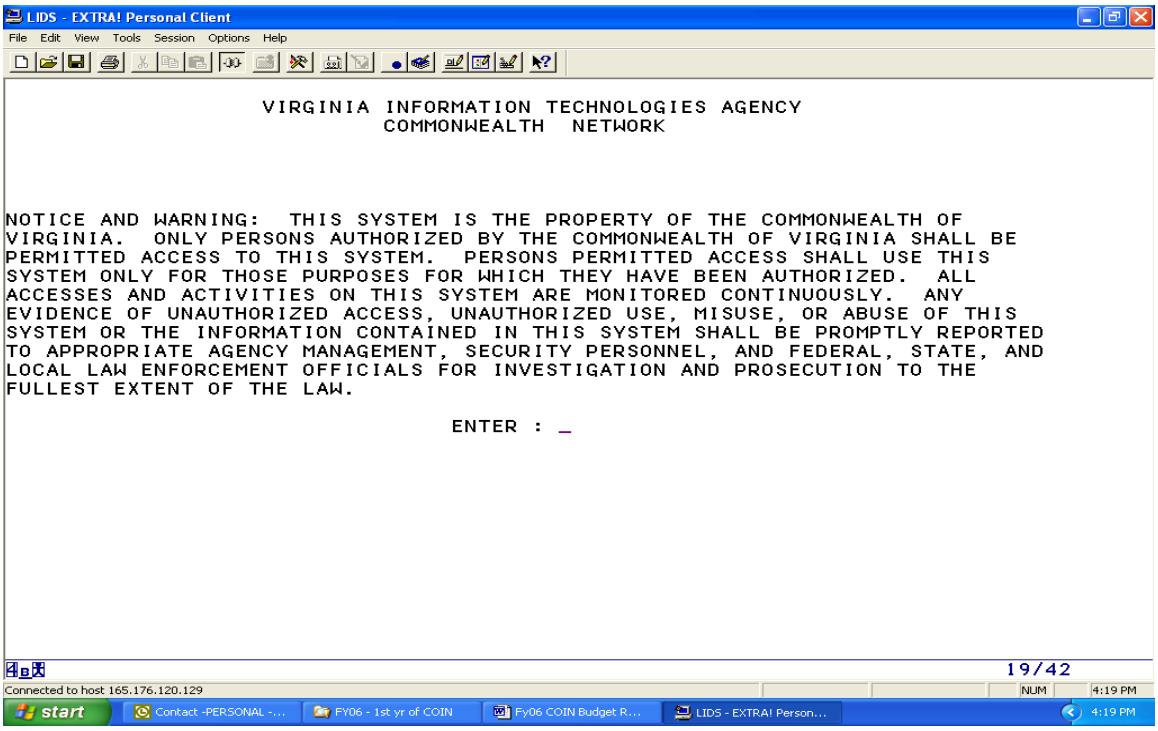
ACCESSING COIN (ON-LINE)

ACCESSING VITA USING ATTACHMATE - CONTINUED

- If a PIN has not been established for the SecurID keyfob, the first attempt will go through the prompts listed below. Please refer to the step-by-step instructions at the end of this document.



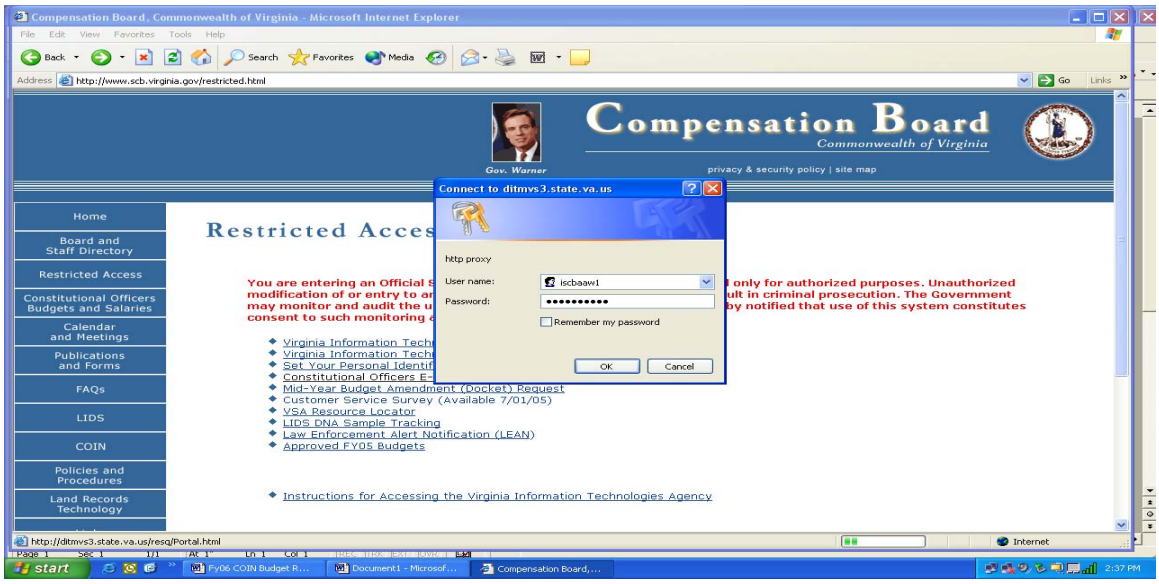
- Below is the VITA Commonwealth Network Enter screen.



ACCESSING COIN (ON-LINE)

ACCESSING VITA USING RESQPORTAL

- When accessing VITA using the ResQPortal, a windows networking prompt will be displayed
  - ✓ Enter your Keyfob Username in the Username Field
  - ✓ Enter your PIN followed by the numbers on the keyfob in the Password field and click on the Okay button.

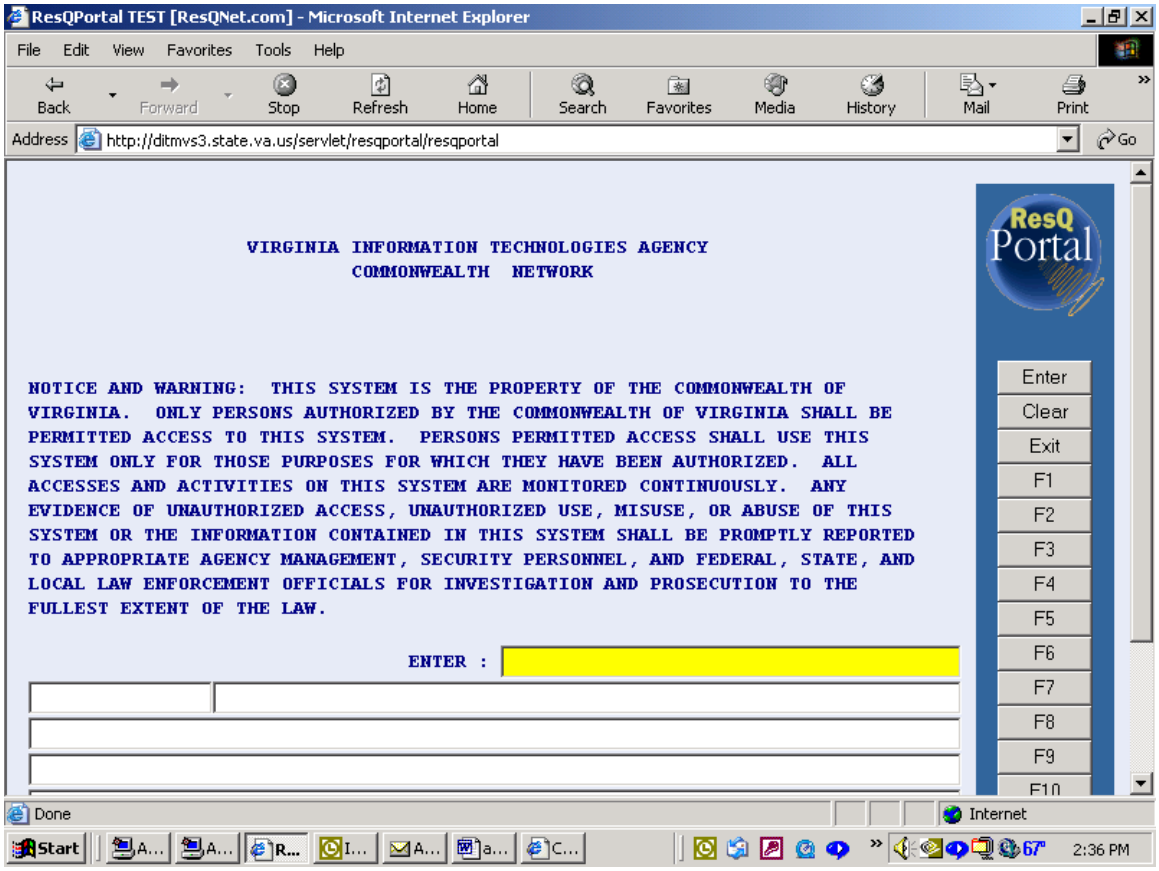


- You will now be on the ResQPortal Home Page
  - ✓ Change the Application name to 'SCBTEST' and click the Submit Button.

ACCESSING COIN (ON-LINE)

ACCESSING VITA USING RESQPORTAL

- You will now be at the VITA Enter screen.

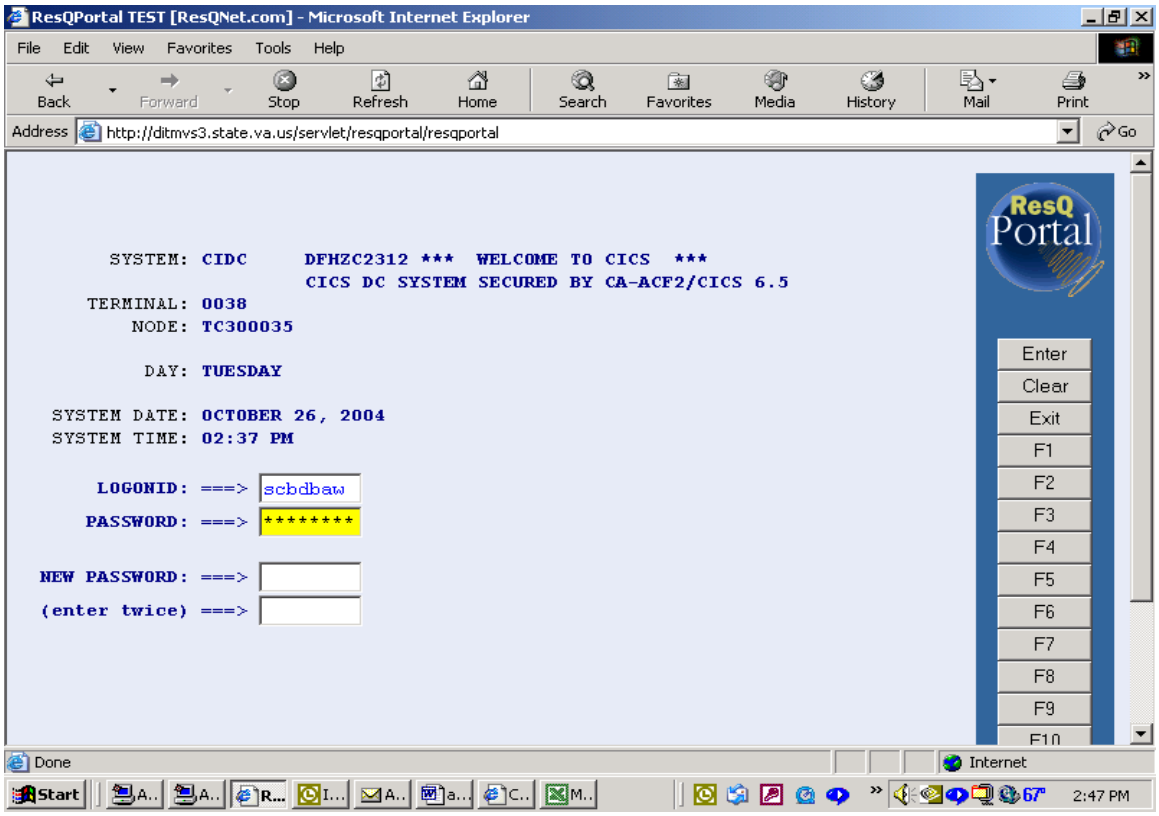


ACCESSING COIN (ON-LINE)

ACCESSING VITA USING RESQPORTAL

- To access the ***Training Region***, enter '***CIDC***' at the Enter Prompt.
- To access the ***Production Region***, enter '***CIPB***' at the Enter Prompt
- The CICS sign-on screen will be displayed, enter your COIN logon in the field labeled 'LogonID' press tab key or click on the field labeled 'Password' and enter your personal password
- After entering both pieces of information, depress the Enter key or click on the enter button to the right of the screen (Portal users only).

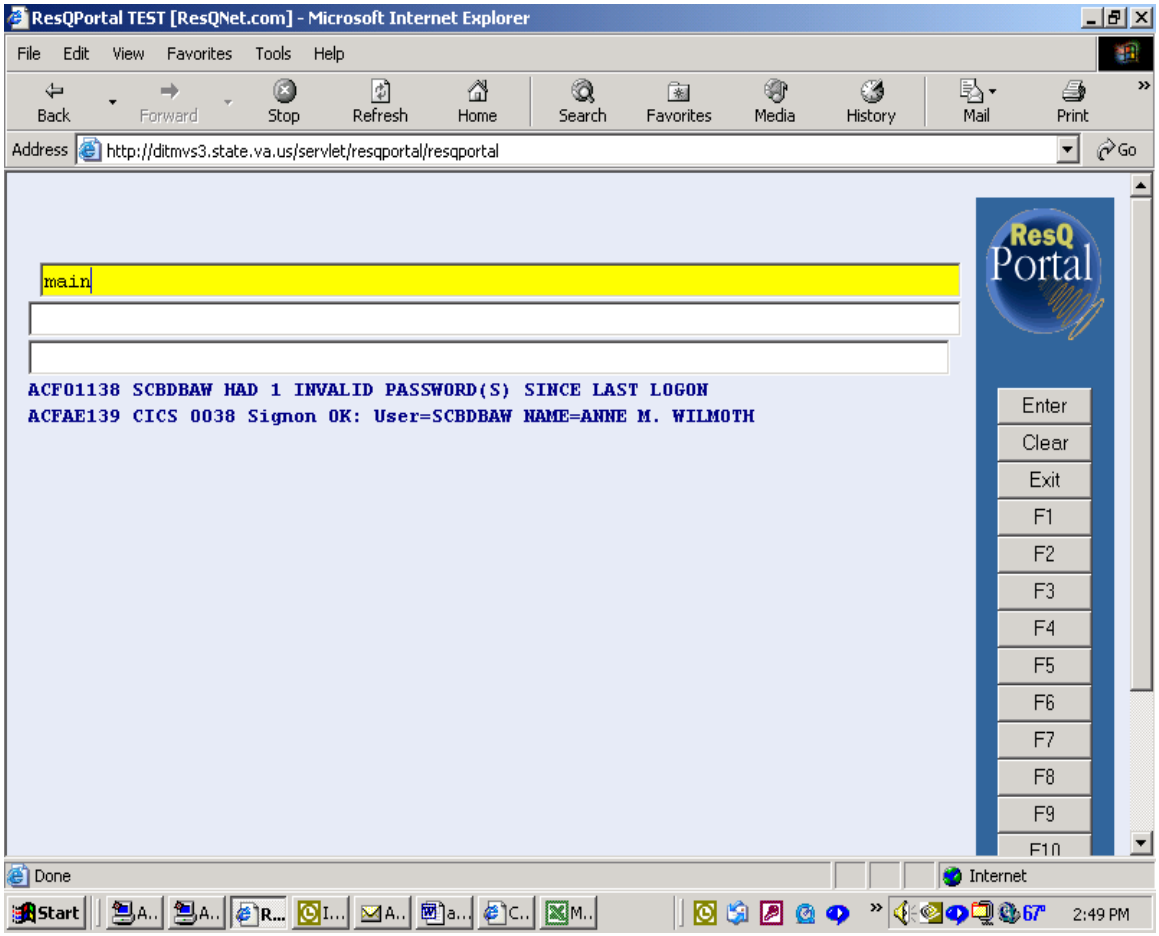
- **Changing Your Password:** Every 30 days your password will expire and you will need to create a new one. Additionally, when your password is 'reset 'by the Compensation Board you will also need to create a new password.
  - ✓ Enter ***your new password*** in the field labeled 'New Password' and ***depress the Tab key***.
  - ✓ Re-enter your ***new password*** in the field labeled 'Enter Twice' and depress the ***Enter key***.
  - ✓ You should receive a password change confirmation message.



ACCESSING COIN (ON-LINE)

ACCESSING VITA USING RESQPORTAL

- Enter 'MAIN' in the uppermost left hand corner of the screen to access the COIN Main Menu.
- Press Enter to go to the COIN Main Menu



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3. FUNCTION 'F' KEYS

COIN uses Function 'F' keys (Hot Keys) for accessing commonly used screens. 'F' keys 1 through 12 are found across the top of your keyboard and are labeled F1 through F12.

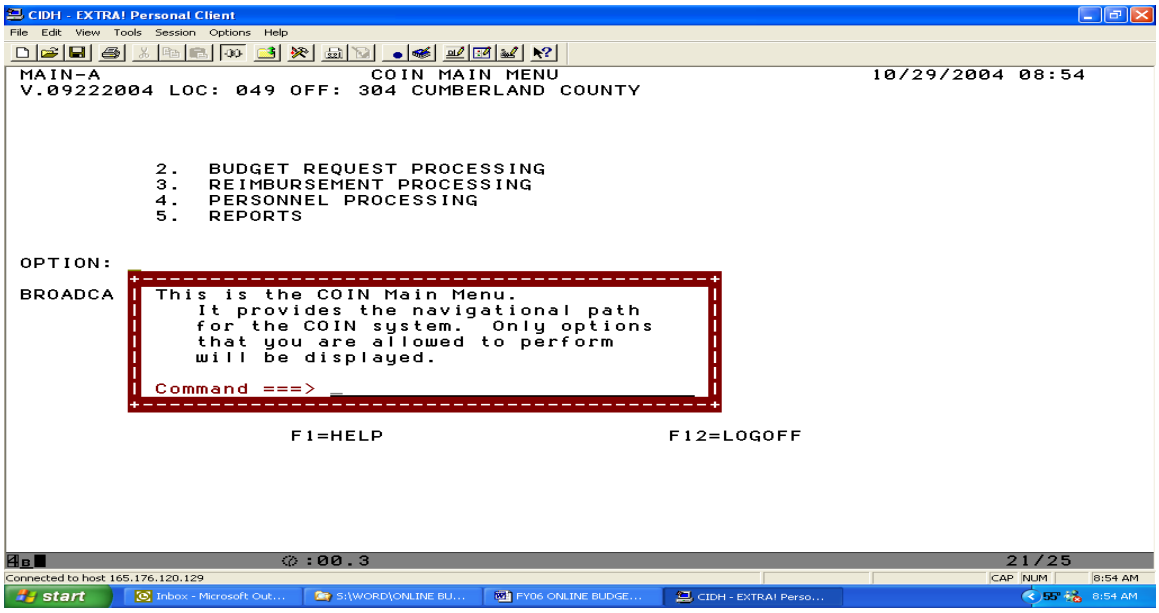
- **F1 = HELP**

  - ✓ **F1** - Displays the help facility within COIN
    - Displays either the screen or field level help window
  - ✓ If the cursor is placed on the first character of the screen name found in the upper most left hand corner of the screen and F1 is depressed, a help window for the screen will be displayed, or
  - ✓ If the cursor is placed in the first position of a specific field and F1 is depressed, a help window for the specific field will be displayed
  - ✓ Another function key maybe selected or if you wish to close the help, screen depress the 'F3' key

ALL CONSTITUTIONAL OFFICERS

HELP POP-UP SCREENS - WITHIN ALPHA DATA FIELDS

- Utilize **'F1= Help'** in any blank data field if you need help with a COIN data field
- Utilize **'F3 =Exit'** to close the help window
- Utilize '**F7 = Previous'** to move to the previous help screen
- Utilize **'F8= Next'** to move to other listed equipment categories
- Utilize '**F17 = Substitute Value'** ('Shift + F5'), to replace a blank field with a selected value within the help screen. Using your arrow keys, place the curser under the 1st position of your selection and press F17.

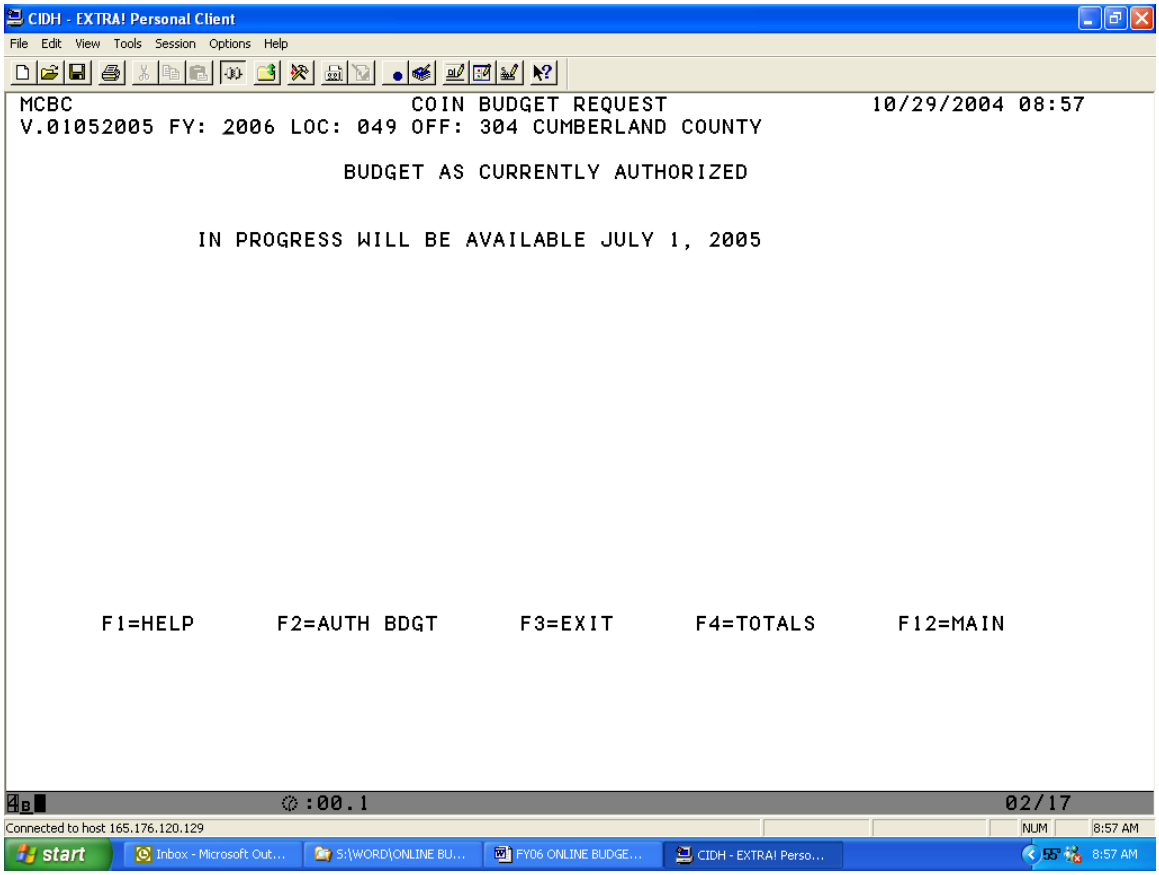


FUNCTION 'F' KEYS

ALL CONSTITUTIONAL OFFICERS

- **F2= AUTHORIZED BUDGET**

  - ✓ **F2** – Displays your active budget as it is currently authorized
  - ✓ This feature will not be available until July 1 of each fiscal year
  - ✓ Another function key maybe selected or if you wish to close the view screen, depress the 'F3' key



- **F3 = EXIT**

  - ✓ **F3 - C**loses the help window if open – or – Return you to the previous menu.
    - o If you have used a hot key function such as F2-Authorized Budget, F4 - Totals and F9 Fully or Partially Funded Personnel; F3 will take you back to the screen/program that called the function

FUNCTION 'F' KEYS

ALL CONSTITUTIONAL OFFICERS

- **F4=TOTALS**

  ✓ **F4** – Displays Budget Request Totals of the entire budget request

1ST OF 3 SCREENS:

```
MCBB-A                          COIN BUDGET REQUEST                    10/29/2004 09:32
V.01052005 FY: 2005 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                              BUDGET REQUEST TOTALS

                               PERMANENT PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL       SALARY    FRINGES      TOTAL
CURR BDGT       406,133      48,248    454,381     406,133      48,248    454,381
REQUESTED       406,133      48,248    454,381     406,133      48,248    454,381
COMP BOARD      429,987      51,082    481,069     429,987      51,082    481,069
TOTAL PERMANENT PERSONNEL:        15

                               TEMPORARY PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES      TOTAL       SALARY    FRINGES      TOTAL
CURR BDGT         8,952       1,062     10,014       8,952       1,062     10,014
REQUESTED         8,952       1,062     10,014       8,952       1,062     10,014
COMP BOARD        8,952       1,062     10,014       8,952       1,062     10,014
TOTAL TEMPORARY PERSONNEL:         6

F1=HELP F2=AUTH BDGT F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
```

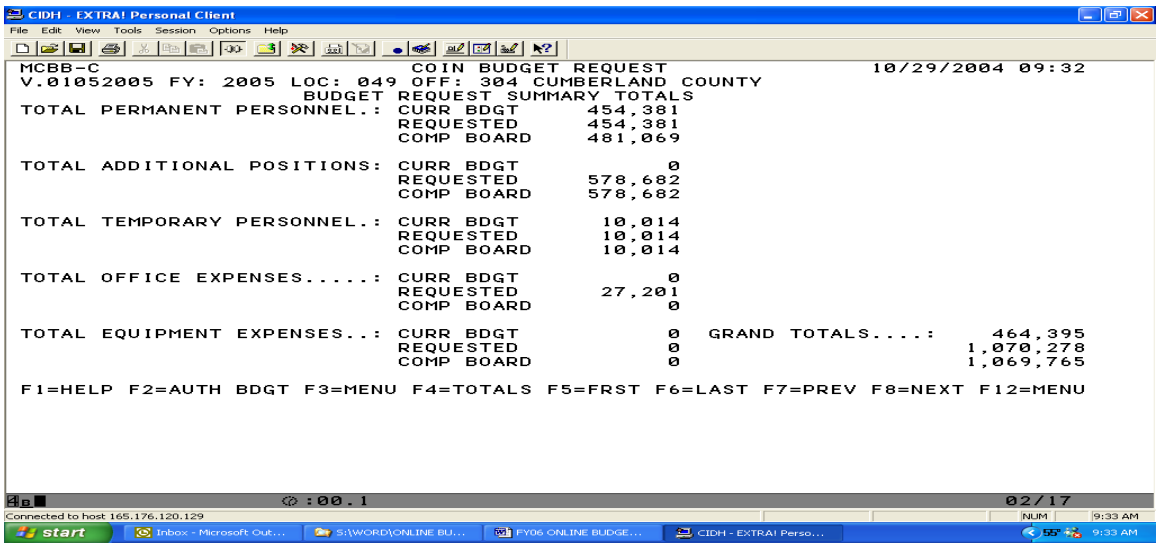
2ND OF 3 SCREENS:

```
MCBB-B                          COIN BUDGET REQUEST                    10/29/2004 09:32
V.01052005 FY: 2005 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                              BUDGET REQUEST TOTALS
                                     EQUIPMENT
    NEW        NEW     REPLACE   REPLACE    TOTAL       TOTAL       STRESSED
    QTY       COST       QTY       COST       QTY        COST         COST
    TOTAL CATEGORY A:  DATA PROCESSING
      0          0        1       6,000       1        6,000         4,699

    TOTAL CATEGORY B:  OFFICE EQUIPMENT
      0          0        2       3,200       2        3,200         2,506

    EQUIPMENT TOTAL:
      0          0        3       9,200       3        9,200         7,205
      0          0        0           0       0            0             0

F1=HELP F2=AUTH BDGT F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
```

FUNCTION 'F' KEYS

- **F4=TOTALS (CONTINUED)**

3RD OF 3 SCREENS:



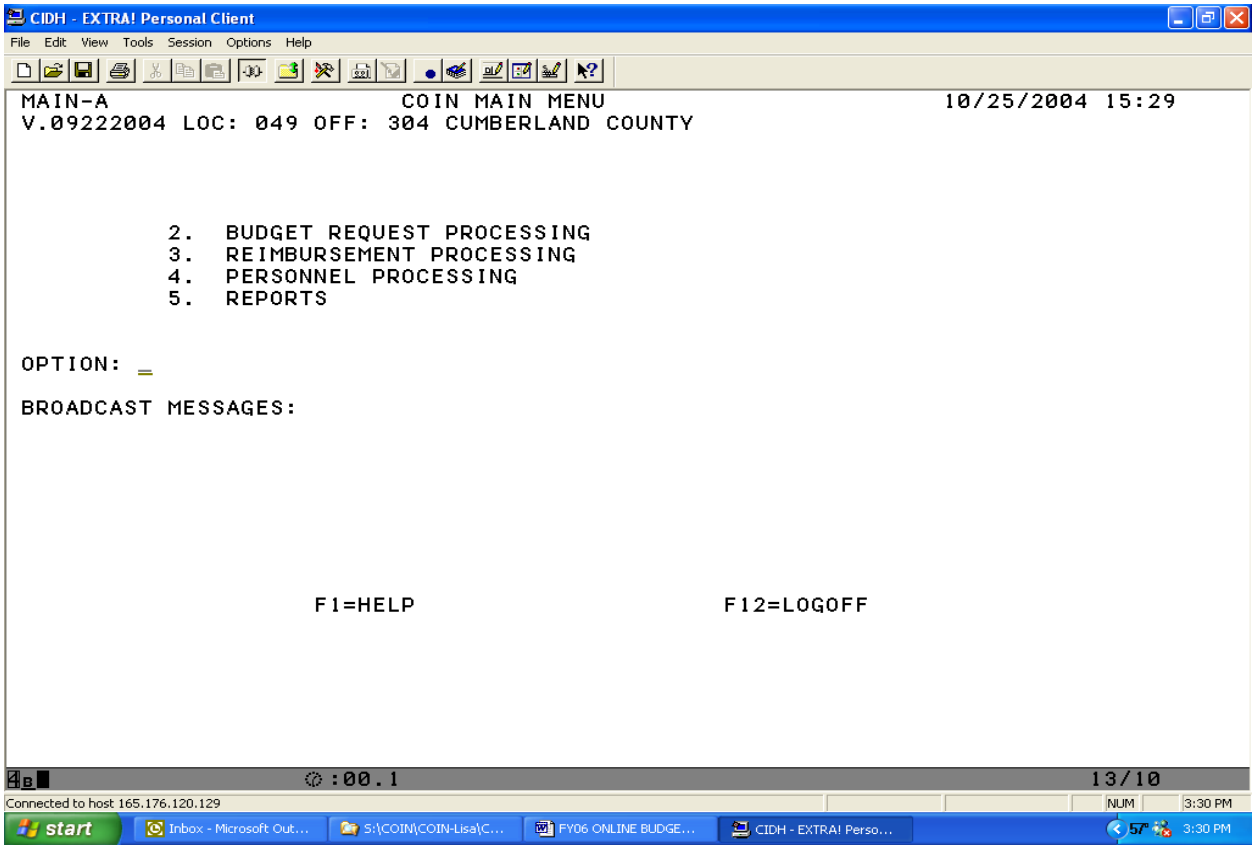
- **F5 = FIRST**
  - ✓ **F5** – Displays the first page of information on a screen containing multiple pages of information, for example the Permanent Personnel Request screen.
    - **Example:** Select Option #1, Permanent Personnel and your office has 5 pages of personnel, data and you are on the 3rd page of 5 and wish to go to the first page, you should select 'F5, First Page/First Entry
    - Regardless of the initial sort key you put in the sort criteria will stay the same, such as last name position. i.e., If you started your name search at 'Moore' the F5 Function Key would back you to the last name starting with 'A'
- **F6 = LAST**
  - ✓ **F6** – Displays the last page of information on a screen containing multiple pages of information. For example, the Full or Partially Funded Personnel screen (Bottom of Data).
- **F7 = PREV**
  - ✓ **F7** – Displays the previous page of information on a screen containing multiple pages of information.
    - You can page backward through the information
- **F8 = NEXT**
  - ✓ **F8** – Displays the next page of information on a screen containing multiple pages of information.
    - You can page forward through the information
- **F9 = DEPENDING ON WHERE DEPRESSED WILL INVOKE DIFFERENT POP-UP SCREENS**
  - ✓ **F9** - If within Temporary Personnel Request and you depress the F9 you will view the Fully or Partially Funded Personnel screen
  - ✓ **F9** - On the Workload Information screens will display either prior months or quarters depending on your menu selection.
  - ✓ **F9** – On the Budget Checklist screen will invoke the Locality Information screen where address, phone number and fax numbers can be verified and changed.
- **F10 = DEPENDING ON WHERE DEPRESSED WILL INVOKE DIFFERENT FUNCTIONS**
  - ✓ **F10** -On the Budget Request Menu, will allow you to save your sort preferences for the Permanent Personnel Request screen.
  - ✓ **F10** - On the Workload Information screens will display the next quarter or months depending on your menu selection.
- **F11= JAIL EXPANSION INFORMATION (SHERIFFS AND REGIONAL JAILS ONLY)**
  - ✓ **F11** – Will display jail expansion information when invoked from the Budget Request Checklist.
- **F12 – MAIN:**
  - ✓ **F12** – Return to the COIN Main Menu.

4. COIN MAIN MENU

NAVIGATIONAL PATH:

- Log into COIN access to the Main Menu

ALL CONSTITUTIONAL OFFICERS



HELPFUL HINTS:

- From the COIN Main Menu, select option #2, Budget Request Processing to begin the Online Budget Request.
  - ✓ "TAB" to Option:_____ enter the number "2"
  - ✓ Press the "Enter" key to proceed to the next screen
- See 'F' Function Hot key section of this Users Guide to see available features
- Function Hot Keys allow back and forth movement between commonly used screens

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5. BUDGET REQUEST MENU

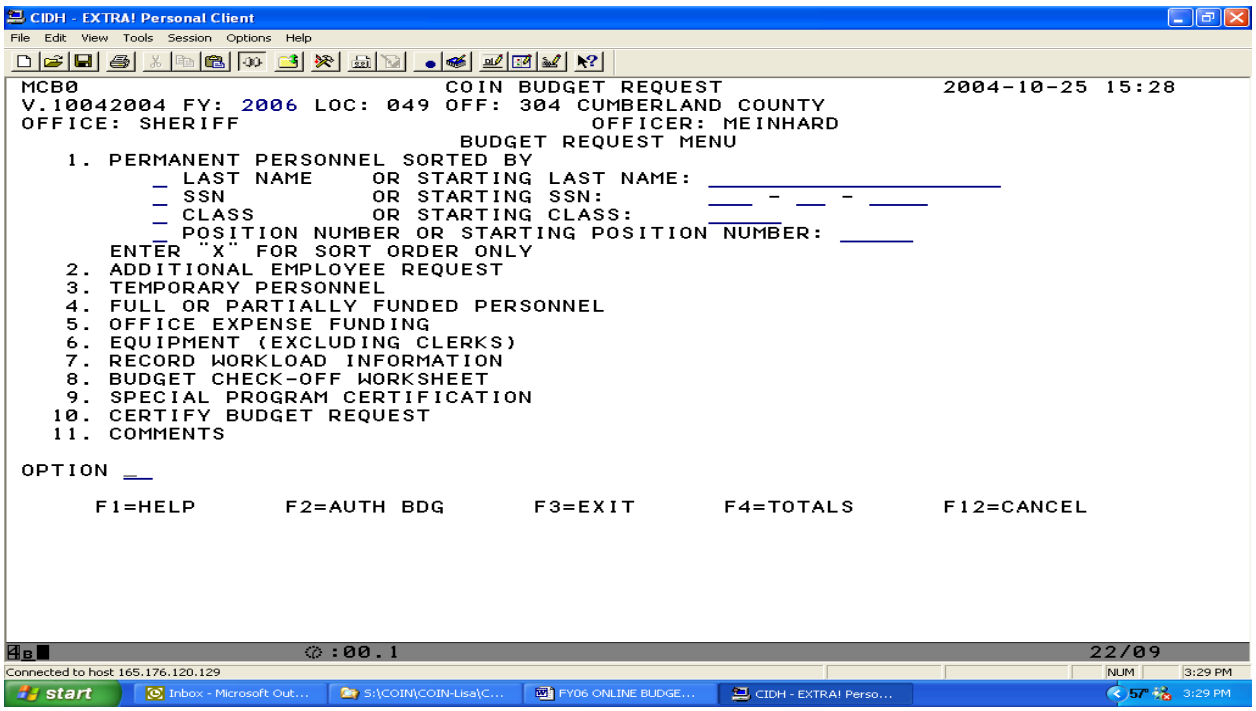
PURPOSE:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, SSN, Class, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

NAVIGATIONAL PATH

- Coin Main Menu – Select Option #2, COIN Budget Request

ALL CONSTITUTIONAL OFFICERS



HELPFUL HINTS:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
  - ✓ If you wish to view a prior fiscal years Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

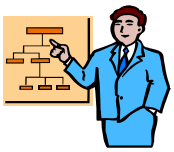
BUDGET REQUEST MENU

HELPFUL HINTS (CONTINUED):

- The 'Last Name' sort is the default sort option if no sort is chosen and no partial entry is found
  - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed for your office, or
  - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
  - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
  - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
  - ✓ Invalid value will result in an error message.

PROCEDURES:

- Select an 'Option' __
  - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- See 'F' Function Hot key section of this Users Guide to see available features
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Select Hot Keys 'F3' or 'F12' to exit the screen to the COIN Main Menu



6. OPTION #1, PERMANENT PERSONNEL

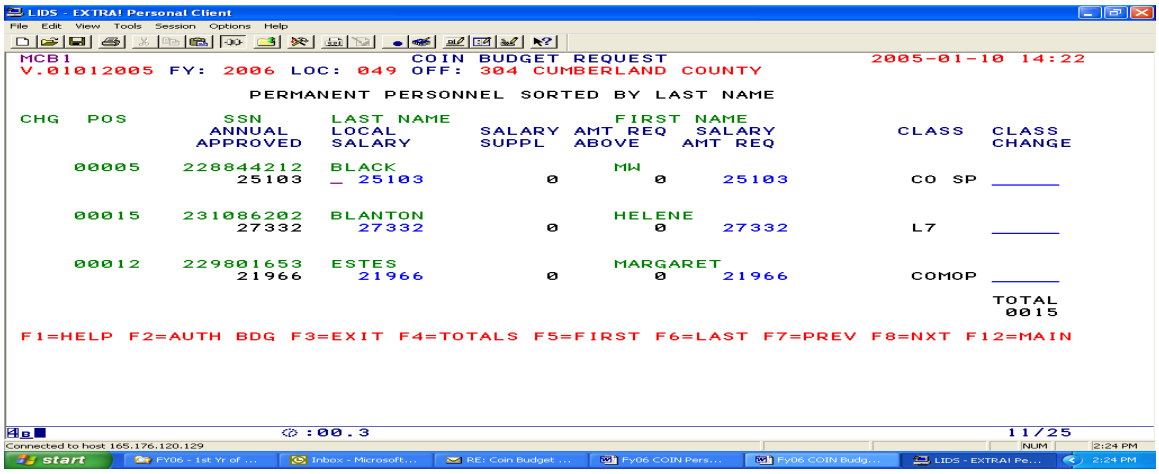
PURPOSE:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. The screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change (CHG). The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and the Class fields. Totals for various fields may be accessed from this screen.

NAVIGATIONAL PATH:

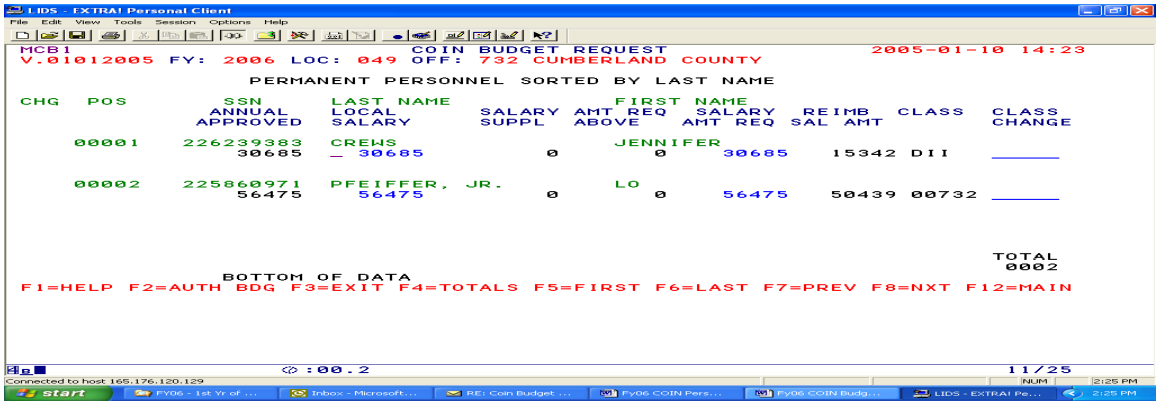
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

ALL CONSTITUTIONAL OFFICERS EXCEPT PROGRAMS 717, 732 AND 734



717 – DIRECTORS OF FINANCE, 732 – TREASURERS AND 734 – COMMISSIONERS OF THE REVENUE

- Officers whose reimbursement is not 100%



Option #1, Permanent Personnel

HELPFUL HINTS:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
  - ✓ If needed, multiple screens will be displayed to view all position records for your office
- When the same employee remains with the same position number as the last fiscal year, the "Years Of Service" category will be supplied based upon the number of years entered last year, plus one year
  - ✓ New positions, you will be required to enter both the 'Years of Service' and 'Month' in the Personnel Subsystem
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
  - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
  - ✓ Blank Space = No CB10 action taken
  - ✓ 'C' = CB10 Change
  - ✓ 'D' = Position has been deleted
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered prior to sign off by the officer
- COIN will not let you proceed to the next screen until the required fields on the current screen are completed

PROCEDURES:

Yrs – Mo Employed:	Deleted from the Permanent Personnel screen effective 1/10/2005. No longer utilized.
Annual Approved:	Supplied by CB (Can be changed by CB)
Local Salary:	Enter the total salary for each position funded by the locality, if applicable. If no local supplement funded press Enter and CB Annual Approved Salary will be used.
Salary Suppl:	Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement
Amt Req Above:	Calculated for you = Salary Amount Requested – Annual Salary gives you amount requested above
Sal Amt Req:	Entered by Officer or Compensation Board
Reimb Sal Amt:	Most offices will be blank as the salary amount requested = reimbursed (100%). For Offices 732 and 734, this will appear with the % amount reimbursed.
Class:	Supplied by system
Class Change:	Enter the class you are requesting for a salary alignment for the employee currently in this position. You are no longer required to change the class when requesting a salary increase. **(Do Not Enter A CB10 For This Request)**

- After all data has been entered on all the Permanent Personnel screens, press "Enter" to update
- See 'F' Function key section of this Users Guide to see available features
- Select 'F3' to exit the screen to the Budget Request Menu
- 'F4 =Totals' displays permanent personnel totals for your office
  - ✓ The 1st line of totals is supplied, based on salaries as approved December 31
  - ✓ The 2nd line of totals is re-calculated based on changes made to the current permanent employees' salaries and amounts requested
    - o Please check the amounts on the 2nd line, for substantial differences from the supplied information, as there may be a chance for keying errors
  - ✓ The 3rd line of totals will reflect CB approved amounts on and after May 1

7. Social Security Number And Name Changes

PURPOSE:

The Personnel Status Change (CB10) update Social Security Number (SSN) and/or Name screen is accessed from the SNIP System. The screen allows the user to review and update Social Security Number and/or name of an employee.

NAVIGATIONAL PATH:

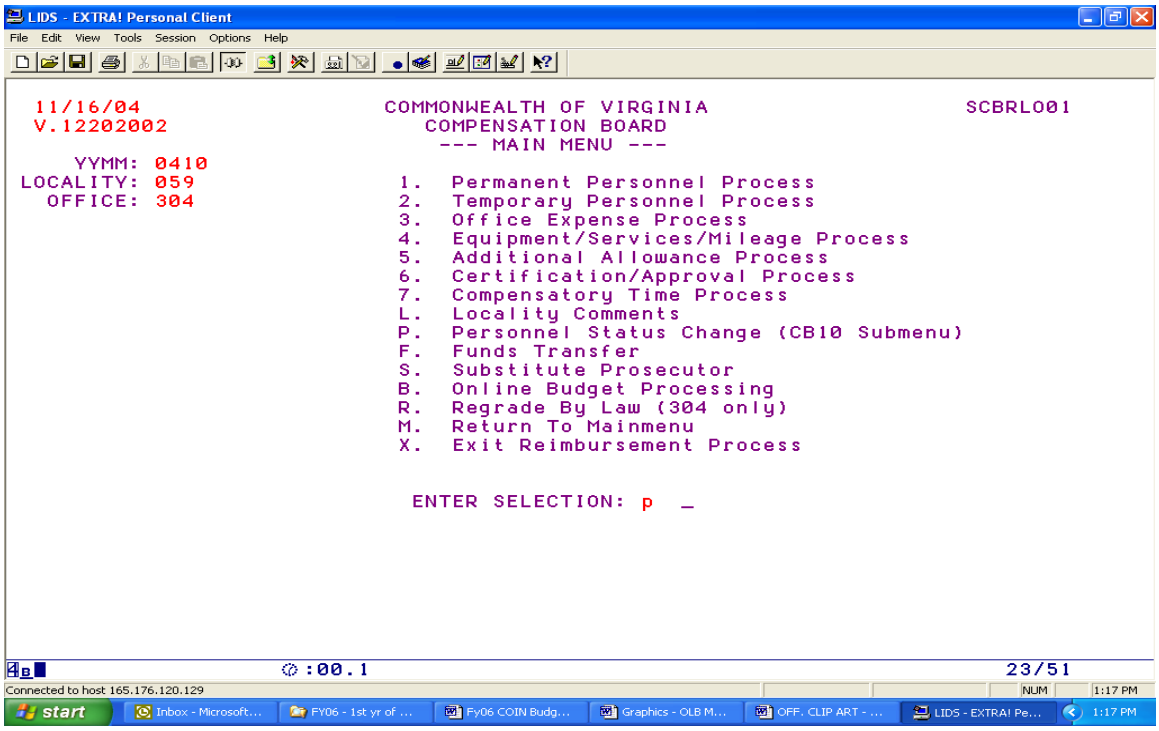
- SNIP Main Menu – Select 'P', Personnel Status Change (CB10 Submenu)
- Personnel Status Change (CB10 Submenu) – Select Option #9, Update SSN and/or Name

PROCEDURES:

SSN#:	Enter the Employee's correct Social Security Number, if the supplied number is incorrect, "TAB"
First Name:	Enter the Employee's First Name, Tab to the next space
Middle Init:	Enter the Employee's first and middle initials, Tab to the next space
Last Name:	Enter the Employee's Last Name

When entering CB10s with effective dates of January 1st - 31ST, please be sure to check your permanent personnel screens to make sure the CB10s have not affected your intended salary request for that position. Once the Officer has certified his request (signed-off). CB10s will then update the Compensation Board line (3rd Line).

SNIP SYSTEM

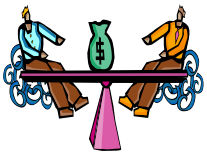


Social Security Number And Name Changes

SNIP SYSTEM

```
11/16/04                    COMMONWEALTH OF VIRGINIA                    SCBRL004
                               COMPENSATION BOARD
                                CB10 PROCESSING
                                --- SUB MENU ---

          Loc: 059              1. Separation
          Off: 304              2. Replacement
     Position: 00001            3. Promotion
   * Curr Pos: _____            4. Internal Salary Adjustment (Reclassification)
  (* use only with 3,5,6)       5. Transfer
                                6. Demotion
                                7. Salary Restore/Adjust
                                8. Active Duty Action
                                9. Update SSN and/or Name
                                P. Browse Pending File
                                A. Browse Archive File
                                T. Turnover
                                D. December Increase
                                M. Return To Mainmenu
                                X. Exit Reimbursement Process

                                   ENTER SELECTION: 9   _

                          :00.1                                        23/57
```

```
  11/16/04    V.11152003   Update SSN and/or Name                     SCBRU019
Sel: _   Locality: 059   Office: 304    FAIRFAX COUNTY


Position #: 00001       Class/Title: C8

SSN: 303483758          Hire Date: 07171989

First Name: RE                     MI:       Last: BEDNARSKY




Approval
             Loc User ID: _______

                          :00.1                                        22/28
```



8. OPTION #2, ADDITIONAL PERSONNEL REQUEST

PURPOSE:

Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the Local User to review and update the Budget Request for Additional Personnel. The Local User may request additional personnel by Class type.

NAVIGATIONAL PATH:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

HELPFUL HINTS:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required,** you <u>must</u> enter a '0' or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY06, as they were in FY05, based upon the request and in accordance with the Compensation Board's staffing standards
- Valid Class must be entered if unknown, depress **'F1=Help'** function key

PROCEDURES:

Class:	Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid Class must be entered, if unknown, depress '**F1=Help'** function key.
Entry Level	Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and input the salary you wish to add
Number of Positions:	Input the number of positions you are requesting
Blank Fields (Other)	Enter Class, Salary and number of positions

- Press the "Enter" key after completing the information requested to proceed to the next screen or
- See 'F' Function Hot key section of this Users Guide to see available features
- Select Hot Key **'F3=Exit'** to exit out the screen to the Budget Request Menu
- **'F4 =Totals'** displays totals for your office
  - ✓ The 1st line of totals is CB Approved Funding
  - ✓ The 2nd line of totals is re-calculated based on your request
  - ✓ The 3rd line of totals will reflect CB approved amounts on and after May 1

OPTION #2, ADDITIONAL PERSONNEL REQUEST

304 - SHERIFFS

```
MCB2                          COIN BUDGET REQUEST                    10/25/2004 15:38
V.01052005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                         ADDITIONAL PERSONNEL REQUEST

 CLASS      ENTRY      NUM OF          TOTAL AMT
          LEV SAL    POSITIONS           REQ
 C7         25004       11             275,044

 L7         25004

 SECI       19221        1              19,221

 L9       38000          1              38,000

RECORDS ADDED SUCCESSFULLY
F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MENU
                                :00.2                                    08/25
```

304 - SUPERINTENDENTS

```
MCB2                          COIN BUDGET REQUEST                    11/12/2004 13:21
V.01052005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL

                         ADDITIONAL PERSONNEL REQUEST

 CLASS      ENTRY      NUM OF          TOTAL AMT
          LEV SAL    POSITIONS           REQ
 R   C7     23854

 R CKA      18661

 RPCLS      15903

 RPMED      15903

 RPREC      15903

 RPTRT      15903

 RSEC1      18661

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN
                                :00.1                                    08/25
```

OPTION #2, ADDITIONAL PERSONNEL REQUEST

320 – COMMONWEALTH'S ATTORNEYS

```
MCB2                          COIN BUDGET REQUEST                    10/28/2004 11:37
V.01052005 FY: 2006 LOC: 049 OFF: 320 CUMBERLAND COUNTY

                         ADDITIONAL PERSONNEL REQUEST

 CLASS      ENTRY      NUM OF          TOTAL AMT
          LEV SAL    POSITIONS           REQ
 ATTA        20096       __
 ATTI        40193       ___
 PA          23550       ___
 SEC         21542       ___
 SECA        10772       ___
 ______    ________      ___
 ______    ________      ___

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MENU

                    :00.2                                                  08/25
```

321 - CLERKS OF THE CIRCUIT COURT

```
MCB2                          COIN BUDGET REQUEST                    11/09/2004 14:06
V.01052005 FY: 2006 LOC: 049 OFF: 321 CUMBERLAND COUNTY

                         ADDITIONAL PERSONNEL REQUEST

 CLASS      ENTRY      NUM OF          TOTAL AMT
          LEV SAL    POSITIONS           REQ
 CTII        18718       __
 DCI         20460       ___
 GOC         18718       ___
 MT          17124       ___
 ______    ________      ___
 ______    ________      ___
 ______    ________      ___

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

                    :00.1                                                  08/25
```

OPTION #2, ADDITIONAL PERSONNEL REQUEST

717 – DIRECTORS OF FINANCE

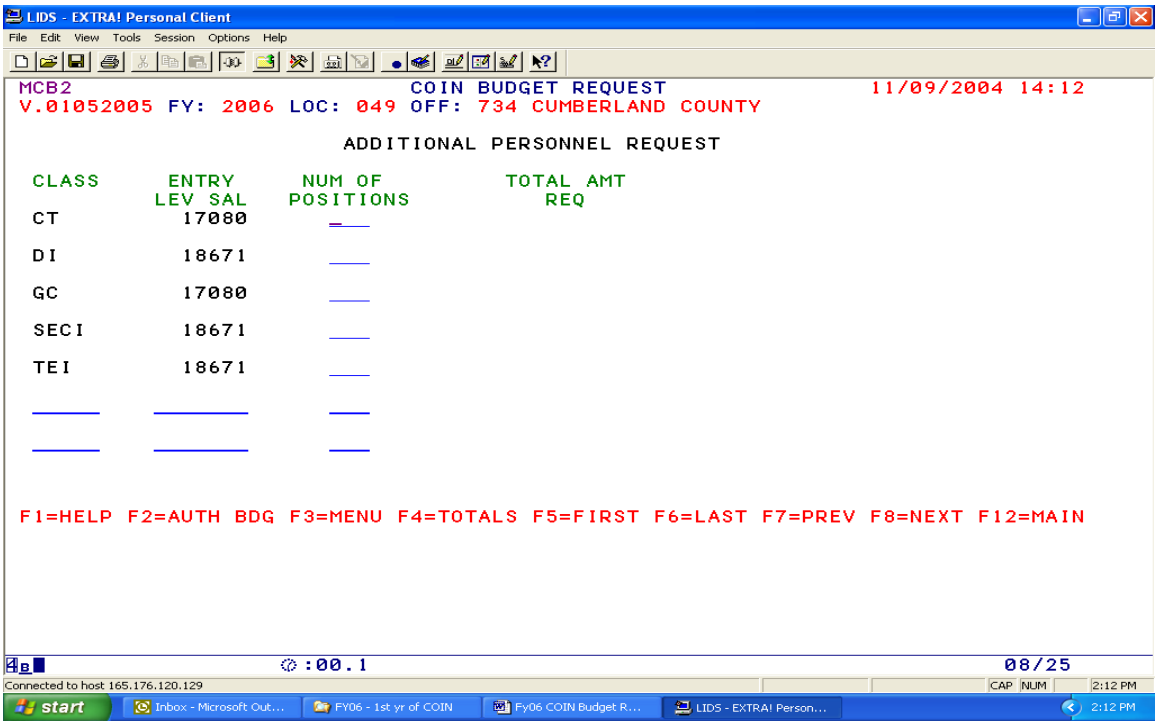
```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB2                          COIN BUDGET REQUEST                    11/12/2004 13:26
V.01052005 FY: 2006 LOC: 003 OFF: 717 ALBEMARLE COUNTY

                         ADDITIONAL PERSONNEL REQUEST

 CLASS      ENTRY      NUM OF          TOTAL AMT
          LEV SAL    POSITIONS           REQ
 CTII       17080       __
 CTII       17592       ___
 CTII       17592       ___
 DI         18671       ___
 DI         19231       ___
 DI         19231       ___
 FA         18671       ___

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

                    :00.1                                              08/25
Connected to host 165.176.120.129                                  NUM   1:25 PM
start  4 Microsoft Outlook  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  1:25 PM
```

732 - TREASURERS

```
CIDH - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB2                          COIN BUDGET REQUEST                    10/28/2004 13:43
V.01052005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                         ADDITIONAL PERSONNEL REQUEST

 CLASS      ENTRY      NUM OF          TOTAL AMT
          LEV SAL    POSITIONS           REQ
 CTII       17592       __
 DI         19231       ___
 FA         19231       ___
 GC         17592       ___
 SECI       19231       ___
 _____    ________      ___
 _____    ________      ___

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MENU

                    :00.1                                              08/25
Connected to host 165.176.120.129                                  CAP NUM 1:44 PM
start  S:\LIDS ACCESS AGR...  FY06 ONLINE BUDGE...  CIDH - EXTRA! Perso...  65°  1:44 PM
```

OPTION #2, ADDITIONAL PERSONNEL REQUEST

734 - COMMISSIONERS OF THE REVENUE



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9. OPTION #3, TEMPORARY PERSONNEL REQUEST

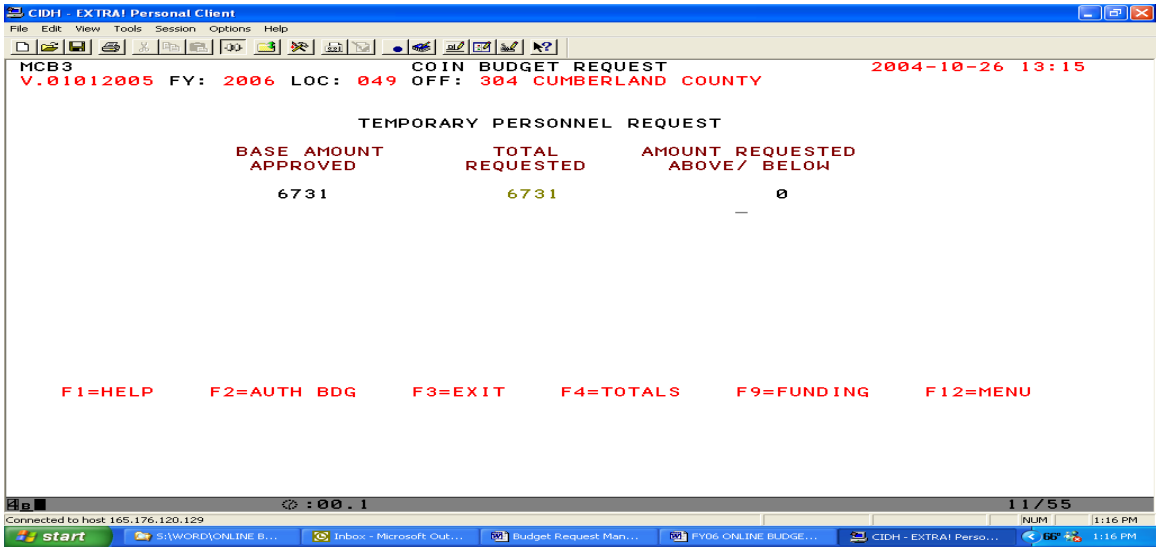
PURPOSE:

Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel Budget request.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

ALL CONSTITUTIONAL OFFICERS



HELPFUL HINTS:

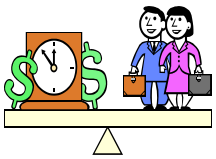
- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel
  - ✓ If no additional funds are needed above the 'Base Amount Approved', enter in the 'Base Amount Approved' as your total request for Temporary Personnel
  - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that transfers approved during the current year are not included in this figure, unless the approved Compensation Board transfer letter states that this a Base Budget Adjustment

OPTION #3, TEMPORARY PERSONNEL REQUEST

PROCEDURES:

Base Amt Approved:	Supplied by COIN
Total Req:	Enter your 'Total Request' for temporary funding
Amt Req Above/Below:	This field will be calculated for you

- Press the "Enter" key after completing the information requested to proceed to the next screen, or
- See 'F' function section of this Users Guide to see available features
- Select Hot Key 'F3' to exit the screen to the Budget Request Menu
- 'F4 =Totals' displays totals for your office
  - ✓ The 1st line of totals is CB Approved Funding
  - ✓ The 2nd line of totals is re-calculated based on your request
  - ✓ The 3rd line of totals will reflect CB approved amounts on and after May 1



10. OPTION #4, FULLY OR PARTIALLY FUNDED POSITIONS

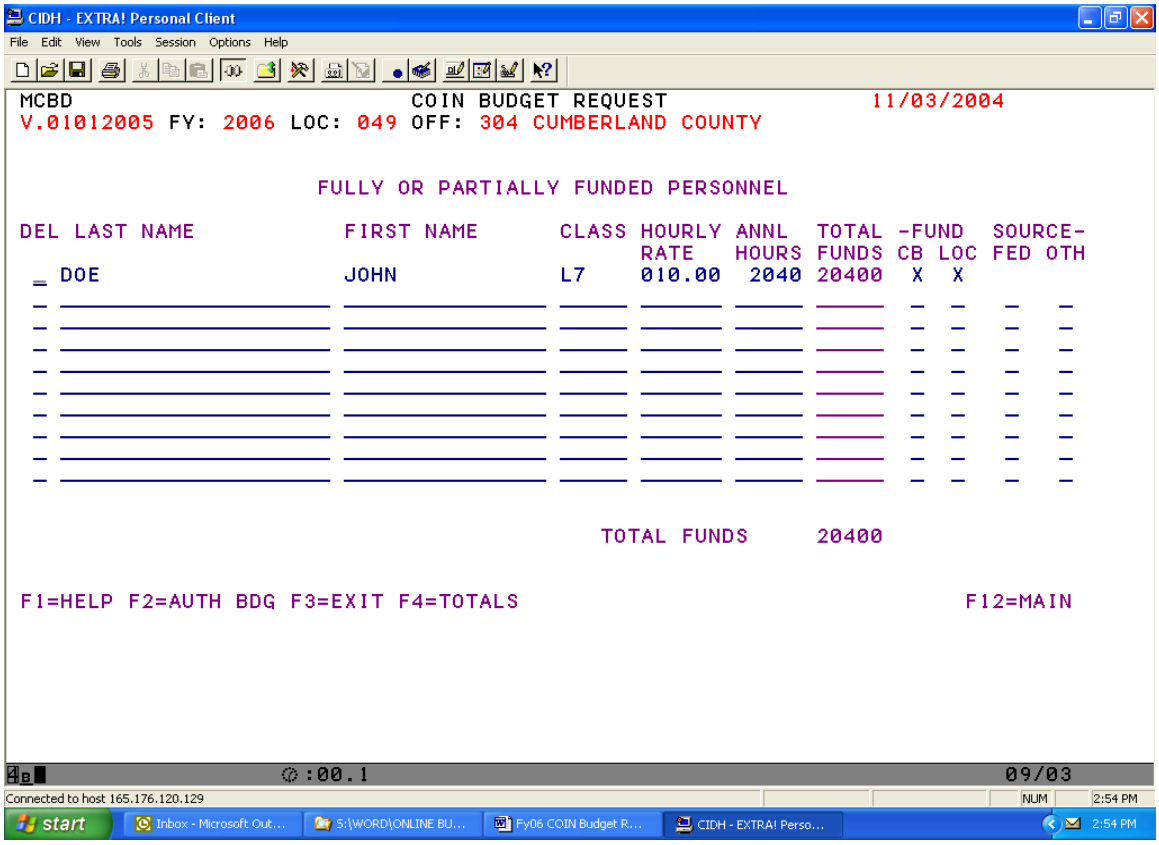
PURPOSE:

Fully or Partially Funded Personnel screen is accessed from the Budget Request Screen or Temporary Personnel Screen. Total Funds, Hourly Rate and class, first name, last name are displayed for a locality.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #4, Fully or Partially Funded Positions

ALL CONSTITUTIONAL OFFICERS



OPTION #4, FULLY OR PARTIALLY FUNDED POSITIONS

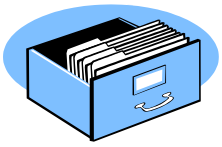
HELPFUL HINTS:

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources
- This does not include positions identified as current permanent employees under Option #2, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
  - ✓ If employee is unknown, key 'Unknown' in the 'Last Name' data field
  - ✓ Annual hours cannot exceed 2,080 per individual
  - ✓ Enter "X" in at least one fund source field
  - ✓ 'X' may be entered in as many of the fields as are applicable for that record

PROCEDURES:

Del:	Enter 'D' to delete entry
Last Name:	Enter the employee's last name; if unknown, type "Unknown"
First Name:	Enter the employee's first name if known; if 'unknown' this data field may be left blank because the system will look for 'Unknown' in the 'Last Name' data field
Class:	Enter the employee's class
Hourly Rate:	Enter the employee's hourly wage rate
Annl Hours:	Enter the total number of hours worked annually
Tot Funds:	This field will be calculated for you
CB:	Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
Loc:	Enter "X", if employee is partially or fully funded by the Locality
Fed:	Enter "X", if employee is partially or fully federally funded
Other:	Enter "X", if employee is partially or fully funded by other sources

- 'F4 =Totals' displays totals for your office
  - ✓ The 1st line of totals is CB Approved Funding
  - ✓ The 2nd line of totals is re-calculated based on your request
  - ✓ The 3rd line of totals will reflect CB approved amounts on and after May 1
- Press the "Enter" key after completing the information requested to proceed to the next screen or
- Select Hot Key 'F3' to exit the screen to the Budget Request Menu
- See 'F' Function Hot key section of this Users Guide to see available features



11. OPTION #5, OFFICE EXPENSE FUNDING REQUEST

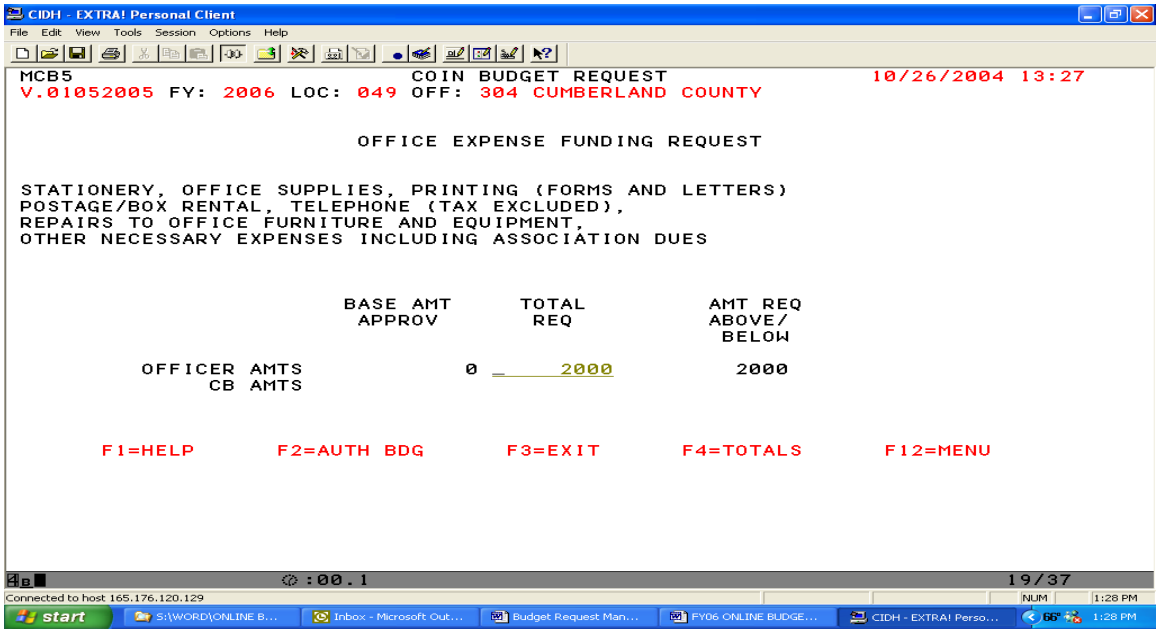
PURPOSE:

Office Expense Funding Request is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

ALL CONSTITUTIONAL OFFICERS



HELPFUL HINTS:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to increase, decrease your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
  - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
  - ✓ Check the supplied amount to the original Compensation Board approved Budget, and approval letters affecting the base budget.

OPTION #5, OFFICE EXPENSE FUNDING

PROCEDURES:

- Press the "TAB" key to go to the next field of entry

Base Amt Approved:	Supplied by COIN
Total Request:	Enter your 'Total Request' for office expense funding
Amt Req Above/Below Approved:	This field will be calculated for you

- 'F4 =Totals' displays totals for your office
  - ✓ The 1st line of totals is CB Approved Funding
  - ✓ The 2nd line of totals is re-calculated based on your request
  - ✓ The 3rd line of totals will reflect CB approved amounts on and after May 1
- Press the "Enter" key after completing the information requested to proceed to the next screen or
- Select Hot Key 'F3' to exit the screen to the Budget Request Menu
- See 'F' Function Hot key section of this Users Guide to see available features

12. OPTION #6, EQUIPMENT (EXCLUDING CLERKS)

PURPOSE:

Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment (Excluding Clerks)

HELPFUL HINTS:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

PROCEDURES:

- User will select and input the equipment category they wish to request
  - ✓ Category 'A', IT Equipment
  - ✓ Category 'B', Office Equipment
  - ✓ Category 'C', Furniture
  - ✓ Category 'D, Radio Equipment (Only Sheriffs with Law Enforcement)
- To proceed to your next equipment category, enter in your next 'SEL EQUIPMENT CATEGORY'

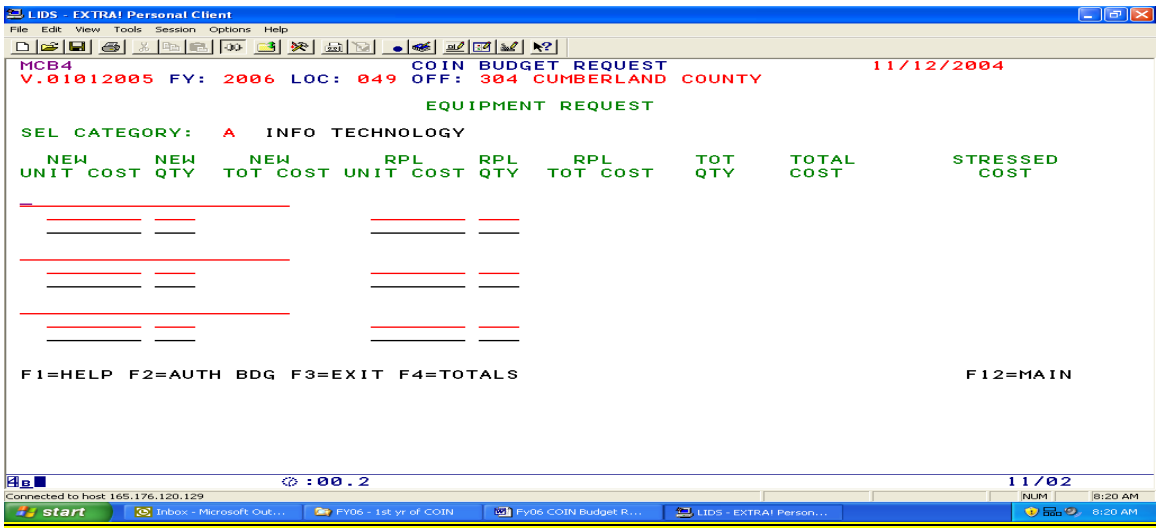
Equip:	List requested equipment or utilize the 'F1' help function	
New Unit Cost:	Enter unit cost of the new equipment requested	
New Qty:	Enter the quantity here, if this is New equipment not presently owned	
New Total Cost:	Calculated	
RPL Unit Cost:	Enter unit cost of the replacement equipment requested	
RPL Qty:	Enter the quantity here, if this is Replacement equipment for existing equipment being replaced	
RPL Total Cost:	Calculated	
Total Qty:	Calculated	(New + Replacement)
Total Cost:	Calculated	(New + Replacement)
Stressed Cost:	Calculated	(See Operating Manual)

- Select '**F8= Next**' key to proceed to the next screen if additional screens are needed for your equipment request
- See '**F**' Function Hot key section of this Users Guide to see available features
- Select Hot Key '**F3 = Exit**' to exit the screen to the Budget Request Menu

OPTION #6, EQUIPMENT (EXCLUDING CLERKS)

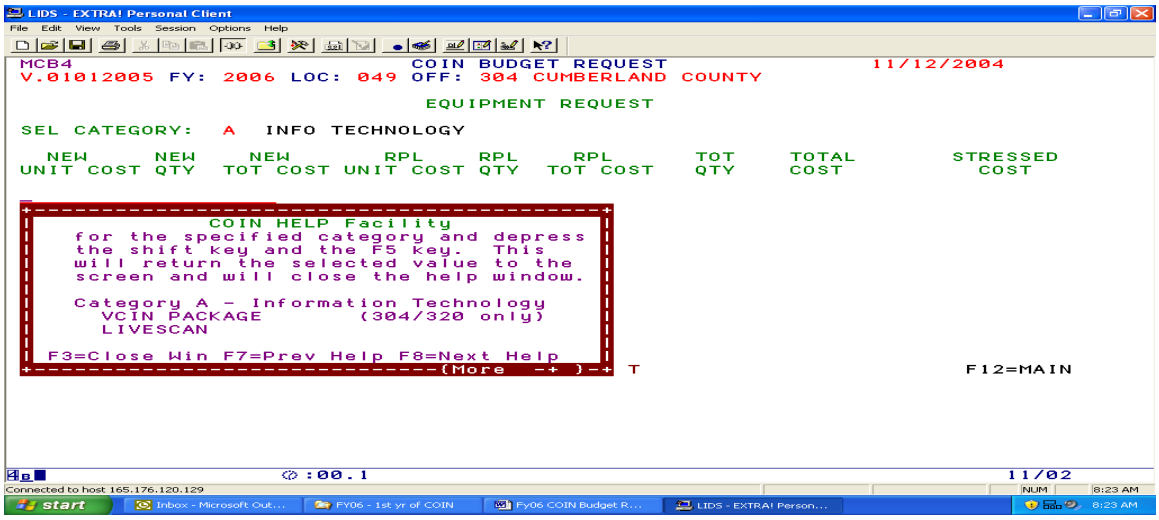
ALL CONSTITUTIONAL OFFICERS

CATEGORY A – INFORMATION TECHNOLOGY (IT) EQUIPMENT



HELP POP-UP SCREENS - WITHIN ALPHA DATA FIELDS

- Utilize **'F1= Help'** in any blank data field if you need help with a COIN data field
- Utilize **'F3 =Exit'** to close the help window
- Utilize '**F7 = Previous'** to move to the previous screen
- Utilize **'F8= Next'** to move to other listed equipment categories
- Utilize '**F17 = Substitute Value'** ('Shift + F5'), to replace a blank field with a selected value within the help screen. Using your arrow keys, place the curser under the 1st position of your selection and press F17.



OPTION #6, EQUIPMENT (EXCLUDING CLERKS)

ALL CONSTITUTIONAL OFFICERS

CATEGORY B – OFFICE EQUIPMENT

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB4                          COIN BUDGET REQUEST                    11/08/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                              EQUIPMENT REQUEST

SEL CATEGORY:  B  OFFICE EQUIPMNT

  NEW      NEW     NEW        RPL     RPL     RPL       TOT     TOTAL        STRESSED
UNIT COST QTY   TOT COST UNIT COST QTY  TOT COST   QTY     COST           COST

_                        ________ ___
  ________ ___            ________ ___
  ________ ___

_                        ________ ___
  ________ ___            ________ ___
  ________ ___

_                        ________ ___
  ________ ___            ________ ___
  ________ ___

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS                                F12=MAIN

                        :00.4                                        11/02
Connected to host 165.176.120.129                                    NUM  3:06 PM
start  Inbox - Microsoft Out...  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  3:06 PM
```

CATEGORY C – FURNITURE EQUIPMENT

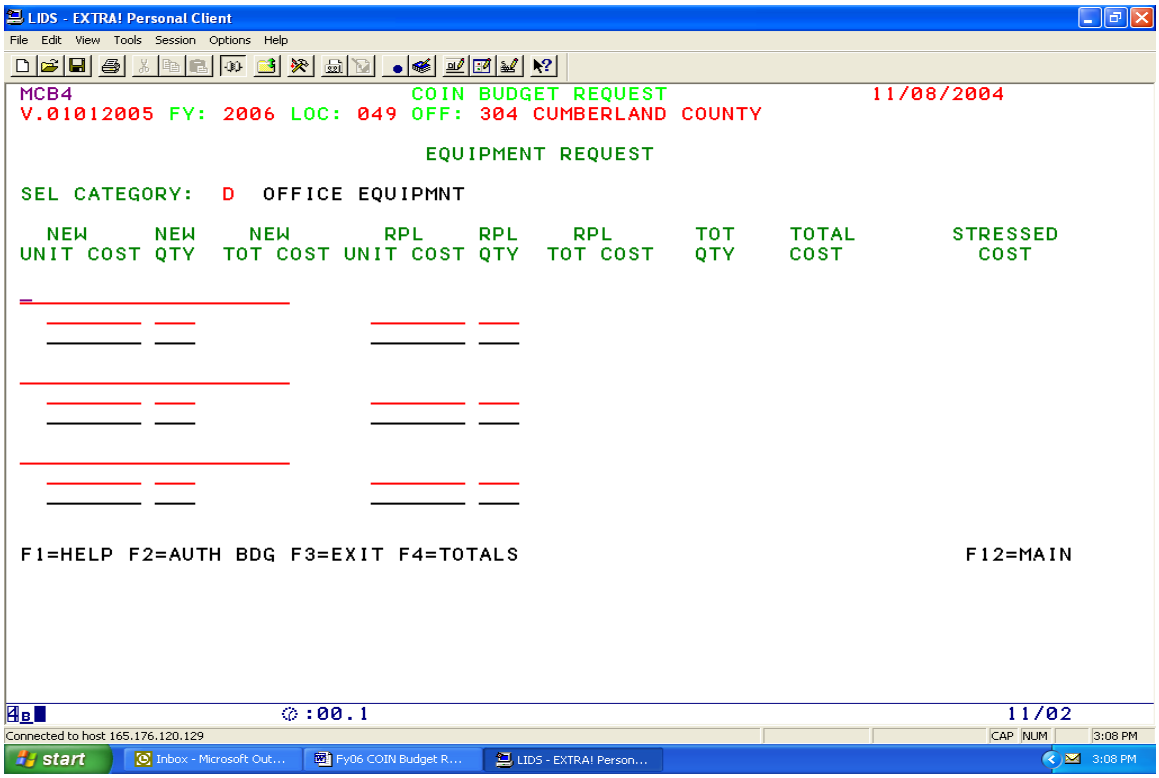
```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB4                          COIN BUDGET REQUEST                    11/08/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                              EQUIPMENT REQUEST

SEL CATEGORY:  C  FURNITURE

  NEW      NEW     NEW        RPL     RPL     RPL       TOT     TOTAL        STRESSED
UNIT COST QTY   TOT COST UNIT COST QTY  TOT COST   QTY     COST           COST

_                        ________ ___
  ________ ___            ________ ___
  ________ ___

_                        ________ ___
  ________ ___            ________ ___
  ________ ___

_                        ________ ___
  ________ ___            ________ ___
  ________ ___

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS                                F12=MAIN

                        :00.1                                        11/02
Connected to host 165.176.120.129                                    NUM  3:07 PM
start  Inbox - Microsoft Out...  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  3:07 PM
```

OPTION #6, EQUIPMENT (EXCLUDING CLERKS)

ALL CONSTITUTIONAL OFFICERS

CATEGORY D - RADIO EQUIPMENT

THIS SECTION APPLIES TO SHERIFFS WITH LAW ENFORCEMENT RESPONSIBILITIES ONLY



- Please refer to your Compensation Board Operating Manual, Appendix 1, for minimum specifications for reimbursement of personal computers.

13. OPTION #7, RECORD WORKLOAD INFORMATION

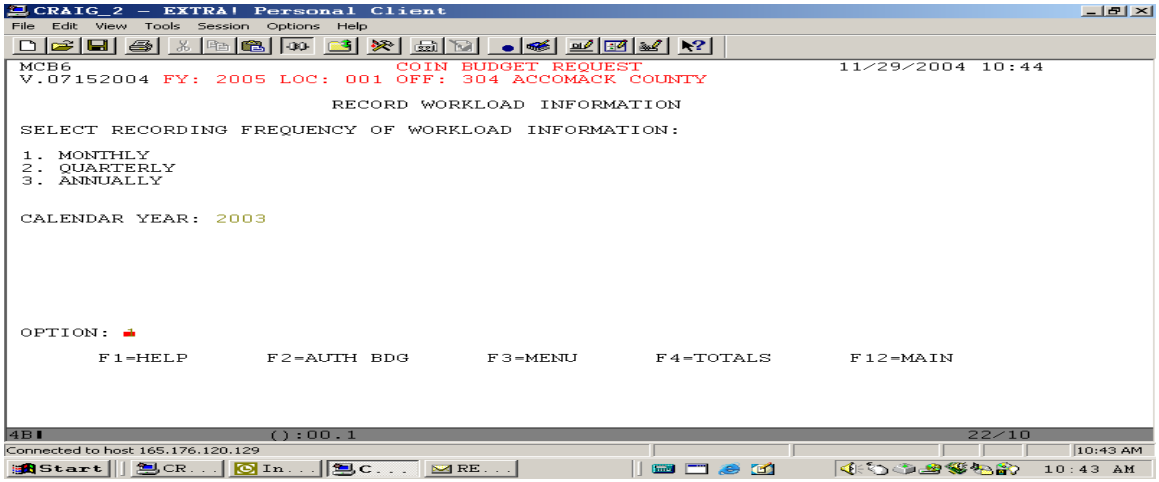
PURPOSE:

The Record Workload Information menu is accessed from the Budget Request menu. Users can select the frequency for recording workload information.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #7, Record Workload Information

ALL CONSTITUTIONAL OFFICERS



- In January 2005 offices must record one full year of workload data for Calendar Year (CY) 2004
- Beginning February 1 offices can begin recording workload monthly, quarterly or annually for CY 2005
- Provide requested information in accordance with Section 15.2-1636.7, Code of Virginia. Information requested is based **on the most recent calendar year**
- Select an 'Option' and press the "Enter" key to proceed to the next screen
- The Workload Measurers screens must be processed and an amount must be entered for each workload measurer for the most recent ending calendar year
  - ✓ The screens will also display the amounts for the previous two calendar years
  - ✓ Enter the number of transactions for each workload measure listed; if not applicable, to your office enter '0', and "TAB" to the next field
  - ✓ Do Not Leave Blanks or the system will default the item to zero
- See 'F' Function Hot key section of this Users Guide to see available features
- Select Hot Key **'F3=Exit'** to exit the screen to the Budget Request Menu
- **'F4 =Totals'** displays totals for your office
  - ✓ The 1st line of totals is CB Approved Funding
  - ✓ The 2nd line of totals is re-calculated based on your request
  - ✓ The 3rd line of totals will reflect CB approved amounts on and after May 1
- 'F12=Main' returns your to the COIN Main Menu
- The following pages display the individual Workload Measurers by program that must be completed

OPTION #7, RECORD WORKLOAD INFORMATION

304 - SHERIFFS

MONTHLY:

```
CRAIG_2 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCBF-A                          COIN BUDGET REQUEST                11/29/2004 10:46
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
               CALENDAR YEAR 2003                 OCT      NOV      DEC   QUARTER 4
1.  CIVIL
    SUBPEONAS SERVED                              _____                           0
    JURY SUMMONS SERVED                           _____                           0
    CRIMINAL WARRANTS SERVED                      _____                           0
    DMV NOTICES SERVED                            _____                           0
    LEVIES EXECUTED                               _____                           0
    OTHER CIVIL PROCESS SERVED                    _____                           0
2.  INMATES
    INMATE TRANSPORTS OTHER THAN TO LOC CRTS      _____                           0
    MENTAL PATIENT TRIPS WITHIN JURISDICTION      _____                           0
    MENTAL PATIENT TRIPS OUT OF JURISDICTION      _____                           0
    EXTRADITIONS COMPLETED                        _____                           0
    FED PRISONER DAYS          ____
    FED PRISONER AMT PER DAY   ____

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.4                                              07/47
Connected to host 165.176.120.129                                          10:45 AM
Start  CR...  In...  C...  RE...  Do...                                   10:45 AM
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CRAIG_2 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCBF-B                          COIN BUDGET REQUEST                11/29/2004 10:47
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
               CALENDAR YEAR 2003                 OCT      NOV      DEC   QUARTER 4
3.  CIRCUIT COURT
    CIRCUIT COURT DAYS                            _____                           0
    AVG NUM CIRCUIT JUDGES     ___
4.  GENERAL DISTRICT COURT
    GENERAL DISTRICT CT DAYS                      _____                           0
    AVG NUM GEN DIST CT JUDGE  ___
5.  JUVENILE AND DOMESTIC RELATIONS COURT
    JDR COURT DAYS                                _____                           0
    AVG NUM JDR JUDGES         ___

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              07/47
Connected to host 165.176.120.129                                          10:46 AM
Start  C...  I...  C...  R...  D...                                        10:46 AM
```

OPTION #7, RECORD WORKLOAD INFORMATION

304 - SHERIFFS

QUARTERLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCBG-A                    COIN BUDGET REQUEST                    11/29/2004 10:47
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                 RECORD WORKLOAD INFORMATION - QUARTERLY
             CALENDAR YEAR                      2002/4  2003/1  2003/2  2003/3
1.  CIVIL
    SUBPEONAS SERVED                                 0       0       0 _______
    JURY SUMMONS SERVED                              0       0       0 _______
    CRIMINAL WARRANTS SERVED                         0       0       0 _______
    DMV NOTICES SERVED                               0       0       0 _______
    LEVIES EXECUTED                                  0       0       0 _______
    OTHER CIVIL PROCESS SERVED                       0       0       0 _______
2.  INMATES
    INMATE TRANSPORTS OTHER THAN TO LOC CRTS         0       0       0 _______
    MENTAL PATIENT TRIPS WITHIN JURISDICTION         0       0       0 _______
    MENTAL PATIENT TRIPS OUT OF JURISDICTION         0       0       0 _______
    EXTRADITIONS COMPLETED                           0       0       0 _______
    FED PRISONER DAYS        ____
    FED PRISONER AMT PER DAY ____

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                  ():00.3                                          07/71
Connected to host 165.176.120.129                                    10:47 AM
Start  C..  I..  C..  R..  D..                                       10:47 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCBG-B                    COIN BUDGET REQUEST                    11/29/2004 10:49
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                 RECORD WORKLOAD INFORMATION - QUARTERLY
             CALENDAR YEAR
3.  CIRCUIT COURT
    CIRCUIT COURT DAYS                               0       0       0 _______
    AVG NUM CIRCUIT JUDGES     __1
4.  GENERAL DISTRICT COURT
    GENERAL DISTRICT CT DAYS                         0       0       0 _______
    AVG NUM GEN DIST CT JUDGE __1
5.  JUVENILE AND DOMESTIC RELATIONS COURT
    JDR COURT DAYS                                   0       0       0 _______
    AVG NUM JDR JUDGES         __1

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                  ():00.1                                          01/01
Connected to host 165.176.120.129                                    10:48 AM
Start  C..  I..  C..  R..  D..                                       10:48 AM
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OPTION #7, RECORD WORKLOAD INFORMATION

304 - SHERIFFS

ANNUALLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-A                    COIN BUDGET REQUEST                    11/29/2004 10:50
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                          2001      2002      2003
 1.   CIVIL
      SUBPEONAS SERVED                                2453      3164      2586
      JURY SUMMONS SERVED                              247       315       273
      CRIMINAL WARRANTS SERVED                         936      2238      2198
      DMV NOTICES SERVED                                 0         0         0
      LEVIES EXECUTED                                   15        24        29
      OTHER CIVIL PROCESS SERVED                     11426     14960     11520
 2.   INMATES
      INMATE TRANSPORTS OTHER THAN TO LOC CRTS         129       208       265
      MENTAL PATIENT TRIPS WITHIN JURISDICTION           0         0         0
      MENTAL PATIENT TRIPS OUT OF JURISDICTION         106       106        87
      EXTRADITIONS COMPLETED                            10        12        15
      FED PRISONER DAYS                                  0         0         0
      FED PRISONER AMT PER DAY                           0         0         0

       F1-HELP    F2-ATH BDG    F3-MENU    F4-TOTL    F7-PRV    F8-NXT    F12-CAN

4B                    ():00.2                                          01/01
Connected to host 165.176.120.129                                      10:49 AM
Start  C...  I...  C...  R...  D...                                    10:49 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-B                    COIN BUDGET REQUEST                    11/29/2004 10:50
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                          2001      2002      2003
 3.   CIRCUIT COURT
      CIRCUIT COURT DAYS                               119       126       106
      AVG NUM CIRCUIT JUDGES                             1         1         1
 4.   GENERAL DISTRICT COURT
      GENERAL DISTRICT CT DAYS                         115       117       150
      AVG NUM GEN DIST CT JUDGE                          1         1         1
 5.   JUVENILE AND DOMESTIC RELATIONS COURT
      JDR COURT DAYS                                   118       120       130
      AVG NUM JDR JUDGES                                 1         1         1

       F1-HELP    F2-ATH BDG    F3-MENU    F4-TOTL    F7-PRV    F8-NXT    F12-CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      10:49 AM
Start  C...  I...  C...  R...  D...  Document1 - Microsoft Word        10:49 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-B                    COIN BUDGET REQUEST                    11/29/2004 11:33
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 APRIL (BEFORE ALLOCATIONS)
                                LAW ENFORCEMENT
                                                      DUE
                                                      ADD
 POPULATION     POSITIONS          DUE              ADD       REQUEST
                                                      ADJ        NEW        RATIO
    38600           26            25.73             -0.27        0          0      1484.62
 ---------------------------------------------------------------------------------------
                                COURT SERVICE
 PROCESS          COURT                    NEED                                  REQUEST
  HOURS           HOURS      POSITIONS     POSITIONS          ADD                 NEW
   8303           3936          10            6.99            -3.01                 0
 ---------------------------------------------------------------------------------------
                                TOTAL POSITIONS
          CURRENT            NEED            ADD              ADJ          NEED %
             36             32.72           0.00            -3.28          -9.11
 F1-HELP F2-AUTH BUDGET F3-MENU F4-TOTALS F9-PRV YEAR F10-NXT YEAR F12-MAIN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      11:33 AM
Start  C...  I...  C...  R...  D...                                    11:33 AM
```

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-B                    COIN BUDGET REQUEST                    11/29/2004 11:46
V.07152004 FY: 2005 LOC: 001 OFF: 304 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 MAY (AFTER ALLOCATIONS)
                                LAW ENFORCEMENT
                                                      DUE
                                                      ADD
 POPULATION     POSITIONS          DUE              ADD       REQUEST
                                                      ADJ        NEW        RATIO
    38600           26            25.73             -0.27        0          0      1484.62
 ---------------------------------------------------------------------------------------
                                COURT SERVICE
 PROCESS          COURT                    NEED                                  REQUEST
  HOURS           HOURS      POSITIONS     POSITIONS          ADD                 NEW
   8303           3936          10            6.99            -3.01                 0
 ---------------------------------------------------------------------------------------
                                TOTAL POSITIONS
          CURRENT            NEED            ADD              ADJ          NEED %
             36             32.72           0.00            -3.28          -9.11
 F1-HELP F2-AUTH BUDGET F3-MENU F4-TOTALS F9-PRV YEAR F10-NXT YEAR F12-MAIN

4B                    ():00.2                                          01/01
Connected to host 165.176.120.129                                      11:45 AM
Start  CR...  In...  C...  RE...  Do...                                11:45 AM
```

OPTION #7, RECORD WORKLOAD INFORMATION

304 - SHERIFFS
WORKLOAD DEFINITIONS

1. **CIVIL (PERSONAL SERVICE ONLY, DO NOT INCLUDE 'MAILED' SERVICES) NOT APPLICABLE FOR REGIONAL JAILS**

   1a. SUBPOENAS SERVED: Enter the number of subpoenas served.

   1b. JURY SUMMONS SERVED: Enter the number of jury summons served.

   1c. CRIMINAL WARRANTS SERVED: Enter the number of criminal warrants served.

   1d. DMV NOTICES SERVED: Enter the number of DMV notices served.

   1e. LEVIES EXECUTED: Enter the number of levies executed.

   1f. OTHER CIVIL PROCESS SERVED: Enter the number of civil process served.

2. **INMATES (REQUIRED FOR REGIONAL JAILS)**

   2a. INMATE TRANSPORTS: Enter the number of trips to transport inmates to doctor, hospital, courts outside jurisdiction, other jails, Department of Corrections. Do not include transports to court in your jurisdiction.

   2b. MENTAL PATIENT TRIPS WITHIN JURISDICTION: Enter the number of trips to transport mental patients within jurisdiction.

   2c. MENTAL PATIENT TRIPS OUT OF JURISDICTION: Enter the number of trips to transport mental patients out of jurisdiction.

   2d. EXTRADITION COMPLETED: Enter the number of trips for Extraditions completed.

   2e. FED PRISONER DAYS: Enter the number of Federal prisoner days, charged/sentenced, violation of U.S. Code.

   2f. FED PRISONER AMT: Enter the amount charged per prisoner day (dollars and cents e.g. $30.00) to house Federal prisoners.

NOTE: NOT APPLICABLE FOR REGIONAL JAILS

3. **CIRCUIT COURT**

   3a. CIRCUIT COURT DAYS: Enter the total number of court days of Circuit Court.

   3b. AVG NUM CIRCUIT CT JUDGES: Enter the average number Circuit Court judges regularly sitting in your jurisdiction.

4. **GENERAL DISTRICT COURT**

   4a. GENERAL DISTRICT CT DAYS: Enter the total number of court days of General District Court.

   4b. AVG NUM GEN DIST CT JUDGES: Enter the average number of General District Court judges regularly sitting in your jurisdiction.

5. **JUVENILE AND DOMESTIC RELATIONS COURT**

   5a. JDR COURT DAYS: Enter the total number of court days of Juvenile and Domestic Relations court.

   5b. AVG NUM JDR JUDGES: Enter the average number of Juvenile and Domestic Relation court judges regularly sitting in your jurisdiction.

OPTION #7, RECORD WORKLOAD INFORMATION

304 - SUPERINTENDENTS

MONTHLY:

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CRAIG_2 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCBF-A                    COIN BUDGET REQUEST                    11/29/2004 14:45
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                  RECORD WORKLOAD INFORMATION - MONTHLY
            CALENDAR YEAR 2003                OCT     NOV     DEC   QUARTER 4
1.  CIVIL
    SUBPEONAS SERVED                          _____                        0
    JURY SUMMONS SERVED                       _____                        0
    CRIMINAL WARRANTS SERVED                  _____                        0
    DMV NOTICES SERVED                        _____                        0
    LEVIES EXECUTED                           _____                        0
    OTHER CIVIL PROCESS SERVED                _____                        0
2.  INMATES
    INMATE TRANSPORTS OTHER THAN TO LOC CRTS  _____                        0
    MENTAL PATIENT TRIPS WITHIN JURISDICTION  _____                        0
    MENTAL PATIENT TRIPS OUT OF JURISDICTION  _____                        0
    EXTRADITIONS COMPLETED                    _____                        0
    FED PRISONER DAYS          8067
    FED PRISONER AMT PER DAY   0066

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                  ():00.3                                          07/47
Connected to host 165.176.120.129                                    2:44 PM
Start  CR...  C...  In...  RE...                                     2:44 PM
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CRAIG_2 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCBF-B                    COIN BUDGET REQUEST                    11/29/2004 14:46
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                  RECORD WORKLOAD INFORMATION - MONTHLY
            CALENDAR YEAR 2003                OCT     NOV     DEC   QUARTER 4
3.  CIRCUIT COURT
    CIRCUIT COURT DAYS                        _____                        0
    AVG NUM CIRCUIT JUDGES     ___
4.  GENERAL DISTRICT COURT
    GENERAL DISTRICT CT DAYS                  _____                        0
    AVG NUM GEN DIST CT JUDGE  ___
5.  JUVENILE AND DOMESTIC RELATIONS COURT
    JDR COURT DAYS                            _____                        0
    AVG NUM JDR JUDGES         ___

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                  ():00.1                                          07/47
Connected to host 165.176.120.129                                    2:45 PM
Start  CR...  C...  In...  RE...  Do...                             2:45 PM
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OPTION #7, RECORD WORKLOAD INFORMATION

304 - SUPERINTENDENTS

QUARTERLY:

```
CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCBG-A                    COIN BUDGET REQUEST                    11/29/2004 14:46
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                  RECORD WORKLOAD INFORMATION - QUARTERLY
              CALENDAR YEAR                      2002/4  2003/1  2003/2  2003/3
 1.  CIVIL
     SUBPEONAS SERVED                                 0       0       0 _______
     JURY SUMMONS SERVED                              0       0       0 _______
     CRIMINAL WARRANTS SERVED                         0       0       0 _______
     DMV NOTICES SERVED                               0       0       0 _______
     LEVIES EXECUTED                                  0       0       0 _______
     OTHER CIVIL PROCESS SERVED                       0       0       0 _______
 2.  INMATES
     INMATE TRANSPORTS OTHER THAN TO LOC CRTS         0       0       0 _______
     MENTAL PATIENT TRIPS WITHIN JURISDICTION         0       0       0 _______
     MENTAL PATIENT TRIPS OUT OF JURISDICTION         0       0       0 _______
     EXTRADITIONS COMPLETED                           0       0       0 _______
     FED PRISONER DAYS          8067
     FED PRISONER AMT PER DAY   __66


 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      2:45 PM
Start  CR...  C...  In...  RE...  Do...                                2:45 PM
```

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCBG-B                    COIN BUDGET REQUEST                    11/29/2004 14:46
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                  RECORD WORKLOAD INFORMATION - QUARTERLY
              CALENDAR YEAR
 3.  CIRCUIT COURT
     CIRCUIT COURT DAYS                               0       0       0 _______
     AVG NUM CIRCUIT JUDGES     ___
 4.  GENERAL DISTRICT COURT
     GENERAL DISTRICT CT DAYS                         0       0       0 _______
     AVG NUM GEN DIST CT JUDGE ___
 5.  JUVENILE AND DOMESTIC RELATIONS COURT
     JDR COURT DAYS                                   0       0       0 _______
     AVG NUM JDR JUDGES         ___




 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      2:46 PM
Start  CR...  C...  In...  RE...  Do...                                2:46 PM
```

OPTION #7, RECORD WORKLOAD INFORMATION

304 - SUPERINTENDENTS

ANNUALLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-A                          COIN BUDGET REQUEST                    11/29/2004  14:47
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                    RECORD WORKLOAD INFORMATION - ANNUALLY
            CALENDAR YEAR                          2001     2002     2003
 1.   CIVIL
      SUBPEONAS SERVED                                0        0
      JURY SUMMONS SERVED                             0        0
      CRIMINAL WARRANTS SERVED                      829     1642      505
      DMV NOTICES SERVED                              0        0
      LEVIES EXECUTED                                 0        0
      OTHER CIVIL PROCESS SERVED                    125        0        1
 2.   INMATES
      INMATE TRANSPORTS OTHER THAN TO LOC CRTS     1822     1326     1409
      MENTAL PATIENT TRIPS WITHIN JURISDICTION        4       26       41
      MENTAL PATIENT TRIPS OUT OF JURISDICTION        0        0
      EXTRADITIONS COMPLETED                          0        0       50
      FED PRISONER DAYS                           23223    13123     8067
      FED PRISONER AMT PER DAY                     6636       66       66

       F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      2:46 PM
Start  CR...  C...  In...  RE...  Do...                                2:46 PM
```

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-B                          COIN BUDGET REQUEST                    11/29/2004  14:47
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                    RECORD WORKLOAD INFORMATION - ANNUALLY
            CALENDAR YEAR                          2001     2002     2003
 3.   CIRCUIT COURT
      CIRCUIT COURT DAYS                              0        0
      AVG NUM CIRCUIT JUDGES                          0        0        0
 4.   GENERAL DISTRICT COURT
      GENERAL DISTRICT CT DAYS                        0        0
      AVG NUM GEN DIST CT JUDGE                       0        0        0
 5.   JUVENILE AND DOMESTIC RELATIONS COURT
      JDR COURT DAYS                                  0        0
      AVG NUM JDR JUDGES                              0        0        0

       F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      2:46 PM
Start  CR...  C...  In...  RE...  Do...                                2:46 PM
```

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-B                          COIN BUDGET REQUEST                    11/29/2004  14:55
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 APRIL (BEFORE ALLOCATIONS)
                                LAW ENFORCEMENT
                                                          DUE
                                                          ADD
 POPULATION     POSITIONS          DUE            DUE     ADJ     REQUEST
                                                  ADD             NEW        RATIO
 ---------------------------------------------------------------------------------

                                COURT SERVICE
 PROCESS            COURT                          NEED                      REQUEST
  HOURS             HOURS      POSITIONS        POSITIONS          ADD         NEW
 ---------------------------------------------------------------------------------

                                TOTAL POSITIONS
          CURRENT            NEED           ADD                ADJ         NEED %

 F1-HELP F2-AUTH BUDGET F3-MENU F4-TOTALS F9-PRV YEAR F10-NXT YEAR F12-MAIN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      2:55 PM
Start  CR...  C...  In...  RE...  Do...                                2:55 PM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-B                          COIN BUDGET REQUEST                    11/29/2004  14:47
V.07152004 FY: 2005 LOC: 465 OFF: 304 RIVERSIDE REGIONAL JAIL

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 MAY (AFTER ALLOCATIONS)
                                LAW ENFORCEMENT
                                                          DUE
                                                          ADD
 POPULATION     POSITIONS          DUE            DUE     ADJ     REQUEST
                                                  ADD             NEW        RATIO
 ---------------------------------------------------------------------------------

                                COURT SERVICE
 PROCESS            COURT                          NEED                      REQUEST
  HOURS             HOURS      POSITIONS        POSITIONS          ADD         NEW
 ---------------------------------------------------------------------------------

                                TOTAL POSITIONS
          CURRENT            NEED           ADD                ADJ         NEED %

 F1-HELP F2-AUTH BUDGET F3-MENU F4-TOTALS F9-PRV YEAR F10-NXT YEAR F12-MAIN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      2:47 PM
Start  CR...  C...  In...  RE...  Do...                                2:47 PM
```

OPTION #7, RECORD WORKLOAD INFORMATION

304 - SUPERINTENDENTS
WORKLOAD DEFINITIONS

1. **CIVIL (PERSONAL SERVICE ONLY, DO NOT INCLUDE 'MAILED' SERVICES) NOT APPLICABLE FOR REGIONAL JAILS**

   1a. SUBPOENAS SERVED: Enter the number of subpoenas served.

   1b. JURY SUMMONS SERVED: Enter the number of jury summons served.

   1c. CRIMINAL WARRANTS SERVED: Enter the number of criminal warrants served.

   1d. DMV NOTICES SERVED: Enter the number of DMV notices served.

   1e. LEVIES EXECUTED: Enter the number of levies executed.

   1f. OTHER CIVIL PROCESS SERVED: Enter the number of civil process served.

2. **INMATES (REQUIRED FOR REGIONAL JAILS)**

   2a. INMATE TRANSPORTS: Enter the number of trips to transport inmates to doctor, hospital, courts outside jurisdiction, other jails, Department of Corrections. Do not include transports to court in your jurisdiction.

   2b. MENTAL PATIENT TRIPS WITHIN JURISDICTION: Enter the number of trips to transport mental patients within jurisdiction.

   2c. MENTAL PATIENT TRIPS OUT OF JURISDICTION: Enter the number of trips to transport mental patients out of jurisdiction.

   2d. EXTRADITION COMPLETED: Enter the number of trips for Extraditions completed.

   2e. FED PRISONER DAYS: Enter the number of Federal prisoner days, charged/sentenced, violation of U.S. Code.

   2f. FED PRISONER AMT: Enter the amount charged per prisoner day (dollars and cents, e.g. $30.00) to house Federal prisoners.

NOTE: NOT APPLICABLE FOR REGIONAL JAILS

3. **CIRCUIT COURT**

   3a. CIRCUIT COURT DAYS: Enter the total number of court days of Circuit Court.

   3b. AVG NUM CIRCUIT CT JUDGES: Enter the average number Circuit Court judges regularly sitting in your jurisdiction.

4. **GENERAL DISTRICT COURT**

   4a. GENERAL DISTRICT CT DAYS: Enter the total number of court days of General District Court.

   4b. AVG NUM GEN DIST CT JUDGES: Enter the average number of General District Court judges regularly sitting in your jurisdiction.

5. **JUVENILE AND DOMESTIC RELATIONS COURT**

   5a. JDR COURT DAYS: Enter the total number of court days of Juvenile and Domestic Relations court.

   5b. AVG NUM JDR JUDGES: Enter the average number of Juvenile and Domestic Relation court judges regularly sitting in your jurisdiction.

OPTION #7, RECORD WORKLOAD INFORMATION

320 – COMMONWEALTH'S ATTORNEYS

The Commonwealth's Attorneys DO NOT submit WORKLOAD INFORMATION to the Compensation Board via the Online Budget Request. The data used will be as reported from the Supreme Court of Virginia and the Virginia Sentencing Commission. The criteria and methodology for allocating new Assistant Commonwealth's Attorneys in Commonwealth's Attorney's offices has been set as follows.

- The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board annual budget request process.
- The basis of the request must be only the statutorily prescribed duty of the prosecution of felonies.
- Funds and positions must be appropriated by the General Assembly.
- The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed by the Virginia Association of Commonwealth's Attorneys (VACA), to determine the appropriate level of Compensation Board assistant Commonwealth's Attorney support for each office requesting additional positions.
- The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.
- The formula calculates the sum of a three-year average of felony defendants plus a three-year average of sentencing events, resulting in an average total workload figure. The workload figure is divided by a specified factor that has been devised to take into account economies of scale in larger offices, with the result being the total number of attorney positions due in the office.
- The data elements are as follows:
  - ✓ 3-Year Average Defendants Data is the average of the number of felony defendants in the Circuit Court for each locality for the three most recent calendar years, as reported by the Supreme Court
  - ✓ 3-Year Average Sentencing Events is the average of the number of felony sentencing events in the Circuit Court for each locality for the three most recent calendar years as reported by the Virginia Sentencing Commission
- Offices are grouped based on the size of the office (determined by the average total workload figure), and assigned an escalating workload factor assuming economies of scale. Compensation Board funded part-time assistant Commonwealth's Attorneys (i.e., eligible to engage in private law practice) are to be considered as 0.5 of a F.T.E. position for staffing standards purposes, instead of as 1 F.T.E. position.

	Range of Workload Totals (avg defendants + avg sentencing events) per Office Size	**Factor**
SUPER	3,000+	125
LARGE	1,000-2,999	100
MID	300-999	85
SMALL	0-299	70

- The formula is as follows:

# of Attorneys = Workload Total (3-yr avg felony defendants + 3-yr avg sentencing events) / Factor

NOTE: Each Commonwealth's Attorney should review Workload Data for his or her office on the Compensation Board website at www.scb.virginia.gov .

OPTION #7, RECORD WORKLOAD INFORMATION

321 – CLERKS OF THE CIRCUIT COURT

MONTHLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBF-C                          COIN BUDGET REQUEST                    11/29/2004 10:51
V.07152004 FY: 2005 LOC: 001 OFF: 321 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
              CALENDAR YEAR 2003                 OCT      NOV      DEC   QUARTER 4

  1. CRIMINAL CASES COMMENCED                                                  0
  2. LAW CASES COMMENCED                                                       0
  3. CHANCERY CASES COMMENCED                                                  0
  4. WILLS/ESTATES INITIATED                                                   0
  5. JUDGMENTS/ADMIN LEINS/NOTICES                                             0
  6. DEEDS RECORDED                                                            0
  7. FINANCING STATEMENTS (OF)                                                 0
  8. FICTITIOUS NAMES                                                          0
  9. MARRIAGE LICENSES                                                         0
 10. NOTARY QUALIFIED                                                          0
 11. GAME LICENSES                                                             0
 12. CONCEALED HAND GUN PERMITS ISSUED                                         0
     NUMBER OF PASSPORTS          _172


 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              07/47
Connected to host 165.176.120.129                                          10:51 AM
Start  C..  I..  C..  R..  D..                                             10:51 AM
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QUARTERLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBG-C                          COIN BUDGET REQUEST                    11/29/2004 10:52
V.07152004 FY: 2005 LOC: 001 OFF: 321 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
              CALENDAR YEAR                      2002/4   2003/1   2003/2   2003/3

  1. CRIMINAL CASES COMMENCED                         0        0        0
  2. LAW CASES COMMENCED                              0        0        0
  3. CHANCERY CASES COMMENCED                         0        0        0
  4. WILLS/ESTATES INITIATED                          0        0        0
  5. JUDGMENTS/ADMIN LEINS/NOTICES                    0        0        0
  6. DEEDS RECORDED                                   0        0        0
  7. FINANCING STATEMENTS (OF)                        0        0        0
  8. FICTITIOUS NAMES                                 0        0        0
  9. MARRIAGE LICENSES                                0        0        0
 10. NOTARY QUALIFIED                                 0        0        0
 11. GAME LICENSES                                    0        0        0
 12. CONCEALED HAND GUN PERMITS ISSUED                0        0        0
     NUMBER OF PASSPORTS          0172


 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              01/01
Connected to host 165.176.120.129                                          10:51 AM
Start  C..  I..  C..  R..  D..                                             10:51 AM
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ANNUALLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-C                          COIN BUDGET REQUEST                    11/29/2004 10:53
V.07152004 FY: 2005 LOC: 001 OFF: 321 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                      2001     2002     2003       AVG

  1. CRIMINAL CASES COMMENCED                     225      254      209       229
  2. LAW CASES COMMENCED                          125      151      189       155
  3. CHANCERY CASES COMMENCED                     241      248      210       233
  4. WILLS/ESTATES INITIATED                      286      302      304       297
  5. JUDGMENTS/ADMIN LEINS/NOTICES               2616     2969     3305      2963
  6. DEEDS RECORDED                              6666     7893     9624      8061
  7. FINANCING STATEMENTS (OF)                    205      174      143       174
  8. FICTITIOUS NAMES                              42       61       54        52
  9. MARRIAGE LICENSES                            288      307      303       299
 10. NOTARY QUALIFIED                             106      117      109       111
 11. GAME LICENSES                                707      649       74       477
 12. CONCEALED HAND GUN PERMITS ISSUED             88      184      205       159
     NUMBER OF PASSPORTS ISSUED                     0        0        0


      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.2                                              01/01
Connected to host 165.176.120.129                                          10:52 AM
Start  C..  I..  C..  R..  D..                                             10:52 AM
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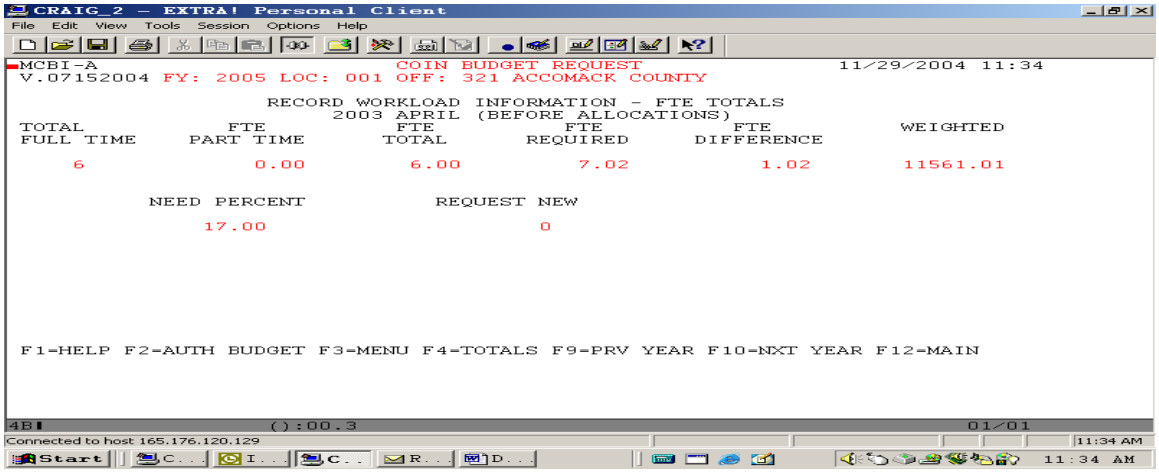
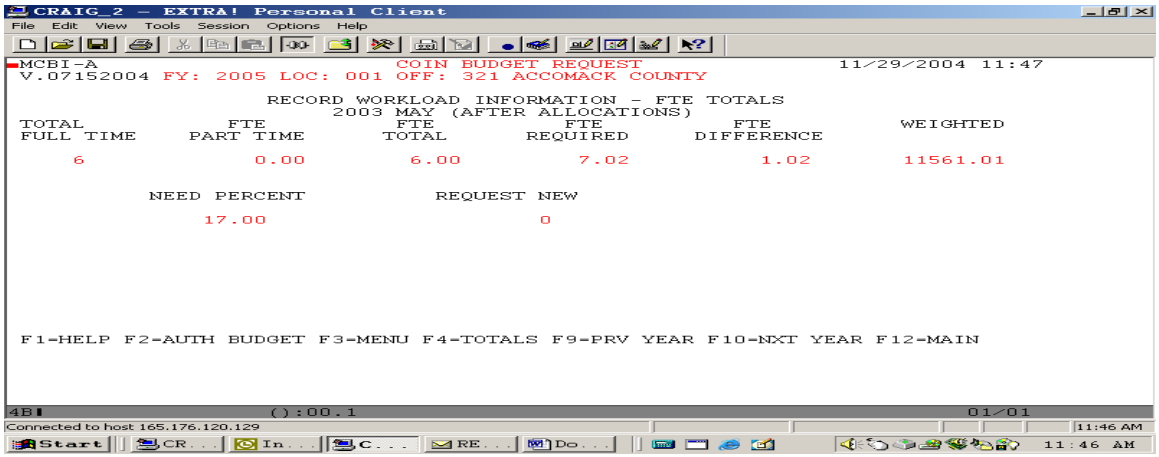
OPTION #7, RECORD WORKLOAD INFORMATION

321 – CLERKS OF THE CIRCUIT COURT





321 – CLERKS OF THE CIRCUIT COURT
WORKLOAD DEFINITIONS

1. **<u>CRIMINAL CASES:</u>** Criminal cases commenced as reported on the monthly caseload reports. If the caseload reports are properly prepared, each count in the indictment is a separate case and each reinstatement is a separate case. Some of the work included is setting up the file and docket; summoning the grand jury and grand jury witnesses; issuing capiases; determination of indigence; receiving all papers filed; attending all hearings; processing all orders; summoning trial jurors and witnesses; securing exhibits; payment to jurors and witnesses; allowing the public and press access to case papers; keeping track of court reporter cost and recordings; keeping track of court-appointed attorney cost; computing fines and costs; collecting fines, costs and restitution; debt set-off processing; communicating with prisoner, DMV, Department of Corrections and Probation and Parole office; preparing record for appeal to higher court; filming and indexing orders and maintained files.
2. **<u>LAW CASES COMMENCED:</u>** Law and chancery cases commenced as reported on the monthly caseload reports. (Same as below)

OPTION #7, RECORD WORKLOAD INFORMATION

321 – CLERKS OF THE CIRCUIT COURT WORKLOAD DEFINITIONS

3. **LAW AND CHANCERY**: Law and chancery cases commenced as reported on the monthly caseload reports. Counted at the time filed even though the case may remain on the docket for years. Any trust fund administration is included as part of the original case and not as a separate case. Reinstatements are counted as separate cases. Law cases on the average take more of the clerk's time than chancery because chancery cases rarely require a jury and may are decided in chambers on written depositions.
4. **WILLS/ESTATES INITIATED:** A file opened for a decedent, a trust or a person under a disability, counted only at the time the file is initiated and not re-counted at the time of subsequent transactions. This should include affidavits of intestate transfer. A single case may involve the probate of will, the qualification of an executor, recording a bond, recording list of heirs, certificates of qualification, recording final accounting, and perhaps many interim accounting, perhaps qualification of administrator, c.t.a., d.b.n., recording affidavit of probate notice, show cause orders and court hearings on delinquent fiduciaries; and writing clerk's order associated with any of the above. At the other extreme, a case MAY BE NOTHING MORE THAN THE RECORDING AND FILING OF AN AFFIDAVIT OF INTESTATE TRANSFER.
5. **JUDGEMENTS/ADMIN LENDS/NOTICES:** All court judgements and administrative liens and notices required to be recorded in the judgement lien docket. Only original judgements are counted. The work involved includes receiving the judgement with fee at the counter or through judgement worth fee at the counter or throughout the mail, and logging it in; filming or typing the judgement in the docket book according to local practice; maintaining an up-to-date index, assisting the public in determining what is on their record; and recording assignments and releases.
6. **DEEDS RECORDED**: Each separate instrument recorded in the land records. When more than one instrument is included in a single document recorded, they can be counted separately. The work involved includes computing the fees and taxes and collection payment; logging into the instrument; filming and indexing; maintains the land records for use by the public, and providing transfer.
7. **FINANCING STATEMENTS:** Only original filings are counted. Continuation and termination statements are considered part of the same case.

8-11 FICTITIOUS NAME, MARRIAGE LICENSE, NOTARY QUALIFIED, GAME LICENSES: Count each activity that occurs, except for game licenses count only those licenses issued for which the clerk receives the $.50 fee. In some clerks' offices these transactions are almost insignificant in the total office workload. However, each is another measure of how busy an office is, and some offices may do inordinate amounts of some types of transactions and should get credit for this work.

12. **CONCEALED HANDGUN PERMITS:** Each application filed, whether approved of not and including any transfer from another jurisdiction. The court reported should be consistent with the number reported on the monthly caseload statistics reports.

WORKLOAD	WEIGHTS	WORKLOAD FORMULA
CRIMINAL	7.50	SUM(2.1 + 0.79 * weight/1856)
LAW	5.50	
CHANCERY	4.00	
WILL & ESTATES	4.00	
JUDGMENTS	0.50	
DEEDS	0.55	
FINANCING STATEMENTS	0.50	
FICTITIOUS NAMES	0.40	
MARRIAGE LICENSES	0.55	
NOTARY QUALIFIED	0.40	
GAME LICENSES	0.40	
CONCEALED HANDGUN PERMITS	0.55	

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE WORKLOAD SCREENS

MONTHLY:

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MCBF-D                          COIN BUDGET REQUEST                    11/29/2004 11:04
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
              CALENDAR YEAR 2003                 OCT      NOV      DEC   QUARTER 4

REAL ESTATE TAX AND PERSONAL PROPERTY TAX:
1A. TAXABLE LAND PARCELS                                                   0
1B. LAND PARCELS MAINTAINED FOR MORTGAGE COS                               0
2.  REAL ESTATE TAXES BILLED PER YR 2
    DUE DATES REAL ESTATE TAXES 0728 1205
3.  REAL ESTATE TRANSFERS                                                  0
4.  REAL ESTATE PARCELS IN RELIEF                                          0
5.  REAL ESTATE PARCELS IN LAND USE                                        0
6.  REFER LOCAL ESCHEATOR? N
    IF YES, HOW MANY PARCELS                                               0
7.  PERSONAL PROPERTY IN RELIEF                                            0
8.  PERSONAL PROPERTY ITEMS                                                0
9.  VEHICLE BILL TYPE (SINGLE/COMBO) SINGLE


F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN
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MCBF-F                          COIN BUDGET REQUEST                    11/29/2004 11:05
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
              CALENDAR YEAR 2003                 OCT      NOV      DEC   QUARTER 4

10. PERSONAL PROPERTY BILLED PER YEAR
    DUE DATES PERSONAL PROPERTY 1005 1005 0000 0000

11. PERSONAL PROPERTY PRORATED Y

COLLECTION ACTIONS, VEHICLE LICENSES AND STATE INCOME TAX:

12. ENFORCEMENT ACTIONS
    DEBT SET-OFF ACCTS                                                     0
    WARRANTS ISSUED                                                        0
    PARCELS IN JUDICIAL SALES                                              0
    TAX LIENS                                                              0
    TREASURER SUMMONS                                                      0
    DISTRESS WARRANTS                                                      0
    DELINQUENT NOTICES                                                     0
    OTHER COLLECTION ACTIONS                                               0

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN
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MCBF-G                          COIN BUDGET REQUEST                    11/29/2004 11:05
V.07152004 FY:        LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
              CALENDAR YEAR                      OCT      NOV      DEC   QUARTER 4

13. VEHICLE LIC SOLD                                                       0
14. STATE INCOME TAX MEMORANDA
    NUMBER TIMES DELINQUENT STATE
    INCOME TAX BILLED PER YEAR 0
    COLLECTION ACTIONS INITIATED                                           0
15. ESTIMATED TAX ACCOUNT
    REMINDER NOTICES SENT? (Y/N) N
16. ESTIMATED TAX PAYMENTS                                                 0
17. LOCAL BUSINESS LICENSE TAX                                             0
18. UNCLAIMED PROPERTY REPORT FILED? (Y/N) Y
19. BANKRUPTCY CLAIMS FILED                                                0
20. OPTIONAL: ADDITIONAL WORKLOAD
    SUCH AS UTILITY BILLS, TRASH COLL BILLS,
    DOG LICENSES, ETC.                                                     0


F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN
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OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE WORKLOAD SCREENS

QUARTERLY:

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MCBG-D                          COIN BUDGET REQUEST                    11/29/2004 11:06
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
                CALENDAR YEAR                          2002/4  2003/1  2003/2  2003/3

REAL ESTATE TAX AND PERSONAL PROPERTY TAX:
1A. TAXABLE LAND PARCELS                                 0       0       0 _________
1B. LAND PARCELS MAINTAINED FOR MORTGAGE COS             0       0       0 _________
2.  REAL ESTATE TAXES BILLED PER YR 2
    DUE DATES REAL ESTATE TAXES 0728 1205
3.  REAL ESTATE TRANSFERS                                0       0       0 _________
4.  REAL ESTATE PARCELS IN RELIEF                        0       0       0 _________
5.  REAL ESTATE PARCELS IN LAND USE                      0       0       0 _________
6.  REFER LOCAL ESCHEATOR? N
    IF YES, HOW MANY PARCELS                             0       0       0 _________
7.  PERSONAL PROPERTY IN RELIEF                          0       0       0
8.  PERSONAL PROPERTY ITEMS                              0       0       0
9.  VEHICLE BILL TYPE (SINGLE/COMBO) SINGLE


F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.3                                              01/01
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MCBG-F                          COIN BUDGET REQUEST                    11/29/2004 11:07
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
                CALENDAR YEAR

10. PERSONAL PROPERTY BILLED PER YEAR
    DUE DATES PERSONAL PROPERTY 1005 1005 0000 0000

11. PERSONAL PROPERTY PRORATED Y

COLLECTION ACTIONS, VEHICLE LICENSES AND STATE INCOME TAX:

12. ENFORCEMENT ACTIONS
    DEBT SET-OFF ACCTS                                   0       0       0 _________
    WARRANTS ISSUED                                      0       0       0 _________
    PARCELS IN JUDICIAL SALES                            0       0       0 _________
    TAX LIENS                                            0       0       0 _________
    TREASURER SUMMONS                                    0       0       0 _________
    DISTRESS WARRANTS                                    0       0       0 _________
    DELINQUENT NOTICES                                   0       0       0 _________
    OTHER COLLECTION ACTIONS                             0       0       0 _________

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              07/40
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MCBG-G                          COIN BUDGET REQUEST                    11/29/2004 11:07
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
                CALENDAR YEAR

13. VEHICLE LIC SOLD                                     0       0       0 _________
14. STATE INCOME TAX MEMORANDA
    NUMBER TIMES DELINQUENT STATE
    INCOME TAX BILLED PER YEAR 0
    COLLECTION ACTIONS INITIATED                         0       0       0 _________
15. ESTIMATED TAX ACCOUNT
    REMINDER NOTICES SENT? (Y/N) N
16. ESTIMATED TAX PAYMENTS                               0       0       0 _________
17. LOCAL BUSINESS LICENSE TAX                           0       0       0 _________
18. UNCLAIMED PROPERTY REPORT FILED? (Y/N) Y
19. BANKRUPTCY CLAIMS FILED                              0       0       0 _________
20. OPTIONAL: ADDITIONAL WORKLOAD
    SUCH AS UTILITY BILLS, TRASH COLL BILLS,
    DOG LICENSES, ETC.                                   0       0       0 _________


F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              01/01
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OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD SCREENS

ANNUALLY:

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MCBH-D                    COIN BUDGET REQUEST                    11/29/2004 11:12
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
                CALENDAR YEAR                        2001     2002     2003       AVG

 REAL ESTATE TAX AND PERSONAL PROPERTY TAX:
 1A. TAXABLE LAND PARCELS                          330824   333305 _338927    334352
 1B. LAND PARCELS MAINTAINED FOR MORTGAGE COS           0        0 ________         0
 2.  REAL ESTATE TAXES BILLED PER YR                    2        2        2
     DUE DATES REAL ESTATE TAXES        0728 1205
 3.  REAL ESTATE TRANSFERS                          26847    40919 __53370     40379
 4.  REAL ESTATE PARCELS IN RELIEF                   4460     4515 ___5001      4659
 5.  REAL ESTATE PARCELS IN LAND USE                  152      130 ____130       137
 6.  REFER LOCAL ESCHEATOR?                             N        N        N
     IF YES, HOW MANY PARCELS                           0        0 ________         0
 7.  PERSONAL PROPERTY IN RELIEF                     1944     1601 ___1673      1739
 8.  PERSONAL PROPERTY ITEMS                       999999   999999 _999999    999999
 9.  VEHICLE BILL TYPE (SINGLE/COMBO)                          SINGLE  SINGLE


 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV YR F10=NXT YR F12=CAN

4B                    ():00.2                                              01/01
Connected to host 165.176.120.129                                          11:12 AM
Start  C..  I..  C..  R..  D..                                             11:12 AM
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MCBH-F                    COIN BUDGET REQUEST                    11/29/2004 11:13
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
                CALENDAR YEAR                        2001     2002     2003       AVG

 10. PERSONAL PROPERTY BILLED PER YEAR                  1        1        -
     DUE DATES PERSONAL PROPERTY        1005 1005 0000 0000

 11. PERSONAL PROPERTY PRORATED                         Y        Y        Y

 COLLECTION ACTIONS, VEHICLE LICENSES AND STATE INCOME TAX:

 12. ENFORCEMENT ACTIONS
     DEBT SET-OFF ACCTS                               512      498 ____558       523
     WARRANTS ISSUED                                    0        0 ________         0
     PARCELS IN JUDICIAL SALES                       4132    14924 __17048     12035
     TAX LIENS                                         24       30 ___101        52
     TREASURER SUMMONS                                325     3894 ___4504      2908
     DISTRESS WARRANTS                             806345   741850 _524318    690838
     DELINQUENT NOTICES                               497      208 __11773      4159
     OTHER COLLECTION ACTIONS                      752088   830860 _852426    811791

      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                              07/69
Connected to host 165.176.120.129                                          11:12 AM
Start  C..  I..  C..  R..  D..  Document1 - Microsoft Word                 11:12 AM
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MCBH-G                    COIN BUDGET REQUEST                    11/29/2004 11:13
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
                CALENDAR YEAR                        2001     2002     2003       AVG

 13. VEHICLE LIC SOLD                                   0        0 ________         0
 14. STATE INCOME TAX MEMORANDA
     NUMBER TIMES DELINQUENT STATE
     INCOME TAX BILLED PER YEAR                         0        0        0
     COLLECTION ACTIONS INITIATED                       0        0 ________         0
 15. ESTIMATED TAX ACCOUNT
     REMINDER NOTICES SENT? (Y/N)                       N        N        N
 16. ESTIMATED TAX PAYMENTS                         46136    45784 __46161     46027
 17. LOCAL BUSINESS LICENSE TAX                         0        0 ________         0
 18. UNCLAIMED PROPERTY REPORT FILED? (Y/N)             Y        Y        Y
 19. BANKRUPTCY CLAIMS FILED                          102      245 ____263       203
 20. OPTIONAL: ADDITIONAL WORKLOAD
     SUCH AS UTILITY BILLS, TRASH COLL BILLS,
     DOG LICENSES, ETC.                             70420    79238 __40984     63547


      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                              01/01
Connected to host 165.176.120.129                                          11:12 AM
Start  C..  I..  C..  R..  D..                                             11:12 AM
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OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD DEFINITIONS

TREASURER-BASED WORKLOAD DEFINITIONS

REAL ESTATE TAX:

1a. NUMBER OF TAXABLE PARCELS: If your office handles the collection of real estate, enter the total number of parcels of taxable real estate. INCLUDE regular book, supplements and roll back assessments on land use. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of real estate ENTER 0.

1b. NUMBER OF PARCELS MAINTAINED FOR MORTGAGE COMPANIES: If your office handles the collection of real estate, enter the total number of parcels that you maintain for mortgage companies. This includes the accounts that are maintained on the computer and processed by tape and those that are manually processed for the mortgage companies.

2a. NUMBER OF TIMES REAL ESTATE TAXES WERE BILLED PER YEAR: Enter the number of times that real estate taxes are billed (Example: If your due dates were June 5 and December 5, the answer is 2).

2b. DUE DATES FOR REAL ESTATE: Enter the due dates for your real estate taxes.

3. NUMBER OF REAL ESTATE TRANSFERS: If your office handles the collection of real estate, enter the number of parcels transferred for the year. If your office DOES NOT handle the collection of real estate, ENTER 0.

4. NUMBER OF REAL ESTATE PARCELS IN RELIEF TO THE ELDERLY/DISABLED PROGRAM: If your office handles the collection of real estate, enter the total number of parcels with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office does not handle the collection of real estate, ENTER 0.

5. NUMBER OF PARCELS IN LAND USE PROGRAM: If your office handles the collection of real estate, enter the total number of parcels with a tax adjustment due to participation in the land use program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office does not handle the collection of real estate, ENTER 0.

6a. DID YOUR LOCALITY REFER REAL ESTATE PARCELS TO THE LOCAL ESCHEATOR? Type "Y" for YES or "N" for NO.

6b. IF YES, ENTER TOTAL NUMBER OF PARCELS REFERRED TO THE ESCHEATOR DURING THE YEAR. PERSONAL PROPERTY.

7. NUMBER OF PERSONAL PROPERTY ITEMS IN RELIEF TO THE ELDERLY/DISABLED PROGRAM: If your office handles the collection of personal property, enter the total number of personal property items with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of personal property, ENTER 0.

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD DEFINITIONS

TREASURER-BASED WORKLOAD DEFINITIONS

8. NUMBER OF ITEMS ON WHICH PERSONAL PROPERTY TAX IS ASSESSED EACH YEAR: If your office handles the collection of personal property, include the total number of items of personal property assessed. Count each separate motor vehicle, trailer, boat and motor, camper, travel trailer, aircraft, mobile home and each assessment of machinery and tools, business personal property, and farm accounts that are assessed. Each item is a separate count. (If you bill on a combined bill, you may have to verify this number with your Commissioner of the Revenue. This should equal the total of factors #4, #5, and #6 on the workload study for the Commissioner). INCLUDE regular assessments as determined above for the year and all supplemental assessments. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of personal property, ENTER 0.

9. DO YOU SEND A SINGLE BILL FOR EACH VEHICLE OR COMBINED BILL(S) ON ALL VEHICLES FOR REGISTERED OWNERS? Type in SINGLE or COMBINED.

10a. NUMBER OF TIMES PERSONAL PROPERTY TAXES IS BILLED PER YEAR: Enter the number of times that you bill personal property taxes (Example: If your due dates were June 5 and December 5, the answer is 2).

10b. DUE DATES FOR PERSONAL PROPERTY: Enter the due dates for your personal property taxes.

11. DOES YOUR LOCALITY PRORATE PERSONAL PROPERTY? Type "Y" for YES or "N" for NO.

COLLECTION ACTIONS:

12. ENFORCEMENT ACTIONS INITIATED FOR DELINQUENT ACCOUNTS:

a. Enter number of accounts in debt set off program based on number of claims filed during the year.
b. Enter number of warrants issued during the year.
c. Enter number of parcels in judicial sale proceedings for the year.
d. Enter number of 3952 tax liens issued during the year.
e. Enter number of Treasurer's summons issued during the year.
f. Enter number of distress warrants issued during the year.
g. Enter total of delinquent notices for real estate and personal property sent during the year.
h. Enter total of other collection actions taken during the year and describe these actions in space provided.

VEHICLE LICENSE:

13. **NUMBER OF VEHICLE LICENSES SOLD**: Enter total number of licenses issued during the year. INCLUDE transfers and licenses issued without charge.

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD DEFINITIONS

TREASURER-BASED WORKLOAD DEFINITIONS

STATE INCOME TAX:

14a. NUMBER OF STATE INCOME TAX MEMORANDA RECEIVED/PROCESSED: Enter the number of state income tax memoranda received and processed from the Commissioner of Revenue during the year. INCLUDE those that are paid in full and those with a balance due.

14b. NUMBER OF TIMES YOU BILL DELINQUENT STATE INCOME TAX: Enter the number of times that you bill your accounts with delinquent state income taxes.

14c. NUMBER OF COLLECTION ACTIONS INITIATED AGAINST STATE INCOME TAX ACCOUNTS: Enter the total of all collection actions initiated against state income tax accounts. Include warrants issued, tax liens, and all delinquent notices sent for outstanding state income taxes.

15a. NUMBER OF ACCOUNTS MAINTAINED ON ESTIMATED STATE INCOME TAX RETURNS: Enter the total number of accounts maintained on estimated state income tax returns. Include both filed with the Commissioner of the Revenue and accounts not filed.

15b. DO YOU SEND REMINDER NOTICES ON ESTIMATED STATE INCOME TAX? Type "Y" for YES or "N" for NO.

16. NUMBER OF ESTIMATED STATE INCOME TAX PAYMENTS COLLECTED: Enter the total number of payments received in your office during the year. In theory, 4 payments should be collected on each assessment received from the Commissioner of the Revenue that you maintain. Also include the total of payments received on accounts not filed with the Commissioner but processed by your office.

OTHER DUTIES:

17. OPTIONAL: DATA FROM OTHER ACTIVITIES OF YOUR OFFICE WHICH SIGNIFICANTLY AFFECT YOUR WORKLOAD, TO INCLUDE (BUT NOT LIMITED TO) THE FOLLOWING:

Number of local businesses on which license tax is collected: enter the total number of businesses from whom you collect a license tax.

18. DID YOU FILE AN UNCLAIMED PROPERTY REPORT? Type "y" for yes or "n" for no.

IF IT WAS A POSITIVE REPORT, HOW MANY ACCOUNTS WERE SENT TO UNCLAIMED PROPERTY? Enter the total number of accounts on the report filed with unclaimed property during the year.

19. NUMBER OF BANKRUPTCY CLAIMS FILED DURING THE YEAR: enter the total number of bankruptcy claims filed with your office.

20. UTILITY BILLS, TRASH COLLECTION BILLS, DOG LICENSES, ETC.

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD DEFINITIONS

TREASURER-BASED WORKLOAD DEFINITIONS

The following weights were set by the Treasurers Association of Virginia for Treasurer-type duties on February 28, 1996, and adopted by the Compensation Board.

WORKLOAD ITEM	WEIGHT	% OF TIME	% OF TRANS
REAL ESTATE	1.5484	23.52	15.19
PERSONAL PROPERTY	1.0796	21.98	20.36
COLLECTION ACTIONS	0.9852	12.62	12.81
VEHICLE DECAL SALES	0.7919	13.62	17.20
STATE TAX	3.0834	14.06	4.56
OTHER DUTIES	0.0000	14.20	29.89

REAL ESTATE:
Add responses to questions 1, 3, 4, 5, and 6b, multiply by 1.5484

PERSONAL PROPERTY:
Add responses to questions 7 and 8, multiply by 1.0796

COLLECTION ACTIONS:
Add responses to questions 12 a - h, multiply by 0.9852

VEHICLE DECALS:
Multiply response to question 13 by 0.7919

STATE TAX:
Add responses to questions 14a, 14c, 15a, and 16, multiply by 3.0834

OTHER DUTIES:
Question 17 is not weighted.

The weight applied to each workload item was determined by dividing the percentage of transactions for each category by the percentage of time for that category. Only duties which are statutorily prescribed functions of the Treasurer are weighted. Duties which were deemed to be local are not included in the workload calculation.
To calculate the Treasurer Based "STAFF NEED" in your office based upon Treasurer-type duties only:

TREASURER-BASED STAFF NEED = 1.92 + (0.000036 * AVERAGE WEIGHTED TREASURER-BASED WORKLOAD)

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE WORKLOAD SCREENS

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CRAIG_2 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCBH-H                          COIN BUDGET REQUEST                11/29/2004 11:13
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

  1. LAND PARCELS                                     0   332898  _337188    223362
  2. REAL ESTATE TRANSFERS                            0    40919  __53370     31430
  3. REASSESSMENTS/NEW CONTRUCTION                    0     9028  __13526      7518
  4. PERSONAL PROPERTY ASSESSMENTS                    0   999999  _999999    666666
  5. ACCTS (MACHINERY/TOOLS/PERS PROP)                0    60091  __64984     41692
  6. MOBILE HOME ASSESSMENTS                          0     1809  ___1861      1223
  7. TAX RELIEF APPLICATIONS                          0     8567  ___8104      5557
  8. BUSINESS LIC/CAPITAL ACCTS                       0    45784  __46161     30648
  9. LAND USER TAX/ROLLBACK APPL                      0        3  ______4         2
 10. EXCISE TAXES/BUSINESS ASSESSED                   0       87  _____88        58
 11. STATE TAX RETURNS PROCESSED                      0      100  ____100        67
 12. ESTIMATED STATE TAX ASSESSMENTS                  0        0  _______         0
 13. TAX ASSESSMENTS ADJUSTED                         0        0  _______         0
 14. CEMETARY TRUSTS ACCOUNTS                         0   139620  _110965     83528
 15. FINANCIAL INST/BANK FRANCHISE TAX                0        0  _______         0
 16. PUBLIC SERVICE CORP ASSESSED                     0       30  _____30        20

      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      11:13 AM
Start  C...  I...  C..  R...  D...                                     11:13 AM
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CRAIG_2 - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCBH-I                          COIN BUDGET REQUEST                11/29/2004 11:14
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

 17. COAL/GAS, OIL, MINERAL TAX ACCOUNTS              0       79  _____83        54
 18. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS            0        0  _______         0
 19. SALE OF MOTOR VEHICLE DECALS                     0    73420  __71916     48445

      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      11:13 AM
Start  C...  I...  C..  R...  D...                                     11:13 AM
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OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD SCREENS

COMMISSIONER OF THE REVENUE – BASED WORKLOAD DEFINITIONS:

1. **NUMBER OF PARCELS OF LAND**: If your office handles real estate, enter the total number of parcels of real estate, taxable and non-taxable. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
2. **NUMBER OF REAL ESTATE TRANSFERS:** If your office handles real estate, enter the total number of transfers of parcels for the year.
3. **NUMBER OF REASSESSMENTS DUE TO NEW CONSTRUCTION:** If your office assesses new construction, enter the total number of assessments adjusted due to new construction. ***Do not*** enter the number of total number of building permits. ***Do not*** enter the number of visits to a property for measurements and listings.
4. **NUMBER OF PERSONAL PROPERTY ASSESSMENTS:** Enter the total number of items of the following kinds of personal property assessments in your jurisdiction: count each separate motor vehicle, motorcycle, utility, road or boat trailer, boat and motors, campers, travel trailers, aircraft, etc. Each item is a separate count. ***Do not*** multiply this factor by any factor if you prorate or bill more than once a year. ***Note: The sum of factors #4, #5, and #6 should equal the total number of all personal property accounts in your locality.***
5. **NUMBER OF MACHINERY AND TOOLS, BUSINESS PERSONAL PROPERTY AND FARM ACCOUNTS:** Enter the total number of manufacturing machinery and tools, business personal property and farm accounts that you assess. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
6. **NUMBER OF MOBILE HOME ASSESSMENTS:** Enter the total number of mobile homes that you treat as personal property. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
7. **NUMBER OF APPLICATIONS RECEIVED FOR TAX RELIEF, REAL ESTATE, PERSONAL PROPERTY, DISABLED, ETC.:** Enter the total of the applications received in your office annually. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
8. **NUMBER OF BUSINESS LICENSES ISSUED AND MERCHANTS CAPITAL ACCOUNTS**: Enter the total number of all business licenses processed annually. For those localities with merchant's capital, report the total number of accounts.
9. **NUMBER OF APPLICATIONS PROCESSED FOR LAND USE TAXATION AND ROLLBACK ASSESSMENTS**: Enter the total number of land use and rollback applications processed.
10. **NUMBER OF BUSINESS ACCOUNTS ASSESSED FOR EXCISE TAXES:** Enter the total number of business accounts. This should include meals, lodging, , admissions, short-term rental and any other local excise taxes assessed. ***Do not*** multiply this number by the number of processings during a year, i.e., ***Do not*** multiply by twelve (12) for monthly processings or by four (4) for quarterly processings.
11. **NUMBER OF STATE INCOME TAX RETURNS PROCESSED BY YOUR OFFICE:** Enter the total number that can be verified by the Department of Taxation.
12. **NUMBER OF STATE TAX ASSESSMENTS FOR ANNUAL ESTIMATED INCOME TAXPAYERS:** Enter the total number that can be verified by the Department of Taxation.
13. **NUMBER OF TAX ASSESSMENTS ADJUSTED (REAL ESTATE, BUSINESS LICENSES, PERSONAL PROPERTY, ETC.):** Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by proration or audits.

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
WORKLOAD DEFINITIONS

COMMISSIONER OF THE REVENUE – BASED WORKLOAD DEFINITIONS:

14. **NUMBER OF CEMETERY TRUST ACCOUNTS THAT ARE ADMINISTERED BY YOUR OFFICE:** Enter the number of cemetery companies that filed annual reports with your office.
15. **NUMBER OF FINANCIAL INSTITUTIONS THAT ARE REQUIRED TO FILE THE BANK FRANCHISE TAX WITH YOUR OFFICE:** Enter the total number of banks that can be verified with the Department of Taxation.
16. **NUMBER OF PUBLIC SERVICE CORPORATIONS THAT ARE ASSESSED:** Enter the number of Public Service Corporations and Railroad companies that are assessed and that can be verified with the State Corporations and Railroad companies that are assessed and that can be verified with the State Corporation Commission and the Department of Taxation.
17. **NUMBER OF COAL/GAS SEVERANCE TAX, COAL ROAD TAX, OIL SEVERANCE TAX AND MINERAL TAX ACCOUNTS:** If your office handles these functions, enter the number of Coal/Gas Severance, Coal Road, Oil Severance and mineral taxes accounts. ***Do not*** multiply this figure by any factor if billed more than once a year.
18. **NUMBER OF MOTOR VEHICLE "NO FEE" DECALS ISSUED (I.E. MILITARY PERSONNEL OR OWNERSHIP TRANSFERS):**

19. **NUMBER OF MOTOR VEHICLE LICENSE DECALS SOLD:**

WORKLOAD ITEM	WEIGHTS
1. PARCELS	0.08
2. TRANSFERS	0.50
3. REASSESSMENTS	1.25
4. PERSONAL PROPERTY	0.17
5. M&T/BUSINESS/FARM	0.33
6. MOBILE HOMES	0.33
7. TAX RELIEF	0.50
8. BPOL/MC	0.50
9. LAND USE	0.50
10. EXCISE TAX	4.00
11. STATE TAX RETURNS	0.33
12. ESTIMATED TAXES	0.17
13. ADJUSTMENTS	0.17
14. CEMETERIES	8.00
15. BANK FRANCHISE	1.00
16. PUBLIC SERVICE CORPORATIONS	2.00
17. COAL/GAS/OIL/MINES	2.00
18. "NO FEE" DECALS ISSUED	0.17
19. VEHICLE DECALS SOLD	0.00

FORMULA: 1.7864 + (0.00029271 * Average Weighted Workload)

To calculate the total staff need in the Director of Finance's office for all duties:
TOTAL STAFF NEED: (Treasurer Based Staff Need) + Commissioner of Revenue Based Staff Need) – 1

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
TREASURERS ABSTRACT INFORMATION SCREENS

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-C                          COIN BUDGET REQUEST                    11/29/2004 11:26
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY
          TREASURERS AND DIRECTORS OF FINANCE -- ABSTRACT INFORMATION
                                 FISCAL YEAR 2003     2004     2005       AVG
LOCAL BUDGET (ALL SOURCES):
1.   TOTAL BUDGET FOR TREASURER'S OFFICE FOR
     LAST COMPLETE FISCAL YEAR.                   0    26245 -_27062     17769
2.   TREASURER'S BUDGET FOR LAST COMPLETE
     FISCAL YEAR.
                        PERSONNEL                 0    19347 __19620     12989
                        OFFICE EXPENSES           0     6892 ___7442      4778
                        CAPITAL OUTLAY            0        6 ________         2 *
                        OTHER EXPEND.             0        0 ________         0
STAFFING INFORMATION:
3.   TOTAL FTE POSITIONS (ALL SOURCES)            0      400 _____393       264
                        COMP BOARD FUNDED         0      148 _____148        98
                        LOCALITY FUNDED FTE       0      252 _____245       165
SALARIES:
4.   TOTAL SALARY: TREASURER                      0   115678 _127532     81070
5.   TOTAL SALARY: CHIEF DEPUTY                   0    87560 _969950    352503 *
EQUIPMENT:
6.   NUMBER OF PC'S                               0      588 _____588       392

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F9=PRV YEAR F10=NXT YEAR F12=MAIN

4B                    ():00.3                                          07/63
Connected to host 165.176.120.129                                      11:26 AM
Start  C..  I..  C..  R..  D..                                         11:26 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-D                          COIN BUDGET REQUEST                    11/29/2004 11:27
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY
          TREASURERS AND DIRECTORS OF FINANCE -- ABSTRACT INFORMATION
                                 FISCAL YEAR 2003     2004     2005       AVG
REVENUE, LAST COMPLETE FISCAL YEAR
7.   REAL ESTATE LEVY                             0   999999 -999999    666666
8.   REAL ESTATE COLLECTED                        0   999999 _999999    666666
9.   PERSONAL PROPERTY LEVY                       0   470280 _475231    315170
10.  PERSONAL PROPERTY COLLECTED                  0   457944 _457188    305044
DELINQUENT BALANCES, LAST COMPLETE FISCAL YEAR
11.  TOTAL REAL ESTATE (20 YEARS)                 0     9125 ___9145      6090
12.  TOTAL PERSONAL PROPERTY(5 YEARS)             0    28494 __30218     19570
INVESTEMENT BALANCES, END OF LAST COMPLETE
FISCAL YEAR (I.E., AS OF JUNE 30)
13.  CERTIFICATES OF DEPOSIT                      0   180123 _285940    155354 *
14.  BA'S                                         0   190634 _233494    141376 *
15.  REPURCHASE AGREEMENTS                        0    86013 __34001     40004 *
16.  U.S. TREAS/AGENCIES                          0   324369 _351968    225445
17.  LGIP                                         0        0 ________         0
18.  SNAP                                         0        0 ________         0
19.  CAPITAL RESERVE FUND                         0        0 ________         0
20.  OTHER                                        0        0 ________         0

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F9=PRV YEAR F10=NXT YEAR F12=MAIN

4B                    ():00.1                                          06/63
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Start  C..  I..  C..  R..  D..                                         11:26 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-A                          COIN BUDGET REQUEST                    11/29/2004 14:34
V.07152004 FY: 2005 LOC: 059 OFF: 717 FAIRFAX COUNTY

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 MAY (AFTER ALLOCATIONS)
TOTAL          FTE          FTE          FTE          FTE          WEIGHTED
FULL TIME   PART TIME     TOTAL      REQUIRED    DIFFERENCE

  148          0.00      148.00        60.95       87.05-      1639608.00

          NEED PERCENT          REQUEST NEW

              58.82-                 250

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F9=PRV YEAR F10=NXT YEAR F12=MAIN

4B                    ():00.2                                          01/01
Connected to host 165.176.120.129                                      2:34 PM
Start  CRAIG_1 - EXTR..  CRAIG_2 - EX...                               2:34 PM
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OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
TREASURERS ABSTRACT DEFINITIONS

1. **TOTAL BUDGET FOR TREASURER'S OFFICE FOR LAST COMPLETE FISCAL YEAR**. Enter the total approved budgeted amount for your office (Compensation Board and Locality Budget). Amounts should be recorded to the nearest thousand. For example, if the total budget amount is $356,957.00 enter '357'.

2. **TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (PERSONNEL).** Enter the total approved budgeted amount (Compensation Board and Locality Budget) for personnel. Amount should be recorded to the nearest thousand. For example, if the total budgeted amount for personnel costs is $257,901.00, enter '258'.
   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (OFFICE EXPENSES). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for office expenses. Amount should be recorded to nearest thousand. For example, if the total budgeted amount for office expenses is $12,945.00 enter '13'.
   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (CAPITAL OUTLAY). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for capital outlay. Amount should be recorded to nearest thousand. For example, if the total budgeted amount for capital outlay is $45,007.00, enter '45'.
   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (OTHER EXPENDITURES). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for other expenditures. Amount should be recorded to nearest thousand. For example, if the total budgeted amount for other expenditures is $45,002.00, enter '45'.
3. **TOTAL FTE POSITIONS (ALL SOURCES).** Enter the number of positions in your office. Actual numbers should be recorded. This number should be equal the Compensation Board funded positions plus the Locality funded positions.
   TOTAL FTE POSITIONS (COMPENSATION BOARD FUNDED). Enter the number of positions the Compensation Board funds in your office. Actual numbers should be recorded.
   TOTAL FTE POSITIONS (LOCALITY FUNDED FTE). Enter the number of positions your locality currently funds. Actual numbers should be recorded.

4. **TOTAL SALARY (TREASURER).** Enter the actual salary of the Treasurer for the specified time period. Actual salary amount should be recorded and any local supplement should be included.

5. **TOTAL SALARY (CHIEF DEPUTY).** Enter the actual salary of the Chief Deputy Treasurer for the specified time period. Actual salary amount should be recorded and any local supplement should be included.

6. **EQUIPMENT (NUMBER OF PCs).** Enter the actual number of PCs in your office for the specified time period. Actual numbers should be recorded.
7. **REVENUE, LAST COMPLETE FISCAL YEAR (REAL ESTATE LEVY).** Enter the amount of real estate taxes levied during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is $456,921.00, enter '457'.
8. **REVENUE, LAST COMPLETE FISCAL YEAR (REAL ESTATE COLLECTED).** Enter the amount of real estate taxes collected during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is $1,256,948.00, enter '1257'.

OPTION #7, RECORD WORKLOAD INFORMATION

717 – DIRECTORS OF FINANCE
TREASURERS ABSTRACT DEFINITIONS

9. **REVENUE, LAST COMPLETE FISCAL YEAR (PERSONAL PROPERTY LEVY).** Enter the amount of personal property taxes levied during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is $257,121.00, enter '257'.
10. **REVENUE, LAST COMPLETE FISCAL YEAR (PERSONAL PROPERTY COLLECTED).** Enter the amount of personal property taxes collected during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is '$124,921.00', enter '125'.
11. **DELINQUENT BALANCES, LAST COMPLETE FISCAL YEAR (TOTAL REAL ESTATE (20 YEARS).** Enter the amount of the delinquent real estate balances for the specified time period. Amounts should be recorded to the nearest thousand. For example, if the delinquent balance amount is $756,925.00, enter '757'.
12. **DELINQUENT BALANCES, LAST COMPLETE FISCAL YEAR (TOTAL PERSONAL PROPERTY (5 YEARS).** Enter the amount of the delinquent personal property balances for the specified time period. Amounts should be recorded to the nearest thousand. For example, if the delinquent balance amount is $295,846.00, enter '296'.
13. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (CERTIFICATES OF DEPOSIT).** Enter the dollar amount for certificates of deposit in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $5,799,231.00, enter '5800'.
14. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (BA's).** Enter the dollar amount for BA's in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $978,234.00, enter '978'.
15. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (REPURCHASE AGREEMENTS).** Enter the dollar amount for repurchase agreements in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $1,257,945.00, enter 1258.
16. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (U.S. TREASURY/AGENCIES).** Enter the dollar amount for U.S. Treasury bonds in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $7,945,201.00, enter '7945'.
17. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (LGIP)**. Enter the dollar amount for LGIP in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $99,236,736.00, enter '99237'.
18. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (SNAP).** Enter the dollar amount for SNAP in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $159,248.00, enter '159'.
19. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (CAPITAL RESERVE FUND).** Enter the dollar amount for capital reserve funds in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $245,239,437.00, enter '245239'.
20. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (OTHER).** Enter the dollar amount for all investments in your office not covered in one of the other sub-categories. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $294,932.00, enter '295'.

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OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS

MONTHLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBF-D                          COIN BUDGET REQUEST                    11/29/2004 10:54
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                  RECORD WORKLOAD INFORMATION - MONTHLY
            CALENDAR YEAR 2003                OCT      NOV      DEC   QUARTER 4

REAL ESTATE TAX AND PERSONAL PROPERTY TAX:
1A. TAXABLE LAND PARCELS                                                  0
1B. LAND PARCELS MAINTAINED FOR MORTGAGE COS                              0
2.  REAL ESTATE TAXES BILLED PER YR 2
    DUE DATES REAL ESTATE TAXES 0605 1205
3.  REAL ESTATE TRANSFERS                                                 0
4.  REAL ESTATE PARCELS IN RELIEF                                         0
5.  REAL ESTATE PARCELS IN LAND USE                                       0
6.  REFER LOCAL ESCHEATOR? N
    IF YES, HOW MANY PARCELS                                              0
7.  PERSONAL PROPERTY IN RELIEF                                           0
8.  PERSONAL PROPERTY ITEMS                                               0
9.  VEHICLE BILL TYPE (SINGLE/COMBO) COMBO_

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                        08/47
Connected to host 165.176.120.129                                    10:53 AM
Start  C..  I..  C..  R..  D..                                       10:53 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBF-F                          COIN BUDGET REQUEST                    11/29/2004 10:54
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                  RECORD WORKLOAD INFORMATION - MONTHLY
            CALENDAR YEAR 2003                OCT      NOV      DEC   QUARTER 4

10. PERSONAL PROPERTY BILLED PER YEAR
    DUE DATES PERSONAL PROPERTY 1205 0000 0000 0000

11. PERSONAL PROPERTY PRORATED Y

COLLECTION ACTIONS, VEHICLE LICENSES AND STATE INCOME TAX:

12. ENFORCEMENT ACTIONS
    DEBT SET-OFF ACCTS                                                    0
    WARRANTS ISSUED                                                       0
    PARCELS IN JUDICIAL SALES                                             0
    TAX LIENS                                                             0
    TREASURER SUMMONS                                                     0
    DISTRESS WARRANTS                                                     0
    DELINQUENT NOTICES                                                    0
    OTHER COLLECTION ACTIONS                                              0

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                        07/40
Connected to host 165.176.120.129                                    10:54 AM
Start  C..  I..  C..  R..  D..                                       10:54 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBF-G                          COIN BUDGET REQUEST                    11/29/2004 10:55
V.07152004 FY:       LOC: 001 OFF: 732 ACCOMACK COUNTY

                  RECORD WORKLOAD INFORMATION - MONTHLY
            CALENDAR YEAR                     OCT      NOV      DEC   QUARTER 4

13. VEHICLE LIC SOLD                                                      0
14. STATE INCOME TAX MEMORANDA
    NUMBER TIMES DELINQUENT STATE
    INCOME TAX BILLED PER YEAR 0
    COLLECTION ACTIONS INITIATED                                          0
15. ESTIMATED TAX ACCOUNT
    REMINDER NOTICES SENT? (Y/N) N
16. ESTIMATED TAX PAYMENTS                                                0
17. LOCAL BUSINESS LICENSE TAX                                            0
18. UNCLAIMED PROPERTY REPORT FILED? (Y/N) Y
19. BANKRUPTCY CLAIMS FILED                                               0
20. OPTIONAL: ADDITIONAL WORKLOAD
    SUCH AS UTILITY BILLS, TRASH COLL BILLS,
    DOG LICENSES, ETC.                                                    0

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                        07/47
Connected to host 165.176.120.129                                    10:54 AM
Start  C..  I..  C..  R..  D..                                       10:54 AM
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OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS

QUARTERLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBG-D                          COIN BUDGET REQUEST                    11/29/2004 10:56
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
                CALENDAR YEAR                          2002/4  2003/1  2003/2  2003/3

REAL ESTATE TAX AND PERSONAL PROPERTY TAX:
1A. TAXABLE LAND PARCELS                                 0       0       0 _________
1B. LAND PARCELS MAINTAINED FOR MORTGAGE COS             0       0       0 _________
2.  REAL ESTATE TAXES BILLED PER YR 2
    DUE DATES REAL ESTATE TAXES 0605 1205
3.  REAL ESTATE TRANSFERS                                0       0       0 _________
4.  REAL ESTATE PARCELS IN RELIEF                        0       0       0 _________
5.  REAL ESTATE PARCELS IN LAND USE                      0       0       0 _________
6.  REFER LOCAL ESCHEATOR? N
    IF YES, HOW MANY PARCELS                             0       0       0 _________
7.  PERSONAL PROPERTY IN RELIEF                          0       0       0
8.  PERSONAL PROPERTY ITEMS                              0       0       0
9.  VEHICLE BILL TYPE (SINGLE/COMBO) COMBO_

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          01/01
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBG-F                          COIN BUDGET REQUEST                    11/29/2004 10:56
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
                CALENDAR YEAR

10. PERSONAL PROPERTY BILLED PER YEAR
    DUE DATES PERSONAL PROPERTY 1205 0000 0000 0000

11. PERSONAL PROPERTY PRORATED Y

COLLECTION ACTIONS, VEHICLE LICENSES AND STATE INCOME TAX:

12. ENFORCEMENT ACTIONS
    DEBT SET-OFF ACCTS                                   0       0       0 _________
    WARRANTS ISSUED                                      0       0       0 _________
    PARCELS IN JUDICIAL SALES                            0       0       0 _________
    TAX LIENS                                            0       0       0 _________
    TREASURER SUMMONS                                    0       0       0 _________
    DISTRESS WARRANTS                                    0       0       0 _________
    DELINQUENT NOTICES                                   0       0       0 _________
    OTHER COLLECTION ACTIONS                             0       0       0 _________

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          07/40
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBG-G                          COIN BUDGET REQUEST                    11/29/2004 10:56
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
                CALENDAR YEAR

13. VEHICLE LIC SOLD                                     0       0       0 _________
14. STATE INCOME TAX MEMORANDA
    NUMBER TIMES DELINQUENT STATE
    INCOME TAX BILLED PER YEAR 0
    COLLECTION ACTIONS INITIATED                         0       0       0 _________
15. ESTIMATED TAX ACCOUNT
    REMINDER NOTICES SENT? (Y/N) N
16. ESTIMATED TAX PAYMENTS                               0       0       0 _________
17. LOCAL BUSINESS LICENSE TAX                           0       0       0 _________
18. UNCLAIMED PROPERTY REPORT FILED? (Y/N) Y
19. BANKRUPTCY CLAIMS FILED                              0       0       0 _________
20. OPTIONAL: ADDITIONAL WORKLOAD
    SUCH AS UTILITY BILLS, TRASH COLL BILLS,
    DOG LICENSES, ETC.                                   0       0       0 _________

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      10:56 AM
Start  C..  I..  C..  R..  D..                                         10:56 AM
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OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS

ANNUALLY:

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-D                    COIN BUDGET REQUEST                    11/29/2004 10:57
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

 REAL ESTATE TAX AND PERSONAL PROPERTY TAX:
 1A. TAXABLE LAND PARCELS                          36291    35203 ____140     23878
 1B. LAND PARCELS MAINTAINED FOR MORTGAGE COS        466      317 _____328       370
 2.  REAL ESTATE TAXES BILLED PER YR                   2        2        2
     DUE DATES REAL ESTATE TAXES        0605 1205
 3.  REAL ESTATE TRANSFERS                          3109     2699 ___3025      2944
 4.  REAL ESTATE PARCELS IN RELIEF                   406      398 _____420       408
 5.  REAL ESTATE PARCELS IN LAND USE                1452     1446 ___1517      1472
 6.  REFER LOCAL ESCHEATOR?                            N        N        N
     IF YES, HOW MANY PARCELS                          0        0 ________         0
 7.  PERSONAL PROPERTY IN RELIEF                      50       50 ______56        52
 8.  PERSONAL PROPERTY ITEMS                       61598    60185 __62529     61437
 9.  VEHICLE BILL TYPE (SINGLE/COMBO)                       COMBO  COMBO_


 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV YR F10=NXT YR F12=CAN

4B                    ():00.3                                          01/01
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Start  C..  I..  C..  R..  D..                                         10:57 AM
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-F                    COIN BUDGET REQUEST                    11/29/2004 10:58
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

 10. PERSONAL PROPERTY BILLED PER YEAR                 1        1        -
     DUE DATES PERSONAL PROPERTY        1205 0000 0000 0000

 11. PERSONAL PROPERTY PRORATED                        Y        Y        Y

 COLLECTION ACTIONS, VEHICLE LICENSES AND STATE INCOME TAX:

 12. ENFORCEMENT ACTIONS
     DEBT SET-OFF ACCTS                              749     1095 ___1021       955
     WARRANTS ISSUED                                  32       32 ______32        32
     PARCELS IN JUDICIAL SALES                         0       67 ______49        39
     TAX LIENS                                         0        0 ________         0
     TREASURER SUMMONS                                 0        0 ________         0
     DISTRESS WARRANTS                             19238    21889 __20584     20570
     DELINQUENT NOTICES                                0        0 ________         0
     OTHER COLLECTION ACTIONS                      20837    21031 __21097     20988

      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          07/69
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-G                    COIN BUDGET REQUEST                    11/29/2004 10:59
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

 13. VEHICLE LIC SOLD                              2203     1920 ___1795      1973
 14. STATE INCOME TAX MEMORANDA
     NUMBER TIMES DELINQUENT STATE
     INCOME TAX BILLED PER YEAR                       0        0        0
     COLLECTION ACTIONS INITIATED                   999      896 _____834       910
 15. ESTIMATED TAX ACCOUNT
     REMINDER NOTICES SENT? (Y/N)                     N        N        N
 16. ESTIMATED TAX PAYMENTS                         975      922 ___1182      1026
 17. LOCAL BUSINESS LICENSE TAX                      83      110 ______76        90
 18. UNCLAIMED PROPERTY REPORT FILED? (Y/N)           Y        Y        Y
 19. BANKRUPTCY CLAIMS FILED                        104      115 _____110       110
 20. OPTIONAL: ADDITIONAL WORKLOAD
     SUCH AS UTILITY BILLS, TRASH COLL BILLS,
     DOG LICENSES, ETC.                            1899     1639 ___1496      1678


      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
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Start  C..  I..  C..  R..  D..                                         10:58 AM
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OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS
WORKLOAD DEFINITIONS

REAL ESTATE TAX:

1a. NUMBER OF TAXABLE PARCELS: If your office handles the collection of real estate, enter the total number of parcels of taxable real estate. INCLUDE regular book, supplements and roll back assessments on land use. DO NOT multiply this figure by any factor if you prorate or bill more than one a year. If your office does not handle the collection of real estate, ENTER 0.

1b. NUMBER OF PARCELS MAINTAINED FOR MORTGAGE COMPANIES: If your office handles the collection of real estate, enter the total number of parcels that you maintain for mortgage companies. This includes the accounts that are maintained on the computer and processed by tape and those that are manually processed for the mortgage companies.

2a. NUMBER OF TIMES REAL ESTATE TAXES WERE BILLED PER YEAR: Enter the number of times that you bill real estate taxes (Example: If your due dates were June 5 and December 5, the answer is 2).

2b. DUE DATES FOR REAL ESTATE: Enter the due dates for your real estate taxes.

3. NUMBER OF REAL ESTATE TRANSFERS: If your office handles the collection of real estate, enter the number of parcels transferred for the year. If your office DOES NOT handle the collection of real estate, ENTER '0'.

4. NUMBER OF REAL ESTATE PARCELS IN RELIEF TO THE ELDERLY/DISABLED PROGRAM: If your office handles the collection of real estate, enter the total number of parcels with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office does not handle the collection of real estate, ENTER '0'.

5. **NUMBER OF PARCELS IN LAND USE PROGRAM:** If your office handles the collection of real estate, enter the total number of parcels with a tax adjustment due to participation in the land use program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office does not handle the collection of real estate, ENTER '0'.

6a. DID YOUR LOCALITY REFER REAL ESTATE PARCELS TO THE LOCAL ESCHEATOR? Type "Y" for YES or "N" for NO.

6b. IF YES, ENTER TOTAL NUMBER OF PARCELS REFERRED TO THE ESCHEATOR DURING THE YEAR.

7. NUMBER OF PERSONAL PROPERTY ITEMS IN RELIEF TO THE ELDERLY/DISABLED PROGRAM: If your office handles the collection of personal property, enter the total number of personal property items with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of personal property, ENTER '0'.

8. NUMBER OF ITEMS ON WHICH PERSONAL PROPERTY TAX IS ASSESSED EACH YEAR: If your office handles the collection of personal property, include the total number of items of personal property assessed. Count each separate motor vehicle, trailer, boat and motor, camper, travel trailer, aircraft, mobile home and each assessment of machinery and tools, business personal property, and farm accounts that are assessed. Each item is a separate count. (If you bill on a combined bill, you may have to verify this number with your Commissioner of the Revenue – This should equal the total of factors #4, #5, and #6 on the workload study for the Commissioner) INCLUDE regular assessments as determined above for the year and all supplemental assessments. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of personal property, ENTER 0.

PTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS
WORKLOAD DEFINITIONS

9. DO YOU SEND A SINGLE BILL FOR EACH VEHICLE OR COMBINED BILL(S) ON ALL VEHICLES FOR REGISTERED OWNERS? Type either SINGLE or COMBINED.

10a. NUMBER OF TIMES PERSONAL PROPERTY TAXES IS BILLED PER YEAR: Enter the number of times that personal property taxes are billed (Example: If your due dates were June 5 and December 5, the answer is 2.)

10b. DUE DATES FOR PERSONAL PROPERTY: Enter the due dates for your personal property taxes.

11. DOES YOUR LOCALITY PRORATE PERSONAL PROPERTY? Type "Y" for YES or "N" for NO.

COLLECTION ACTIONS:

12. ENFORCEMENT ACTIONS INITIATED FOR DELINQUENT ACCOUNTS:

a. Enter number of accounts in debt set-off program based on number of claims filed during the year.
b. Enter number of warrants issued during the year.
c. Enter number of parcels in judicial sale proceedings for the year.
d. Enter number of 3952 tax liens issued during the year.
e. Enter number of Treasurer's summons issued during the year.
f. Enter number of distress warrants issued during the year.
g. Enter total of delinquent notices for real estate and personal property sent during the year.
h. Enter total of other collection actions taken during the year and describe these actions in space provided.

VEHICLE LICENSE:

13. NUMBER OF VEHICLE LICENSES SOLD: Enter total number of licenses issued during the year. INCLUDE transfers and licenses issued without charge.

STATE INCOME TAX:

14a. NUMBER OF STATE INCOME TAX MEMORANDA RECEIVED/PROCESSED: Enter the number of state income tax memoranda received and processed from the Commissioner of Revenue during the year. INCLUDE those that are paid in full and those with a balance due.

14b. NUMBER OF TIMES YOU BILL DELINQUENT STATE INCOME TAX: Enter the number of times that you bill your accounts are billed with delinquent state income taxes.

14c. NUMBER OF COLLECTION ACTIONS INITIATED AGAINST STATE INCOME TAX ACCOUNTS: Enter the total of all collection actions initiated against state income tax accounts. Include warrants issued, tax liens, and all delinquent notices sent for outstanding state income taxes.

15a. NUMBER OF ACCOUNTS MAINTAINED ON ESTIMATED STATE INCOME TAX RETURNS: Enter the total number of accounts maintained on estimated state income tax returns. Include both filed with the Commissioner of the Revenue and accounts not filed.

15b. DO YOU SEND REMINDER NOTICES ON ESTIMATED STATE INCOME TAX? ? Type "Y" for YES or "N" for NO.

16. NUMBER OF ESTIMATED STATE INCOME TAX PAYMENTS COLLECTED: Enter the total number of payments received in your office during the year. In theory, four (4) payments should be collected on each assessment received from the Commissioner of the Revenue that you maintain. Also include the total of payments received on accounts not filed with the Commissioner but processed by your office.

OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS
WORKLOAD DEFINITIONS

OTHER DUTIES:

Optional: Data from other activities of your office which significantly affect your workload, to include (but not limited to) the following:

17. **Number of local businesses in which license tax is collected:** enter the total number of businesses from whom you collect a license tax.
18. **Did you file an unclaimed property report**? ? Type "y" for yes or "n" for no.
19. **If it was a positive report, how many accounts were sent to unclaimed property?** Enter the total number of accounts on the report filed with unclaimed property during the year.
20. **Number of bankruptcy claims filed during the year**: Enter the total number of bankruptcy claims filed with your office, (i.e., Utility bills, trash collection bills, dog licenses, etc.)

The following weights were set by the Treasurers Association of Virginia on February 28, 1996, and adopted by the Compensation Board.

WORKLOAD ITEM	WEIGHT	% OF TIME	% OF TRANS
REAL ESTATE	1.5484	23.52	15.19
PERSONAL PROPERTY	1.0796	21.98	20.36
COLLECTION ACTIONS	0.9852	12.62	12.81
VEHICLE DECAL SALES	0.7919	13.62	17.20
STATE TAX	3.0834	14.06	4.56
OTHER DUTIES	0.0000	14.20	29.89

REAL ESTATE:
Add responses to questions 1, 3, 4, 5, and 6b, multiply by 1.5484

PERSONAL PROPERTY:
Add responses to questions 7 and 8, multiply by 1.0796

COLLECTION ACTIONS:
Add responses to questions 12 a - h, multiply by 0.9852

VEHICLE DECALS:
Multiply response to question 13 by 0.7919

STATE TAX:
Add responses to questions 14a, 14c, 15a, and 16, multiply by 3.0834

OTHER DUTIES:
Question 17 is not weighted.

The weight applied to each workload item was determined by dividing the percentage of transactions for each category by the percentage of time for that category. Only duties which are statutorily prescribed functions of the Treasurer are weighted. Duties which were deemed to be local are not included in the workload calculation.

To calculate the "STAFF NEED" in your office:

STAFF NEED = 1.92 + (0.000036 * TOTAL WEIGHTED WORKLOAD)

OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS
ABSTRACT INFORMATION

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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-C                          COIN BUDGET REQUEST                    11/29/2004 11:28
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY
          TREASURERS AND DIRECTORS OF FINANCE -- ABSTRACT INFORMATION
                                 FISCAL YEAR 2003     2004     2005       AVG
LOCAL BUDGET (ALL SOURCES):
1.   TOTAL BUDGET FOR TREASURER'S OFFICE FOR
     LAST COMPLETE FISCAL YEAR.                    0      555 ____568       374
2.   TREASURER'S BUDGET FOR LAST COMPLETE
     FISCAL YEAR.
                        PERSONNEL                  0      443 _____442       295
                        OFFICE EXPENSES            0      112 _____126        79
                        CAPITAL OUTLAY             0        0 ________         0
                        OTHER EXPEND.              0        0 ________         0
STAFFING INFORMATION:
3.   TOTAL FTE POSITIONS (ALL SOURCES)             0        7 _______6         4
                         COMP BOARD FUNDED         0        6 _______5         3 *
                         LOCALITY FUNDED FTE       0        1 _______1         0
SALARIES:
4.   TOTAL SALARY: TREASURER                       0    60571 __60571     40380
5.   TOTAL SALARY: CHIEF DEPUTY                    0    27866 __27866     18577
EQUIPMENT:
6.   NUMBER OF PC'S                                0       12 _______8         6 *

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F9=PRV YEAR F10=NXT YEAR F12=MAIN

4B                    ():00.6                                          07/63
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-D                          COIN BUDGET REQUEST                    11/30/2004 09:32
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY
          TREASURERS AND DIRECTORS OF FINANCE -- ABSTRACT INFORMATION
                                 FISCAL YEAR 2003     2004     2005       AVG
REVENUE, LAST COMPLETE FISCAL YEAR
7.   REAL ESTATE LEVY                              0     9984 __11622      7202 *
8.   REAL ESTATE COLLECTED                         0     9539 __10820      6786
9.   PERSONAL PROPERTY LEVY                        0     4335 ___4064      2799
10.  PERSONAL PROPERTY COLLECTED                   0     3896 ___3644      2513
DELINQUENT BALANCES, LAST COMPLETE FISCAL YEAR
11.  TOTAL REAL ESTATE (20 YEARS)                  0     2166 ___2216      1460
12.  TOTAL PERSONAL PROPERTY(5 YEARS)              0     1969 ___1691      1220
INVESTEMENT BALANCES, END OF LAST COMPLETE
FISCAL YEAR (I.E., AS OF JUNE 30)
13.  CERTIFICATES OF DEPOSIT                       0       64 ______59        41
14.  BA'S                                          0        0 ________         0
15.  REPURCHASE AGREEMENTS                         0     9006 ___9571      6192
16.  U.S. TREAS/AGENCIES                           0     2904 ________       968 *
17.  LGIP                                          0     5145 ___3422      2855 *
18.  SNAP                                          0        0 ___6513      2171
19.  CAPITAL RESERVE FUND                          0        0 ________         0
20.  OTHER                                         0     1317 ___8945      3420 *

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F9=PRV YEAR F10=NXT YEAR F12=MAIN

4B                    ():00.1                                          06/63
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CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-A                          COIN BUDGET REQUEST                    11/29/2004 14:07
V.07152004 FY: 2005 LOC: 001 OFF: 732 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 MAY (AFTER ALLOCATIONS)
TOTAL          FTE          FTE          FTE                    WEIGHTED
FULL TIME   PART TIME     TOTAL      REQUIRED      DIFFERENCE

    0          0.80        0.80         5.68           4.88      104443.20

          NEED PERCENT          REQUEST NEW

              610.00                  0

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F9=PRV YEAR F10=NXT YEAR F12=MAIN

4B                    ():00.1                                          01/01
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OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS
ABSTRACT DEFINITIONS

1. **TOTAL BUDGET FOR TREASURER'S OFFICE FOR LAST COMPLETE FISCAL YEAR**. Enter the total approved budgeted amount for your office (Compensation Board and Locality Budget). Amounts should be recorded to the nearest thousand. For example, if the total budget amount is $356,957.00 enter '357'.
2. **TOTAL BUDGET FOR TREASURER'S OFFICE FOR LAST COMPLETE FISCAL YEAR**. Enter the total approved budgeted amount for your office (Compensation Board and Locality Budget). Amounts should be recorded to the nearest thousand. For example, if the total budget amount is $356,957.00 enter '357'.

   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (PERSONNEL). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for personnel. Amount should be recorded to the nearest thousand. For example, if the total budgeted amount for personnel costs is $257,901.00, enter '258'.

   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (OFFICE EXPENSES). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for office expenses. Amount should be recorded to nearest thousand. For example, if the total budgeted amount for office expenses is $12,945.00 enter '13'.

   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (CAPITAL OUTLAY). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for capital outlay. Amount should be recorded to nearest thousand. For example, if the total budgeted amount for capital outlay is $45,007.00, enter '45'.

   TREASURER'S BUDGET FOR LAST COMPLETE FISCAL YEAR (OTHER EXPENDITURES). Enter the total approved budgeted amount (Compensation Board and Locality Budget) for other expenditures. Amount should be recorded to nearest thousand. For example, if the total budgeted amount for other expenditures is $45,002.00, enter '45'.
3. **TOTAL FTE POSITIONS (ALL SOURCES).** Enter the number of positions in your office. Actual numbers should be recorded. This number should be equal the Compensation Board funded positions plus the Locality funded positions.

   TOTAL FTE POSITIONS (COMPENSATION BOARD FUNDED). Enter the number of positions the Compensation Board funds in your office. Actual numbers should be recorded.

   TOTAL FTE POSITIONS (LOCALITY FUNDED FTE). Enter the number of positions your locality currently funds. Actual numbers should be recorded.
4. **TOTAL SALARY (TREASURER).** Enter the actual salary of the Treasurer for the specified time period. Actual salary amount should be recorded and any local supplement should be included.
5. **TOTAL SALARY (CHIEF DEPUTY).** Enter the actual salary of the Chief Deputy Treasurer for the specified time period. Actual salary amount should be recorded and any local supplement should be included.
6. **EQUIPMENT (NUMBER OF PCs).** Enter the actual number of PCs in your office for the specified time period. Actual numbers should be recorded.
7. **REVENUE, LAST COMPLETE FISCAL YEAR (REAL ESTATE LEVY).** Enter the amount of real estate taxes levied during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is $456,921.00, enter '457'.
8. **REVENUE, LAST COMPLETE FISCAL YEAR (REAL ESTATE COLLECTED).** Enter the amount of real estate taxes collected during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is $1,256,948.00, enter '1257'.

OPTION #7, RECORD WORKLOAD INFORMATION

732 – TREASURERS
ABSTRACT DEFINITIONS

9. **REVENUE, LAST COMPLETE FISCAL YEAR (PERSONAL PROPERTY LEVY).** Enter the amount of personal property taxes levied during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is $257,121.00, enter '257'.
10. **REVENUE, LAST COMPLETE FISCAL YEAR (PERSONAL PROPERTY COLLECTED).** Enter the amount of personal property taxes collected during the specified time period. Amounts should be recorded to the nearest thousand. For example, if the revenue amount is '$124,921.00', enter '125'.
11. **DELINQUENT BALANCES, LAST COMPLETE FISCAL YEAR (TOTAL REAL ESTATE (20 YEARS).** Enter the amount of the delinquent real estate balances for the specified time period. Amounts should be recorded to the nearest thousand. For example, if the delinquent balance amount is $756,925.00, enter '757'.
12. **DELINQUENT BALANCES, LAST COMPLETE FISCAL YEAR (TOTAL PERSONAL PROPERTY (5 YEARS)).** Enter the amount of the delinquent personal property balances for the specified time period. Amounts should be recorded to the nearest thousand. For example, if the delinquent balance amount is $295,846.00, enter '296'.
13. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (CERTIFICATES OF DEPOSIT).** Enter the dollar amount for certificates of deposit in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $5,799,231.00, enter '5800'.
14. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (BA's).** Enter the dollar amount for BA's in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $978,234.00, enter '978'.
15. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (REPURCHASE AGREEMENTS).** Enter the dollar amount for repurchase agreements in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $1,257,945.00, enter 1258.
16. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (U.S. TREASURY/AGENCIES).** Enter the dollar amount for U.S. Treasury bonds in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $7,945,201.00, enter '7945'.
17. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (LGIP)**. Enter the dollar amount for LGIP in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $99,236,736.00, enter '99237'.
18. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (SNAP).** Enter the dollar amount for SNAP in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $159,248.00, enter '159'.
19. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (CAPITAL RESERVE FUND).** Enter the dollar amount for capital reserve funds in your office. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $245,239,437.00, enter '245239'.
20. **INVESTMENT BALANCES, END OF LAST COMPLETE FISCAL YEAR (OTHER).** Enter the dollar amount for all investments in your office not covered in one of the other sub-categories. Amounts should be recorded to the nearest thousand. For example, if the investment amount is $294,932.00, enter '295'.

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OPTION #7, RECORD WORKLOAD INFORMATION

734 – COMMISSIONERS OF THE REVENUE

MONTHLY:

```
CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCBF-H                    COIN BUDGET REQUEST                11/29/2004 11:00
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
               CALENDAR YEAR 2003                OCT      NOV      DEC   QUARTER 4

  1. LAND PARCELS                                                              0
  2. REAL ESTATE TRANSFERS                                                     0
  3. REASSESSMENTS/NEW CONTRUCTION                                             0
  4. PERSONAL PROPERTY ASSESSMENTS                                             0
  5. ACCTS (MACHINERY/TOOLS/PERS PROP)                                         0
  6. MOBILE HOME ASSESSMENTS                                                   0
  7. TAX RELIEF APPLICATIONS                                                   0
  8. BUSINESS LIC/CAPITAL ACCTS                                                0
  9. LAND USER TAX/ROLLBACK APPL                                               0
 10. EXCISE TAXES/BUSINESS ASSESSED                                            0
 11. STATE TAX RETURNS PROCESSED                                               0
 12. ESTIMATED STATE TAX ASSESSMENTS                                           0
 13. TAX ASSESSMENTS ADJUSTED                                                  0
 14. CEMETARY TRUSTS ACCOUNTS                                                  0
 15. FINANCIAL INST/BANK FRANCHISE TAX                                         0
 16. PUBLIC SERVICE CORP ASSESSED                                              0

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          07/47
Connected to host 165.176.120.129                                      10:59 AM
Start  C...  I...  C..  R...  D...                                     10:59 AM
```

```
CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCBF-I                    COIN BUDGET REQUEST                11/29/2004 11:00
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - MONTHLY
               CALENDAR YEAR 2003                OCT      NOV      DEC   QUARTER 4

 17. COAL/GAS, OIL, MINERAL TAX ACCOUNTS                                       0
 18. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS                                     0
 19. SALE OF MOTOR VEHICLE DECALS                                              0

F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                          07/47
Connected to host 165.176.120.129                                      10:59 AM
Start  C...  I...  C..  R...  D...                                     10:59 AM
```

OPTION #7, RECORD WORKLOAD INFORMATION

734 – COMMISSIONERS OF THE REVENUE

MONTHLY:

```
MCBG-H                          COIN BUDGET REQUEST                11/29/2004 11:01
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
               CALENDAR YEAR                     2002/4  2003/1  2003/2  2003/3

  1. LAND PARCELS                                     0       0       0 _______
  2. REAL ESTATE TRANSFERS                            0       0       0 _______
  3. REASSESSMENTS/NEW CONTRUCTION                    0       0       0 _______
  4. PERSONAL PROPERTY ASSESSMENTS                    0       0       0 _______
  5. ACCTS (MACHINERY/TOOLS/PERS PROP)                0       0       0 _______
  6. MOBILE HOME ASSESSMENTS                          0       0       0 _______
  7. TAX RELIEF APPLICATIONS                          0       0       0 _______
  8. BUSINESS LIC/CAPITAL ACCTS                       0       0       0 _______
  9. LAND USER TAX/ROLLBACK APPL                      0       0       0 _______
 10. EXCISE TAXES/BUSINESS ASSESSED                   0       0       0 _______
 11. STATE TAX RETURNS PROCESSED                      0       0       0 _______
 12. ESTIMATED STATE TAX ASSESSMENTS                  0       0       0 _______
 13. TAX ASSESSMENTS ADJUSTED                         0       0       0 _______
 14. CEMETARY TRUSTS ACCOUNTS                         0       0       0 _______
 15. FINANCIAL INST/BANK FRANCHISE TAX                0       0       0 _______
 16. PUBLIC SERVICE CORP ASSESSED                     0       0       0 _______

 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              01/01
```

```
MCBG-I                          COIN BUDGET REQUEST                11/29/2004 11:01
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - QUARTERLY
               CALENDAR YEAR

 17. COAL/GAS, OIL, MINERAL TAX ACCOUNTS              0       0       0 _______
 18. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS            0       0       0 _______
 19. SALE OF MOTOR VEHICLE DECALS                     0       0       0 _______

 F1=HELP F2=ATH BDG F3=MENU F4=TOTL F7=PRV F8=NXT F9=PRV QTR F10=NXT QTR F12=CAN

4B                    ():00.1                                              01/01
```

OPTION #7, RECORD WORKLOAD INFORMATION

734 – COMMISSIONERS OF THE REVENUE

ANNUALLY:

```
CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-H                          COIN BUDGET REQUEST                    11/29/2004 11:02
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

  1. LAND PARCELS                                     0        0 ________         0
  2. REAL ESTATE TRANSFERS                            0        0 ________         0
  3. REASSESSMENTS/NEW CONTRUCTION                    0        0 ________         0
  4. PERSONAL PROPERTY ASSESSMENTS                57471    55976 __58304     57250
  5. ACCTS (MACHINERY/TOOLS/PERS PROP)               32       37 ______37        35
  6. MOBILE HOME ASSESSMENTS                       4095     4172 ____4188      4152
  7. TAX RELIEF APPLICATIONS                        414      435 ____473        441
  8. BUSINESS LIC/CAPITAL ACCTS                     975      922 ____1182      1026
  9. LAND USER TAX/ROLLBACK APPL                      0        0 ________         0
 10. EXCISE TAXES/BUSINESS ASSESSED                 200      159 ____243        201
 11. STATE TAX RETURNS PROCESSED                  11679    11155 ____9707     10847
 12. ESTIMATED STATE TAX ASSESSMENTS                984      896 ____834        905
 13. TAX ASSESSMENTS ADJUSTED                      1500     1200 _____875      1192
 14. CEMETARY TRUSTS ACCOUNTS                        0        0 ________         0
 15. FINANCIAL INST/BANK FRANCHISE TAX               2        2 _______2         2
 16. PUBLIC SERVICE CORP ASSESSED                   12       14 ______16        14

      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      11:01 AM
Start  C..  I..  C..  R..  D..                                         11:01 AM
```

```
CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBH-I                          COIN BUDGET REQUEST                    11/29/2004 11:02
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - ANNUALLY
              CALENDAR YEAR                        2001     2002     2003       AVG

 17. COAL/GAS, OIL, MINERAL TAX ACCOUNTS              0        0 ________         0
 18. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS            0        0 ________         0
 19. SALE OF MOTOR VEHICLE DECALS                     0        0 ________         0

      F1=HELP    F2=ATH BDG    F3=MENU    F4=TOTL    F7=PRV    F8=NXT    F12=CAN

4B                    ():00.1                                          01/01
Connected to host 165.176.120.129                                      11:02 AM
Start  C..  I..  C..  R..  D..                                         11:02 AM
```

```
CRAIG_2 - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBI-A                          COIN BUDGET REQUEST                    11/29/2004 14:08
V.07152004 FY: 2005 LOC: 001 OFF: 734 ACCOMACK COUNTY

                    RECORD WORKLOAD INFORMATION - FTE TOTALS
                          2003 MAY (AFTER ALLOCATIONS)
 TOTAL          FTE          FTE          FTE          FTE          WEIGHTED
 FULL TIME    PART TIME     TOTAL      REQUIRED    DIFFERENCE

     4          0.00         4.00         6.28         2.28          0.00

          NEED PERCENT          REQUEST NEW
              57.00                  0

 F1-HELP F2-AUTH BUDGET F3-MENU F4-TOTALS F9-PRV YEAR F10-NXT YEAR F12-MAIN

4B                    ():00.4                                          01/01
Connected to host 165.176.120.129                                      2:08 PM
Start  C..  I..  C..  R..  R..  D..                                    2:08 PM
```

OPTION #7, RECORD WORKLOAD INFORMATION

734 – COMMISSIONERS OF THE REVENUE WORKLOAD DEFINITIONS

1. **NUMBER OF PARCELS OF LAND**: If your office handles real estate, enter the total number of parcels of real estate, taxable and non-taxable. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
2. **NUMBER OF REAL ESTATE TRANSFERS:** If your office handles real estate, enter the total number of transfer of parcels for the year.
3. **NUMBER OF REASSESSMENTS DUE TO NEW CONSTRUCTION:** If your office assesses new construction, enter the total number of assessments adjusted due to new construction. ***Do not*** enter the number of total number of building permits. ***Do not*** enter the number of visits to a property for measurements and listings.
4. **NUMBER OF PERSONAL PROPERTY ASSESSMENTS:** Enter the total number of items of the following kinds of personal property assessments in your jurisdiction: count each separate motor vehicle, motorcycle, utility, road or boat trailer, boat and motors, campers, travel trailers, aircraft, etc. Each item is a separate count. ***Do not*** multiply this factor by any factor if you prorate or bill more than once a year. ***Note: The sum of factors #4, #5, and #6 should equal the total number of all personal property accounts in your locality.***
5. **NUMBER OF MACHINERY AND TOOLS, BUSINESS PERSONAL PROPERTY AND FARM ACCOUNTS:** Enter the total number of manufacturing machinery and tools, business personal property and farm accounts that you assess. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
6. **NUMBER OF MOBILE HOME ASSESSMENTS:** Enter the total number of mobile homes that you treat as personal property. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
7. **NUMBER OF APPLICATIONS RECEIVED FOR TAX RELIEF, REAL ESTATE, PERSONAL PROPERTY, DISABLED, ETC.:** Enter the total of the applications received in your office annually. ***Do not*** multiply this figure by any factor if you prorate or bill more than once a year.
8. **NUMBER OF BUSINESS LICENSES ISSUED AND MERCHANTS CAPITAL ACCOUNTS**: Enter the total number of all business licenses processed annually. For those localities with merchant's capital, report the total number of accounts.
9. **NUMBER OF APPLICATIONS PROCESSED FOR LAND USE TAXATION AND ROLLBACK ASSESSMENTS**: Enter the total number of land use and rollback applications processed.
10. **NUMBER OF BUSINESS ACCOUNTS ASSESSED FOR EXCISE TAXES:** Enter the total number of business accounts. This should include meals, lodging, admissions, short-term rental and any other local excise taxes assessed. ***Do not*** multiply this number by the number of processings during a year, i.e., ***Do not*** multiply by twelve (12) for monthly processings or by four (4) for quarterly processings.
11. **NUMBER OF STATE INCOME TAX RETURNS PROCESSED BY YOUR OFFICE:** Enter the total number that can be verified by the Department of Taxation.
12. **NUMBER OF STATE TAX ASSESSMENTS FOR ANNUAL ESTIMATED INCOME TAXPAYERS:** Enter the total number that can be verified by the Department of Taxation.
13. **NUMBER OF TAX ASSESSMENTS ADJUSTED (REAL ESTATE, BUSINESS LICENSES, PERSONAL PROPERTY, ETC.):** Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by proration or audits.

OPTION #7, RECORD WORKLOAD INFORMATION

734 – COMMISSIONERS OF THE REVENUE WORKLOAD DEFINITIONS

14. **NUMBER OF CEMETERY TRUST ACCOUNTS THAT ARE ADMINISTERED BY YOUR OFFICE:** Enter number of cemetery companies that filed annual reports with your office.
15. **NUMBER OF FINANCIAL INSTITUTIONS THAT ARE REQUIRED TO FILE THE BANK FRANCHISE TAX WITH YOUR OFFICE:** Enter the total number of banks that can be verified with the Department of Taxation.
16. **NUMBER OF PUBLIC SERVICE CORPORATIONS THAT ARE ASSESSED:** Enter the number of Public Service Corporations and Railroad companies that are assessed and that can be verified with the State Corporations and Railroad companies that are assessed and that can be verified with the State Corporation Commission and the Department of Taxation.
17. **NUMBER OF COAL/GAS SEVERANCE TAX, COAL ROAD TAX, OIL SEVERANCE TAX AND MINERAL TAX ACCOUNTS:** If your office handles these functions, enter the number of Coal/Gas Severance, Coal Road, Oil Severance and mineral taxes accounts. ***Do not*** multiply this figure by any factor if billed more than once a year.
18. **NUMBER OF MOTOR VEHICLE "NO FEE" DECALS ISSUED (EX., MILITARY PERSONNEL OR OWNERSHIP TRANSFERS):**

To calculate the Commissioner of Revenue-Based Staff need in your office based on Commissioner of Revenue type duties only:

19. **NUMBER OF MOTOR VEHICLE LICENSE DECALS SOLD:**

WORKLOAD ITEM	WEIGHTS
1. PARCELS	0.08
2. TRANSFERS	0.50
3. REASSESSMENTS	1.25
4. PERSONAL PROPERTY	0.17
5. M&T/BUSINESS/FARM	0.33
6. MOBILE HOMES	0.33
7. TAX RELIEF	0.50
8. BPOL/MC	0.50
9. LAND USE	0.50
10. EXCISE TAX	4.00
11. STATE TAX RETURNS	0.33
12. ESTIMATED TAXES	0.17
13. ADJUSTMENTS	0.17
14. CEMETERIES	8.00
15. BANK FRANCHISE	1.00
16. PUBLIC SERVICE CORPORATIONS	2.00
17. COAL/GAS/OIL/MINES	2.00
18. "NO FEE" DECALS ISSUED	0.17
19. VEHICLE DECALS SOLD	0.00

FORMULA: 1.7864 + (0.00029271 * Average Weighted Workload)

The following weights were set by the Commissioner of Revenue Association of Virginia for Commissioner of the Revenue-type duties and adopted by the Compensation Board:

COMMISSIONER OF REVENUE-BASED STAFF NEED: 1.7864 + (0.00029271 * Average Weighted Commissioner of Revenue-Based Workload)

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14. OPTION #8, BUDGET CHECKLIST

PURPOSE:

These screens will be displayed when 'Option #8, Budget Checklist' is selected on the Budget Request Menu. There are multiple screens that allow the entry of comments in a free form format. The use of these screens is optional and the data entered is not edited.

This screen is available for any information you feel is necessary for the Compensation Board to know about your on-line budget request. You may still wish to send paper documentation for more detailed comments.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Budget Check-Off Worksheet

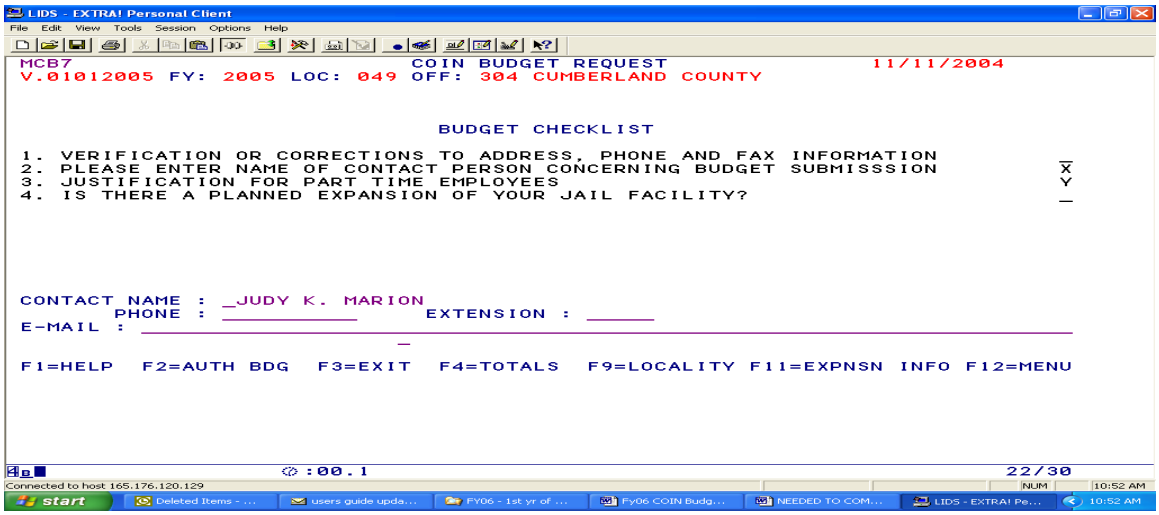
HELPFUL HINTS:

- Data fields on the Budget Check List screen must be completed for Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions concerning your Budget Request
- Screens will time out in 15 minutest.

ALL CONSTITUTIONAL OFFICERS
A NAVIGATIONAL PATH IS ABAILABLE
WITHIN THE BUDGET CHECKLIST TO UPDATE LOCALITY CONTACT INFORMATION

- **OPTION #8, BUDGET CHECKLIST**

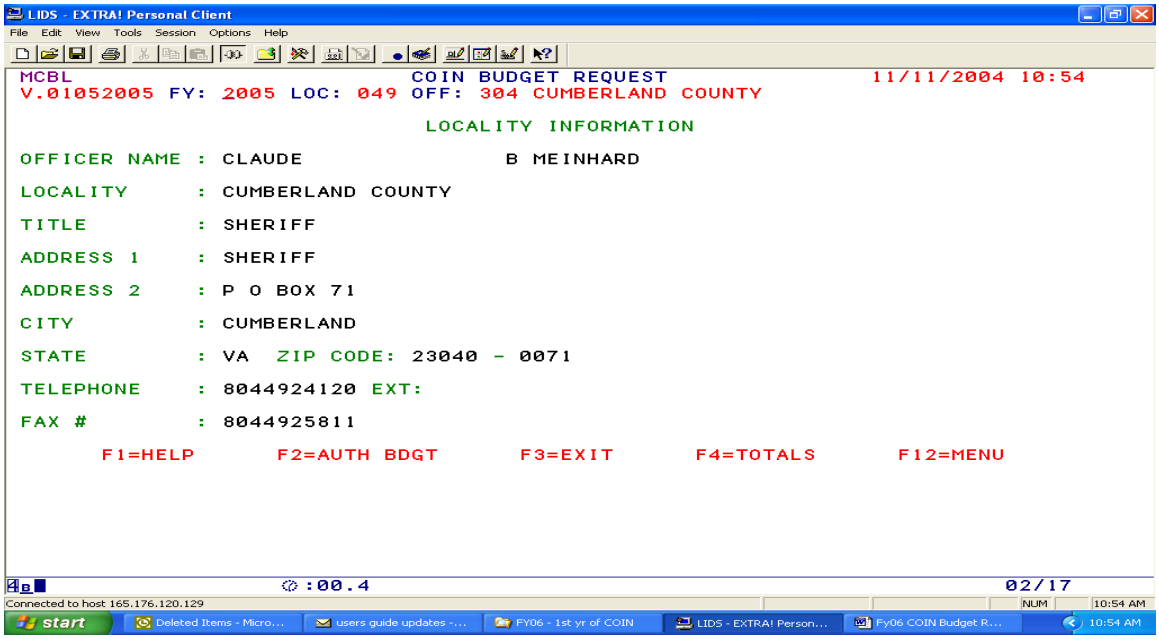
  ✓ Select the 'F9 Locality' function key from within the Budget Checklist screen if you need to update your demographic locality contact information



OPTION #8, BUDGET CHECK-OFF WORKSHEET

ALL CONSTITUTIONAL OFFICERS
A NAVIGATIONAL PATH IS ABAILABLE
WITHIN THE BUDGET CHECKLIST TO UPDATE LOCALITY CONTACT INFORMATION

- **'F9 = LOCALITY' (UPDATE LOCALITY CONTACT INFORMATION IF NEEDED) SCREEN:**



Procedures:

This screen is accessed from the Budget Request Checklist screen by depressing the F9 key.
This screen can be used to change address, phone and fax numbers for your office. To change the information currently displayed on the screen type over the information and depress the enter key. You will receive an update confirmation message. To close this screen and return to the Budget Request Check-off Worksheet screen, depress the F3 Key.

1. Press the "TAB" key to move to the desired field.
2. Press the "ENTER" key, when you have corrected or completed the information requested.
3. Depress the 'F3' Key to return to the Budget Request Check-off Worksheet screen.

Officer Name:	For display purposes only.
Locality Name:	For display purposes only.
Title:	For display purposes only.
Address 1:	Enter the correct 1st line of your mailing address.
Address 2:	Enter the correct 2nd line of your mailing address.
City:	Enter the correct City for your mailing address.
State:	Enter the correct State for your mailing address.
Zip:	Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank.
Telephone:	Enter the Correct Phone number for your office.
Fax #:	Enter the Correct Facsimile number for your office.

OPTION #8, BUDGET CHECK-OFF WORKSHEET

304 - SHERIFFS

- **POP-UP SCREEN IF 'Y', YES YOU PLAN AN EXPANSION FOR YOUR JAIL FACILITY**

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/11/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY


                                BUDGET CHECKLIST

1. VERIFICATION OR CORRECTIONS TO ADDRESS, PHONE AND FAX INFORMATION
2. PLEASE ENTER NAME OF CONTACT PERSON CONCERNING BUDGET SUBMISSSION      _
3. JUSTIFICATION FOR PART TIME EMPLOYEES                                  y
4. IS THERE A PLANNED EXPANSION OF YOUR JAIL FACILITY?                    N
                                                                          Y




CONTACT NAME : JUDY K. MARIOIN_____________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________

VALUE MUST BE EITHER Y/N
F1=HELP  F2=AUTH BDG  F3=EXIT  F4=TOTALS  F9=LOCALITY F11=EXPNSN INFO F12=MENU

                          :00.1                                          10/79
Connected to host 165.176.120.129                                   NUM  11:03 AM
start  Deleted Items - Micro...  users guide updates -...  FY06 - 1st yr of COIN  LIDS - EXTRA! Person...  Fy06 COIN Budget R...  11:03 AM
```

304- SHERIFFS
A NAVIGATIONAL PATH IS AVAILABLE WITHIN THE BUDGET CHECKLIST TO PROVIDE PLANNED EXPANSION INFORMATION FOR YOUR JAIL FACILITY

- If 'Y' for planned expansion press 'Enter' key and a additional information Pop-up screen will appear that needs to be completed

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/11/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY


                                BUDGET CHECKLIST
                            ****************************************
1. VERIFICATION OR CORREC   *     PLEASE ENTER NEEDED INFORMATION    *
2. PLEASE ENTER NAME OF C   *                                        *      Y
3. JUSTIFICATION FOR PART   *  COMPLETION DATE ========> MM/DD/CCYY  *      N
4. IS THERE A PLANNED EXP   *  ADDITIONAL BEDS =========>  ________  *      Y
                            *  COOKS ====================>  ________  *
                            *  CORRECTIONAL OFFICERS ====>  ________  *
                            *  MEDICAL ==================>  ________  *
                            * PF3=EXIT   ENTER=PROCESS               *
                            ****************************************

CONTACT NAME : JUDY K. MARIOIN
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________

BUDGET CHECKLIST RECORDED SUCCESSFULLY
F1=HELP  F2=AUTH BDG  F3=EXIT  F4=TOTALS  F9=LOCALITY F11=EXPNSN INFO F12=MENU

                          :00.1                                          10/57
Connected to host 165.176.120.129                                   NUM  11:03 AM
start  Deleted Items - Micro...  users guide updates -...  FY06 - 1st yr of COIN  LIDS - EXTRA! Person...  Fy06 COIN Budget R...  11:03 AM
```

OPTION #8, BUDGET CHECK-OFF WORKSHEET

304 - SUPERINTENDENTS

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL


                              BUDGET CHECKLIST

1. Verification or Corrections to Address, Phone and Fax information   _
2. Please enter name of contact person concerning budget submisssion
3. Justification for part time employees                               N
4. Is there a planned expansion of your jail facility?                 _



CONTACT NAME : ____________________________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________

F1=HELP  F2=AUTH BDG  F3=EXIT  F4=TOTALS  F9=LOCALITY F11=EXPNSN INFO F12=MENU

                        :00.2                                          08/79
Connected to host 165.176.120.129                                  NUM  1:52 PM
start  Microsoft Outlook  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  1:52 PM
```

304 - SUPERINTENDENTS
A NAVIGATIONAL PATH IS AVAILABLE WITHIN THE BUDGET CHECKLIST TO PROVIDE PLANNED EXPANSION INFORMATION FOR YOUR JAIL FACILITY

- **NOTE**:

  ✓ **If the Superintendent is responsible for a Jail Facility you will see the question below:**
  - **IS THERE A PLANNED EXPANSION OF YOUR JAIL FACILITY? __**
  - When entering "Y" and pressing the **"F1", Help** key, you will be prompted to a second screen and required to enter an estimated "Date of Completion". This is the only required field on the second screen.

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/17/2004
V.01012005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL


                              BUDGET CHECKLIST
                         ****************************************
1. Verification or Correc *     PLEASE ENTER NEEDED INFORMATION  *   _
2. Please enter name of c *                                      *
3. Justification for part *  COMPLETION DATE ========> MM/DD/CCYY *   N
4. Is there a planned exp *  ADDITIONAL BEDS ==========>  _______ *   Y
                          *  COOKS ====================>  _______ *
                          *  CORRECTIONAL OFFICERS ====>  _______ *
                          *  MEDICAL ==================>  _______ *
                          * PF3=EXIT  ENTER=PROCESS               *
                          ****************************************

CONTACT NAME : ____________________________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________

BUDGET CHECKLIST RECORDED SUCCESSFULLY
F1=HELP  F2=AUTH BDG  F3=EXIT  F4=TOTALS  F9=LOCALITY F11=EXPNSN INFO F12=MENU

                        :00.1                                          10/57
Connected to host 165.176.120.129                                  NUM  11:12 AM
start  Inbox - Microsoft Out...  FY05 - last year of SNIP  Fy06 COIN Budget R...  FY05 ONLINE BUDGE...  LIDS - EXTRA! Person...  11:12 AM
```

OPTION #8, BUDGET CHECK-OFF WORKSHEET

320 – COMMONWEALTH'S ATTORNEYS

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB7                          COIN BUDGET REQUEST                    11/17/2004
V.01012005 FY: 2006 LOC: 049 OFF: 320 CUMBERLAND COUNTY


                                BUDGET CHECKLIST

1. Verification or Corrections to Address, Phone and Fax information        _
2. Please enter name of contact person concerning budget submisssion        N
3. Justification for part time employees                                    _
4. I certify that the Statewide Juvenile Justice Project positions allocated
   to my office are used primarily, if not exclusively, for the prosecution
   of delinquency and domestic relations felony cases of the Juvenile and
   Domestic Relations District Courts. I understand that if the positions
   are not used primarily, if not exclusively, for the prosecution of these
   cases, that the Compensation Board shall reallocate the positions in
   accordance with the provisions of the Appropriation Act.

CONTACT NAME : ____________________________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________

F1=HELP   F2=AUTH BDG   F3=EXIT   F4=TOTALS   F9=LOCALITY                F12=MENU

                          :00.1                                          08/79
Connected to host 165.176.120.129                                   NUM   11:17 AM
start  Inbox - Microsoft Out...  FY05 - last year of SNIP  Fy06 COIN Budget R...  FY05 ONLINE BUDGE...  LIDS - EXTRA! Person...  11:17 AM
```

321 – CLERK OF THE CIRCUIT COURTS

```
CIDH - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB7                          COIN BUDGET REQUEST                    10/28/2004
V.01012005 FY: 2006 LOC: 049 OFF: 321 CUMBERLAND COUNTY


                                BUDGET CHECKLIST

1. VERIFICATION OR CORRECTIONS TO ADDRESS, PHONE AND FAX INFORMATION        _
2. PLEASE ENTER NAME OF CONTACT PERSON CONCERNING BUDGET SUBMISSSION        _

CONTACT NAME : ____________________________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________

F1=HELP    F2=AUTH BDG    F3=EXIT    F4=TOTALS    F9=LOCALITY    F12=MENU

                          :00.1                                          08/79
Connected to host 165.176.120.129                                   CAP NUM  1:38 PM
start  S:\LIDS ACCESS AGR...  FY06 ONLINE BUDGE...  CIDH - EXTRA! Perso...  1:38 PM
```

OPTION #8, BUDGET CHECK-OFF WORKSHEET

717 – DIRECTORS OF FINANCE AND 732 - TREASURERS

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/23/2004
V.01012005 FY: 2006 LOC: 003 OFF: 717 ALBEMARLE COUNTY

                                BUDGET CHECKLIST

1. Verification or Corrections to Address, Phone and Fax information      _
2. Please enter name of contact person concerning budget submisssion      Y
3. Met all criteria to certify COR Career Development Program             _
4. Met all criteria to certify Master Deputy COR Career Development Program

CONTACT NAME : XXXXXX
      PHONE : XXXXX                EXTENSION : XX
E-MAIL : XXXXXXXXXXXXXXX

F1=HELP  F2=AUTH BDG  F3=EXIT  F4=TOTALS  F9=LOCALITY F11=DEV PROGRAM F12=MENU

                        :00.1                                            08/79
Connected to host 165.176.120.129                                   NUM  3:42 PM
start  Inbox - Microsoft Out...  January Salary scales...  Fy06 COIN Budget R...  Microsoft Excel - 1-01...  LIDS - EXTRA! Person...  3:42 PM
```

717 – DIRECTORS OF FINANCE AND 732 - TREASURERS
A NAVIGATIONAL PATH IS AVAILABLE WITHIN THE BUDGET CHECKLIST TO CERTIFY THAT NO ONE MEETS THE CRITERIA FOR THE CAREER DEVELOPMENT PROGRAMS (CDP)

- **NOTE**:
  - ✓ **If applicable, the Officer must certify that no one meets the criteria for the Career Development Program or Master Deputy Career Development Program**
    - You will receive a pop-up screen once you hit enter
    - Enter your UserID to Certify that no one meets the Criteria for the CDP

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/23/2004
V.01012005 FY: 2006 LOC: 003 OFF: 717 ALBEMARLE COUNTY

                                BUDGET CHECKLIST
                            ***********************************************
1. Verification or Correcti *  THIS IS TO CERTIFY THAT NO ONE MEETS THE  *   _
2. Please enter name of con *                CRITERIA FOR THE            *
3. Met all criteria to cert *                                            *   Y
4. Met all criteria to cert *        COMMISSIONERS OF THE REVENUE        *m  _
                            * MASTER DEPUTY COMMISSIONERS OF THE REVENUE *
                            *       CAREER DEVELOPMENT PROGRAM(S)        *
                            *                                            *
                            *      USERID: _________ DATE: 11/23/2004    *
                            * CONTACT: ______________________________    *
                            * PF3=EXIT   ENTER=PROCESS                   *
                            ***********************************************
CONTACT NAME : XXXXXX
      PHONE : XXXXX                EXTENSION : XX
E-MAIL : XXXXXXXXXXXXXXX

F1=HELP  F2=AUTH BDG  F3=EXIT  F4=TOTALS  F9=LOCALITY F11=DEV PROGRAM F12=MENU

                        :00.1                                            15/45
Connected to host 165.176.120.129                                   NUM  3:40 PM
start  Inbox - Microsoft Out...  January Salary scales...  Fy06 COIN Budget R...  Microsoft Excel - 1-01...  LIDS - EXTRA! Person...  3:40 PM
```

734 – COMMISSIONERS OF THE REVENUE

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/23/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                                BUDGET CHECKLIST

1. Verification or Corrections to Address, Phone and Fax information        _
2. Please enter name of contact person concerning budget submisssion        _
3. Met all criteria to certify COR Career Development Program               Y
4. Met all criteria to certify Master Deputy COR Career Development Program _

CONTACT NAME : ____________________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________________

F1=HELP   F2=AUTH BDG   F3=EXIT   F4=TOTALS   F9=LOCALITY F11=DEV PROGRAM F12=MENU

                          :00.1                                            08/79
Connected to host 165.176.120.129                                   NUM   4:23 PM
start   Inbox - Microsoft Out...   Fy06 COIN Budget R...   LIDS - EXTRA! Person...   4:23 PM
```

734 – COMMISSIONERS OF THE REVENUE
A NAVIGATIONAL PATH IS AVAILABLE WITHIN THE BUDGET CHECKLIST TO CERTIFY THAT NO ONE MEETS THE CRITERIA FOR THE CAREER DEVELOPMENT PROGRAMS (CDP)

- **NOTE**:
  - ✓ **If applicable, the Officer must certify that no one meets the criteria for the Career Development Program or Master Deputy Commissions of the Revenue Career Development Program**
    - You will receive a pop-up screen once you hit enter
    - Enter your UserID to Certify that no one meets the Criteria for the CDP

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCB7                          COIN BUDGET REQUEST                    11/23/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                                BUDGET CHECKLIST
                            ***********************************************
1. Verification or Correcti *  THIS IS TO CERTIFY THAT NO ONE MEETS THE  *  _
2. Please enter name of con *                CRITERIA FOR THE            *  _
3. Met all criteria to cert *                                            *  Y
4. Met all criteria to cert *       COMMISSIONERS OF THE REVENUE         *m _
                            * MASTER DEPUTY COMMISSIONERS OF THE REVENUE *
                            *       CAREER DEVELOPMENT PROGRAM(S)        *
                            *                                            *
                            *      USERID: _________ DATE: 11/23/2004    *
                            * CONTACT: ____________________________      *
                            * PF3=EXIT   ENTER=PROCESS                   *
                            ***********************************************
CONTACT NAME : ____________________________________________
       PHONE : ____________      EXTENSION : ______
E-MAIL : ____________________________________________________________________

F1=HELP   F2=AUTH BDG   F3=EXIT   F4=TOTALS   F9=LOCALITY F11=DEV PROGRAM F12=MENU

                          :00.1                                            15/45
Connected to host 165.176.120.129                                   NUM   4:22 PM
start   Inbox - Microsoft Out...   Fy06 COIN Budget R...   LIDS - EXTRA! Person...   4:22 PM
```

OPTION #8, BUDGET CHECK-OFF WORKSHEET

PROCEDURES:

- Press the "TAB" key to go to the desired field
- Required data fields:
  - ✓ Enter a "Y" in the fields provided to indicate the required functions have been performed or
  - ✓ Enter "N" in the instance a function is not applicable, "TAB", then tab to the next field
  - ✓ Repeat this process until you have entered a "Y" or an "N" in all fields provided
- Enter required information on the person to contact for questions when reviewing your budget request
  - ✓ Contact Name
  - ✓ Phone and Extension
  - ✓ E-Mail Address
- **'F9 Locality'** = Locality contact information
- **'F3 =Exit'** - Closes the help window

15. OPTION #9, SPECIAL PROGRAM CERTIFICATION

PURPOSE:

Specified Certification Programs are accessed from the main COIN menu. Program will determine based on locality and office whether to produce any of the following:

- **Master Deputy Career Development Program**
- **Career Prosecutor Development Program**
- **Juvenile Justice Certification**
  - ✓ Located in Option #8, Budget Check-Off Information Worksheet to Certify
- **Gang Prosecutor Program**
- **Treasurers Career Development Program**
- **Deputy Treasurers Career Development Program**
  - ✓ Please be advised that this form must be signed, certifying that you have a Deputy Treasurer Career Development Program in place, whether or not your locality has Certified Deputy Treasurers
  - ✓ If this program is not adopted the Treasurer is not eligible for their career development raise
  - ✓ The blanks on this form are only for the names of Certified Deputy Treasurers, not deputies who are participating and enrolled
- **Commissioners of the Revenue Career Development Program**
- **Master Deputy Commissioners of the Revenue Career Development Program**
  - ✓ Please be advised that this form must be signed, certifying that you have a Deputy Commissioners of the Revenue Career Development Program in place, whether or not your locality has Master Deputies
  - ✓ If this program is not adopted by Deputy Commissioners of the Revenue is not eligible for their career development raise.
  - ✓ The blanks on this form are only for the names of Master Deputies, not deputies who are participating and enrolled

NAVIGATIONAL PATH:

- COIN Main Menu – Select #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification

PROCEDURES:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
  - ✓ Enter Officer's Approval User-ID and
  - ✓ List employees that participate in the Career Development Programs (Excludes Sheriffs/ Superintendent Master Deputy Program

OPTION #9, SPECIAL PROGRAM CERTIFICATION

304 - SHERIFFS

SCREEN 1 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:

  * PARTICIPATION IN A PERSONNEL EVALUATION PLAN MEETING THE MINIMUM
    CRITERIA ESTABLISHED BY THE COMPENSATION BOARD.

  * COMPETITIVE SELECTION PROCESS IN WHICH THE SHERIFF/SUPERINTENDENT MAKES
    THE FINAL DECISION REGARDING THE SELECTION.

  * MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS AN EMPLOYEE IN
    THE OFFICE IN WHICH APPOINTMENT IS SOUGHT.

  * JOB PERFORMANCE INCLUDING TWO CONSECUTIVE ANNUAL EVALUATIONS THAT MEET
    ABOVE AVERAGE RATINGS.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS          F6=LST          F8=NEXT F12=MAIN
```

SCREEN 2 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:

  * THE OFFICE HAS NOT HAD MORE THAN ONE PREVENTABLE ACCIDENT IN THE PAST 3
    YEARS.

  * THE CDP CONTAINS A STATEMENT THAT ANY OFFICER SELECTED FOR THE CDP SHALL
    NOT HAVE HIS STATUS REVOKED SOLELY AS A RESULT OF A REDUCTION IN THE
    TOTAL NUMBER OF ELIGILBE GRADE EIGHT (8) COMPENSATION BOARD REIMBURSED
    POSITIONS IN THE SHERIFF/REGIONAL JAILS.

  * A PROCEDURE FOR THE REMOVAL OF OFFICERS FROM THE CDP FOR INADEQUATE JOB
    PERFORMANCE, DISCIPLINARY ACTION, OR FAILURE TO MAINTAIN MINIMUM
    ADDITIONAL EDUCATIONAL REQUIREMENTS.

  * EQUAL OPPURTUNITY FOR ALL ASSISTANTS.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

304 - SHERIFFS

SCREEN 3 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:

  * THE CDP DOCUMENT MUST CONTAIN A STATEMENT THAT THE PURPOSE OF THE CDP IS
    TO ENCOURAGE PROFESSIONALISM IN THE OFFICE BY IMPROVING PERSONAL SKILLS,
    KNOWLEDGE, AND ABILITIES OF GRADE EIGHT (8) DEPUTIES IN ORDER TO MEET
    DEPARTMENT OBJECTIVES, AND TO REDUCE DEPUTY TURNOVER, PREVENTABLE VEHICLE
    ACCIDENTS, EXCESSIVE SICK LEAVE USAGE, AND DISCIPLINARY ACTIONS.

  * THE CDP DOCUMENT MUST CONTAIN A STATEMENT THAT THE CDP IS A RECOGNITION
    AND INCENTIVE PROGRAM BASED UPON INDIVIDUAL ACCOMPLISHMENT AND
    MAINTENANCE OF SPECIFIC CRITERIA, AND THAT SELECTION IN THE CDP IS NOT
    CONSIDERED A PROMOTION. THE STATEMENT MUST ALSO REFLECT THAT ALL DEPUTIES
    SHALL BE SUBJECT TO CURRENT POLICIES AN PROCEDURES, INCLUDING
    AMENDMENTS, AND THAT ESTABLISHED POLICIES AND PROCEDURE MAY BE AMENDEDED
    BY THE SHERIFFS AT ANY TIME AND THAT ALL FINANCIAL INCENTIVES ARE SUBJECT
    TO APPROVED FUNDING.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                                  :00.1                                 06/02
```

SCREEN 4 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:
  * THE OFFICER MUST QUALIFY ANNUALLY WITH A DEPARTMENT-APPROVED FIREARM WITH
    A SCORE OF NOT LESS THAN 80 FOR THE MANDATORY IN-SERVICE FIREARM
    QUALIFICATIONS COURSE. EQUAL CONSIDERATION IS ALSO GIVEN TO THE OFFICER'S
    JUDGMENT AND ACTIONS BASED ON THE APPROPRIATE USE OF FORCE.

  * THE OFFICER MUST COMPLETE A MINIMUM OF 40 HOURS OF SPECIALIZED TRAINING IN
    ADDITION TO THE 40 HOURS MANDATED IN-SERVICE TRAINING REQUIRED BY THE
    DEPARTMENT OF CRIMINAL JUSTICE SERVICES (DCIS). THIS TRAINING SHOULD BE
    DESIGNED TO ENHANCE THE OFFICER'S CAREER AS A MASTER DEPUTY AND MUST BE
    OTHER THAN THOSE REQUIRED BY LAW OR REGULATION AS MINIMUM TRAINING
    REQUIREMENTS. THE COURSE WORK MUST BE APPROVED BY THE SUPERINTENDENT OR
    COMPLETED AT A CERTIFIED CRIMINAL JUSTICE ACADEMY.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                                  :00.1                                 06/02
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

304 - SHERIFFS

SCREEN 5 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                11/15/2004
V.01012005 FY: 2006 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                   MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:
  * THE CDP INCLUDES SPECIFIC RULES REGARDING EXPECTED USE OF SICK LEAVE AND
    REPORTING REQUIREMENTS, AND MUST BE CONSISTENT WITH THE LOCALITY'S
    POLICIES REGARDING THIS AREA.
  * ADDITIONAL COMPENSATION.

THIS IS TO CERTIFY THAT THE MASTER DEPUTY PLAN IN THIS REGIONAL JAIL MEETS
THE MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD
I UNDERSTAND THAT 20% OF THE TOTAL OF GRADE 7 AND GRADE 8 DEPUTIES MAY
RECEIVE ADDITIONAL COMPENSATION REIMBURSED BY THE COMPENSATION BOARD AS A
RESULT OF BEING SELECTED FOR THE CDP AND THAT ADDITIONAL COMPENSATION SHALL
NOT EXCEED A 4-STEP (9.31%) INCREASE IN SALARY.

APPROVAL:                        OFFICER APPROVAL USER-ID: _
                                           NAME :


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST        F7=PREV         F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

304 - SUPERINTENDENTS

SCREEN 1 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:

  * PARTICIPATION IN A PERSONNEL EVALUATION PLAN MEETING THE MINIMUM
    CRITERIA ESTABLISHED BY THE COMPENSATION BOARD.

  * COMPETITIVE SELECTION PROCESS IN WHICH THE SHERIFF/SUPERINTENDENT MAKES
    THE FINAL DECISION REGARDING THE SELECTION.

  * MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS AN EMPLOYEE IN
    THE OFFICE IN WHICH APPOINTMENT IS SOUGHT.

  * JOB PERFORMANCE INCLUDING TWO CONSECUTIVE ANNUAL EVALUATIONS THAT MEET
    ABOVE AVERAGE RATINGS.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS          F6=LST         F8=NEXT F12=MAIN
```

SCREEN 2 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:

  * THE OFFICE HAS NOT HAD MORE THAN ONE PREVENTABLE ACCIDENT IN THE PAST 3
    YEARS.

  * THE CDP CONTAINS A STATEMENT THAT ANY OFFICER SELECTED FOR THE CDP SHALL
    NOT HAVE HIS STATUS REVOKED SOLELY AS A RESULT OF A REDUCTION IN THE
    TOTAL NUMBER OF ELIGILBE GRADE EIGHT (8) COMPENSATION BOARD REIMBURSED
    POSITIONS IN THE SHERIFF/REGIONAL JAILS.

  * A PROCEDURE FOR THE REMOVAL OF OFFICERS FROM THE CDP FOR INADEQUATE JOB
    PERFORMANCE, DISCIPLINARY ACTION, OR FAILURE TO MAINTAIN MINIMUM
    ADDITIONAL EDUCATIONAL REQUIREMENTS.

  * EQUAL OPPURTUNITY FOR ALL ASSISTANTS.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

304 - SUPERINTENDENTS

SCREEN 3 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:

  * THE CDP DOCUMENT MUST CONTAIN A STATEMENT THAT THE PURPOSE OF THE CDP IS
    TO ENCOURAGE PROFESSIONALISM IN THE OFFICE BY IMPROVING PERSONAL SKILLS,
    KNOWLEDGE, AND ABILITIES OF GRADE EIGHT (8) DEPUTIES IN ORDER TO MEET
    DEPARTMENT OBJECTIVES, AND TO REDUCE DEPUTY TURNOVER, PREVENTABLE VEHICLE
    ACCIDENTS, EXCESSIVE SICK LEAVE USAGE, AND DISCIPLINARY ACTIONS.

  * THE CDP DOCUMENT MUST CONTAIN A STATEMENT THAT THE CDP IS A RECOGNITION
    AND INCENTIVE PROGRAM BASED UPON INDIVIDUAL ACCOMPLISHMENT AND
    MAINTENANCE OF SPECIFIC CRITERIA, AND THAT SELECTION IN THE CDP IS NOT
    CONSIDERED A PROMOTION. THE STATEMENT MUST ALSO REFLECT THAT ALL DEPUTIES
    SHALL BE SUBJECT TO CURRENT POLICIES AN PROCEDURES, INCLUDING
    AMENDMENTS, AND THAT ESTABLISHED POLICIES AND PROCEDURE MAY BE AMENDEDED
    BY THE SHERIFFS AT ANY TIME AND THAT ALL FINANCIAL INCENTIVES ARE SUBJECT
    TO APPROVED FUNDING.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

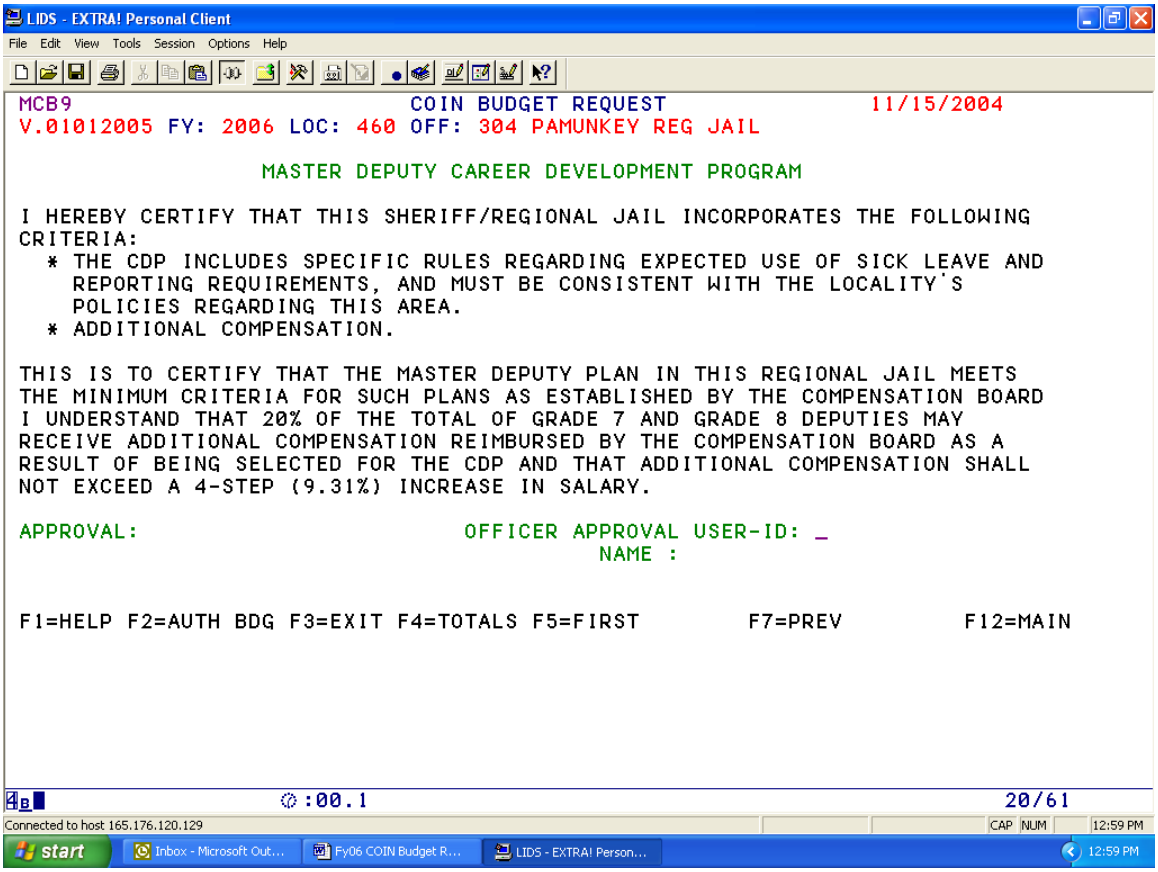
SCREEN 4: OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 460 OFF: 304 PAMUNKEY REG JAIL

                    MASTER DEPUTY CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING
CRITERIA:
  * THE OFFICER MUST QUALIFY ANNUALLY WITH A DEPARTMENT-APPROVED FIREARM WITH
    A SCORE OF NOT LESS THAN 80 FOR THE MANDATORY IN-SERVICE FIREARM
    QUALIFICATIONS COURSE. EQUAL CONSIDERATION IS ALSO GIVEN TO THE OFFICER'S
    JUDGMENT AND ACTIONS BASED ON THE APPROPRIATE USE OF FORCE.

  * THE OFFICER MUST COMPLETE A MINIMUM OF 40 HOURS OF SPECIALIZED TRAINING IN
    ADDITION TO THE 40 HOURS MANDATED IN-SERVICE TRAINING REQUIRED BY THE
    DEPARTMENT OF CRIMINAL JUSTICE SERVICES (DCIS). THIS TRAINING SHOULD BE
    DESIGNED TO ENHANCE THE OFFICER'S CAREER AS A MASTER DEPUTY AND MUST BE
    OTHER THAN THOSE REQUIRED BY LAW OR REGULATION AS MINIMUM TRAINING
    REQUIREMENTS. THE COURSE WORK MUST BE APPROVED BY THE SUPERINTENDENT OR
    COMPLETED AT A CERTIFIED CRIMINAL JUSTICE ACADEMY.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

304 - SUPERINTENDENTS

SCREEN 5 OF 5: MASTER DEPUTY CAREER DEVELOPMENT PROGRAM



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OPTION #9, SPECIAL PROGRAM CERTIFICATION

320 – COMMONWEALTH ATTORNEYS
PROSECUTOR CAREER DEVELOPMENT PROGRAM

SCREEN 1 OF 3: PROSECUTOR CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 003 OFF: 320 ALBEMARLE COUNTY

                      PROSECUTOR CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

  * PARTICIPATION IN AN EMPLOYEE EVALUATION PLAN MEETING THE MINIMUM CRITERIA:
    ESTABLISHED BY THE COMPENSATION BOARD.

  * COMPETITIVE SELECTION PROCESS IN WHICH THE COMMONWEALTH'S ATTORNEY MAKES
    THE FINAL DECISION REGARDING SELECTION.

  * MINIMUM LENGTH OF SERVICE REQUIRED IS THREE YEARS AS AN ASSISTANT
    COMMONWEALTH'S ATTORNEY IN THE COMMONWEALTH OF VIRGINIA.

  * JOB PERFORMANCE INCLUDING TWO CONSECUTIVE ANNUAL EVALUATIONS THAT MEET
    ABOVE AVERAGE RATINGS, NO VIRGINIA STATE BAR DISCIPLINARY ACTION IN THE
    PAST THREE YEARS, AND NO MORE SERIOUS DISCIPLINARY ACTION THAN ONE WRITTEN
    REPRIMAND FROM THE COMMONWEALTH'S ATTORNEY WITHIN THE PAST TWO YEARS.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS          F6=LST          F8=NEXT F12=MAIN
```

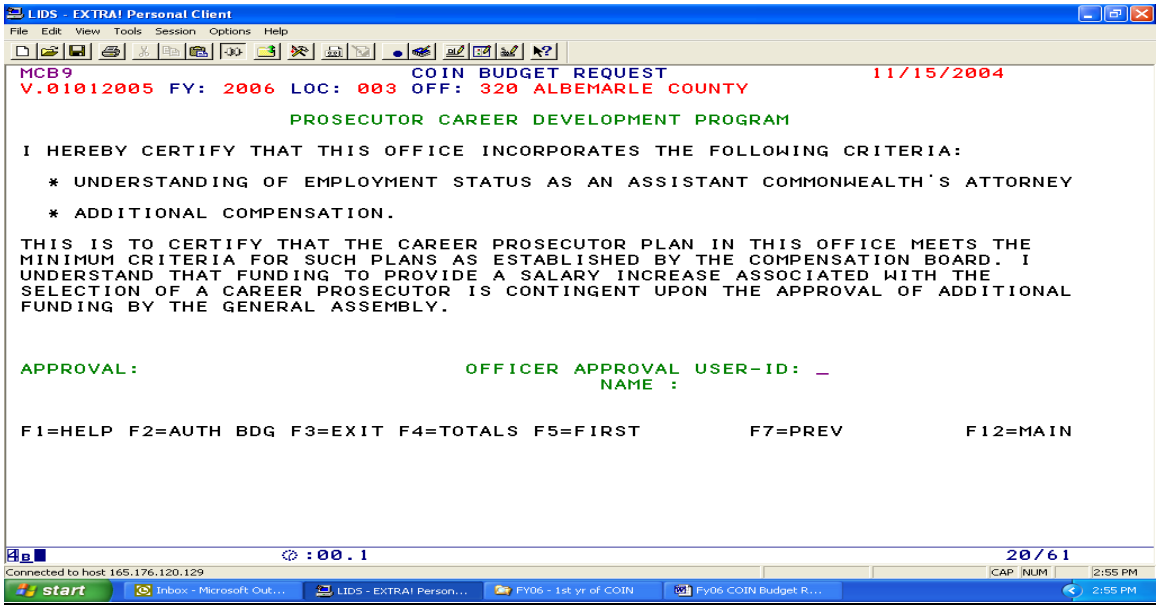
SCREEN 2 OF 3: PROSECUTOR CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/15/2004
V.01012005 FY: 2006 LOC: 003 OFF: 320 ALBEMARLE COUNTY

                      PROSECUTOR CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

  * ADDITIONAL EDUCATION REQUIREMENTS OF FORTY HOURS ABOVE THE MINIMUM
    VIRGINIA STATE BAR MCLE CREDITS IN THE LAST THREE YEARS PRECEDING
    SELECTION HAVE BEEN ESTABLISHED TO MAINTAIN CAREER PROSECUTOR STATUS.

  * A PROCEDURE FOR THE REMOVAL OF ASSISTANTS FROM THE CDP FOR INADEQUATE JOB
    PERFORMANCE, DISCIPLINARY ACTION, A VIRGINIA STATE BAR DISCIPLINARY
    ACTION OR FAILURE TO MAINTAIN MINIMUM ADDITIONAL EDUCATIONAL REQUIREMENTS.

  * EQUAL OPPORTUNITY FOR ALL ASSISTANTS.

  * STATEMENT OF PURPOSE.

  * SCOPE OF THE PLAN.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

320 – COMMONWEALTH ATTORNEYS
PROSECUTOR CAREER DEVELOPMENT PROGRAM

SCREEN 3 OF 3: PROSECUTOR CAREER DEVELOPMENT PROGRAM



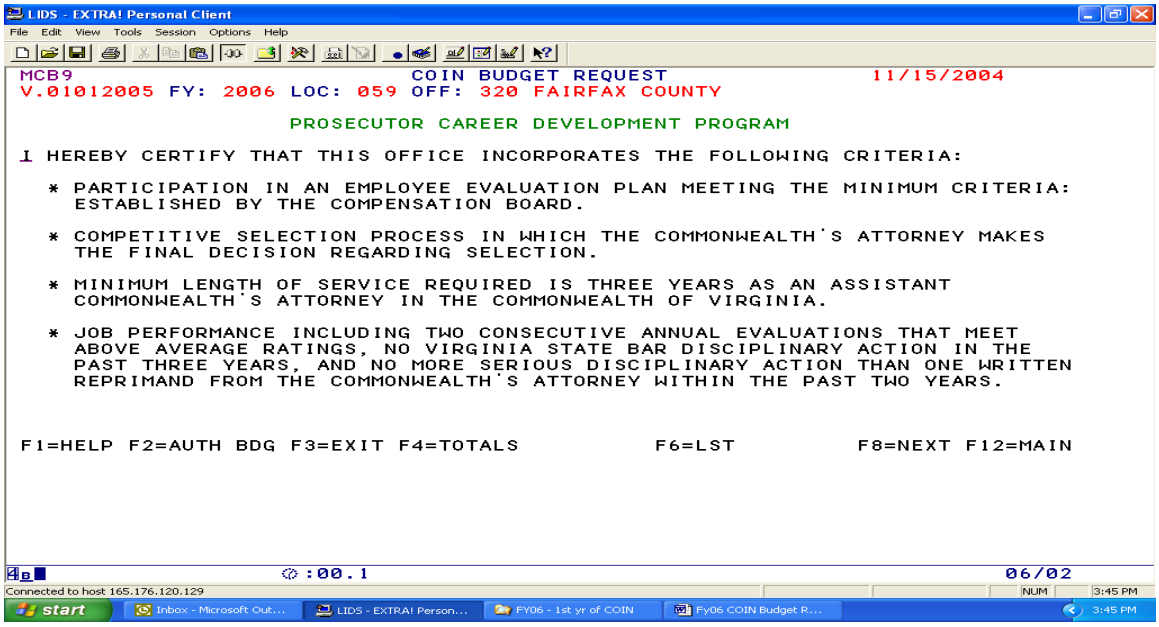
320 – COMMONWEALTH ATTORNEYS
JUVENILE JUSTICE POSITIONS

- The Juvenile Justice Position Certification is located on Option #8, Budget Check-off Information Worksheet

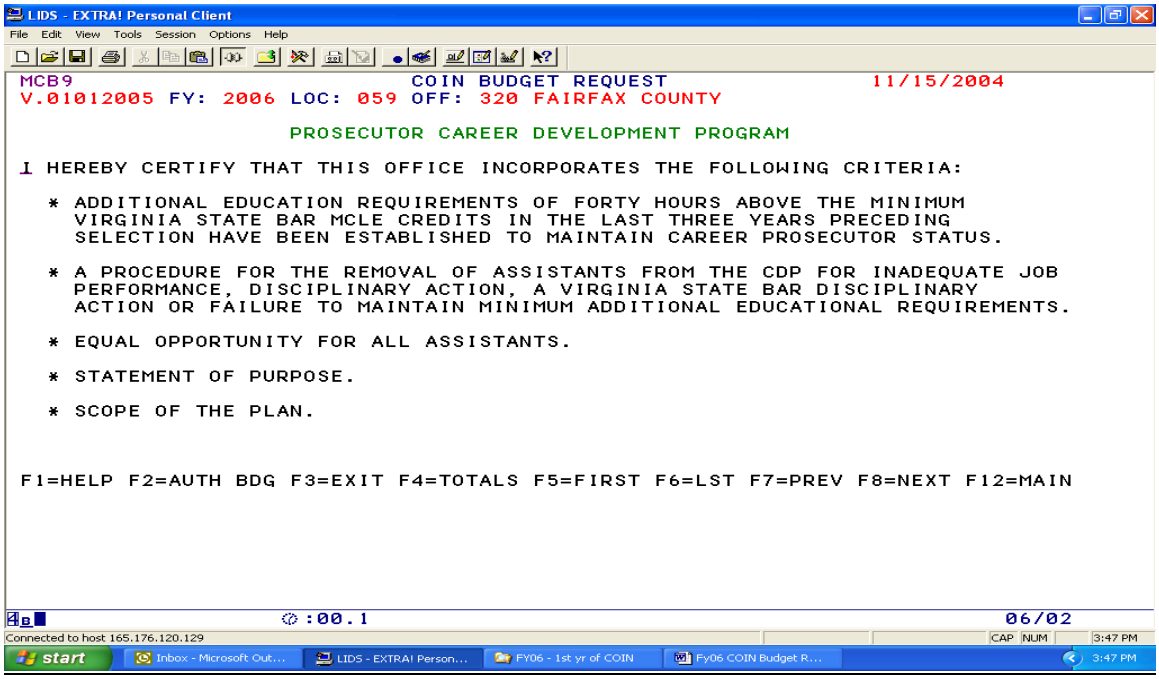
OPTION #9, SPECIAL PROGRAM CERTIFICATION

320 – COMMONWEALTH ATTORNEYS
GANG PROSECUTOR CAREER DEVELOPMENT PROGRAM

SCREEN 1 OF 4: GANG PROSECUTOR CAREER DEVELOPMENT PROGRAM



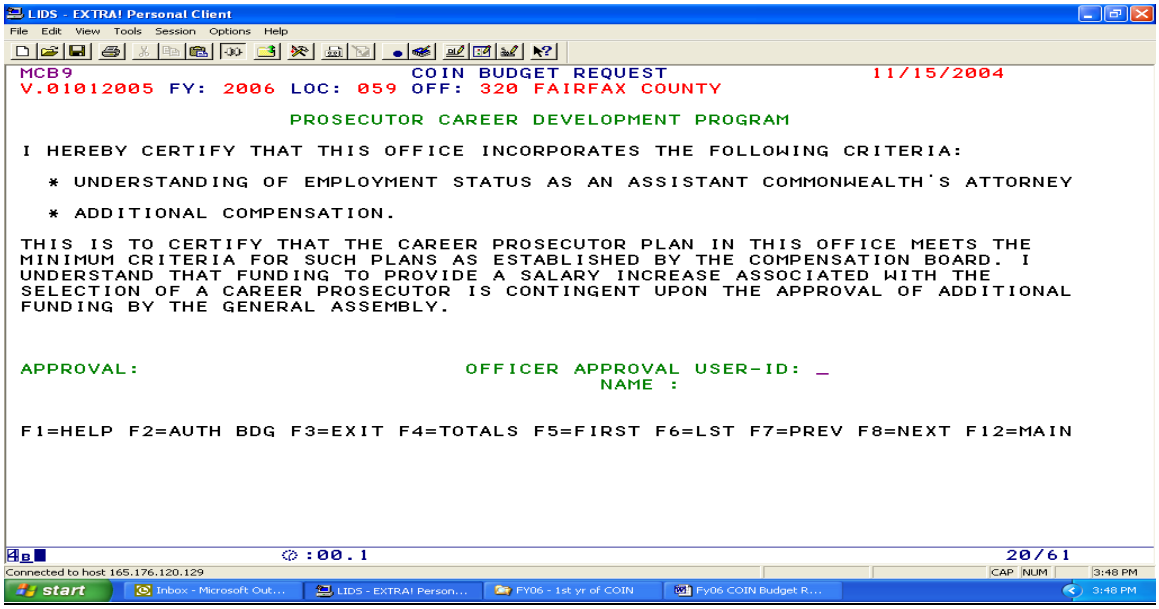
SCREEN 2 OF 4: GANG PROSECUTOR CAREER DEVELOPMENT PROGRAM



OPTION #9, SPECIAL PROGRAM CERTIFICATION

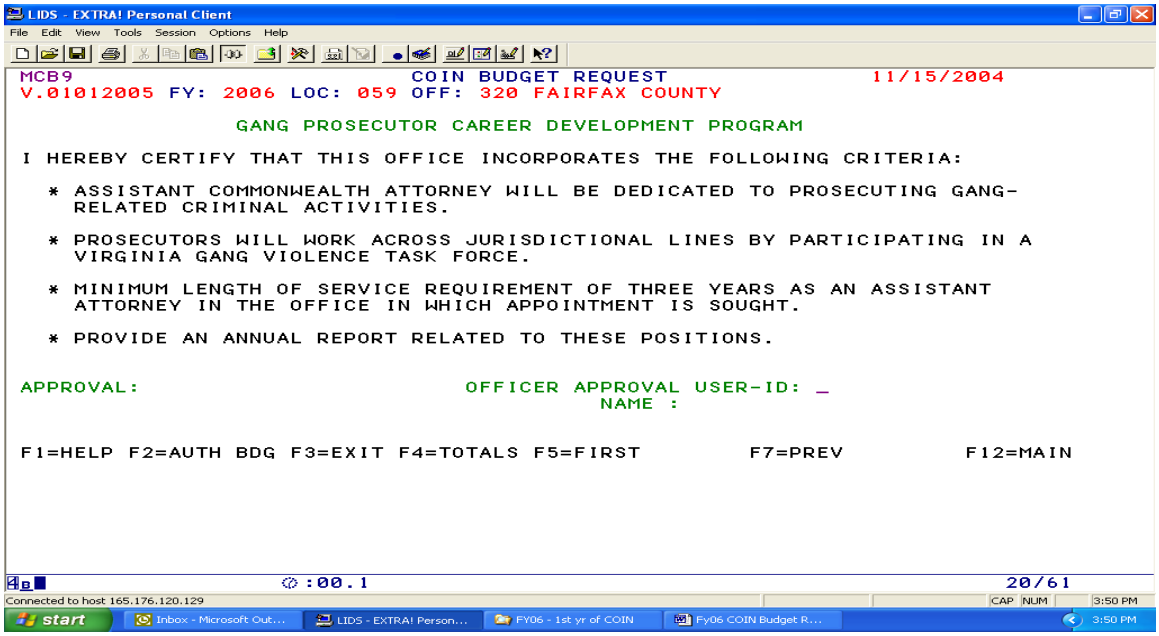
320 – COMMONWEALTH ATTORNEYS
GANG PROSECUTOR CAREER DEVELOPMENT PROGRAM

SCREEN 3 OF 4: GANG PROSECUTOR CAREER DEVELOPMENT PROGRAM



SCREEN 4 OF 4: GANG PROSECUTOR CAREER DEVELOPMENT PROGRAM

- ✓ Select 'F8 Next' to go to the Gang Prosecutor Career Development Program Screen



OPTION #9, SPECIAL PROGRAM CERTIFICATION

717 – DIRECTORS OF FINANCE

SCREEN 1 OF 5: DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 A. I HAVE ACHIEVED LEVEL II CERTIFICATION FROM THE WELDON COOPER CENTER FOR
    PUBLIC SERVICE AT THE UNIVERSITY OF VIRGINIA.

 B. I HAVE DEVELOPED AND IMPLEMENTED WRITTEN POLICIES CONSISTENT WITH STATE
    AND FEDERAL LAW ADDRESSING LEAVE AND ATTENDANCE, EQUAL OPPORTUNITY,
    SEXUAL HARASSMENT, RECRUITMENT AND SELECTION, AND PERSONNEL DISCIPLINARY
    PROCEDURES OR ADOPTED LOCAL GOVERNMENT POLICIES THAT MEET THE SAME
    STANDARD.

 C. I HAVE ADOPTED THE COMPENSATION BOARD'S MINIMUM CRITERIA FOR PERSONNEL
    EVALUATION PLANS, DELEGATION OF CLASSIFICATION AUTHORITY, AND DEPUTY
    TREASURER CAREER DEVELOPMENT PLANS.

 D. I HAVE A WRITTEN CUSTOMER SERVICE POLICY.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS          F6=LST          F8=NEXT F12=MAIN

                          :00.1                                          06/02
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SCREEN 2 OF 5: DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 E. I HAVE A WRITTEN INVESTMENT POLICY.

 F. THE AUDIT REPORT REPORTED NO FINDINGS OF MATERIAL FINANCIAL WEAKNESS UNDER
    MY DIRECTION, AND THAT NO INTERNAL SHORTCOMINGS IDENTIFIED IN THE PRIOR
    YEAR MANAGEMENT LETTER WERE REPEATED IN THE MOST RECENT AUDIT. I HAVE TWO
    CONSECUTIVE AUDITS, FROM THE APA AND AN INDEPENDENT AUDIT FIRM, WITH THE
    TIME PERIOD COVERED BY ALL AUDITS BEING COMPLETELY WITHIN MY TERM OF
    OFFICE.

 G. I HAVE WRITTEN DELINQUENT COLLECTIONS POLICY CONTAINING COLLECTION RATES
    FOR REAL ESTATE TAXES AND PERSONAL PROPERTY TAXES. THESE PERCENTAGES ARE
    MEASURED 12 MONTHS AFTER EACH TAX YEAR'S DUE DATE OCCURRED DURING MY TERM
    OF OFFICE. I HAVE CALCULATED MY COLLECTION RATE USING THE COMPENSATION
    BOARD'S FORMULA ESTABLISHED IN THE AMENDED MINIMUM CRITERIA FOR
    TREASURER'S CAREER DEVELOPMENT PROGRAMS.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

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OPTION #9, SPECIAL PROGRAM CERTIFICATION

717 – DIRECTORS OF FINANCE

SCREEN 3 OF 5: DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

I UNDERSTAND THAT I MUST SUBMIT THIS CERTIFICATION AS PART OF MY ANNUAL BUDGET
REQUEST TO THE COMPENSATION BOARD BY FEBRUARY 1 OF EACH YEAR IN ORDER TO BE
CONSIDERED FOR A 9.3% PAY RAISE EFFECTIVE THE FOLLOWING JULY 1ST.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS
CERTIFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY OR
ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE VIRGINIA FREEDOM OF
INFORMATION ACT. I UNDERSTAND THAT I WILL HAVE SEVEN BUSINESS DAYS TO RESPOND
TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME
LIMIT WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT
YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY GOVERNING BODY.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                    :00.1                                                06/02
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start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:24 AM
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SCREEN 4 OF 5: DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

THE FOLLOWING EMPLOYEES IN MY OFFICE ARE ENROLLED & PARTICIPATING IN THE
CERTIFIED DEPUTY TREASURERS PROGRAM ADMINISTERED BY THE WELDON COOPER CENTER
FOR PUBLIC SERVICE

SOCIAL      LAST                    FIRST                   ENROLLED WITH
SECURITY    NAME                    NAME                    WELDON COOPER (Y/N)

_           _                       _                       _
_           _                       _                       _
_           _                       _                       _
_           _                       _                       _
_           _                       _                       _
_           _                       _                       _

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                    :00.1                                                14/02
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start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:25 AM
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

717 – DIRECTORS OF FINANCE

SCREEN 5 OF 5: DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help

MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                                TREASURER'S CAREER DEVELOPMENT PROGRAM

AUDITOR OF PUBLIC ACCOUNTS - YEAR REPORT ENDS 06 / 2006
INDEPENDENT AUDIT REPORT   - YEAR REPORT ENDS 06 / 2006

NAME OF INDEPENDENT AUDIT REPORT:  _____________________
REAL ESTATE:      TAX YEAR:  2002
REAL ESTATE:      TAX COLLECTION RATE:  0.95000 %
PERSONAL PROPERTY TAX YEAR:  2002
PERSONAL PROPERTY TAX COLLECTION RATE:  0.92000 %


APPROVAL:                         OFFICER APPROVAL USER-ID: ________
                                            NAME :




F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN




4B                  :00.1                                          09/37
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start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:26 AM
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

717 – DEPUTY DIRECTORS OF FINANCE

SCREEN 1 OF 4: DEPUTY DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOING CRITERIA:

 A. CERTIFICATION OF PARTICIPATION IN A PERSONNEL EVALUATION PLAN MEETING THE
    MINIMUM CRITERIA AS ESTABLISHED BY THE COMPENSATION BOARD.

 B. COMPETITIVE SELECTION PROCESS IN WHICH THE TREASURER MAKES THE FINAL
    DECISION REGARDING SELECTION.

 C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS DEPUTY TREASURER
    OR COMPARABLE SERVICE IN THE OFFICE IN WHICH APPOINTMENT IS SOUGHT.

 D. JOB PERFORMANCE EVALUATION OF TWO CONSECUTIVE ANNUAL EVALUATIONS WHICH
    (1) HAVE OVERALL ABOVE AVERAGE RATINGS; (2) HAVE NO JOB PERFORMANCE
    OBJECTIVE BELOW AVERAGE AND (3) NO MORE THAN ONE WRITTEN REPRIMAND FROM
    THE TREASURER WITHIN THE TWO YEARS IMMEDIATELY PRECEDING APPLICATION FOR
    SELECTION.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                    :00.1                                                06/02
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SCREEN 2 OF 4: DEPUTY DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

 E. ACHIEVEMENT OF MASTER GOVERNMENTAL DEPUTY TREASURER (LEVEL II.
    CERTIFICATION) BY THE WELDON COOPER CENTER FOR PUBLIC SERVICE AT THE
    UNIVERSITY OF VIRGINIA, AND COMPLETION OF THE ANNUAL CONTINUING
    EDUCATIONAL REQUIREMENT TO MAINTAIN THE MASTER GOVERNMENTAL DEPUTY
    TREASURER DESIGNATION. ACHIEVEMENT OF ANY ADDITIONAL EDUCATION AND
    TRAINING REQUIREMENTS ESTABLISHED BY THE TREASURER.

 F. A PROCEDURE FOR THE REMOVAL OF DEPUTIES FROM THE CDP FOR INADEQUENT JOB
    PERFORMANCE, DISCIPLINARY ACTION, OR FAILURE TO MAINTAIN MINIMUM
    ADDITIONAL EDUCATIONAL REQUIREMENTS.

 G. EQUAL OPPORTUNITY FOR ALL DEPUTIES.

 H. STATEMENT OF PURPOSE.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                    :00.1                                                06/02
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

717 – DEPUTY DIRECTORS OF FINANCE

SCREEN 3 OF 4: DEPUTY DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THE FOLLOWING COMPENSATION BOARD FUNDED DEPUTY
TREASURERS MEET OR EXCEED THE CRITERIA SET FORTH IN C, D AND E, AND A 9.3%
SALARY INCREASE IS REQUESTED:

SOCIAL      LAST                    FIRST                    ENROLLED WITH
SECURITY    NAME                    NAME                     WELDON COOPER (Y/N)

_           _                       _                        _
            _                       _                        _
            _                       _                        _
            _                       _                        _
            _                       _                        _
            _                       _                        _

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

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SCREEN 4 OF 4: DEPUTY DIRECTORS OF FINANCE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOING CRITERIA:

 I. SCOPE OF THE PLAN

 J. UNDERSTANDING OF EMPLOYMENT AS DEPUTY TREASURER.

 K. POSITIONS ELIGIBLE FOR PARTICIPATION IN THE PLAN.

 L. STATEMENT OF ADDITIONAL COMPENSATION.

APPROVAL:                          OFFICER APPROVAL USER-ID: _
                                              NAME :

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST        F7=PREV        F12=MAIN

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OPTION #9, SPECIAL PROGRAM CERTIFICATION

732 - TREASURERS

SCREEN 1 OF 5: TREASURER'S CAREER DEVELOPMENT PROGRAM

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LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 A. I HAVE ACHIEVED LEVEL II CERTIFICATION FROM THE WELDON COOPER CENTER FOR
    PUBLIC SERVICE AT THE UNIVERSITY OF VIRGINIA.

 B. I HAVE DEVELOPED AND IMPLEMENTED WRITTEN POLICIES CONSISTENT WITH STATE
    AND FEDERAL LAW ADDRESSING LEAVE AND ATTENDANCE, EQUAL OPPORTUNITY,
    SEXUAL HARASSMENT, RECRUITMENT AND SELECTION, AND PERSONNEL DISCIPLINARY
    PROCEDURES OR ADOPTED LOCAL GOVERNMENT POLICIES THAT MEET THE SAME
    STANDARD.

 C. I HAVE ADOPTED THE COMPENSATION BOARD'S MINIMUM CRITERIA FOR PERSONNEL
    EVALUATION PLANS, DELEGATION OF CLASSIFICATION AUTHORITY, AND DEPUTY
    TREASURER CAREER DEVELOPMENT PLANS.

 D. I HAVE A WRITTEN CUSTOMER SERVICE POLICY.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS          F6=LST          F8=NEXT F12=MAIN

                    :00.1                                                06/02
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SCREEN 2 OF 5: TREASURER'S CAREER DEVELOPMENT PROGRAM

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LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 E. I HAVE A WRITTEN INVESTMENT POLICY.

 F. THE AUDIT REPORT REPORTED NO FINDINGS OF MATERIAL FINANCIAL WEAKNESS UNDER
    MY DIRECTION, AND THAT NO INTERNAL SHORTCOMINGS IDENTIFIED IN THE PRIOR
    YEAR MANAGEMENT LETTER WERE REPEATED IN THE MOST RECENT AUDIT. I HAVE TWO
    CONSECUTIVE AUDITS, FROM THE APA AND AN INDEPENDENT AUDIT FIRM, WITH THE
    TIME PERIOD COVERED BY ALL AUDITS BEING COMPLETELY WITHIN MY TERM OF
    OFFICE.

 G. I HAVE WRITTEN DELINQUENT COLLECTIONS POLICY CONTAINING COLLECTION RATES
    FOR REAL ESTATE TAXES AND PERSONAL PROPERTY TAXES. THESE PERCENTAGES ARE
    MEASURED 12 MONTHS AFTER EACH TAX YEAR'S DUE DATE OCCURRED DURING MY TERM
    OF OFFICE. I HAVE CALCULATED MY COLLECTION RATE USING THE COMPENSATION
    BOARD'S FORMULA ESTABLISHED IN THE AMENDED MINIMUM CRITERIA FOR
    TREASURER'S CAREER DEVELOPMENT PROGRAMS.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                    :00.2                                                06/02
Connected to host 165.176.120.129                                   NUM   9:24 AM
start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:24 AM
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

732 - TREASURERS

SCREEN 3 OF 5: TREASURER'S CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

I UNDERSTAND THAT I MUST SUBMIT THIS CERTIFICATION AS PART OF MY ANNUAL BUDGET
REQUEST TO THE COMPENSATION BOARD BY FEBRUARY 1 OF EACH YEAR IN ORDER TO BE
CONSIDERED FOR A 9.3% PAY RAISE EFFECTIVE THE FOLLOWING JULY 1ST.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS
CERTIFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY OR
ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE VIRGINIA FREEDOM OF
INFORMATION ACT. I UNDERSTAND THAT I WILL HAVE SEVEN BUSINESS DAYS TO RESPOND
TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME
LIMIT WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT
YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY GOVERNING BODY.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                          :00.1                                          06/02
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SCREEN 4 OF 5: TREASURER'S CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                    TREASURER'S CAREER DEVELOPMENT PROGRAM

THE FOLLOWING EMPLOYEES IN MY OFFICE ARE ENROLLED & PARTICIPATING IN THE
CERTIFIED DEPUTY TREASURERS PROGRAM ADMINISTERED BY THE WELDON COOPER CENTER
FOR PUBLIC SERVICE

SOCIAL      LAST                    FIRST                   ENROLLED WITH
SECURITY    NAME                    NAME                    WELDON COOPER (Y/N)

_           _                       _                       _
_           _                       _                       _
_           _                       _                       _
_           _                       _                       _
_           _                       _                       _
_           _                       _                       _

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                          :00.1                                          14/02
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

732 - TREASURERS

SCREEN 5 OF 5TREASURER'S CAREER DEVELOPMENT PROGRAM

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LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help

MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                                TREASURER'S CAREER DEVELOPMENT PROGRAM

AUDITOR OF PUBLIC ACCOUNTS - YEAR REPORT ENDS 06 / 2006
INDEPENDENT AUDIT REPORT   - YEAR REPORT ENDS 06 / 2006

NAME OF INDEPENDENT AUDIT REPORT:  _____________________
REAL ESTATE:       TAX YEAR:  2002
REAL ESTATE:       TAX COLLECTION RATE:  0.95000 %
PERSONAL PROPERTY TAX YEAR:  2002
PERSONAL PROPERTY TAX COLLECTION RATE:  0.92000 %


APPROVAL:                          OFFICER APPROVAL USER-ID: ________
                                              NAME :




F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN




4B                    :00.1                                          09/37
Connected to host 165.176.120.129                                    NUM   9:26 AM
start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:26 AM
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

732 – DEPUTY TREASURERS

SCREEN 1 OF 4: DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOING CRITERIA:

 A. CERTIFICATION OF PARTICIPATION IN A PERSONNEL EVALUATION PLAN MEETING THE
    MINIMUM CRITERIA AS ESTABLISHED BY THE COMPENSATION BOARD.

 B. COMPETITIVE SELECTION PROCESS IN WHICH THE TREASURER MAKES THE FINAL
    DECISION REGARDING SELECTION.

 C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS DEPUTY TREASURER
    OR COMPARABLE SERVICE IN THE OFFICE IN WHICH APPOINTMENT IS SOUGHT.

 D. JOB PERFORMANCE EVALUATION OF TWO CONSECUTIVE ANNUAL EVALUATIONS WHICH
    (1) HAVE OVERALL ABOVE AVERAGE RATINGS; (2) HAVE NO JOB PERFORMANCE
    OBJECTIVE BELOW AVERAGE AND (3) NO MORE THAN ONE WRITTEN REPRIMAND FROM
    THE TREASURER WITHIN THE TWO YEARS IMMEDIATELY PRECEDING APPLICATION FOR
    SELECTION.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
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SCREEN 2 OF 4: DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

 E. ACHIEVEMENT OF MASTER GOVERNMENTAL DEPUTY TREASURER (LEVEL II.
    CERTIFICATION) BY THE WELDON COOPER CENTER FOR PUBLIC SERVICE AT THE
    UNIVERSITY OF VIRGINIA, AND COMPLETION OF THE ANNUAL CONTINUING
    EDUCATIONAL REQUIREMENT TO MAINTAIN THE MASTER GOVERNMENTAL DEPUTY
    TREASURER DESIGNATION. ACHIEVEMENT OF ANY ADDITIONAL EDUCATION AND
    TRAINING REQUIREMENTS ESTABLISHED BY THE TREASURER.

 F. A PROCEDURE FOR THE REMOVAL OF DEPUTIES FROM THE CDP FOR INADEQUENT JOB
    PERFORMANCE, DISCIPLINARY ACTION, OR FAILURE TO MAINTAIN MINIMUM
    ADDITIONAL EDUCATIONAL REQUIREMENTS.

 G. EQUAL OPPORTUNITY FOR ALL DEPUTIES.

 H. STATEMENT OF PURPOSE.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

732 – DEPUTY TREASURERS

SCREEN 3 OF 4: DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THE FOLLOWING COMPENSATION BOARD FUNDED DEPUTY
TREASURERS MEET OR EXCEED THE CRITERIA SET FORTH IN C, D AND E, AND A 9.3%
SALARY INCREASE IS REQUESTED:

SOCIAL      LAST                    FIRST                    ENROLLED WITH
SECURITY    NAME                    NAME                     WELDON COOPER (Y/N)

_           _                       _                                _
            _                       _                                _
            _                       _                                _
            _                       _                                _
            _                       _                                _
            _                       _                                _

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                          :00.1                                       14/02
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SCREEN 4 OF 4: DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 732 CUMBERLAND COUNTY

                 DEPUTY TREASURER'S CAREER DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOING CRITERIA:

 I. SCOPE OF THE PLAN

 J. UNDERSTANDING OF EMPLOYMENT AS DEPUTY TREASURER.

 K. POSITIONS ELIGIBLE FOR PARTICIPATION IN THE PLAN.

 L. STATEMENT OF ADDITIONAL COMPENSATION.

APPROVAL:                        OFFICER APPROVAL USER-ID: _
                                            NAME :

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST        F7=PREV        F12=MAIN

                          :00.1                                       20/61
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OPTION #9, SPECIAL PROGRAM CERTIFICATION

734 – COMMISSIONERS OF THE REVENUE

SCREEN 1 OF 7: COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                 COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 A. 100 % OF ALL WRITTEN APPEALS OF ASSESSMENT FOR BPOL RECEIVED BY MY OFFICE
    IN THE PAST TWELVE MONTHS WERE ISSUED A FINAL DETERMINATION WITHIN 90
    DAYS FROM THE DATE OF RECEIPT OF ALL REQUESTED INFORMATION FROM THE
    ATTORNEY GENERAL, DEPARTMENT OF TAXATION AND CLIENT.

 B. 100 % OF ALL WRITTEN APPEALS OF ASSESSMENT OF TANGIBLE PERSONAL PROPERTY
    AND OTHER LOCAL OPTION TAX ASSESSMENTS RECEIVED BY MY OFFICE IN THE PAST
    TWELVE MONTHS WERE ISSUED A FINAL DETERMINATION WITHIN 90 DAYS FROM THE
    DATE OF RECEIPT OF ALL REQUESTED INFORMATION.

 C. I HAVE ESTABLISHED AND IMPLEMENTED, AND THAT I MAINTAIN, A PROFESSIONAL,
    UNIFORM AND EQUITABLE ASSESSMENT POLICY IN ACCORDANCE WITH THE GUIDELINES
    PROVIDED IN THE COR CDP.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS          F6=LST          F8=NEXT F12=MAIN
```

SCREEN 2 OF 7: COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                 COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 D. I HAVE ESTABLISHED AND IMPLEMENTED, AND THAT I MAINTAIN, AN OBJECTIVE AND
    SYSTEMATIC PROCESS OF DISCOVERING, ACCUMULATING AND EVALUATING FINANCIAL
    RECORDS AND OTHER EVIDENCE IN ORDER TO DETERMINE CONFORMITY OF AD
    VALOREM AND EXISE TAX FILINGS WITH THE APPLICABLE STATE AND LOCAL TAX
    LAWS.

 E. I HAVE A WRITTEN CONFIDENTIALITY POLICY AND THAT I HAVE ESTABLISHED A
    PROCESS FOR INVESTIGATING PERSONNEL BREECHES OF CONFIDENTIALITY.

 F. I HAVE A WRITTEN CUSTOMER SERVICE POLICY.

 G. PRACTICE OF THE CODE OF ETHICS AND STANDARDS OF PROFESSIONAL CONDUCT OF
    THE IAAO.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

734 – COMMISSIONERS OF THE REVENUE

SCREEN 3 OF 7: 734 – COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 G. I HAVE IMPLEMENTED A WRITTEN PROCEDURE FOR HANDLING FREEDOM OF
    INFORMATION REQUESTS.

 H. I HAVE IMPLEMENTED A PROCESS OF DISCOVERING AND APPLYING UNIFORM
    PRACTICES FOR THE FILING, ABATEMENT AND APPEALS OF ALL LOCAL OPTION TAXES
    THAT ARE ASSESSED BY MY LOCALITY.

 I. MY PERSONAL PROPERTY BOOK WAS PRESENTED TO THE TREASURER OF MY LOCALITY
    LISTING ALL ACCOUNTS THAT WERE ESTABLISHED BY SEPTEMBER 1 OF THIS YEAR OR
    WITHIN 90 DAYS FROM THE DATE THE RATE OF TAX ON PERSONAL PROPERTY WAS
    DETERMINED. (NOTE: I THE DEPARTMENT OF TAXATION EXTENDED THE DELIVERY FOR
    SUCH BOOKS, PLEAE ATTACH CORRESPONDENCE PROVIDING VERIFICATION FOR THE
    EXTENSION.)

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

SCREEN 4 OF 7: 734 – COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 J. I HAVE DEVELOPED AND IMPLEMENTED WRITTEN POLICIES CONSISTENT WITH STATE
    AND FEDERAL LAW ADDRESSING LEAVE AND ATTENDANCE, EQUAL OPPORTUNITY,
    SEXUAL HARRASSMENT, RECRUITMENT AND SELECTION AND PERSONNEL DISCIPLINARY
    PROCEDURES OR ADOPTED LOCAL GOVERNMENT POLICIES THAT MEET THE SAME
    STANDARD.

 K. I HAVE IMPLEMENTED THE MINIMUM BASIC TECHNOLOGICAL METHODS AND PROCEDURES
    REQUIRED TO PERFORM THE DUTIES OF THE COMMISSIONER OF THE REVENUE. I HAVE
    A WRITTEN PLAN IN PLACE TO OUTLINE THE IMPLEMENTATION OF THE OPTIONAL
    CRITERIA.

 L. I HAVE ADOPTED THE COMPENSATION BOARDS'S MINIMUM CRITERIA FOR PERSONNEL
    EVALUATION PLANS, DELEGATION OF CLASSIFICATION AUTHORITY, AND DEPUTY
    COMMISSIONER OF THE REVENUE PLANS.

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

734 – COMMISSIONERS OF THE REVENUE

SCREEN 5 OF 7: COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                 COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

 M. I MEET THE MINIMUM CRITERIA FOR COR CDP AS ESTABLISHED HEREIN. I PROVIDE
    THE FOLLOWING ADDITIONAL SERVICES:

   =>  100 % OF ALL WRITTEN APPEALS OF ASSESSMENT FOR REAL ESTATE
    RECEIVED BY OFFICE IN THE PAST TWELVE MONTHS WERE ISSUED A FINAL
    DETERMINATION WITHIN 90 DAYS FROM THE DATE OF RECEIPT OF THE APPEAL.

   =>  I HAVE ACCOMPLISHED THE FOLLOWING WITH RESPECT TO THE PROCESSING OF
       STATE INCOME TAX RETURNS;
        -  MAINTAIN ACCESS TO THE DEPARTMENT OF TAXATION STATE TAX
           ACCOUNTING AND REPORTING SYSTEM (STARS).
        -  PROCESS STATE INCOME TAX RETURNS AND ESTIMATED INCOME TAX
           PAYMENTS AS REQUIRED PER DEPARTMENT OF TAXATION.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                          :00.1                                          06/02
```

SCREEN 6 OF 7: COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                 COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I CERTIFY THAT THE FOLLOWING EMPLOYEES ARE PARTICIPATING AND ENROLLED IN THE
MASTER DEPUTY COMMISSIONER OF THE REVENUE PROGRAM ADMINISTERED BY THE WELDON
COOPER CENTER FOR PUBLIC SERVICE.

SOCIAL      LAST                 FIRST                ENROLLED WITH
SECURITY    NAME                 NAME                 WELDON COOPER (Y/N)

_________   ____________________ ____________________        _
_________   ____________________ ____________________        _
_________   ____________________ ____________________        _
_________   ____________________ ____________________        _
_________   ____________________ ____________________        _
_________   ____________________ ____________________        _


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                          :00.1                                          14/02
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

734 – COMMISSIONERS OF THE REVENUE

SCREEN 7 OF 7: COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

                COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

    => I HAVE ACCOMPLISHED THE FOLLOWING WITH RESPECT TO THE PROCESSING OF
       STATE INCOME TAX RETURNS:

        -  MET THE DISCLOSURE, SECURITY AND CONFIDENTIALITY REQUIREMENTS
           AS IMPOSED BY THE DEPARTMENT OF TAXATION.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS
CERTIFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY, THE
CORVA CERTIFICATION OVERSIGHT COMMITTEE OR ANY INDIVIDUAL ORGANIZATION COVERED
UNDER THE FREEDOM OF INFORMATION ACT. I HAVE PROVIDED A COPY OF THIS
CERTIFICATION TO MY GOVERNING BODY.

APPROVAL:                          OFFICER APPROVAL USER-ID: _
                                             NAME :


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

734 – DEPUTY COMMISSIONERS OF THE REVENUE

SCREEN 1 OF 4: MASTER DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

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MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

         MASTER DEPUTY COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

 A. PARTICIPATION IN THE PERSONNEL EVALUATION PLAN MEETING THE MINIMUM
    CRITERIA ESTABLISHED BY THE COMPENSATION BOARD.

 B. COMPETITIVE SELECTION PROCESS IN WHICH THE COR MAKES THE FINAL DECISION
    REGARDING SELECTION.

 C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS AN EMPLOYEE IN
    THE OFFICE IN WHICH APPOINTMENT IS SOUGHT.

 D. JOB PERFORMANCE INCLUDING TWO CONSECUTIVE ANNUAL EVALUATIONS THAT MEET
    ABOVE AVERAGE RATINGS.

 E. NO WRITTEN REPRIMANDS WITHIN THE PAST TWO YEARS.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

SCREEN 2 OF 4: MASTER DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

         MASTER DEPUTY COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

 F. ACHIEVEMENT OF MASTER DEPUTY COR DESIGNATION BY THE WELDON COOPER CENTER
    FOR PUBLIC SERVICE, UNIVERSITY OF VIRGINIA, AND CONTINUING EDUCATIONAL
    REQUIREMENTS HAVE BEEN ESTABLISHED TO MAINTAIN CAREER DEPUTY STATUS.

 G. A LETTER OF RECOMMENDATION IS ON FILE FROM THE MDCR'S IMMEDIATE
    SUPERVISOR IF THAT PERSON IS SOMEONE OTHER THAN THE COR.

 H. A PROCEDURE FOR THE REMOVAL OF DEPUTIES FROM THE CDP FOR INADEQUATE JOB
    PERFORMANCE, DISCIPLINARY ACTION, OR FAILURE TO MAINTAIN MINIMUM
    ADDITIONAL EDUCATIONAL REQUIREMENTS.

 I. EQUAL OPPORTUNITY FOR ALL DEPUTIES.

 J. STATEMENT OF PURPOSE.


F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN
```

OPTION #9, SPECIAL PROGRAM CERTIFICATION

734 – DEPUTY COMMISSIONERS OF THE REVENUE

SCREEN 3 OF 4: MASTER DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

         MASTER DEPUTY COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THE FOLLOWING COMPENSATION BOARD FUNDED DEPUTY
COMMISSIONERS MEET OR EXCEED THE CRITERIA SET FORTH IN C, D, E AND F ABOVE.
A 9.3% SALARY INCREASE IS REQUESTED.

SOCIAL      LAST                    FIRST                    ENROLLED WITH
SECURITY    NAME                    NAME                     WELDON COOPER (Y/N)

_           ________________________ ________________________        _
___________ ________________________ ________________________        _
___________ ________________________ ________________________        _
___________ ________________________ ________________________        _
___________ ________________________ ________________________        _
___________ ________________________ ________________________        _

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST F6=LST F7=PREV F8=NEXT F12=MAIN

                          :00.1                                      14/02
Connected to host 165.176.120.129                                    NUM   9:42 AM
start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:42 AM
```

SCREEN 4 OF 4: MASTER DEPUTY COMMISSIONERS OF THE REVENUE CAREER DEVELOPMENT PROGRAM

```
LIDS - EXTRA! Personal Client
File  Edit  View  Tools  Session  Options  Help
MCB9                          COIN BUDGET REQUEST                    11/12/2004
V.01012005 FY: 2006 LOC: 049 OFF: 734 CUMBERLAND COUNTY

         MASTER DEPUTY COMMISSIONERS OF THE REVENUE DEVELOPMENT PROGRAM

I HEREBY CERTIFY THAT THIS OFFICE INCORPORATES THE FOLLOWING CRITERIA:

 K. UNDERSTANDING OF EMPLOYMENT STATUS AS A DCR.

 L. POSITIONS ELIGIBLE FOR PARTICIPATION IN THE PLAN; AND

 M. ADDITIONAL COMPENSATION.

THIS IS TO CERTIFY THAT THE CAREER DEVELOPMENT PLAN IN THIS OFFICE MEETS THE
MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD.

I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY COUNTY ADMISNISTRATOR/CITY
MANAGER.

APPROVAL:                          OFFICER APPROVAL USER-ID: _
                                              NAME :

F1=HELP F2=AUTH BDG F3=EXIT F4=TOTALS F5=FIRST        F7=PREV         F12=MAIN

                          :00.1                                      20/61
Connected to host 165.176.120.129                                    NUM   9:43 AM
start  Inbox - Microsoft Out...  FY06 - 1st yr of COIN  Fy06 COIN Budget R...  LIDS - EXTRA! Person...  9:43 AM
```

16. OPTION #10, CERTIFY BUDGET REQUEST

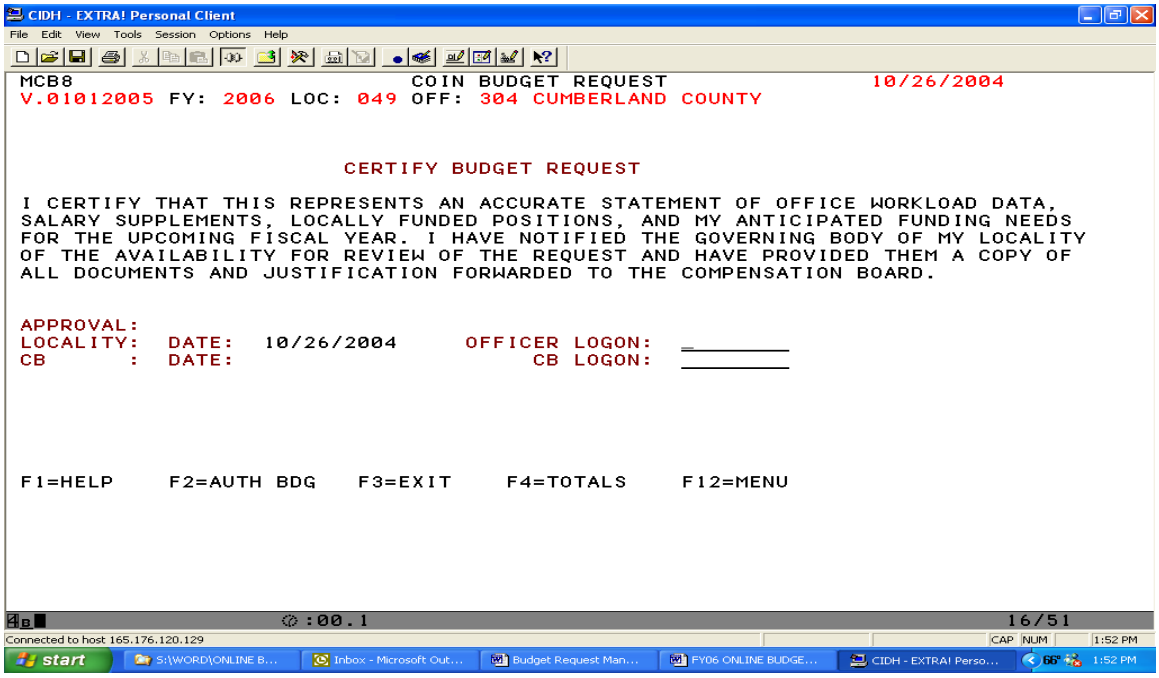
PURPOSE:

This Certify Budget Request is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is accurate.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

ALL CONSTITUTIONAL OFFICERS



HELPFUL HINTS:

- If you enter your Officer Approval User ID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
  - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
  - ✓ From the time of your submission, which is due February 1, until the completion of the budget approval process you may view only your submission

OPTION #10, CERTIFY BUDGET REQUEST

HELPFUL HINTS (CONTINUED):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
  - ✓ If your approval User ID has been entered, you cannot make changes to your Budget Request.
  - ✓ If your screen has the error messages on the bottom of the screen, you have not Certified
    - o Please go back to the 'Option' shown in error on the bottom of your screen and complete the required fields, and return to the certification screen to certify your budget request

PROCEDURES:

- Enter your 'USER ID' as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested to proceed to the next screen, or
- Select Hot Key 'F3' to exit the screen to the Budget Request Menu
- See 'F' Function Hot key section of this Users Guide to see available features

17. OPTION #11, COMMENTS

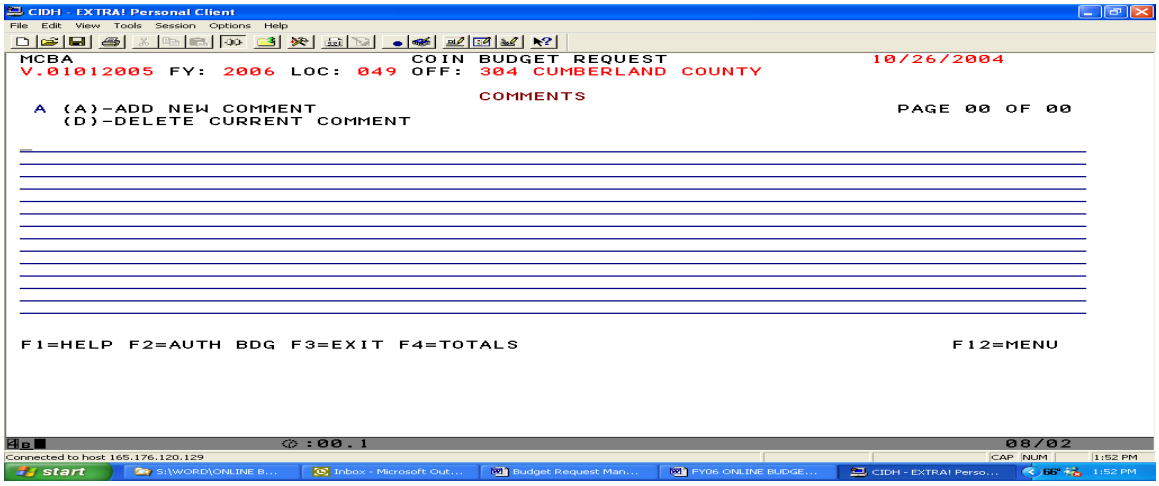
PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

ALL CONSTITUTIONAL OFFICERS



HELPFUL HINTS:

- There are unlimited 'Comment' screens that allows the entry of comments in a free form format
- This screen will Time Out if your computer is idol for 15 minutes
  - ✓ Suggest that you have all the information needed to start this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request
- There are limited screens available for your comments, so keep this in mind, as you may wish to send paper documentation for more detailed comments

PROCEDURES:

- Input the information you want to address
- Reference the section of the on-line budget request your comments are referring to
  - ✓ Example: Option #2, Additional Employee Request
- Select Hot Key 'F3' to exit out screen to the Budget Request Menu
- See 'F' Function Hot key section of this Users Guide to see available features

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18. BUDGET REQUEST TOTALS

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses and Equipment.

NAVIGATIONAL PATH:

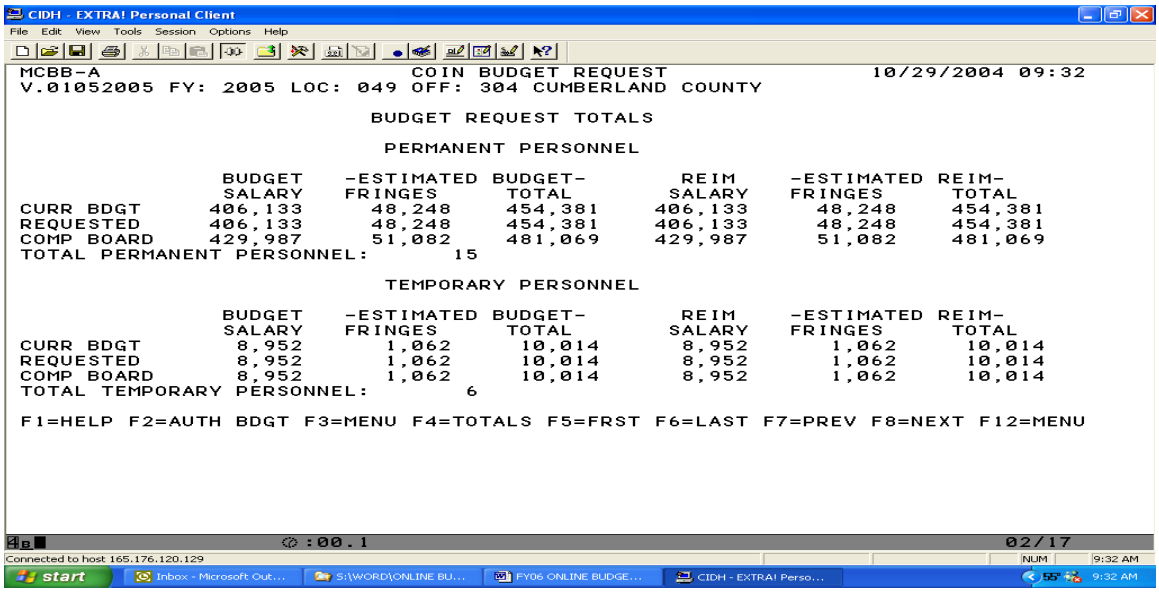
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Function Key 'F4'

HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
  - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
  - ✓ Screen #2 displays the totals for Equipment funding requests and
  - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Depressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals.
- 'F4', Displays budget request totals for your entire budget request

ALL CONSTITUTIONAL OFFICERS

1ST SCREEN OF 3:



```
MCBB-A                    COIN BUDGET REQUEST                    10/29/2004 09:32
V.01052005 FY: 2005 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                          BUDGET REQUEST TOTALS

                           PERMANENT PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES     TOTAL        SALARY    FRINGES     TOTAL
CURR BDGT      406,133      48,248     454,381     406,133      48,248     454,381
REQUESTED      406,133      48,248     454,381     406,133      48,248     454,381
COMP BOARD     429,987      51,082     481,069     429,987      51,082     481,069
TOTAL PERMANENT PERSONNEL:        15

                           TEMPORARY PERSONNEL

                 BUDGET    -ESTIMATED BUDGET-        REIM     -ESTIMATED REIM-
                 SALARY    FRINGES     TOTAL        SALARY    FRINGES     TOTAL
CURR BDGT        8,952       1,062      10,014       8,952       1,062      10,014
REQUESTED        8,952       1,062      10,014       8,952       1,062      10,014
COMP BOARD       8,952       1,062      10,014       8,952       1,062      10,014
TOTAL TEMPORARY PERSONNEL:         6

F1=HELP F2=AUTH BDGT F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
```

BUDGET REQUEST TOTALS

ALL CONSTITUTIONAL OFFICERS

PROCEDURES:

- **1ST SCREEN OF 3:**

  - ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your currently authorized budget information as of January 1, 2005

  - ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the processing of making
    - This information is subject to change as you make revisions to your budget request
    - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request

  - ✓ **'COMP BOARD' -** This line of information refers to the budget request as being reviewed or approved by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budgets requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

  - ✓ **'FRINGE'** benefits listed are estimates only

  - ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

BUDGET REQUEST TOTALS

ALL CONSTITUTIONAL OFFICERS

- **F4=TOTALS (CONTINUED)**

2ND SCREEN OF 3:

```
CIDH - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBB-B                    COIN BUDGET REQUEST                    10/29/2004 09:32
V.01052005 FY: 2005 LOC: 049 OFF: 304 CUMBERLAND COUNTY

                         BUDGET REQUEST TOTALS
                                EQUIPMENT
   NEW        NEW     REPLACE   REPLACE    TOTAL       TOTAL       STRESSED
   QTY        COST      QTY      COST       QTY        COST         COST
   TOTAL CATEGORY A:  DATA PROCESSING
     0          0        1       6,000       1        6,000         4,699

   TOTAL CATEGORY B:  OFFICE EQUIPMENT
     0          0        2       3,200       2        3,200         2,506




   EQUIPMENT TOTAL:
     0          0        3       9,200       3        9,200         7,205
     0          0        0           0       0            0             0

F1=HELP F2=AUTH BDGT F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

                        :00.1                                          02/17
Connected to host 165.176.120.129                                  NUM   9:33 AM
start  Inbox - Microsoft Out...  S:\WORD\ONLINE BU...  FY06 ONLINE BUDGE...  CIDH - EXTRA! Perso...  9:33 AM
```

3RD SCREEN OF 3:

```
LIDS - EXTRA! Personal Client
File Edit View Tools Session Options Help
MCBB-C                    COIN BUDGET REQUEST                    11/16/2004 13:12
V.01052005 FY: 2005 LOC: 049 OFF: 304 CUMBERLAND COUNTY
                      BUDGET REQUEST SUMMARY TOTALS
TOTAL PERMANENT PERSONNEL.: CURR BDGT        454,381 REIMBURSABLE        454,381
                            REQUESTED        454,381                     454,381
                            COMP BOARD       481,069                     481,069

TOTAL ADDITIONAL POSITIONS: CURR BDGT              0
                            REQUESTED        578,682
                            COMP BOARD       578,682

TOTAL TEMPORARY PERSONNEL.: CURR BDGT         10,014 REIMBURSABLE         10,014
                            REQUESTED         10,014                      10,014
                            COMP BOARD        10,014                      10,014

TOTAL OFFICE EXPENSES.....: CURR BDGT              0
                            REQUESTED         27,201
                            COMP BOARD             0

TOTAL EQUIPMENT EXPENSES..: CURR BDGT              0
                            REQUESTED              0
                            COMP BOARD             0

F1=HELP F2=AUTH BDGT F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

                        :00.1                                          02/17
Connected to host 165.176.120.129  OFF. CLIP ART - Microsoft Word  NUM  1:11 PM
start  Inbox - Microsoft...  FY06 - 1st yr of ...  Fy06 COIN Budg...  Graphics - OLB M...  OFF. CLIP ART - ...  LIDS - EXTRA! Pe...  1:10 PM
```

BUDGET REQUEST TOTALS

ALL CONSTITUTIONAL OFFICERS

- **2ND SCREEN OF 3:**

  - ✓ This screen displays equipment totals by equipment category

  - ✓ **FIRST LINE** of information displayed relates to the request you have made or in the process of making
    - This information is subject to change as you make revisions to your budget request
    - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request

  - ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budgets requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

- **3RD SCREEN OF 3:**

  - ✓ Displays totals for each budget request broad-based category:
    - Permanent Personnel
    - Temporary Personnel Funding
    - Additional Positions
    - Office Expense Funding and
    - Equipment Requests

  - ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your currently authorized budget information as of January 1, 2005

  - ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the processing of making
    - This information is subject to change as you make revisions to your budget request
    - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request

  - ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
    - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
    - When budgets requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

- Select Hot Key 'F3' to exit out screen to the Budget Request Menu

- See 'F' Function Hot key section of this Users Guide to see available features

19. DATA DICTIONARY

DATA ELEMENT	DEFINITION
Additional_Beds	Number of additional beds created by expansion
Apr_Count	April work item count
Aug_Count	August work item count
Base_Amount	Total Requested amount
Budget_Salary	Requested Budgeted salary amount
Cafeteria_Flag	Denotes whether payroll deductions should occur. 'Y' denotes yes; 'N' denotes no. Possibly overridden by per cafeteria_Flag. For example, if loco.Cafeteria_Flag = 'Y' and pers.Cafeteria_Flag = 'N' no payroll deductions would be calculated. If the flag
Calendar_Year	Calendar year change is in effect or Calendar Year on which work items are being reported. This is used so that additional work items can be used independently of one another and so that the number of hours needed to perform a work item can be changed without affecting others.
Category	Denotes broad budget category. Valid values are A='Data Processing', B='Office Equipment', C='Furniture', D='Radio Equipment' and E='Presentation Equipment'
CD_Aud_Firm	Name of Firm conducting audit
CD_Aud_Priv_Date	Date of Private Audit
CD_Aud_Pub_Date	Date of Public Audit
CD_Flag	Denotes office participates in career development program. Y denotes yes; N or blank denotes no.
CD_PP_Percent	Delinquent personnel property collection rate
CD_PP_Tax_Year	Most recent year delinquent personal property bills were sent out
CD_Re_Percent	Delinquent real estate collection rate
CD_Re_Tax_Year	Most recent year delinquent real estate bills were sent out
City	City - cannot be blank
Class	Class Code associated with position or Class Code for Temp II B position
Close_Date	Date Office Closed
Completion_Date	Estimated completion date of jail's expansion
Cooks	Number of additional cooks needed to support expansion
Correctional_Off	Number of additional Correctional Officers needed to support expansion
Court_Servc_Staff	Number of staff needed to perform court services duties. Applies only the office 304
Dec_Count	December work item count
Delete_Date	Date when the Broadcast message can be deleted. Will be deleted by 1st user accessing the broadcast message on the specific date
Description	Description of the work item being collected
Display_Sequence	Denotes the order in which to display the work item on screens, reports and downloads
Extension	Phone extension for Office
FAX_Number	Fax Number for Office
Feb_Count	February work item count

DATA DICTIONARY

DATA ELEMENT	DEFINITION
FICA_Rate	FICA Rate
FICA_Salary_Limit	FICA Salary Cap amount. Once this amount has been reached (on a calendar year basis) FICA will no longer be computed; the medicaid_rate will be used instead
FIN	First 9 positions of Federal Tax ID number. Denotes who receives funds. Used during reimbursement processes.
FIN_Suffix	Last 2 positions of Federal Tax ID number. Denotes who receives funds. Used during reimbursement processes.
FIPS	FIPS code used by specific office. Except for regional jails, should be same as locality number
Fips_Flag	Only used by office '100' to denote a valid FIPS used by the locality
First_Name	Temp II B employee's first name
Fiscal_Year	The fiscal year (July 1 - June 30) associated with the budget request
Fund_Source_Federal	Funding source for position. Y denotes partially federal funded position
Fund_Source_Local	Funding source for position. Y denotes partially locally funded position
Fund_Source_Other	Funding source for position. Y denotes other source of funding
Fund_Source_SCB	Funding source for position. Y denotes partially CB (Commonwealth) funded position
Hourly_Rate	Requested hourly wage amount
Hours_Per_Item	The number of hours needed to complete one (1) unit of work
Hours_Per_Year	Number of hours to work annually
INS_Rate	Insurance Reimbursement Rate
Insurance_Flag	Denotes whether insurance calculations should occur. 'Y' denotes yes; 'N' denotes no. Possibly overridden by pers.INS_Flag. For example, if loco.INS_Flag = 'Y' and pers.INS_Flag = 'N' no insurance would be calculated. If the flag is set to N in this table.
Item	Description of equipment item for which a budget request is being made. If category is 'Data Processing' then valid values are VCIN package, Livescan, File Server, PC or Personal Computer, Printer, Scanner. If category is 'Office Equipment' valid values a
Jail_Expan_Flag	Denotes a jail expansion is planned. Applies to office 304 only
Jail_Staffing	Number of staff needed to staff the jail
Jan_Count	January work item count
Jul_Count	July work item count
Jun_Count	June work item count
Last_Name	Temp II B employee's last name
Law_Enforec_Staff	Number of staff needed to perform law enforcement duties. Applies only the office 304.
Level	Denotes changes by either CO or CB. 10 denote budget positions record as created (or supplied) on 12/31. 20 denote record as requested by CO or designee. 30 - Denotes record as approved by CB.
Medicaid_Rate	Medicaid rate. Used when FICA Salary limit has been reached
Medical	Number of additional Medical staff needed to support expansion
Middle_Init	Temp II B employee's middle initial
Msg_Data	Broadcast Message

DATA DICTIONARY

DATA ELEMENT	DEFINITION
Locality	Locality Code - With the exception of the Regional Jails, Drug Prosecutors, close offices with hold harmless payments and a few others, the locality code will be equal to the FIPS.
Locality_WorkHours	Hours needed to perform locality duties
Locality-Name	Name of Locality
Mar_Count	March work item count
May_Count	May work item count
New_Cost	Per Item Cost of New Item
New_Qty	Requested quantity of new Item
Nov_Count	November work item count
Number_Positions	Positions requested per class
Oct_Count	October work item Count
Office	Office Code - 100 denotes Governing Bodies; 304 denotes Sheriffs and Regional Jails; 320 denotes Commonwealth's Attorneys; 321 denotes Clerks of the Circuit Court; 732 denotes Treasurers and Directors of Finance; 734 denotes Commissioners of the Revenue
Office_Name	Name of Office. For example, 'Office of the Sheriff'
Officer_1980_Sal	The salary amount for the CO in 1980. Used by offices 732 and 734 only.
Officer_Info	Denotes the Officer has reviewed the Name and Address Information.
Open_Date	Date Office Opened
Parttime_Flag	Denotes office is a part-time office. Used primarily in Commonwealth's Attorneys' offices. P denotes part-time; F or blank denotes fulltime
Planned_Expansion	Denotes a jail expansion is planned
Population_Group	Denotes general population range as found in SCBCCODE. (Need Values)
Population_Type	Denotes source of general population figure - 'C' denotes Census; 'T' denotes Tayloe-Murphey
Position_Num	Number associated with the position record. Assigned sequentially with the exception of emergency positions, which start with '7'. Once assigned cannot be changed. Relates to Position_Num on SCBCPOSI.
Posted_Date	Date Broadcast message was added to COIN
Process_Status	Denotes the status of the budget request. Spaces denote the Compensation Board has not reviewed the request
Program_Code	Used during reimbursement process. need better explanation
Provisional_Pop	Population of Locality
Qtr1_Count	January through March work item count
Qtr2_Count	April through June work item count
Qtr3_Count	July through September work item count
Qtr4_Count	October through December work item count
SSN	SSN of new employee
Staffing_Pop	Sum of population of participating jurisdictions for regional jail; population of locality for city/county jail
State	State Abbreviation - cannot be blank
State_Staff_Needed	Number or staff needed to perform state duties

DATA DICTIONARY

DATA ELEMENT	DEFINITION
Reim_Amount	Amount that will be reimbursed to locality
Replace_Cost	Per Item Cost of Replacement Item
Replace_Qty	Requested quantity of replacement Item
Salary_Rate	Salary Reimbursement Rate
Sep_Count	September work item count
Sequence	Sequential number used to distinguish order of broadcast messages. Messages will be displayed in sequence number order.
Stressed_Cost	Total Stressed Cost Amount
Sub_Program	Used during reimbursement process. need better explanation
Suffix	Temp II B employee's name suffix. For example, Jr. Sr.
Tag	Used to link the descriptions to the actual data entered by the locality/office
Telephone	Phone number for Office
Times_Read	Denotes the number of times a specific broadcast message has been read.
Total_Salary	Total salary amount requested
Transferred_From	Denotes position will be transferred from other locality/office. Primarily used when jail staff from a sheriff's office transfers into a regional jail
Type	Denotes the type of work item being collected. 'S' denotes work being done on behalf of the state. 'L' denotes working being done on behalf of the locality. Denotes type of budget expense total record. 'SALEX' denotes permanent salaries; 'TMPEX' denotes temporary personnel salary amounts; 'OFFEX' denotes office expenses amount; 'EQPEX' denotes equipment totals
VRS_Rate	VRS Reimbursement Rate
Year_Count	Yearly work item count
Zip	First 5 positions of zip code. Cannot be blank and must be numeric
Zip_Plus	Last 4 positions of zip code. Can be blank. Store spaces in this field as the default value.

20. CLASSIFICATIONS AND PAY PLANS

304 - SHERIFFS

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	GC	1	Administrative	17,584	33,096
SECRETARY I COOK A	SECI CK A				
SECRETARY II COOK B COMMUNICATIONS OPERATOR	SECII CK B COMOP	2	Sr. Administrative	21,010	40,442
COMMUNICATIONS SUPERVISOR	CO SP				
ADMIN STAFF SPECIALIST	ADMSS	3	Professional	25,004	46,913
LIDS TECHNICIAN 1 (NON-SWORN)	LT1	3	Professional	25,004	46,913
LIDS TECHNICIAN 2 (NON-SWORN)	LT2	6	Sr. Professional	29,354	61,270

CLASSIFICATIONS AND PAY PLANS

304 - SHERIFFS

CLASSIFICATION AND PAY PLAN FOR LAW ENFORCEMENT, COURT SERVICES, AND CORRECTIONAL OFFICERS
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
C/CS/L	C/CS/L				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C7 CS7 L7 CT7	3	Professional	25,004	46,913
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH	C8 CS8 L8 CT8				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER MASTER DEPUTY CORRECTIONS OFFICER TECH	MDC9, MDCS9, MDL9 CT9	6	Sr. Professional	29,354	61,270
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C10 CS10 L10				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C11 CS11 L11				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C12 CS12 L12	8	Supervisory/ Management	39,192	103,034
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C13 CS13 L13				
CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER	C14 CS14 L14				

CLASSIFICATIONS AND PAY PLANS

304 - SHERIFFS

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	_PMED _PTRT _PCLS _PRECS	3	Professional	16,380	31,272

*P - denotes partially funded
_ - denotes a space

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.

CLASSIFICATIONS AND PAY PLANS

304 – SUPERINTENDENTS

CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK	R_ _GC	1	Administrative	17,584	33,096
SECRETARY I COOK A	RSEC1 R_CKA				
SECRETARY II COOK B	RSEC2 R_CKB	2	Sr. Administrative	21,010	40,442
ADMIN STAFF SPECIALIST	RADMS	3	Professional	25,004	46,913
LIDS TECHNICIAN 1 (NON-SWORN)	R_ LT1	3	Professional	25,004	46,913
LIDS TECHNICIAN 2 (NON-SWORN)	R_ LT2	6	Sr. Professional	29,354	61,270

CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ _C7 R_CT7	3	Professional	25,004	46,913
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH	R_ _C8 R_CT8				
CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH MASTER DEPUTY	R_ _C9 R_CT9 RMDC9	6	Sr. Professional	29,354	61,270
CORRECTIONAL OFFICER	R_ C10				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C11 SUP11				
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C12 SUP12	8	Supervisory/ Management	39,192	103,034
CORRECTIONAL OFFICER SUPERINTENDENT	R_ C13 SUP13				
CORRECTIONAL OFFICER SUPERINTENDENT	R_C14 SUP14				

CLASSIFICATIONS AND PAY PLANS

304 – SUPERINTENDENTS

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL IN REGIONAL JAILS
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MEDICAL TREATMENT CLASSIFICATION RECORDS	RPMED RPTRT RPCLS RPREC	3	Professional	16,380	31,272

*P - denotes partially funded
_ - denotes a space

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.

CLASSIFICATIONS AND PAY PLANS

320 – COMMONWEALTH'S ATTORNEYS

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY INELIGIBLE TO ENGAGE IN PRIVATE PRACTICE
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
SECRETARY JUVENILE JUSTICE SECRETARY DRUG PROSECUTOR ASSISTANT	SEC JSEC DPAII	2	Sr. Administrative	21,010	40,442
PARALEGAL ASSISTANT JUVENILE JUSTICE PARALEGAL ADMINISTRATIVE ASSISTANT I	PA JPA AAI				
ADMINISTRATIVE ASSISTANT II	AAII	5	Professional	28,143	48,332
ATTORNEY I JUVENILE JUSTICE ATTORNEY I	ATTI JATTI	9	Sr. Professional	40,193	82,487
ATTORNEY II CAREER PROSECUTOR JUVENILE JUSTICE CAREER PROSC	ATTII CPII JCPII				
ATTORNEY III DRUG PROSECUTOR III	ATIII DPIII	10	Supervisory/ Management	52,507	102,834
ATTORNEY IV	ATTIV				

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY ELIGIBLE TO ENGAGE IN PRIVATE PRACTICE
JANUARY 1, 2005 - JUNE 30, 2005

CLASS	ABBREV	PAY BAND	ROLE	MIN	MAX*
SECRETARY A JUVENILE JUSTICE SECRETARY A	SECA JSECA	2	Sr. Administrative	10,505	20,221
SECRETARY B PARALEGAL ASSISTANT B JUVENILE JUSTICE PARALEGAL B	SECB PAB JPAB				
ATTORNEY A JUVENILE JUSTICE ATTORNEY A	ATTA JATTA	9	Sr. Professional	20,096	41,245
ATTORNEY B	ATTB				

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**

CLASSIFICATIONS AND PAY PLANS

321– CLERKS OF CIRCUIT COURT

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE CLERK OF CIRCUIT COURT
JANUARY 1, 2005- JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
MICROFILM TECHNICIAN	MT	1	Administrative	17,584	33,096
GENERAL OFFICE CLERK CLERK TYPIST II	GOC CTII				
DEPUTY CLERK I CASHIER	DCI CASH	2	Sr. Administrative	21,010	40,442
BOOKKEEPER SENIOR CLERK TYPIST	BKKR SCT				
ACCOUNTING TECHNICIAN DEPUTY CLERK II	AT DCII	4	Professional	25,117	51,649
DEPUTY CLERK III	DCIII				
ADMINISTRATIVE ASSISTANT	AA				
DEPUTY CLERK IV	DCIV	7	Sr. Professional	30,009	67,457
ACCOUNTANT	ACCT				
ASSISTANT CHIEF DEPUTY	ACD				
CHIEF DEPUTY CLERK I	CDCI	8	Supervisory/ Management	39,192	103,034
COMPTROLLER	COMP				
CHIEF DEPUTY CLERK II	CDCII				
CHIEF DEPUTY CLERK III	CDC 3				

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**

CLASSIFICATIONS AND PAY PLANS

717– DIRECTORS OF FINANCE

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE DIRECTOR OF FINANCE
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK CLERK TYPIST II	GC/CTII	1	Administrative	17,584	33,096
FISCAL ASSISTANT DEPUTY I SECRETARY I	FA/DI/SECI				
DEPUTY II SECRETARY II	DII/SECII	2	Sr. Administrative	21,010	40,442
DEPUTY III ADMINISTRATIVE ASSISTANT	DIII/AA	4	Professional	25,117	51,649
DEPUTY IV	DIV				
CHIEF DEPUTY I	CDI	7	Sr. Professional	30,009	67,457
CHIEF DEPUTY II	CDII				
CHIEF DEPUTY III	CDIII	8	Supervisory/ Management	39,192	103,034
CHIEF DEPUTY IV	CDIV				

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**

CLASSIFICATIONS AND PAY PLANS

732– TREASURERS

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE TREASURER
JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK CLERK TYPIST II	GC/CTII	1	Administrative	17,584	33,096
FISCAL ASSISTANT DEPUTY I SECRETARY I	FA/DI/SECI				
DEPUTY II SECRETARY II	DII/SECII	2	Sr. Administrative	21,010	40,442
DEPUTY III ADMINISTRATIVE ASSISTANT	DIII/AA	4	Professional	25,117	51,649
DEPUTY IV	DIV				
CHIEF DEPUTY I	CDI	7	Sr. Professional	30,009	67,457
CHIEF DEPUTY II	CDII				
CHIEF DEPUTY III	CDIII	8	Supervisory/ Management	39,192	103,034
CHIEF DEPUTY IV	CDIV				

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**

CLASSIFICATIONS AND PAY PLANS

734– COMMISSIONER OF THE REVENUE

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE COMMISSIONER OF THE REVENUE

JANUARY 1, 2005 - JUNE 30, 2005

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK CLERK TYPIST	GC CT	1	Administrative	17,584	33,096
TAX EXAMINER I DEPUTY I SECRETARY I	TEI DI SECI				
DEPUTY II SECRETARY II	DII SECII	2	Sr. Administrative	21,010	40,442
MAPPING TECHNICIAN	MT				
DEPUTY III ADMINISTRATIVE ASSISTANT	DIII AA	4	Professional	25,117	51,649
DEPUTY IV	DIV				
CHIEF DEPUTY I	CDI	7	Sr. Professional	30,009	67,457
CHIEF DEPUTY II	CDII				
CHIEF DEPUTY III	CDIII	8	Supervisory/ Management	39,192	103,034
CHIEF DEPUTY IV	CDIV				

*** Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.**