

Constitutional Officer Information Network

C  I N

Budget Request Guide

Directors of Finance

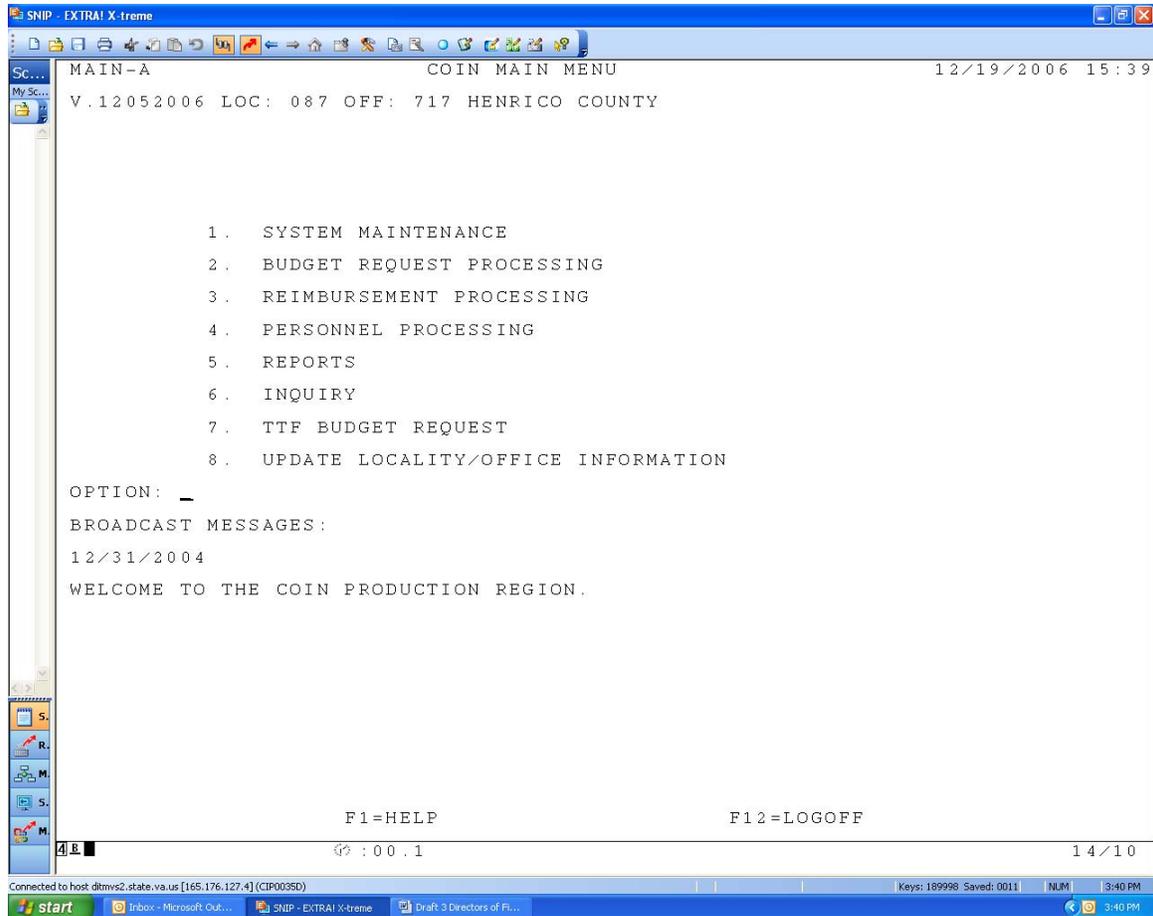
**Compensation Board
December 1, 2008**

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1. COIN MAIN MENU



- **Select Option #2 “Budget Request Processing”**

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



2. Main Menu - Option #2, Budget Request (OLB) 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, 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

DIRECTORS OF FINANCE

```
MCB0 COIN BUDGET REQUEST 2006-12-19 15:39
V.11072006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY
OFFICE: DIRECTOR OF FINANCE OFFICER: BUSER
BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY
   _ LAST NAME OR STARTING LAST NAME: -----
   _ POSITION NUMBER OR STARTING POSITION NUMBER: -----
   ENTER "X" FOR SORT ORDER ONLY

2. ADDITIONAL EMPLOYEE REQUEST
3. TEMPORARY PERSONNEL
4. FULL OR PARTIALLY FUNDED PERSONNEL
5. OFFICE EXPENSE FUNDING
6. EQUIPMENT (EXCLUDING CLERKS)
7. RECORD WORKLOAD INFORMATION
8. UPDATE LOCALITY INFORMATION
9. SPECIAL PROGRAM CERTIFICATION
10. CERTIFY BUDGET REQUEST
11. COMMENTS

OPTION ___

F1=HELP F3=MENU F4=TOTALS F12=MAIN

22/09
```

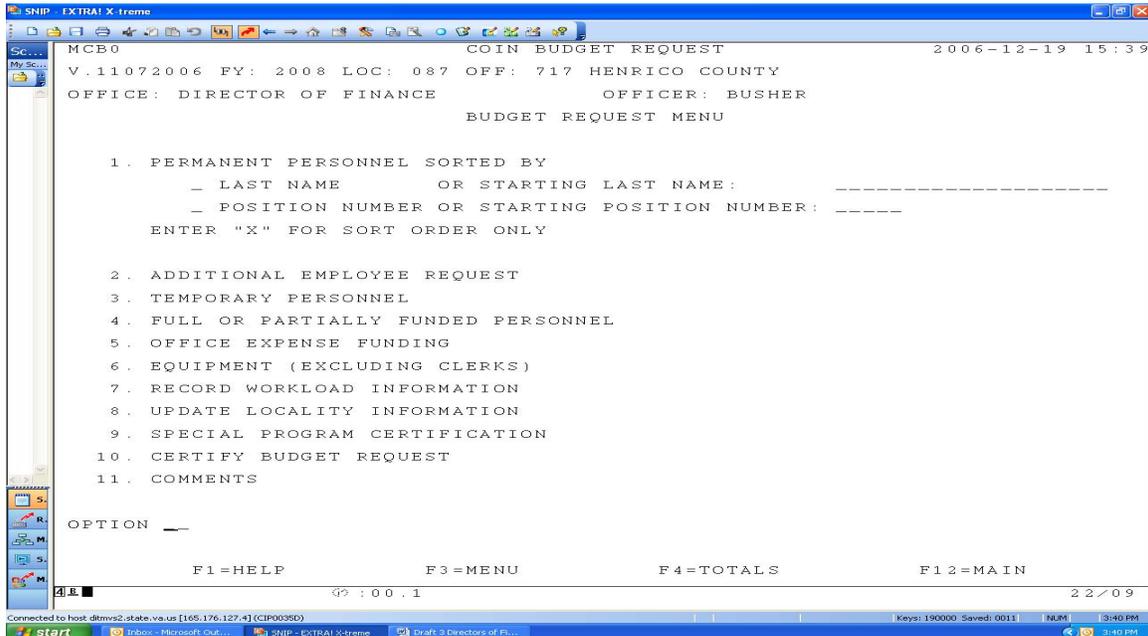
Helpful Hints:

- 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

Compensation Board

Last Updated: 12/2/2008 @3:33 PM

Budget Request Menu



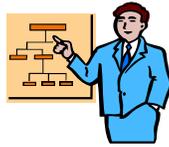
Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
 - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically 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 option 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
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

**CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)**



3. Option #1, Permanent Personnel

Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This 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. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and 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

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CHG	POS	SSN	LAST NAME	FIRST NAME	ANNUAL SALARY	LOCAL SALARY	SALARY AMT REQ SUPPL	SALARY AMT REQ ABOVE	REIMB SAL AMT	CLASS	CLASS CHANGE	
00001		*****4914	HAYNES	BRUCE	41619	45341	3722	0	41619	20809	DIII	----
00002		*****4344	DESOCIO	ROBYN	42553	70784	28231	0	42553	21276	DIII	----
00003		*****4373	WADDELL	CINDY	27271	48645	21374	0	27271	13635	SECI	----
												TOTAL
												0050

TOP OF DATA

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

11/25

Option #1, Permanent Personnel

COIN BUDGET REQUEST 2006-12-19 13:31
 V.11292006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG	POS	SSN	LAST NAME	FIRST NAME	SALARY AMT	REIMB	CLASS	CLASS CHANGE
		ANNUAL APPROVED	LOCAL SALARY		SUPPL ABOVE	AMT REQ SAL		
00001		*****4914 41619	HAYNES 45341	BRUCE	3722	0	DIII	-----
00002		*****4344 42553	DESOCIO 70784	ROBYN	28231	0	DIII	-----
00003		*****4373 27271	WADDELL 48645	CINDY	21374	0	SECI	-----
TOTAL								0050

TOP OF DATA
 F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN
 G0:00.1 11/25

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
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the annual CB 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
- 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 on the Permanent Personnel Screen in Budget Request prior to sign off by the officer

PROCEDURES:

- Annual Approved:** Supplied by CB (Can be changed by CB)
- Local Salary:** Enter the total salary for each position, including the locality supplement 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 CB Salary gives you amount requested above
- Sal Amt Req:** Entered by Officer or Compensation Board
- Reimb Sal Amt:** 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.
 (Do Not Enter A CB10 For This Request)

- After all data has been entered on all the Permanent Personnel screens, press the "Enter" key to update
- Press 'F8' to proceed to the next page
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



4. Option #2, Additional Personnel Request

Purpose:

Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The 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

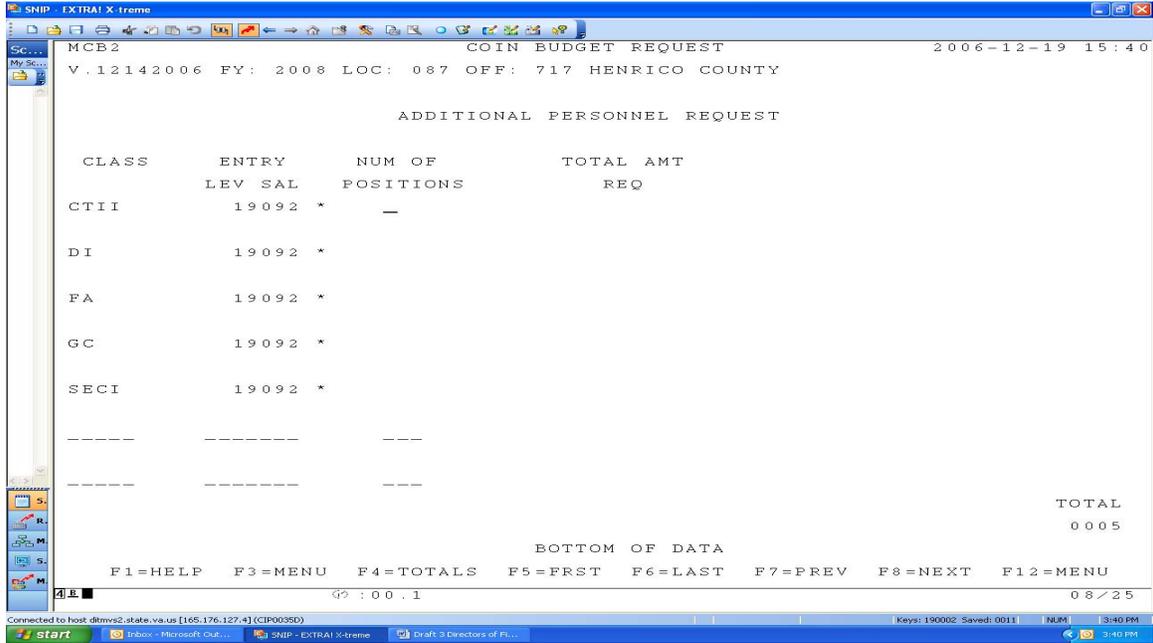
CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
CTII	19092 *	—	
DI	19092 *		
FA	19092 *		
GC	19092 *		
SECI	19092 *		
-----	-----	---	
-----	-----	---	
			TOTAL
			0005

BOTTOM OF DATA
 F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
 08/25

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 must 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 FY10, as they were in FY09, based upon the request and in accordance with the Compensation Board’s staffing standards
- Valid Class must be entered; salary request must be between minimum and maximum of pay band of class requested

Option #2, Additional Personnel Request



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 CB Class must be entered, if unknown, see the salary scales in the appendix. |
| 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 enter the salary you wish to request |
| Number of Positions: | Enter the number of positions you are requesting |
| Blank Fields (Other) | Enter Class, Salary and number of positions requested |

- Press the "Enter" key after completing the information requested
- Press "F8" to proceed to the next screen
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



5. Option #3, Temporary Personnel Fund 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 funding in the Budget request.

Navigational Path:

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

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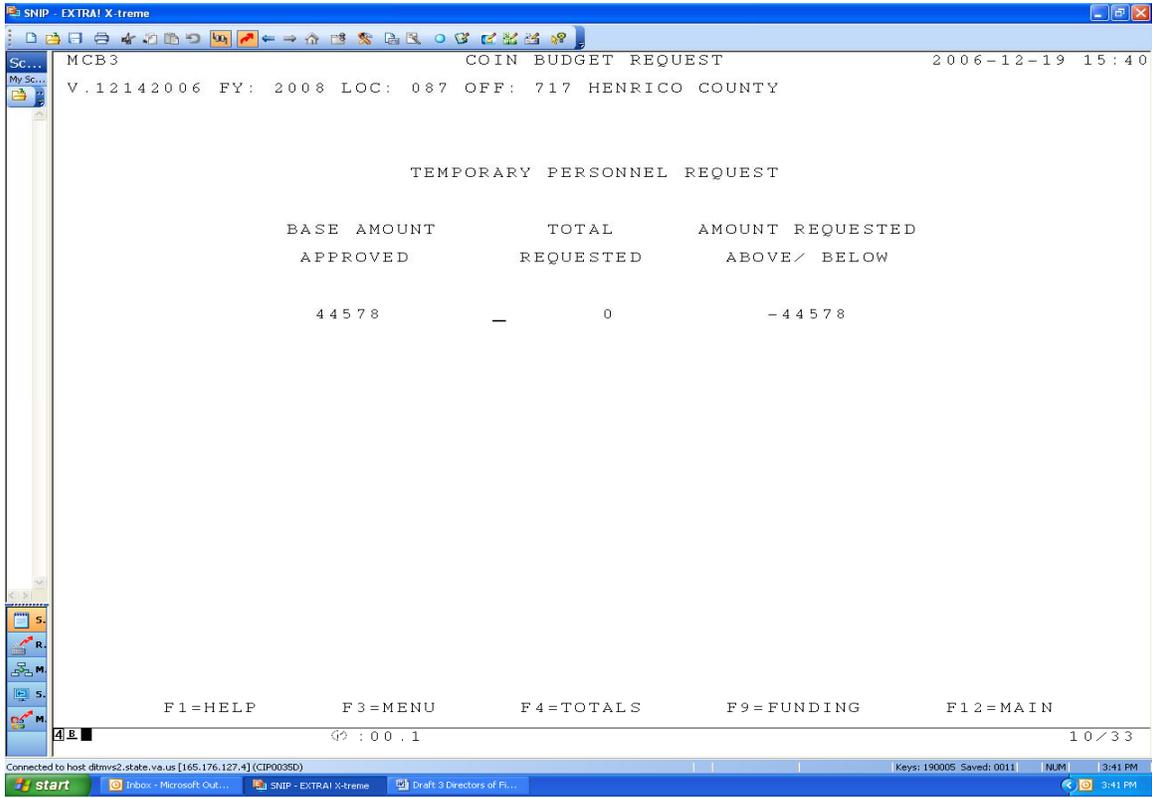
BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE / BELOW
44578	0	-44578

F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN
 10 / 33

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 funding
 - ✓ 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 fund transfers approved during the current year are not included in this figure, unless the approved Compensation Board minutes state that this a Base Budget Adjustment

Option #3, Temporary Personnel Fund 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
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



6. Option #4, Fully Or Partially Funded Personnel

Purpose:

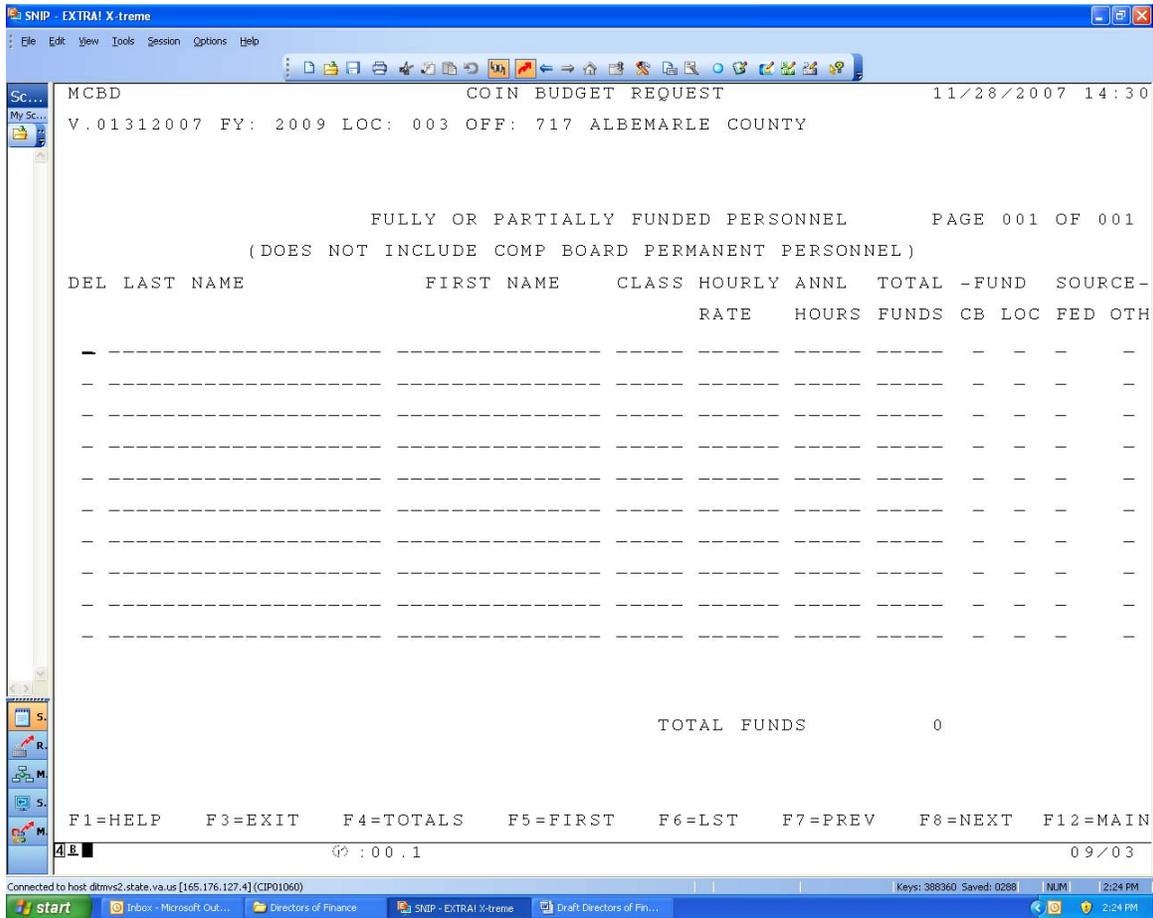
Fully or Partially Funded Personnel screen is accessed from the Budget Request Screen or Temporary Personnel Screen. Total Funds, Hourly Rate, Class, First Name, Last Name, Fund Source, and Annual Hours are displayed for a locality.

Navigational Path:

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

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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 #1, 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 'Vacant' 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 Fund Source fields as are applicable for that record



7. 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:

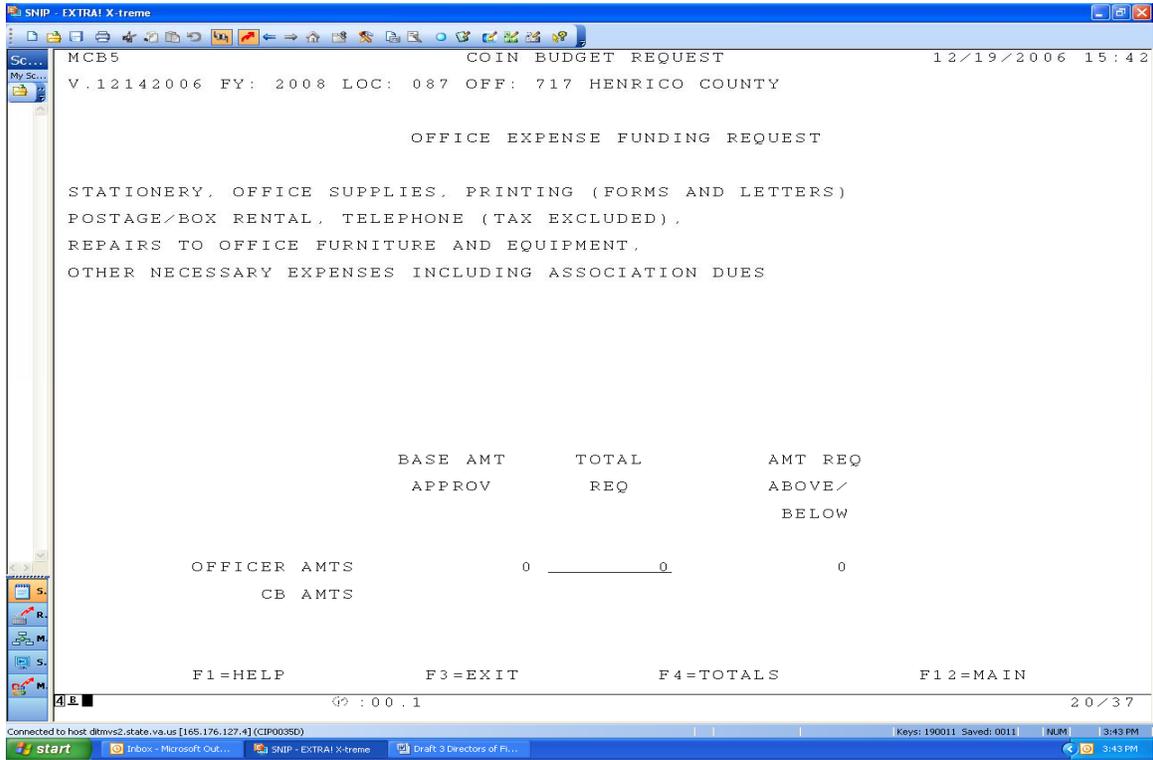
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

DIRECTORS OF FINANCE			
SNIP - EXTRA! X-frame			
MCB5	COIN BUDGET REQUEST	12/19/2006 15:42	
V. 12142006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY			
OFFICE EXPENSE FUNDING REQUEST			
STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)			
POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),			
REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,			
OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES			
	BASE AMT	TOTAL	AMT REQ
	APPROV	REQ	ABOVE/ BELOW
OFFICER AMTS	0	0	0
CB AMTS			
F1=HELP	F3=EXIT	F4=TOTALS	F12=MAIN
20/37			

Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to request an increase or decrease to 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, or CB approved minutes for changes 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

- Press the “Enter” key after completing the information requested
- Press ‘F3’ to exit the screen to the Budget Request Menu
- Press ‘F4’ to display “Totals” for your office



8. Option #6, Equipment

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

MCB4 COIN BUDGET REQUEST 12/19/2006 15:43
 V.10262006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY
 EQUIPMENT REQUEST
 SEL CATEGORY: A INFO TECHNOLOGY

NEW	NEW	NEW	RPL	RPL	RPL	TOT	TOTAL	STRESSED		
UNIT	COST	QTY	TOT	COST	UNIT	COST	QTY	TOT	COST	COST
DESC: -----										

DESC: -----										

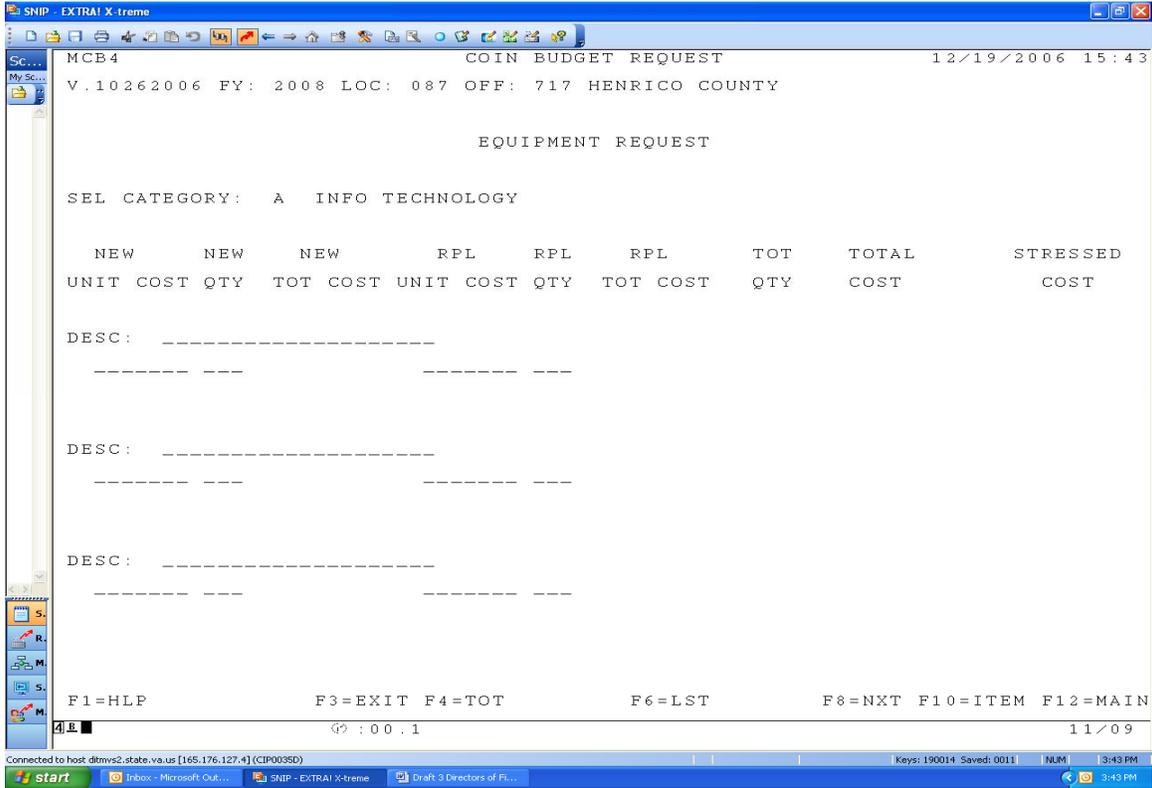
DESC: -----										

F1=HLP F3=EXIT F4=TOT F6=LST F8=NXT F10=ITEM F12=MAIN
 11/09

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.

Option #6, Equipment



Procedures:

- User will select and input the equipment category they wish to request
 - ✓ Category 'A', IT Equipment
 - ✓ Category 'B', Office Equipment
 - ✓ Category 'C', Furniture
- To proceed to your next equipment category, enter in your next 'SEL CATEGORY'

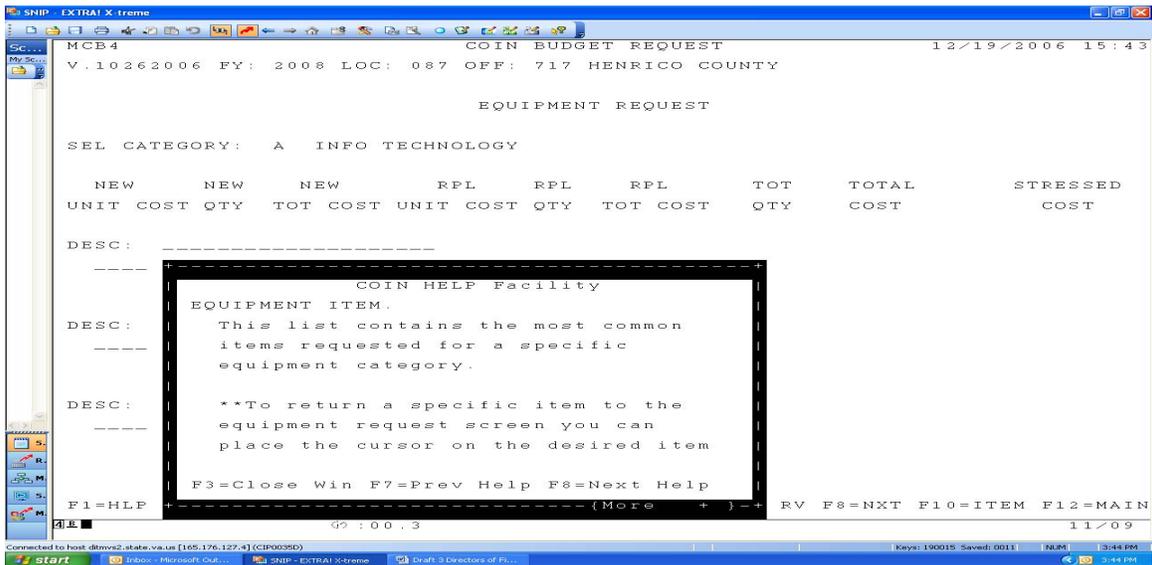
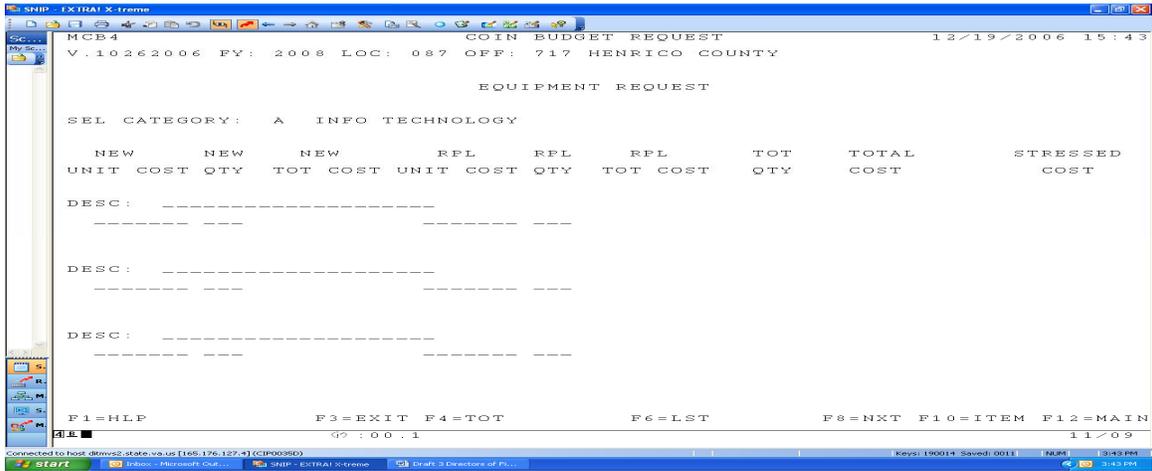
DESC:	List requested equipment or utilize the 'F1' help function
New Unit Cost:	Enter unit cost of the new equipment requested
New Qty:	Enter the quantity here, if this is New equipment not presently owned
New Total Cost:	Calculated
RPL Unit Cost:	Enter unit cost of the replacement equipment requested
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)

- Press the "Enter" key after all required information has been entered
- Press '**F8= Next**' key to proceed to the next screen if additional screens are needed for your equipment request
- Press '**F3 = Exit**' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #6, Equipment

DIRECTORS OF FINANCE

Category A – Information Technology (It) Equipment



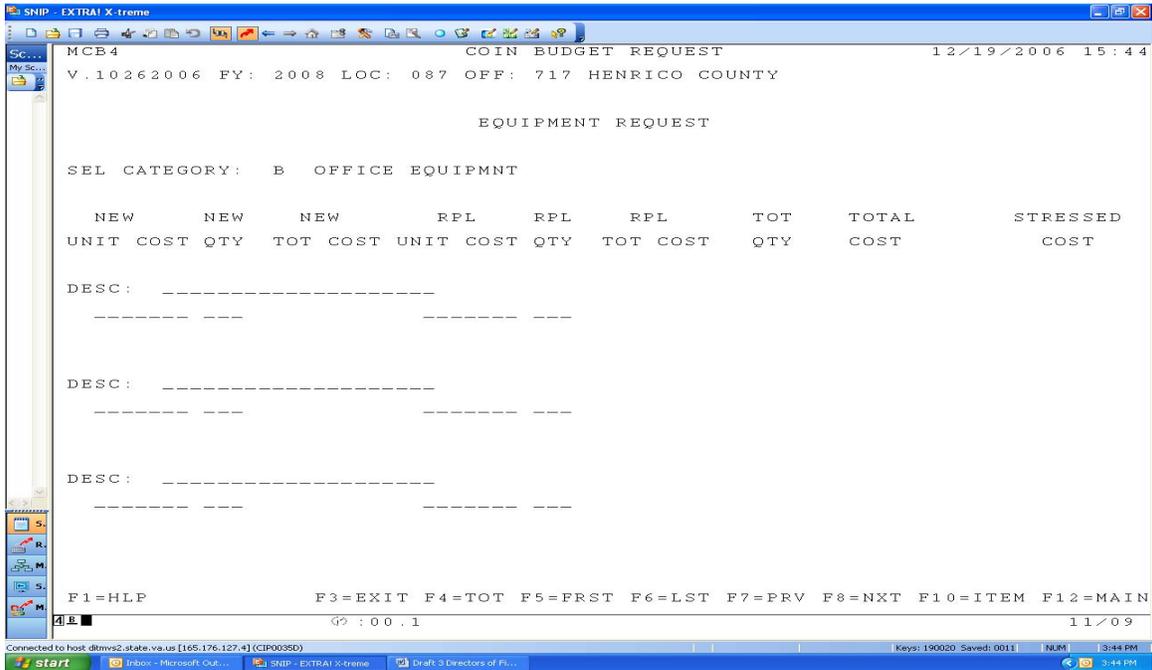
Help Pop-Up Screens - Within Alpha Data Fields (Resqportal Only)

- 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 cursor under the 1st position of your selection and press F17.

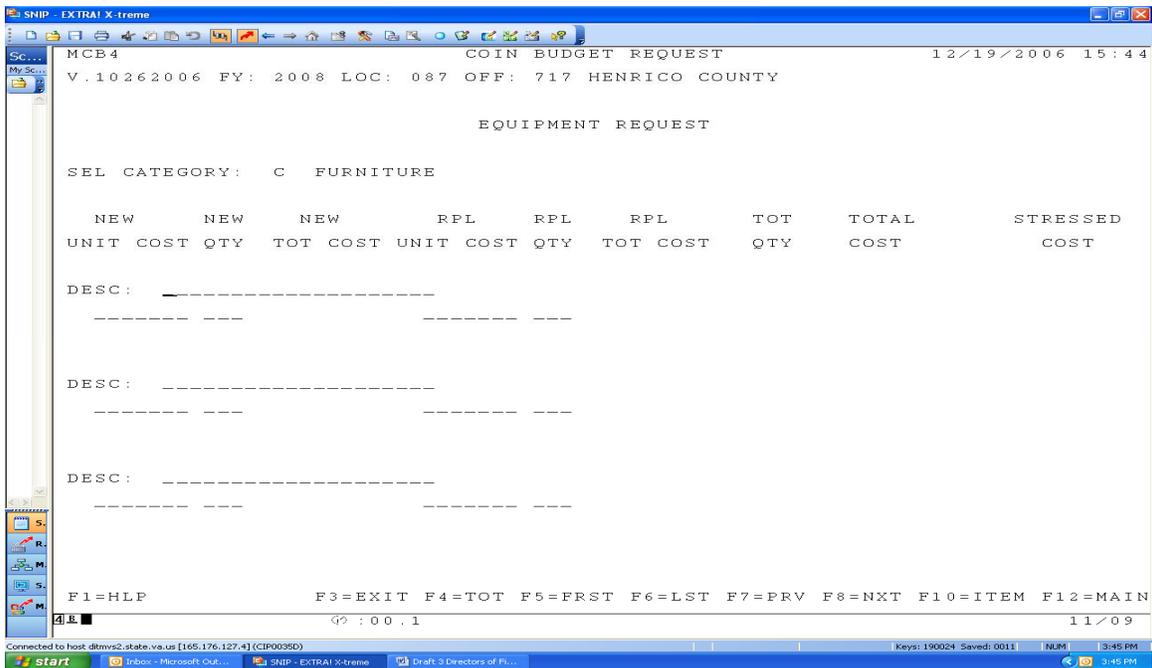
Option #6, Equipment

DIRECTORS OF FINANCE

Category B – Office Equipment



Category C – Furniture Equipment





9. 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

A screenshot of a terminal window titled "SNIP - EXTRA! X-frame". The window displays the following text:

```
MCB6 COIN BUDGET REQUEST 12/19/2006 15:45
V.11302006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY

RECORD WORKLOAD INFORMATION

SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:

1. MONTHLY
2. QUARTERLY
3. ANNUALLY

CALENDAR YEAR: 2006

OPTION: _

F1=HELP F3=MENU F4=TOTALS F12=MAIN
```

The terminal window also shows a Windows taskbar at the bottom with the Start button and several open applications, including "Inbox - Microsoft Out...", "SNIP - EXTRA! X-frame", and "Draft 3 Directors of Pl...". The system tray shows the time as 3:46 PM on 12/19/06.

- In January 2009 offices must record one full year of workload data for Calendar Year (CY) 2008
 - 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 'Option 3' and press the "Enter" key to proceed to the next screen
 - The Workload Measures screens must be processed and an amount must be entered for each workload measure 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
 - Press 'F3=Exit' to exit the screen to the Budget Request Menu
 - 'F12=Main' returns you to the COIN Main Menu
- The following pages display the individual Workload Measures by program that must be completed

Option #7 Record Workload Information

Option #3 Annual Screens

Screen 1 of 11

MCBH-D COIN BUDGET REQUEST 12/19/2006 15:45
 V.10042006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY
 CALENDAR YEAR 2006

1. REAL ESTATE TAXES BILLED PER YR	2
DUE DATES REAL ESTATE TAXES 0605 1205	
2. REFER LOCAL ESCHEATOR (Y/N)	N
3. VEHICLE BILL TYPE (SINGLE/COMBO)	COMBO_
4. NUMBER OF TIMES PERSONAL PROPERTY BILLED PER YEAR	3
DUE DATES PERSONAL PROPERTY 0315 0605 1205 0000	
5. PERSONAL PROPERTY PRORATED	Y
6. NUMBER TIMES DELINQUENT STATE INCOME TAX BILLED PER YEAR	0_____
REMINDER NOTICES SENT? (Y/N)	
	N
7. UNCLAIMED PROPERTY REPORT FILED? (Y/N)	Y

F1=HELP F3=MENU F8=NXT F12=MAIN

4 B : 00.3 07/63

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP0035D) Keys: 190030 Saved: 0011 NUM 3:49 PM

1. Enter the number of times per year Real Estate Taxes are billed and the month and year of the due date(s) (For example, February 2009 would be entered as '0209')
2. Enter 'Y' or 'N' for Refer Local Escheator
3. Enter the type of vehicle bill (either single or combo)
4. Enter the number of times per year Personal Property Taxes are billed and month and year of the due date(s) (For example, February 2009 would be entered as '0209')
5. Enter 'Y' or 'N' for Prorated Personal Property Tax
6. Enter the number of times per year Delinquent State Income Tax is billed and 'Y' or 'N' for Reminder Notices sent
7. Enter 'Y' or 'N' for Unclaimed Property Report Filed

Option #7 Record Workload Information

Option #3 Annual Screens

Screen 2 of 11

CALENDAR YEAR	2004	2005	2006	AVG
REAL ESTATE TAX:				
1. TAXABLE PARCELS	101686	105680	-----	103683
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	49828	53982	-----	51905
3. REAL ESTATE ABATEMENTS		414	-----	414
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR		205328	-----	205328
5. REAL ESTATE TRANSFERS	13140	14000	-----	13570
6. REAL ESTATE PARCELS IN RELIEF	3300	3300	-----	3300
7. PARCELS IN THE LAND USE PROGRAM	422	401	-----	412
PERSONAL PROPERTY:				
8. PERSONAL PROPERTY IN RELIEF		0	-----	0
9. PERSONAL PROPERTY ITEMS	442755	394319	-----	418537
10. PERSONAL PROPERTY TAX BILLS PROCESSED		384966	-----	384966
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT		23979	-----	23979
12. PERSONAL PROPERTY ABATEMENTS		0	-----	0
PPTRA:				
13. DUPLICATE REPORTS FOR PPTRA		0	-----	0

Real Estate:

- NUMBER OF TAXABLE PARCELS:** If your office handles the collection of real estate, enter the total number of parcels of taxable real estate.
INCLUDE:
Parcels billed on the regular book, Supplements, 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'.
- 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.
- NUMBER OF REAL ESTATE ABATEMENTS:** If your office handles the collection of real estate, enter the total number of parcels adjusted during the year.
- NUMBER OF REAL ESTATE TAX BILLS PROCESSED PER YEAR:** If your office handles the collection of real estate, enter the total number of real estate tax bills mailed by your office. INCLUDE the regular book, semi-annual billing, supplements, and bills resulting from new construction. If your office DOES NOT handle the collection of real estate ENTER '0'.
- 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'.
- NUMBER OF REAL ESTATE PARCELS IN RELEIF 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'

Option #7 Record Workload Information

Option #3 Annual Screens

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2004	2005	2006	AVG
REAL ESTATE TAX:				
1. TAXABLE PARCELS	101686	105680	-----	103683
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	49828	53982	-----	51905
3. REAL ESTATE ABATEMENTS		414	-----	414
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR		205328	-----	205328
5. REAL ESTATE TRANSFERS	13140	14000	-----	13570
6. REAL ESTATE PARCELS IN RELIEF	3300	3300	-----	3300
7. PARCELS IN THE LAND USE PROGRAM	422	401	-----	412
PERSONAL PROPERTY:				
8. PERSONAL PROPERTY IN RELIEF		0	-----	0
9. PERSONAL PROPERTY ITEMS	442755	394319	-----	418537
10. PERSONAL PROPERTY TAX BILLS PROCESSED		384966	-----	384966
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT		23979	-----	23979
12. PERSONAL PROPERTY ABATEMENTS		0	-----	0
PPTRA:				
13. DUPLICATE REPORTS FOR PPTRA		0	-----	0

7. NUMBER OF PARCELS IN THE 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'.

Personal Property:

8. NUMBER OF PERSONAL PROPERTY ITEMS IN RELIEF TO THE ELDERLY/DIABLED 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'.

9. 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'.

10. NUMBER OF PERSONAL PROPERTY TAX BILLS PROCESSED PER YEAR: If your office handles the collection of personal property, enter the total number of personal property tax bills mailed by your office. INCLUDE the regular book, semi-annual billing, supplements, and bills resulting from proration. If your office DOES NOT handle the collection of personal property ENTER '0'.

11. NUMBER OF PERSONAL PROPERTY ADDRESS CHANGES UPDATED: If your office handles personal property address changes, enter the total number of addresses updated during the year. INCLUDE the total number of addresses updated based on your "skip-tracing" efforts. If your office DOES NOT handle the updating of addresses, ENTER '0'.

12. NUMBER OF PERSONAL PROPERTY ABATEMENTS: If your office handles the collection of personal property, enter the total number of personal property items adjusted during the year. INCLUDE the total number of refunds or adjustments to accounts resulting from proration of personal property taxes.

PPTRA:

13. DUPLICATE REPORTS FOR PERSONAL PROPERTY RELIEF (PPTRA): Enter the total number of records on the Duplicate Payment Report received from DMV during the year.

Option #7 Record Workload Information

Option #3 Annual Screens

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CALENDAR YEAR	2004	2005	2006	AVG
14. PPTRA COMPLIANCE AUDIT		2292	-----	2292
15. PPTRA RECORDS SUBMITTED REIMBURSEMENT		505472	-----	505472
COLLECTION ACTIONS:				
16. ACCT DEBT SETOFF BASED ON CLAIMS FILED		131912	-----	131912
17. WARRANTS ISSUED		108	-----	108
18. PARCELS IN JUDICIAL SALES	51	62	-----	57
19. 3952 TAX LIENS ISSUED	718	698	-----	708
20. TREASURERS' SUMMONS		0	-----	0
21. DISTRESS WARRANTS		0	-----	0
22. DELINQUENT NOTICES	137746	135385	-----	136566
23. DMV STOPS ISSUED		21215	-----	21215
24. MON PAY PLANS FOR TAX/DELINQ COLLECT		0	-----	0
25. MEAL TAX ENFORCE ACTION PADLOCK BUSINESS		0	-----	0
26. OTHER COLLECTIONS	19482	41474	-----	30478
FEES, PERMITS, AND OTHER LICENSES:				
27. VEHICLE LICENSE SOLD	338601	347000	-----	342801

I0048 RECORD UPDATED SUCCESSFULLY
 F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN

- 14. **PPTRA COMPLIANCE AUDIT**: Enter the total number of vehicles identified as ineligible for Personal Property Tax Relief as the result of the PPTR Compliance Program. If a vehicle is disqualified for more than one year, count each year as a separate item.
- 15. **PPTRA RECORDS SUBMITTED FOR REIMBURSEMENT**: Enter the total number of records submitted to Department of Accounts during the year for reimbursement of state share of personal property tax. This should equal total net detail records on annual reconciliation with DMV pursuant to Va. Code §58.1-3527.

Collection Actions:

- 16. **NUMBER OF ACCOUNTS IN DEBT SET OFF PROGRAM BASED ON NUMBER OF CLAIMS FILED**
- 17. **NUMBER OF WARRANTS ISSUED**
- 18. **NUMBER OF PARCELS IN JUDICIAL SALE PROCEEDINGS**
- 19. **NUMBER OF 3952 TAX LIENS ISSUED**
- 20. **NUMBER OF TREASURERS' SUMMONS**
- 21. **NUMBER OF DISTRESS WARRANTS**
- 22. **TOTAL OF DELINQUENT NOTICES FOR REAL ESTATE AND PERSONAL PROPERTY**
- 23. **NUMBER OF DMV STOPS ISSUED**
- 24. **NUMBER OF MONTHLY PAYMENT PLANS MAINTAINED FOR PREPAYMENT OF TAXES AND DELINQUENT COLLECTIONS**
- 25. **NUMBER OF MEALS TAX ENFORCEMENT ACTIONS TAKEN TO "PADLOCK" BUSINESS**
- 26. **NUMBER OF OTHER COLLECTIONS**

Fees, Permits & Other Licenses

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

Option #7 Record Workload Information

Option #3 Annual Screens

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MCBH-F COIN BUDGET REQUEST 12/19/2006 15:46
 V.10042006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2004	2005	2006	AVG
28. OTHER VEHICLE REGISTRATIONS		0	-----	0
29. DOG LICENSES SOLD		10095	-----	10095
30. UTILITY BILLS COLLECTED		510175	-----	510175
31. TRASH COLLECTION BILLS COLLECTED		0	-----	0
32. ANNUAL TRASH DECALS ISSUED		0	-----	0
33. PARKING TICKETS COLLECTED		1977	-----	1977
34. ZONE PERMIT PARKING FEES COLLECTED		0	-----	0
35. BUILDING PERMITS PROCESSED		3900	-----	3900
36. LOCAL BUSINESSES LICENSE TAX	20340	30427	-----	25384
37. BUSINESS ACCOUNTS W/LOCAL EXCISE TAX		240	-----	240
38. UTILITY TAX & CONSUMER UTILITY TAX ACCTS		77	-----	77
39. PARKS AND RECREATION FEES PROCESSED		0	-----	0
40. OTHER LOCAL BILLS COLLECTED		0	-----	0
STATE TAXES AND OTHER STATE DUTIES:				
41. STATE INCOME TAX MEMORANDA PROCESSED		0	-----	0
42. COLLECTION ACTIONS INITIATED		32887	-----	32887

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- 28. **NUMBER OF OTHER VEHICLE REGISTRATIONS:** Enter total number of scooter or moped registrations issued during the year.
- 29. **NUMBER OF DOG LICENSES SOLD:** Enter total number of licenses issued during the year. Include total number of dog tag renewal forms mailed to owners.
- 30. **NUMBER OF UTILITY BILLS COLLECTED:** Enter total number of water, sewer, and other municipal utility bills collected during the year.
- 31. **NUMBER OF TRASH COLLECTION BILLS COLLECTED:** Enter total number of trash collection bills processed during the year.
- 32. **NUMBER OF ANNUAL TRASH DECALS ISSUED:** Enter total number of trash decals or stickers issued during the year.
- 33. **NUMBER OF PARKING TICKETS COLLECTED:** Enter total number of parking tickets collected during the year.
- 34. **NUMBER OF ZONE PERMIT PARKING FEES COLLECTED:** Enter total number of zone permit parking fees collected during the year.
- 35. **NUMBER OF BUILDING PERMITS PROCESSED:** Enter total number of permits collected during the year.
- 36. **NUMBER OF LOCAL BUSINESSES ON WHICH LICENSE TAX IS COLLECTED:** Enter the total number of businesses from whom you collect a license tax.
- 37. **NUMBER OF BUSINESS ACCOUNTS ON WHICH LOCAL EXCISE TAX IS COLLECTED:** Enter the total number of meals tax, admissions, cigarette, lodging and other local excise tax accounts from whom you collect a excise tax.
- 38. **NUMBER OF UTILITY TAX AND CONSUMER UTILITY TAX ACCOUNTS:** Enter the total number of utility and consumer utility tax accounts collected annually. INCLUDE consumer utility, E911, local consumption, and wireless utility tax accounts.
- 39. **NUMBER OF PARKS AND RECREATION FEES PROCESSED:** Enter total number of transactions processed for parks and recreation activities.
- 40. **NUMBER OF OTHER LOCAL BILLS COLLECTED:** Enter total number of other local billings invoiced and collected during the year. Examples include stormwater management fees, library fines, EMS billing, false alarm fees, and charges for property damage.

State Income Tax and Other State Duties:

- 41. **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.
- 42. **NUMBER OF COLLECTION ACTIONS INITIATED AGAINST STATE INCOME TAX RETURNS:** 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.

Option #7 Record Workload Information

Option #3 Annual Screens

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RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2004	2005	2006	AVG
43. ESTIMATED TAX ACCOUNTS	31	19	-----	25
44. ESTIMATED TAX PAYMENTS	84	39	-----	62
45A. NUMBER OF TITLES PROCESSED FOR DMV			-----	
46. NUM OF TRANS W/FEES COLLECTED FOR DMV			-----	
FINANCIAL MANAGEMENT:				
47. BANK RECONCILIATIONS		192	-----	192
48. RETURNED CHECKS		1487	-----	1487
49. PREPARATION PAYROLL AND ADMINISTRATION		0	-----	0
50. BANKRUPTCY CLAIMS FILED	694	4841	-----	2768
ADJUSTMENTS:				
1.A. TAX ASSESSMENTS ADJUSTED		575	-----	575
1.B. BUSINESS LICENSE ASSESSMENTS ADJ		0	-----	0
1.C. PERSONAL PROPERTY ASSESSEMENTS ADJ		0	-----	0
1.D. BUSINESS PERS PROP ASSESSMENTS ADJ		778	-----	778
1.E. MERCHANT'S CAPITAL ASSESSMENTS ADJ		0	-----	0
1.F. MACHINERY & TOOLS ASSESSMENTS ADJ		7	-----	7

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- 43. **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.
- 44. **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.
- 45. **NUMBER OF TITLES PROCESSED FOR DMV AS A DMV LICENSING AGENT:** *If your offices serves as a DMV Licensing Agent, enter the 1) total number of vehicle titles, (original, substitute and replacement including title maintenance or change of title information); 2) vehicle registration (original, renewal, transfer, re-issue or surrender) transactions; 3) special and personalized license plate requests processed; 4) Driver Transcript Record requests processed. Each item (titles, registrations, plate requests, transcripts) is a separate count.*
- 46. **TOTAL NUMBER OF TRANSACTIONS WHERE FEES ARE COLLECTED FOR DMV AS A DMV LICENSING AGENT**

Financial Management:

- 47. **BANK RECONCILIATIONS:** Enter the total number of checks issued during the year. INCLUDE the checks issued from all accounts under the TREASURERS supervision.
- 48. **RETURNED CHECKS:** Enter the total number of checks returned for insufficient funds, account closed, etc. by your bank(s).
- 49. **PREPARATION OF PAYROLL AND ADMINISTRATION:** If your office is responsible for the preparation and administration of the county payroll, enter the total number of employees for the year. If your office does not prepare the payroll for the county, please enter '0'.
- 50. **NUMBER OF BANKRUPTCY CLAIMS FILED:** Enter the total number of bankruptcy claims filed with your office.

Option #7, Record Workload Information

Option #3 Annual Screens

CALENDAR YEAR	2004	2005	2006	AVG
43. ESTIMATED TAX ACCOUNTS	31	19	-----	25
44. ESTIMATED TAX PAYMENTS	84	39	-----	62
45A. NUMBER OF TITLES PROCESSED FOR DMV			-----	
46. NUM OF TRANS W/FEES COLLECTED FOR DMV			-----	
FINANCIAL MANAGEMENT:				
47. BANK RECONCILIATIONS		192	-----	192
48. RETURNED CHECKS		1487	-----	1487
49. PREPARATION PAYROLL AND ADMINISTRATION		0	-----	0
50. BANKRUPTCY CLAIMS FILED	694	4841	-----	2768
ADJUSTMENTS:				
1.A. TAX ASSESSMENTS ADJUSTED		575	-----	575
1.B. BUSINESS LICENSE ASSESSMENTS ADJ		0	-----	0
1.C. PERSONAL PROPERTY ASSESSEMENTS ADJ		0	-----	0
1.D. BUSINESS PERS PROP ASSESSMENTS ADJ		778	-----	778
1.E. MERCHANT'S CAPITAL ASSESSMENTS ADJ		0	-----	0
1.F. MACHINERY & TOOLS ASSESSMENTS ADJ		7	-----	7

Adjustments

- A. NUMBER OF REAL ESTATE TAX ASSESSMENTS ADJUSTED:** Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by proration or audits.

B. NUMBER OF BUSINESS LICENSE ASSESSMENTS ADJUSTED: Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by audits.

C. NUMBER OF PERSONAL PROPERTY ASSESSMENTS ADJUSTED: Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by proration or audits.

D. NUMBER OF BUSINESS PERSONAL PROPERTY ASSESSMENTS ADJUSTED: Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by audits.

E. NUMBER OF MERCHANT'S CAPITAL ASSESSMENTS ADJUSTED: Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by audits.

F. NUMBER OF MACHINERY & TOOLS ASSESSMENTS ADJUSTED: Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by audits.

Option #7, Record Workload Information
Option #3 Annual Screens

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	2004	2005	2006	AVG
1. G. EXCISE TAX ASSESSMENTS ADJUSTED		5	-----	5
AUDITS & APPEALS:				
2. TAX RELIEF APPLICATIONS	3549	-----	-----	3549
3. BUSINESS LICENSE DESK AUDITS	222	-----	-----	222
4. BUSINESS LICENSE FIELD AUDITS	253	-----	-----	253
5. PERSONAL PROPERTY DESK AUDITS	0	-----	-----	0
6. PERSONAL PROPERTY FIELD AUDITS	0	-----	-----	0
7. MERCHANT'S CAPITAL DESK AUDITS	0	-----	-----	0
8. MERCHANT'S CAPITAL FIELD AUDITS	4101	-----	-----	4101
9. BUSINESS PERSONAL PROPERTY DESK AUDITS	167	-----	-----	167
10. BUSINESS PERSONAL PROPERTY FIELD AUDITS	199	-----	-----	199
11. MACHINERY & TOOLS DESK AUDITS	1	-----	-----	1
12. MACHINERY & TOOLS FIELD AUDITS	6	-----	-----	6
13. EXCISE TAX DESK AUDITS	10	-----	-----	10
14. EXCISE TAX FIELD AUDITS	61	-----	-----	61
15. LOCAL BUSINESS LICENSE APPEALS	6	-----	-----	6

1. **G. NUMBER OF EXCISE TAX ASSESSMENTS ADJUSTED:** Enter the total number of adjustments that your office made during the year. This total should include any adjustments caused by audits.

Audits & Appeals

2. **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.
3. **NUMBER OF BUSINESS LICENSE DESK AUDITS:** Enter the total number of desk audits completed on business license accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
4. **NUMBER OF BUSINESS LICENSE FIELD AUDITS:** Enter the total number of field audits completed on business license accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
5. **NUMBER OF PERSONAL PROPERTY DESK AUDITS:** Enter the total number of desk audits completed on personal property accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
6. **NUMBER OF PERSONAL PROPERTY FIELD AUDITS:** Enter the total number of field audits completed on personal property accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
7. **NUMBER OF MERCHANT'S CAPITAL DESK AUDITS:** Enter the total number of desk audits completed on merchant's capital accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
8. **NUMBER OF MERCHANT'S CAPITAL FIELD AUDITS:** Enter the total number of field audits completed on merchant's capital accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
9. **NUMBER OF BUSINESS PERSONAL PROPERTY DESK AUDITS:** Enter the total number of desk audits completed on business personal property accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
10. **NUMBER OF BUSINESS PERSONAL PROPERTY FIELD AUDITS:** Enter the total number of field audits completed on business personal property accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.

Option #7, Record Workload Information

Option #3 Annual Screens

CALENDAR YEAR	2004	2005	2006	AVG
1. G. EXCISE TAX ASSESSMENTS ADJUSTED		5	-----	5
AUDITS & APPEALS:				
2. TAX RELIEF APPLICATIONS		3549	-----	3549
3. BUSINESS LICENSE DESK AUDITS		222	-----	222
4. BUSINESS LICENSE FIELD AUDITS		253	-----	253
5. PERSONAL PROPERTY DESK AUDITS		0	-----	0
6. PERSONAL PROPERTY FIELD AUDITS		0	-----	0
7. MERCHANT'S CAPITAL DESK AUDITS		0	-----	0
8. MERCHANT'S CAPITAL FIELD AUDITS		4101	-----	4101
9. BUSINESS PERSONAL PROPERTY DESK AUDITS		167	-----	167
10. BUSINESS PERSONAL PROPERTY FIELD AUDITS		199	-----	199
11. MACHINERY & TOOLS DESK AUDITS		1	-----	1
12. MACHINERY & TOOLS FIELD AUDITS		6	-----	6
13. EXCISE TAX DESK AUDITS		10	-----	10
14. EXCISE TAX FIELD AUDITS		61	-----	61
15. LOCAL BUSINESS LICENSE APPEALS		6	-----	6

11. **NUMBER OF MACHINERY & TOOLS DESK AUDITS:** Enter the total number of desk audits completed on machinery & tools accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
12. **NUMBER OF MACHINERY & TOOLS FIELD AUDITS:** Enter the total number of field audits completed on machinery & tools accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
13. **NUMBER OF EXCISE TAX DESK AUDITS:** Enter the total number of desk audits completed on excise tax accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
14. **NUMBER OF EXCISE TAX FIELD AUDITS:** Enter the total number of field audits completed on excise tax accounts annually (see annual Audit Log.) Enter the number of new taxpayers identified through discovery annually.
15. **NUMBER OF LOCAL BUSINESS LICENSE APPEALS:** Enter the total number of written tax appeals filed locally for business license tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).

Option #7, Record Workload Information
Option #3 Annual Screens

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RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2004	2005	2006	AVG
16. STATE BUSINESS LICENSE APPEALS		1	-----	1
17. LOCAL MERCHANT'S CAPITAL APPEALS		0	-----	0
18. MERCHANT'S CAPITAL STATE APPEALS		0	-----	0
19. LOCAL BUSINESS PERSONAL PROPERTY APPEALS		6	-----	6
20. STATE BUSINESS PERSONAL PROPERTY APPEALS		0	-----	0
21. LOCAL MACHINERY & TOOLS APPEALS		0	-----	0
22. STATE MACHINERY & TOOLS APPEALS		0	-----	0
23. LOCAL EXCISE TAX APPEALS		1	-----	1
24. STATE EXCISE TAX APPEALS		0	-----	0
25. LOCAL REAL ESTATE TAX APPEALS		655	-----	655
26. STATE REAL ESTATE TAX APPEALS		0	-----	0
BUSINESS LICENSES, MERCHANTS CAPITAL&EXCISE:				
27. BUSINESS LIC/CAPITAL ACCTS		21297	-----	21297
28. LAND USE TAX/ROLLBACK APPL		415	-----	415
29. EXCISE TAXES/BUSINESS ASSESSED		0	-----	0
30. A. FINANCIAL INSTITUTIONS IN YOUR LOC		0	-----	0

- 16. **NUMBER OF STATE BUSINESS LICENSE APPEALS:** Enter the total number of written tax appeals filed with the State Tax Commissioner for business license tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 17. **NUMBER OF LOCAL MERCHANT'S CAPITAL APPEALS:** Enter the total number of written tax appeals filed locally for merchant's capital tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 18. **NUMBER OF MERCHANT'S CAPITAL STATE APPEALS:** Enter the total number of written tax appeals filed with the State Tax Commissioner for merchant's capital tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 19. **NUMBER OF LOCAL BUSINESS PERSONAL PROPERTY APPEALS:** Enter the total number of written tax appeals filed locally for business personal property tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 20. **NUMBER OF STATE BUSINESS PERSONAL PROPERTY APPEALS:** Enter the total number of written tax appeals filed with the State Tax Commissioner for business personal property tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 21. **NUMBER OF LOCAL MACHINERY & TOOLS APPEALS:** Enter the total number of written tax appeals filed locally for machinery & tools tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 22. **NUMBER OF STATE MACHINERY & TOOLS APPEALS:** Enter the total number of written tax appeals filed with the State Tax Commissioner for machinery & tools tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 23. **NUMBER OF LOCAL EXCISE TAX APPEALS:** Enter the total number of written tax appeals filed locally for excise tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 24. **NUMBER OF STATE EXCISE TAX APPEALS:** Enter the total number of written tax appeals filed with the State Tax Commissioner for excise tax (see Va. Code § 58.1- 3703.1 & 58.1-3983.1).
- 25. **NUMBER OF REAL ESTATE TAX APPEALS:** Enter the total number of written tax appeals filed locally for real estate tax (see Va. Code § 58.1- 3350, 58.1-3351 & 58.1-3380).
- 26. **NUMBER OF REAL ESTATE TAX APPEALS:** Enter the total number of written tax appeals filed with the Circuit Court for real estate tax (see Va. Code § 58.1- 3382).

Business Licenses, Merchants Capital & Excise

- 27. **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.
- 28. **NUMBER OF APPLICATIONS PROCESSED FOR LAND USE TAXATION AND ROLLBACK ASSESSMENTS:** Enter the total number of land use and rollback applications processed.
- 29. **NUMBER OF BUSINESS ACCOUNTS ASSESSED FOR EXCISE TAXES:** Enter the total number of business accounts. This should include meals, lodging, admissions, short term rental, right-of-way, 911, utility tax, consumption tax (including telephone and mobile phone tax), cigarettes 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 for monthly processings or by four for quarterly processings.
- 30. **A. NUMBER OF FINANCIAL INSTITUTIONS IN YOUR LOCALITY.** Enter the total number of financial institutions that are in your locality.

Option #7, Record Workload Information

Option #3 Annual Screens

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RECORD WORKLOAD INFORMATION - ANNUALLY	2004	2005	2006	AVG
30.B. FINANCIAL INST/BANK FRANCHISE TAX	17	-----	-----	17
31. COAL/GAS, OIL, MINERAL TAX ACCOUNTS	0	-----	-----	0
32. GENERAL ADMINISTRATIVE & LEGAL:				
32. GENERAL ADMINISTRATIVE DUTIES	0	-----	-----	0
33. SUMMONS	0	-----	-----	0
34. CRIMINAL FAILURE TO FILE COMPLAINTS	36	-----	-----	36
35. WORKMAN'S COMPENSATION AFFIDAVITS	0	-----	-----	0
36. PILOT PROGRAMS	0	-----	-----	0
INCOME TAX:				
37. STATE TAX RETURNS PROCESSED	356	-----	-----	356
38. ESTIMATED STATE TAX ASSESSMENTS	0	-----	-----	0
39. TAXPAYERS ASSISTED WITH STATE INCOME TAX	356	-----	-----	356
40. STATE TAX RETURNS PREPARED	356	-----	-----	356
PERSONAL PROPERTY AND MACHINERY & TOOLS:				
41. PERSONAL PROPERTY ASSESSMENTS	414411	-----	-----	414411
42. PERSONAL PROPERTY REGISTRATION RENEWALS	0	-----	-----	0

- 30. **B. NUMBER OF FINANCIAL INSTITUTIONS WITH THEIR MAIN OFFICE IN YOUR LOCALITY THAT ARE REQUIRED TO FILE THE BANK FRANCHISE TAX WITH YOUR OFFICE;** Enter the total number of banks that file returns with your office that can be verified with the Department of Taxation
- 31. **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.

General Administrative & Legal

- 32. **GENERAL ADMINISTRATIVE DUTIES;** Enter the total number of opinions rendered and tax accounts reviewed (i.e. following review the Code of Virginia, AG's Opinion's, DOT Guidelines). **Do Not** include formal appeals (see Number of Appeals); Enter number annual surveys completed, general information requests (including FOIA requests). Enter number of personnel reviews conducted. Enter the total number of "Sales Tax Ads & Deletes" reviewed. **Do Not** add new businesses or merchants capital. (see current workload measure #8 Number of Business Licenses Issued and Merchants Capital Accounts.)
- 33. **NUMBER OF SUMMONS;** Enter the total number of summons issued annually (see Va. Code § 58.1-3110.)
- 34. **NUMBER OF CRIMINAL FAILURE TO FILE COMPLAINTS;** Enter the total number of criminal failure to file complaints issued annually (see § 58.13916.1).
- 35. **NUMBER OF WORKMAN'S COMPENSATION AFFIDAVITS;** Enter the total number of Workmen's Compensation Affidavits processed annually.
- 36. **NUMBER OF PILOT PROGRAMS;** Enter the total number of State sponsored "pilot" programs in which you are participating.

Income Tax

- 37. **NUMBER OF STATE INCOME TAX RETURNS PROCESSED BY YOUR OFFICE;** Enter the total number that can be verified by the Department of Taxation. **Do not** include tax returns prepared by your office. They will be counted under item #40 in the proposed new workload definitions.
- 38. **NUMBER OF STATE TAX ASSESSMENTS FOR ANNUAL ESTIMATED INCOME TAXPAYERS;** Enter the total number that can be verified by the Department of Taxation.
- 39. **NUMBER OF TAXPAYERS ASSISTED WITH STATE INCOME TAX;** Enter the total number taxpayers assisted with State Income Tax related questions. Include telephone and walk-in inquiries that can be verified by a daily log.
- 40. **NUMBER OF STATE TAX RETURNS PREPARED;** Enter the total number of tax returns your office actually prepared for taxpayers. **Do not** include returns processed (this is counted in Old Definition #37)

Personal Property & Machinery and Tools

- 41. **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, camper, travel trailer, aircraft, motor home, 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.
- 42. **NUMBER OF PERSONAL PROPERTY REGISTRATION RENEWALS;** If your office serves as the point of registration for personal property, enter the total number of the following kinds of property registration renewals in your jurisdiction: count each separate motor vehicle, motorcycle, utility, road or boat trailer, boat, camper, travel trailer, aircraft, motor home. Each item is a separate count.

Option #7, Record Workload Information

Option #3 Annual Screens

Screen 9 of 11

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2004	2005	2006	AVG
43. PERSONAL PROPERTY NEW REGISTRATIONS		70902	-----	70902
44. PERSONAL PROPERTY REGISTRATION DELETIONS		41376	-----	41376
45. PERSONAL PROPERTY PRORATION ASSESSMENTS		18657	-----	18657
46.A. PPTRA COMPLIANCE		0	-----	0
46.B. PERS PROP TAX ACCTS FOR PPTRA COMPLIN		2292	-----	2292
47. PERS PROP VEHICLES R/FOR DMV PPTRA DUPL		3093	-----	3093
48. PERS PROP VEHICLES R/FOR DMV PPTRA RECON		1940	-----	1940
49. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS		2824	-----	2824
50. MOTOR VEHICLE LICENSE DECALS SOLD		346500	-----	346500
51. PUBLIC SERVICE CORP ASSESSED		46	-----	46
52. ACCTS (MACHINERY/TOOL/PERS PROP/FARM)		0	-----	0
53. MOBILE HOME ASSESSMENTS		151	-----	151
REAL ESTATE :				
54.A. PARCELS OF LAND		107070	-----	107070
54.B.(1) REAL ESTATE ASSESSMENTS IN-HOUSE		106000	-----	106000
54.B.(2) REAL ESTATE ASSESSED CONTRACT BASIS		0	-----	0

I0048 RECORD UPDATED SUCCESSFULLY

F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN

07/63

43. **NUMBER OF PERSONAL PROPERTY NEW REGISTRATIONS:** If your office serves as the point of registration for personal property, enter the total number of the following kinds of property new registrations in your jurisdiction: count each separate motor vehicle, motorcycle, utility, road or boat trailer, boat, camper, travel trailer, aircraft, motor home. Each item is a separate count.
44. **NUMBER OF PERSONAL PROPERTY REGISTRATION DELETIONS:** If your office serves as the point of registration for personal property, enter the total number of the following kinds of property registrations that were deleted in your jurisdiction: count each separate motor vehicle, motorcycle, utility, road or boat trailer, boat, camper, travel trailer, aircraft, motor home. Each item is a separate count.
45. **NUMBER OF PERSONAL PROPERTY PRORATION ASSESSMENTS:** If your office prorates personal property enter the total number of vehicles assessed for personal property on a monthly pro rata basis.
46. **A. NUMBER OF PERSONAL PROPERTY TAX RELIEF ACT (PPTRA) COMPLIANCE:** Enter the total number of assessments subject to PPTRA compliance audit. **This should equal the total number of vehicles in your locality that were qualified. Do Not** include vehicles adjusted (see current workload definition "Number of Tax Assessments Adjusted..." and *proposed* workload definition "Number of Personal Property Registrations").
B. NUMBER OF PERSONAL PROPERTY TAX ACCOUNTS REVIEWED FOR PPTRA COMPLIANCE: Enter the total number of personal property tax accounts reviewed for PPTRA compliance (i.e. Schedule "C's", business trade name registrations, etc.). **Do Not** include vehicles adjusted (see current workload definition "Number of Tax Assessments Adjusted..." and *proposed* workload definition "Number of Personal Property Registrations").
47. **NUMBER OF PERSONAL PROPERTY VEHICLES RESEARCHED FOR THE DMV PPTRA DUPLICATION REPORT:** Enter the total number of vehicles researched on the monthly DMV PPTRA duplication report. **Do Not** include vehicles adjusted (see current workload definition "Number of Tax Assessments Adjusted..." and *proposed* workload definition "Number of Personal Property Registrations").
48. **NUMBER OF PERSONAL PROPERTY VEHICLES RESEARCHED FOR THE DMV PPTRA RECONCILIATION REPORT:** Enter the total number of vehicles researched on the monthly DMV PPTRA reconciliation report. **Do Not** include vehicles adjusted (see current workload definition "Number of Tax Assessments Adjusted..." and *proposed* workload definition "Number of Personal Property Registrations").
49. **NUMBER OF MOTOR VEHICLE "NO FEE" DECALS ISSUED (EX., MILITARY PERSONNEL OR OWNERSHIP TRANSFERS).**
50. **NUMBER OF MOTOR VEHICLE LICENSE DECALS SOLD.**

Option #7, Record Workload Information

Option #3 Annual Screens

CALENDAR YEAR	2004	2005	2006	AVG
43. PERSONAL PROPERTY NEW REGISTRATIONS		70902	-----	70902
44. PERSONAL PROPERTY REGISTRATION DELETIONS		41376	-----	41376
45. PERSONAL PROPERTY PRORATION ASSESSMENTS		18657	-----	18657
46.A. PPTRA COMPLIANCE		0	-----	0
46.B. PERS PROP TAX ACCTS FOR PPTRA COMPLIN		2292	-----	2292
47. PERS PROP VEHICLES R/FOR DMV PPTRA DUPL		3093	-----	3093
48. PERS PROP VEHICLES R/FOR DMV PPTRA RECON		1940	-----	1940
49. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS		2824	-----	2824
50. MOTOR VEHICLE LICENSE DECALS SOLD		346500	-----	346500
51. PUBLIC SERVICE CORP ASSESSED		46	-----	46
52. ACCTS (MACHINERY/TOOL/PERS PROP/FARM)		0	-----	0
53. MOBILE HOME ASSESSMENTS		151	-----	151
REAL ESTATE :				
54.A. PARCELS OF LAND		107070	-----	107070
54.B.(1) REAL ESTATE ASSESSMENTS IN-HOUSE		106000	-----	106000
54.B.(2) REAL ESTATE ASSESSED CONTRACT BASIS		0	-----	0

51. **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 Commission and the Department of Taxation.
52. **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.
53. **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.

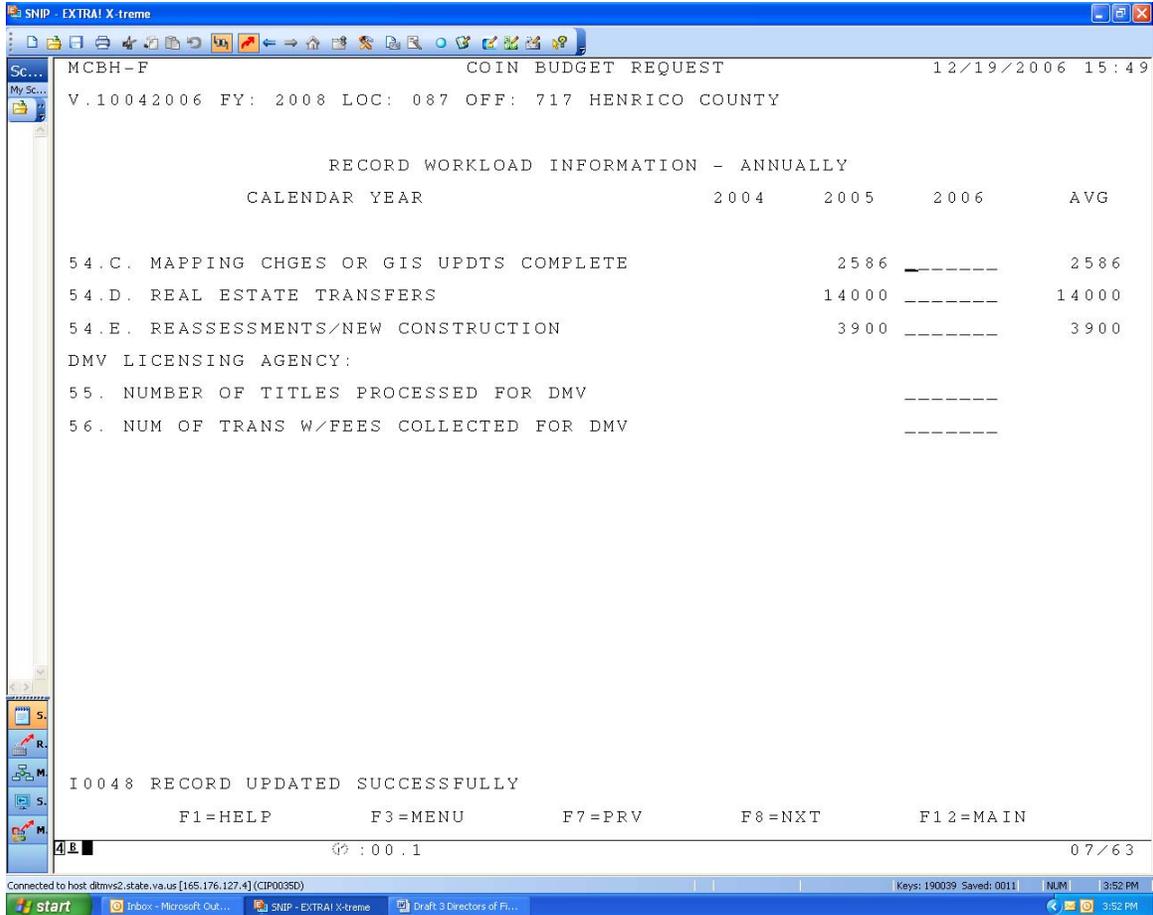
Real Estate

54. **A. NUMBER OF PARCELS OF LAND:** If your office assesses 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.
- B. (1) NUMBER OF REAL ESTATE ASSESSMENTS CONDUCTED IN-HOUSE ANNUALLY DURING YOUR LOCALITY'S GENERAL REASSESSMENT:** If your office oversees the real estate assessment and conducts the general reassessment enter the number of real estate parcels assessed annually from the Assessor's General Reassessment Workload Achievement Log. (If you complete more than one log i.e. mineral accounts, land use accounts and land parcels, add the total for all logs and enter.)
- B. (2) NUMBER OF REAL ESTATE PARCELS ASSESSED ON A CONTRACT BASIS DURING YOUR LOCALITY'S GENERAL REASSESSMENT:** If your office hires an independent appraiser to assess real estate for your general reassessment enter the number of real estate parcels assessed.

Option #7, Record Workload Information

Option #3 Annual Screens

Screen 10 of 11



- 54. **C. NUMBER OF MAPPING CHANGES OR GIS UPDATES COMPLETED.**
- D. NUMBER OF REAL ESTATE TRANSFERS:** *If your office handles real estate, enter the total number of transfers of parcels for the year.*
- E. 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 total number of building permits. Do not enter the number of visits to a property for measurements and listings.*

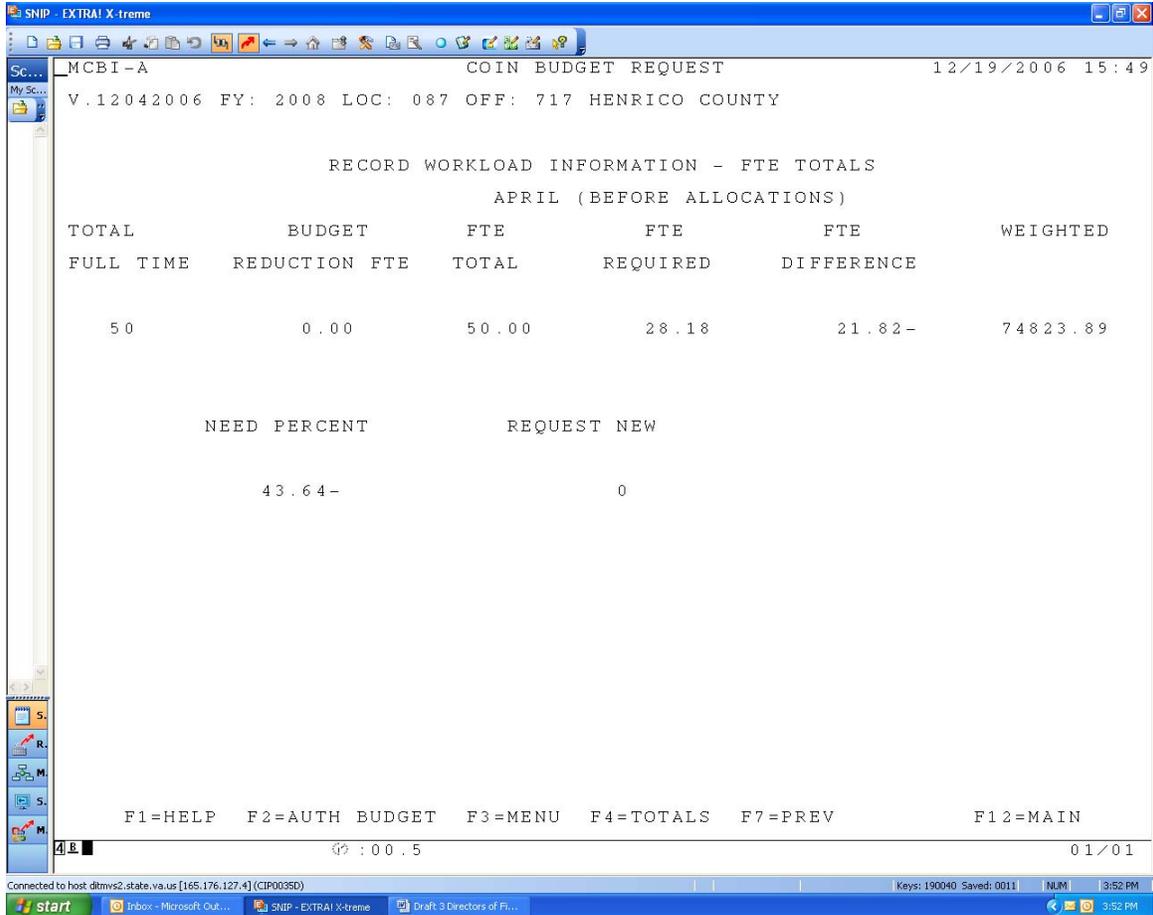
DMV Licensing Agency

- 55. **NUMBER OF TITLES PROCESSED FOR DMV AS A DMV LICENSING AGENT:** *If your office serves as a DMV Licensing Agent, enter the 1) total number of vehicle titles, (original, substitute and replacement including title maintenance or change of title information); 2) vehicle registration (original, renewal, transfer, re-issue or surrender) transactions; 3) special and personalized license plate requests processed; 4) Driver Transcript Record requests processed. Each item (titles, registrations, plate requests, transcripts) is a separate count.*
- 56. **TOTAL NUMBER OF TRANSACTIONS WHERE FEES ARE COLLECTED FOR DMV AS A DMV LICENSING AGENT**

Option #7 Record Workload Information

Option #3 Annual Screens

Screen 11 of 11



This screen shows the following information based on the data entered as part of the budget request process:

- Total Full Time- The total full time employees currently in the office
- Budget Reduction FTE- The FTE adjustment made to current CB FTE and is based on the actual salary amounts reduced as a result of budget reductions divided by the average salary of a position.
- FTE Total- The total number of Full Time equivalent positions this office has
- FTE Required- According to the workload information they have submitted and the weights attached to each workload, this is how many full time positions this office should have.
- FTE Difference- The difference between the FTE Total and FTE Required
- Weighted- The weighted workload is the combined result of multiplying the 3-year average of each workload item by their applicable weights.
- Need Percent- The percent of need for your office
- Requested New- The number of new positions requested

The percentage of need is based on the formula below

Staffing Need =	$y = 1.594 + 0.0005x + -3e-9x^{1.95}$
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Option #7 Record Workload Information

TREASURERS Workload Elements		Weighted Factor
Real Estate Tax:		
1	Number of taxable parcels	0.09
2	Number of parcels maintained for mortgage companies	0.04
3	Number of real estate abatements	0.21
4	Number of real estate tax bills processed per year	0.00
5	Number of real estate transfers	0.02
6	Number of real estate parcels in relief to the elderly/disabled program	0.14
7	Number of parcels in the land use program	0.01
Personal Property:		
8	Number of personal property items in relief to the elderly/disabled program	0.10
9	Number of items on which personal property tax is assessed each year	0.05
10	Number of personal property tax bills processed per year	0.00
11	Number of personal property address changes updated	0.05
12	Number of personal property abatements	0.03
PPTRA:		
13	Duplicate reports for personal property relief (PPTRA)	0.36
14	PPTRA compliance audit	0.53
15	PPTRA records submitted for reimbursement	0.00
Collection Actions:		
16	Number of accounts in debt set off program based on number of claims filed	0.02
17	Number of warrants issued	0.15
18	Number of parcels in judicial sale proceedings	2.01
19	Number of 3952 tax liens issued	0.40
20	Number of Treasurers' summons	1.13
21	Number of distress warrants	4.03
22	Total of delinquent notices for real estate and personal property	0.02
23	Number of DMV stops issued	0.23
24	Number of monthly payment plans maintained for prepayment of taxes and delinquent collections	0.69
25	Number of meals tax enforcement actions taken to "padlock" business	4.03
26	Number of other collections	0.28
Fees, Permits, and Other Licenses:		
27	Number of vehicle license sold	0.04
28	Number of other vehicle registrations	0.06
29	Number of dog licenses sold	0.10
30	Number of utility bills collected	0.00
31	Number of trash collection bills collected	0.00
32	Number of annual trash decals issued	0.00
33	Number of parking tickets collected	0.00
34	Number of zone permit parking fees collected	0.00
35	Number of building permits processed	0.00
36	Number of local businesses on which license tax is collected	0.00
37	Number of business accounts on which local excise tax is collected	0.00
38	Number of utility tax and consumer utility tax accounts	0.00
39	Number of parks and recreation fees processed	0.00
40	Number of other local bills collected	0.00
State Income Tax and Other State Duties:		
41	Number of state income tax memoranda received/processed	0.16
42	Number of collection actions initiated against state income tax returns	0.15
43	Number of accounts maintained on estimated state income tax returns	0.12
44	Number of estimated state income tax payments collected	0.07
45A	Number of titles processed for DMV	0.25
46	Total number of transactions for which fees are collected for DMV	0.07
Financial Management:		
47	Bank reconciliations	0.02
48	Returned checks	0.64
49	Preparation of payroll and administration	0.00
50	Number of bankruptcy claims filed	0.92

Option #7, Record Workload Information

Commissioner's Workload Elements		Weighted Factor
Adjustments:		
1A	Number of Real Estate Tax Assessments Adjusted	0.37
1B	Number of Business License Assessments Adjusted	0.44
1C	Number of Personal Property Assessments Adjusted	0.08
1D	Number of Business Personal Property Assessments Adjusted	0.50
1E	Number of Merchant's Capital Assessments Adjusted	0.31
1F	Number of Machinery & Tools Assessments Adjusted	0.83
1G	Number of Excise Tax Assessments Adjusted	0.66
Audits & Appeals:		
2	Number of applications received for tax relief, real estate, personal property, disabled, etc.	0.30
3	Number of business license desk audits	0.51
4	Number of business license field audits	1.58
5	Number of personal property desk audits	0.05
6	Number of personal property field audits	0.74
7	Number of merchant's capital desk audits	0.13
8	Number of merchant's capital field audits	0.98
9	Number of business personal property desk audits	0.29
10	Number of business personal property field audits	6.93
11	Number of machinery & tools desk audits	0.90
12	Number of machinery & tools field audits	6.34
13	Number of excise tax desk audits	0.75
14	Number of excise tax field audits	5.03
15	Number of local business license appeals	7.19
16	Number of state business license appeals	22.19
17	Number of local merchant's capital appeals	0.76
18	Number of merchant's capital state appeals	1.43
19	Number of local business personal property appeals	1.73
20	Number of state business personal property appeals	0.19
21	Number of local machinery & tools appeals	4.96
22	Number of state machinery & tools appeals	0.19
23	Number of local excise tax appeals	26.95
24	Number of state excise tax appeals	0.19
25	Number of local real estate tax appeals	0.63
26	Number of state real estate tax appeals	1.30
Business Licenses, Merchants Capital & Excise:		
27	Number of Business Licenses Issued and Merchants Capital Accounts	0.27
28	Number of Applications Processed for Land Use Taxation and Rollback Assessments	0.21
29	Number of Business Accounts Assessed for Excise Taxes	0.68
30A	Number of Financial Institutions in Your Locality	0.98
30B	Number of Financial Institutions with their main office in your locality that are required to file the bank franchise tax with your office	1.74
31	Number of coal/gas severance tax, coal road tax, oil severance tax and mineral tax accounts	0.25
General Administrative & Legal:		
32	General administrative duties	0.00
33	Number of summons	0.00
34	Number of criminal failure to file complaints	0.00
35	Number of workman's compensation affidavits	0.06
36	Number of pilot programs	0.00
Income Tax:		
37	Number of state income tax returns processed by your office	0.12

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

38	Number of state tax assessments for annual estimated income taxpayers	0.15
39	Number of taxpayers assisted with state income tax	0.18
40	Number of state tax returns prepared	0.40
Personal Property and Machinery & Tools:		
41	Number of personal property Assessments	0.03
42	Number of personal property registration renewals	0.02
43	Number of personal property new registrations	0.06
44	Number of personal property registration deletions	0.03
45	Number of personal property proration assessments	0.00
46A	Number of personal property tax relief act (PPTRA) compliance	0.01
46B	Number of personal property tax accounts reviewed for PPTRA compliance	0.04
47	Number of personal property vehicles researched for the DMV PPTRA duplication report	0.20
48	Number of personal property vehicles researched for the DMV PPTRA reconciliation report	0.00
49	Number of motor vehicle "no fee" decals issued (ex. Military personnel or ownership transfers)	0.00
50	Number of motor vehicle license decals sold	0.00
51	Number of public service corporations that are assessed	0.65
52	Number of machinery and tools, business personal property and farm accounts	0.15
53	Number of mobile home assessments	0.08
Real Estate:		
54A	Number of parcels of land	0.03
54B1	Number of real estate assessments conducted in-house annually during your locality's general assessment	0.06
54B2	Number of real estate parcels assessed on a contract basis during your localities general assessment	0.01
54C	Number of mapping changes or GIS updates completed	0.35
54D	Number of real estate transfers	0.41
54E	Number of reassessments due to new construction	0.90
DMV Licensing Agency:		
55	Number of titles processed for DMV	0.25
56	Total number of transactions for which fees are collected for DMV	0.07

Staffing Need =	$y = 1.3074 + 0.0005x + -2e-9x^{1.95}$
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Option #7 Record Workload Information

Beginning February 1 offices can begin recording workload data monthly, quarterly or annually for CY 2008

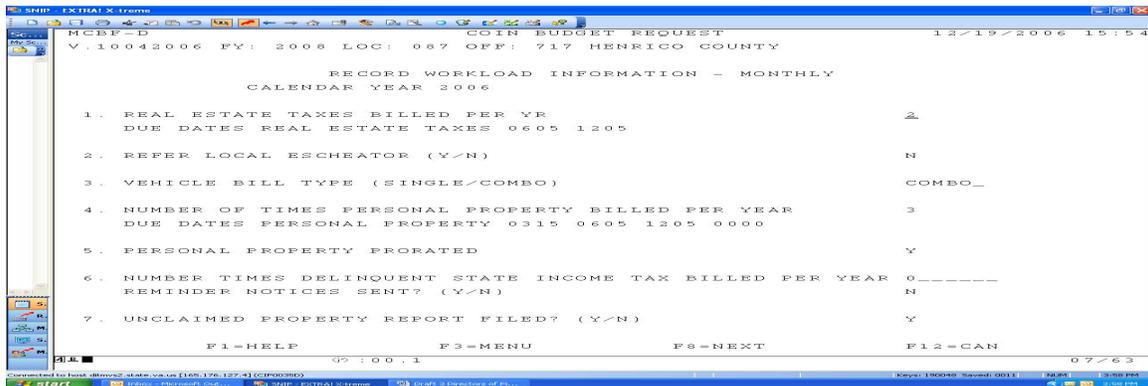
This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu

- If you choose option 1 "monthly" you will need to enter workload data each month but will not have to enter quarterly or annual data
- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data (quarterly data will first be entered in March)
- If you choose option 3 "Annual" you will only have to enter workload data in January for the previous year

Follow the same steps as those used for the annual data (for CY 2008) to input CY 2009 data

Option # 1 Monthly Screens

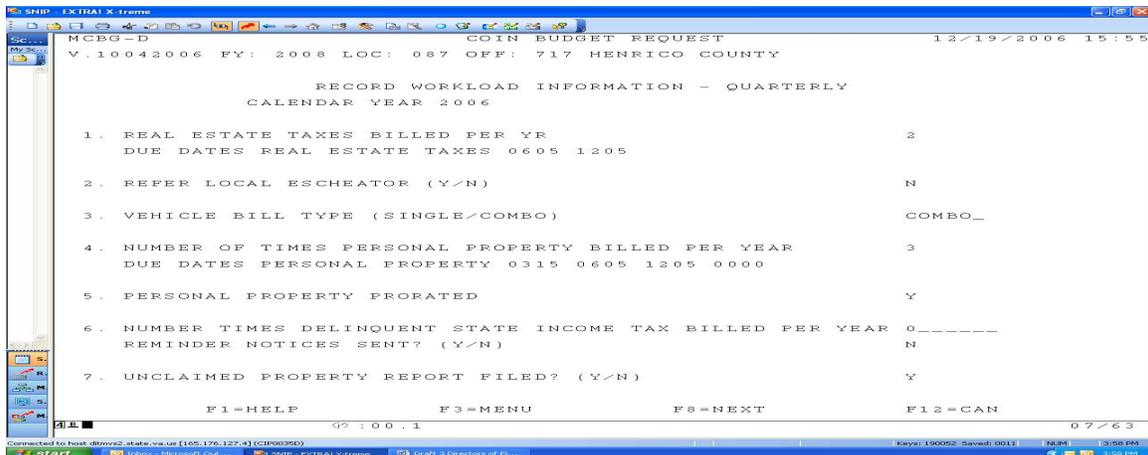
The monthly screens have all the same workload elements as the annual screens only data is entered monthly



Option #2 Quarterly Screens

If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data (quarterly data will first be entered in March)

The quarterly screens have all the same workload elements as the annual screens only data is entered quarterly



10. Option #8 – Update Locality Information

Purpose:

This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

MCS2 COIN BUDGET REQUEST 11/28/2007 10:57
V.02262007 FY: 2008 LOC: 003 OFF: 717 ALBEMARLE COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

TITL: DIRECTOR OF FINANCE OFFR: RICHARD M WIGGANS
ADDR: DIRECTOR OF FINANCE, ALBEMARLE 401 MCINTIRE ROAD, ROOM 149
CITY: CHARLOTTESVILLE ST: VA ZIP: 22902 - 4596
TELE: 4342965855 EXT: 03037 FAX 4348724598 EXT: 00000

CONTACT INFORMATION FIRST NAME I LAST NAME SFX
BUDGET: LOGONID
EMAIL:
TELEPHONE: 0000000000 EXT: 00000 *UPDATEABLE JAN-JUN

PERSONNEL: LOGONID
EMAIL:
TELEPHONE: 0000000000 EXT: 00000

REIMBURSEMENT: LOGONID
EMAIL:
TELEPHONE: 0000000000 EXT: 00000

***** PLEASE UPDATE CONTACT INFORMATION ONLY IF LOGON IS ASSIGNED TO YOU
***** CONTACT COMPENSATION BOARD IF NEW/ADDITIONAL LOGONS ARE NEEDED

F1=HELP F3=MENU F12=MAIN

06/09

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP0361E) Keys: 388163 Saved: 0288 NUM 10:51 AM

Option #8 Update Locality Information

MCS2 COIN BUDGET REQUEST 11/28/2007 10:57

V.02262007 FY: 2008 LOC: 003 OFF: 717 ALBEMARLE COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

TITLE: DIRECTOR OF FINANCE OFFR: RICHARD M WIGGANS

ADDR: DIRECTOR OF FINANCE, ALBEMARLE 401 MCINTIRE ROAD, ROOM 149

CITY: CHARLOTTESVILLE ST: VA ZIP: 22902 - 4596

TELE: 4342965855 EXT: 03037 FAX: 4348724598 EXT: 00000

CONTACT INFORMATION FIRST NAME I LAST NAME SFX

BUDGET LOGONID

EMAIL:

TELEPHONE: 0000000000 EXT: 00000 *UPDATEABLE JAN-JUN

PERSONNEL LOGONID

EMAIL:

TELEPHONE: 0000000000 EXT: 00000

REIMBURSEMENT LOGONID

EMAIL:

TELEPHONE: 0000000000 EXT: 00000

***** PLEASE UPDATE CONTACT INFORMATION ONLY IF LOGON IS ASSIGNED TO YOU *****

***** CONTACT COMPENSATION BOARD IF NEW/ADDITIONAL LOGONS ARE NEEDED *****

F1=HELP F3=MENU F12=MAIN

06/09

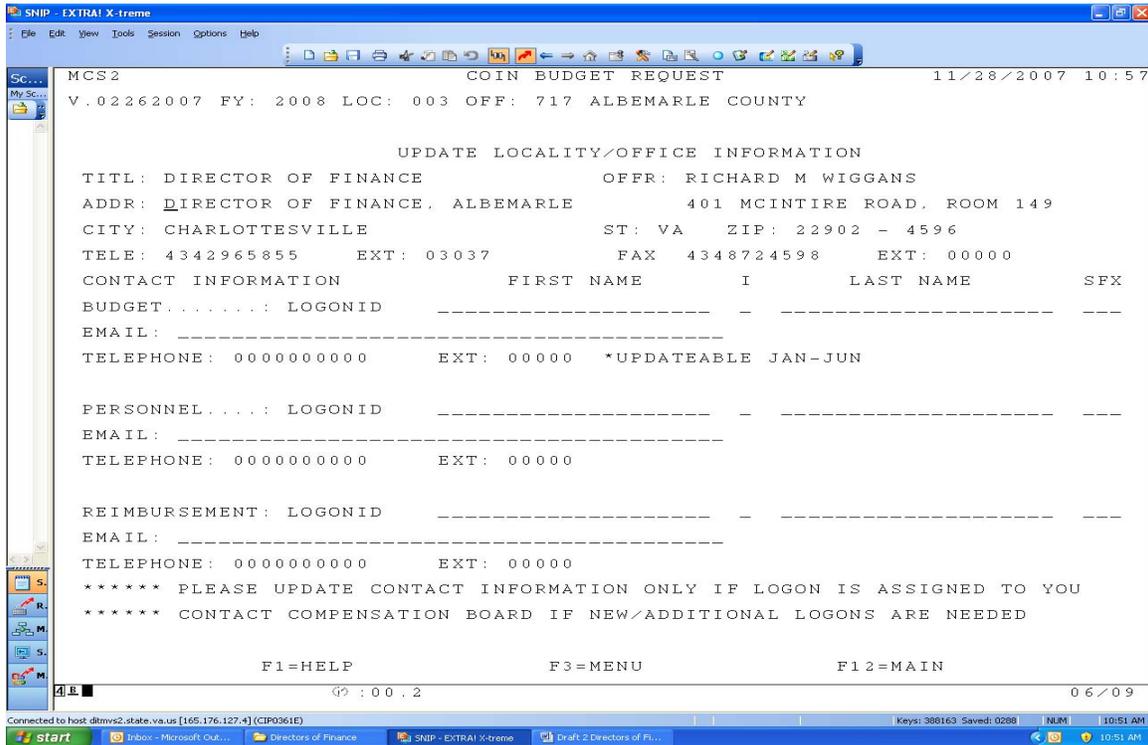
00.2

Connected to host: dtmvs2.state.va.us [165.176.127.4] (CIP0361E) Keys: 388163 Saved: 0288 NUM 10:51 AM

Helpful Hints:

- Enter the SCB USERID of the person completing the specified task, then depress the “Enter” key to auto-fill the name associated with this USERID
- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Budget Contact- office contact for current budget request submission
- Personnel Contact- office contact for personnel questions (CB10s)
- Reimbursement Contact- office contact for reimbursement information
- These contacts may be the same or different employee(s)
- Cannot update any contact information fields until the SCB USERID is entered

Option #8 Update Locality Information



Procedures:

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.

1. Press the “TAB” key to move to the desired field.
2. Enter the following information to update the locality information

Title:	For display purposes only.
Officer Name:	For display purposes only.
Address:	Enter the correct mailing address for your office.
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.
3. Press the “ENTER” key, when you have corrected or completed the information requested
4. Enter the following contact information for the budget contact, personnel contact, and reimbursement contact: (if the contact information is the same for all, enter only one-time)
 - a. Type the contact’s SCB USERID on top of the word ‘LOGONID’ and press the ‘Enter’ key, the name for the SCB USERID will appear (Cannot update any contact information fields until the SCB USERID is entered)
 - b. Enter the email address and telephone number for the contact
 - c. Press the ‘Enter’ key, when you have entered the information requested
5. Press ‘F3 =Exit’ to exit the screen to budget request menu



11. Option #9, Special Program Certification

Specified Certification Programs are accessed from the COIN Budget Request Menu. The program will determine based on locality and office which special programs to display.

- **Directors of Finance Career Development Program**
 - **If the Director of Finance is not certified** do not enter due dates, percentages, or participating and enrolled employees, but you **must** answer the question “DOF meets all Criteria of CDP Y/N” with “N” for No and signoff on the program, this verifies that this screen was viewed by each office.
 - If the Director of Finance has already received their CDP increase they **must** re-apply for career development **each year** by completing the Director of Finance Career Development Certification in COIN by February 1 to maintain the CDP increase.
 - The Officer must adopt the Deputy Director of Finance Career Development Program to be eligible for participation in the officer Career Development Program
 - The Director of Finance must have the required number of participating and enrolled deputies to qualify.
 - Do not enter the Officer’s name on this screen.
- **Deputy Directors of Finance Career Development Program**
 - ✓ The blanks on this screen are only for the names of Certified Deputy Directors of Finance, **not** deputies who are participating and enrolled
 - ✓ Deputies that have already received their CDP increase **must** be entered on this screen **each year** to maintain the salary increase for the Career Development Program.
 - ✓ **Deputy Directors of Finance Career Development Program is not currently funded by the CB**, however, if the locality funds Deputy Directors of Finance then the deputies may still be eligible for the CDP increase.

Navigational Path:

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



Option #9, Special Program Certification



- Option #1 Treasurers Career Development Program Certification
- Option #2 Deputy Treasurers Career Development Program Certification

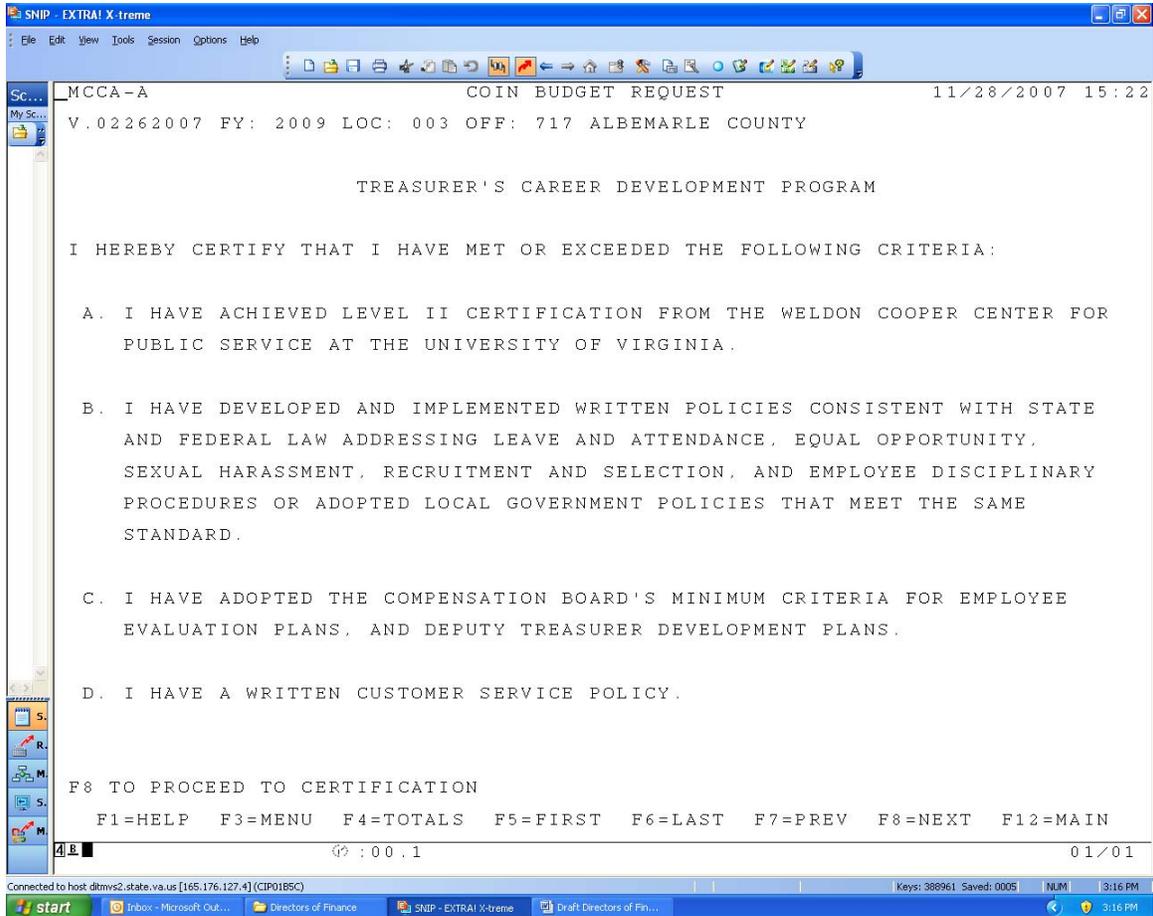
Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
 - ✓ Enter the Officer's SCB USERID as the Approval User-ID
 - ✓ List employees that participate in the Career Development Programs

Option #9, Special Program Certification

Option #1 Director of Finance Career Development Program Certification

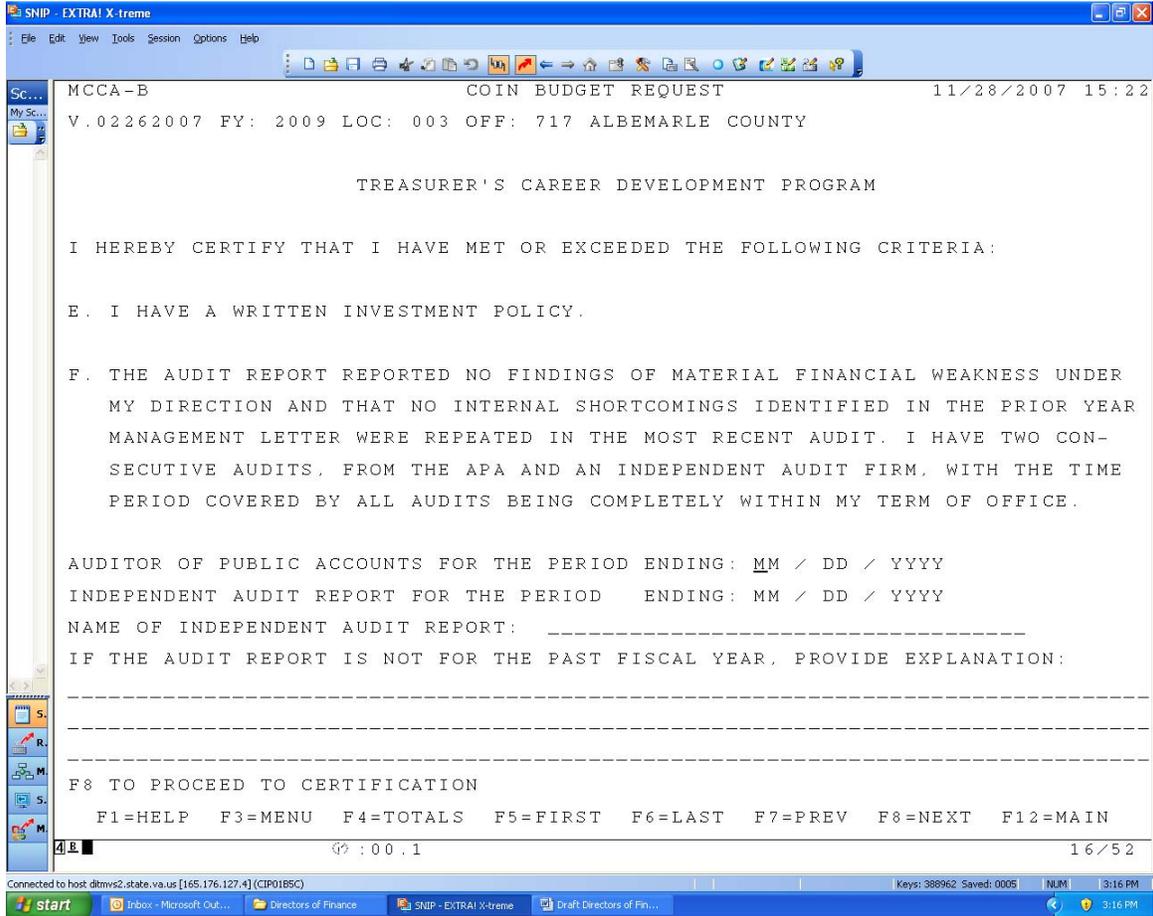
Screen 1 of 5



- Read and then Press 'F8' to proceed to the next page

Option #9, Special Program Certification

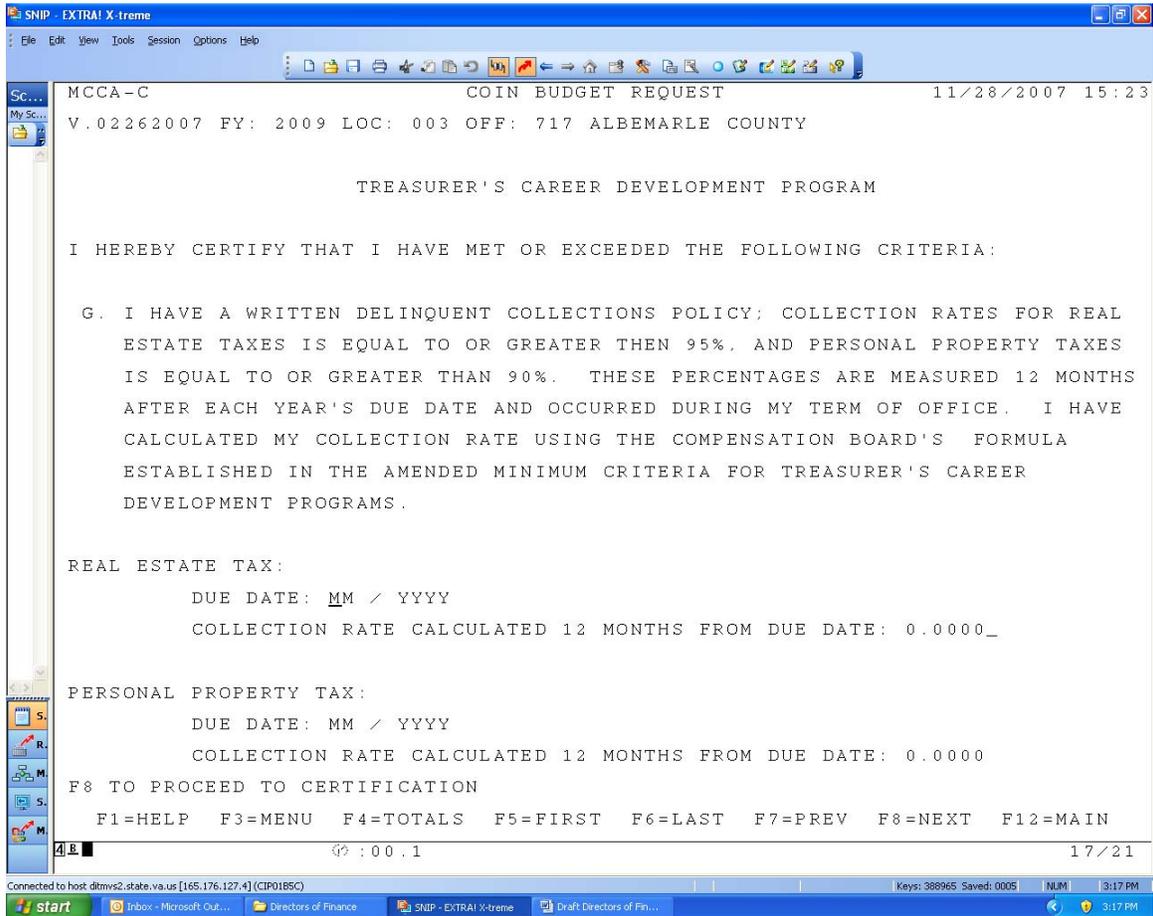
Screen 2 of 5



- Enter the period ending date for the audit by public accounts
 - Enter the period ending date for the independent audit report
 - Enter the Name of the Independent Audit Report
 - Enter an explanation if the two audits are from different fiscal years
- **Please fill this information in only if the Director of Finance is certified****
- Press 'F8' to proceed with certification

Option #9, Special Program Certification

Screen 3 of 5



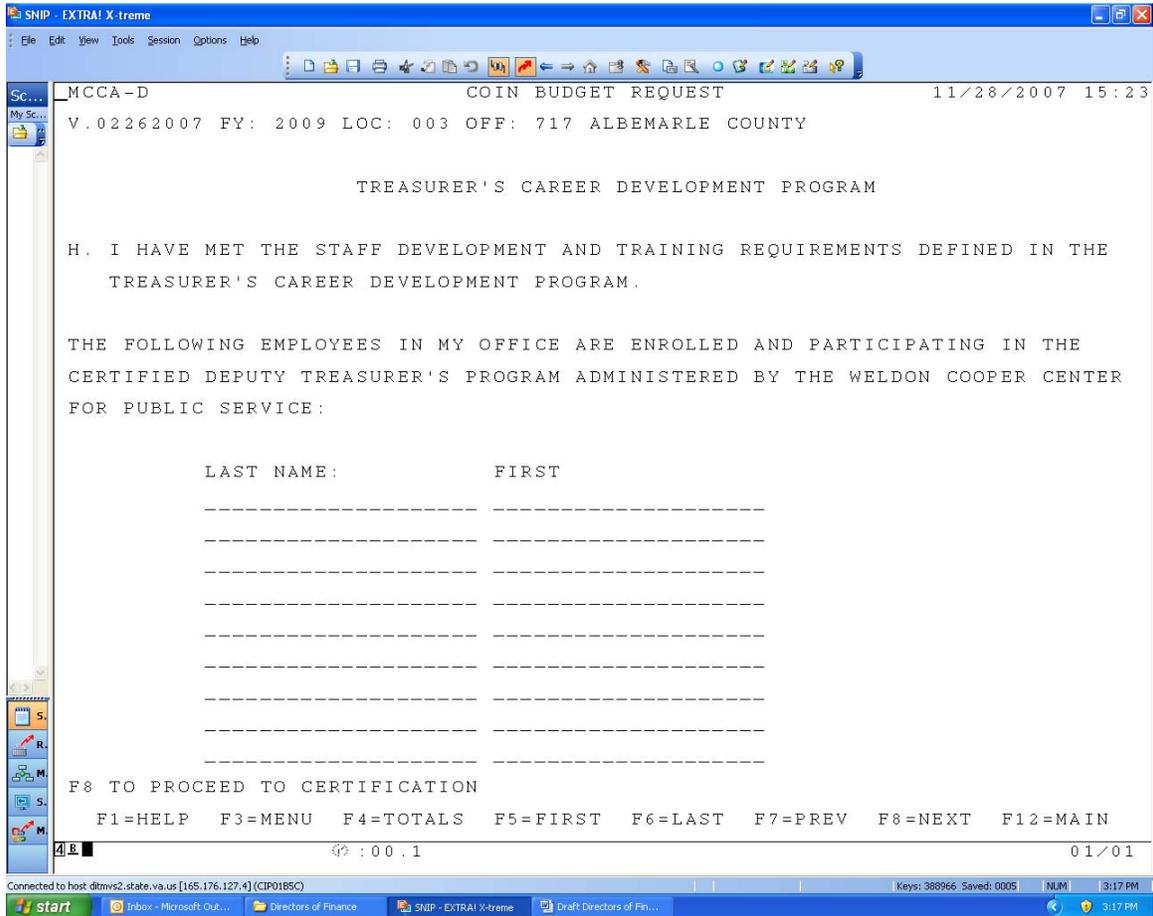
- Enter the due date for Real Estate Tax
- Enter the Collection rate for the Real Estate Tax
- Enter the due date for Personal Property Tax
- Enter the Collection rate for Personal Property Tax

****Please fill this information in only if the Director of Finance is certified****

- Press 'F8' to proceed to the next page

Option #9, Special Program Certification

Screen 4 of 5



- Enter the following information for deputies participating and enrolled in the Deputy Director of Finance Program **if the officer is certified. If the officer is not certified do not enter any names.**
- Last Name
- First Name

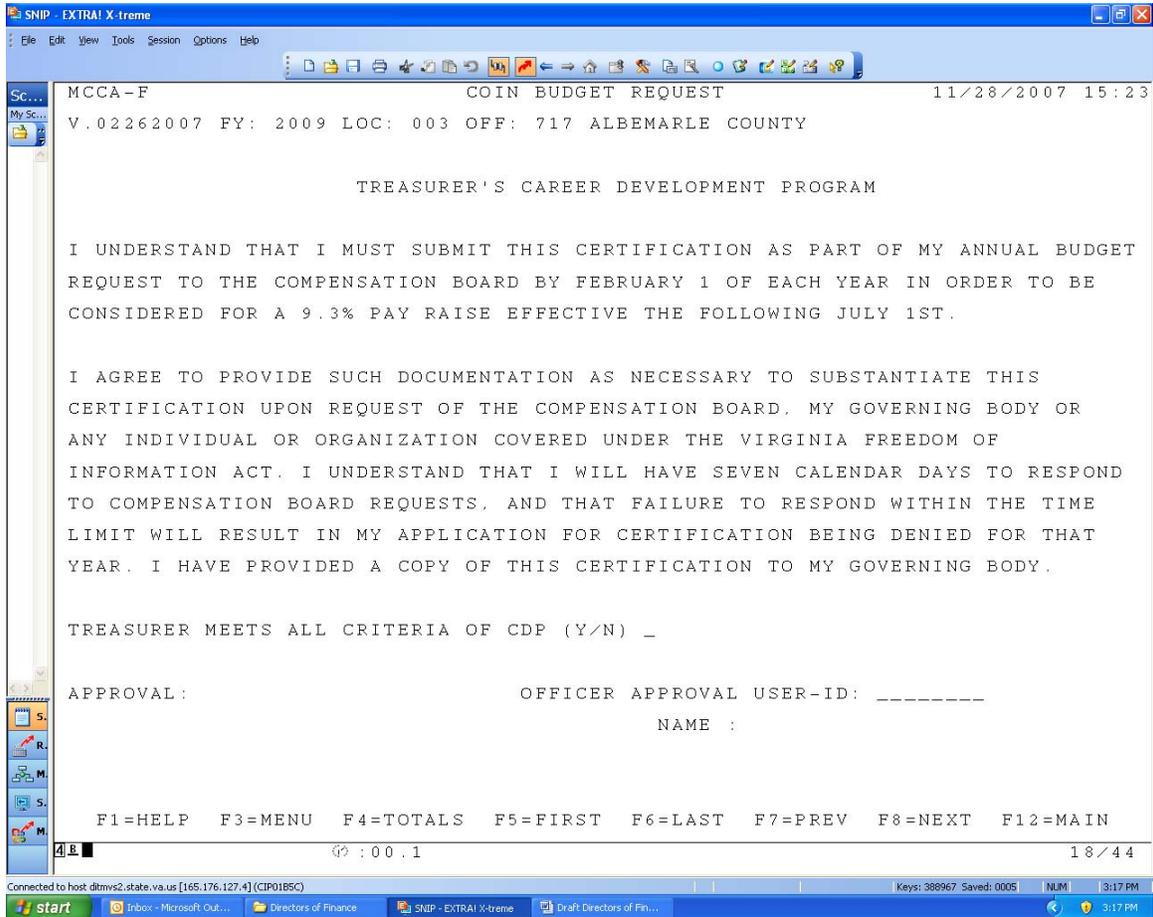
Press 'F8' to proceed to the next page

Helpful Hints

- Participating and enrolled deputies **do not** have to be Compensation Board funded.
- DO NOT enter the Director of Finance's name on this screen , it is for the names of deputies only

Option #9, Special Program Certification

Screen 5 of 5



- Enter ‘Y’ or ‘N’ for “Treasurer Meets all criteria for CDP”
- Enter the Officer’s SCB USERID to certify

Helpful Hints

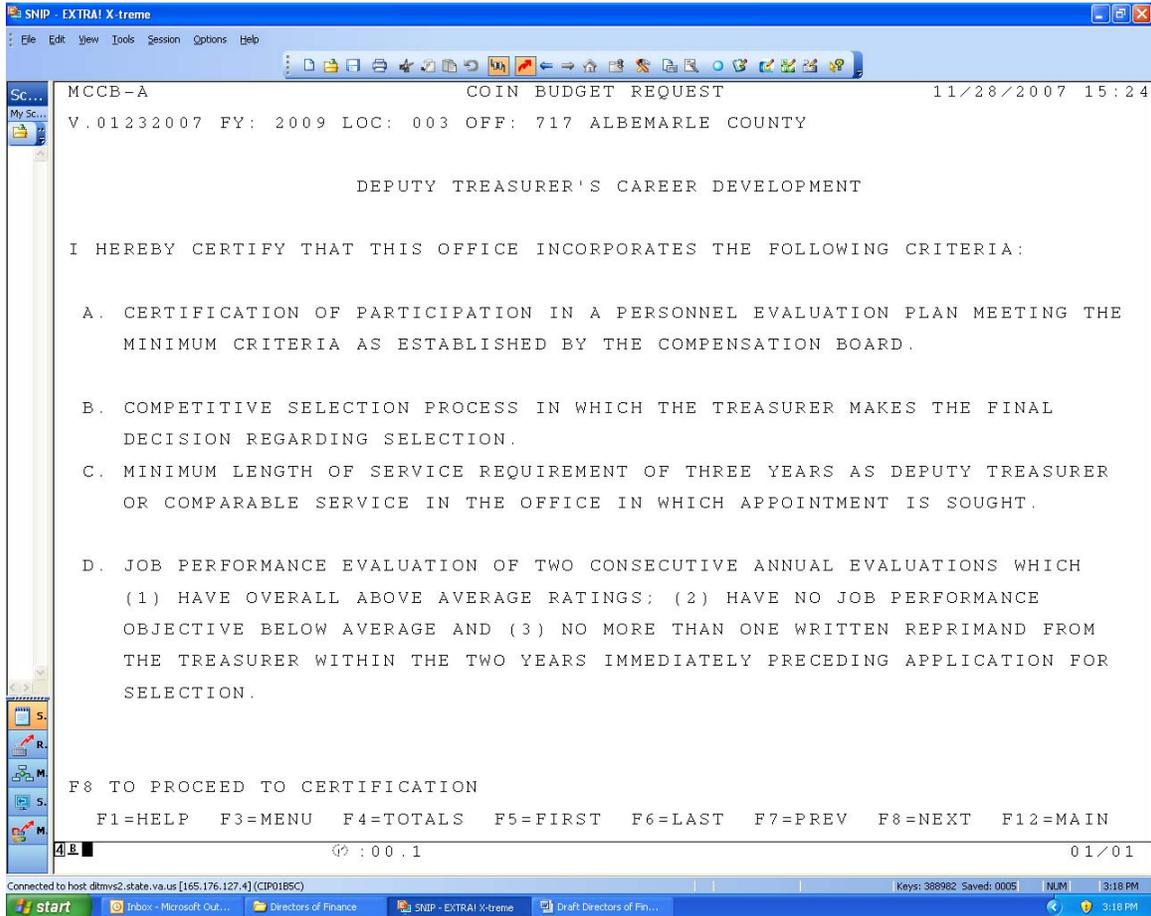
- If the Director of Finance is **not certified** you **must** answer “N’ to the question “Treasurer meets all criteria of CDP.

Option #9, Special Program Certification

Option #2 Deputy Director of Finance Career Development Program Certification

Read through each screen to determine compliance with Compensation Board Minimum Standards for Deputy Director of Finance's Career Development Program

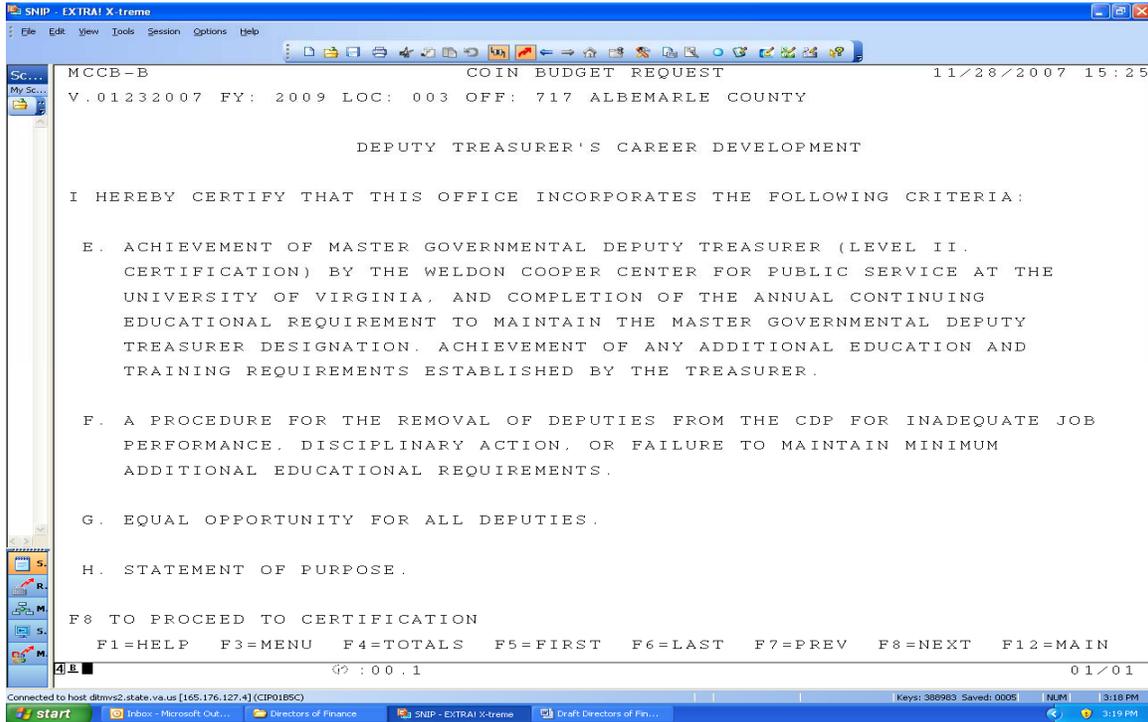
Screen 1 of 4



Press 'F8' to proceed to the next page

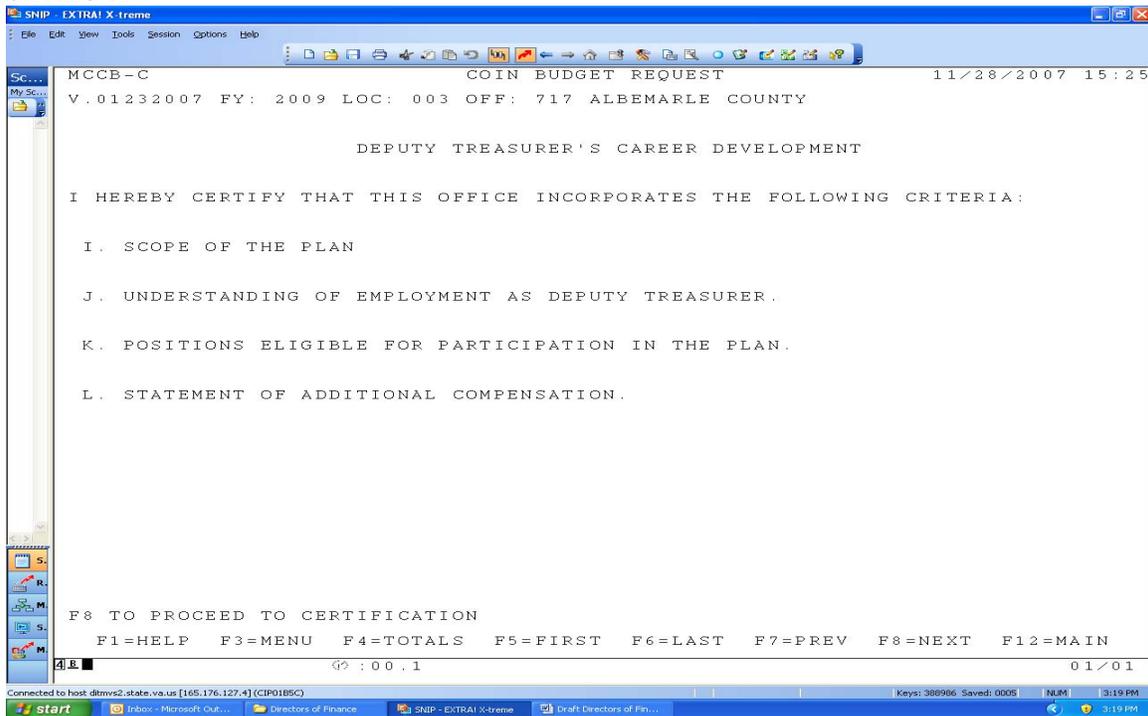
Option #9, Special Program Certification

Screen 2 of 4



Press 'F8' to proceed to the next page

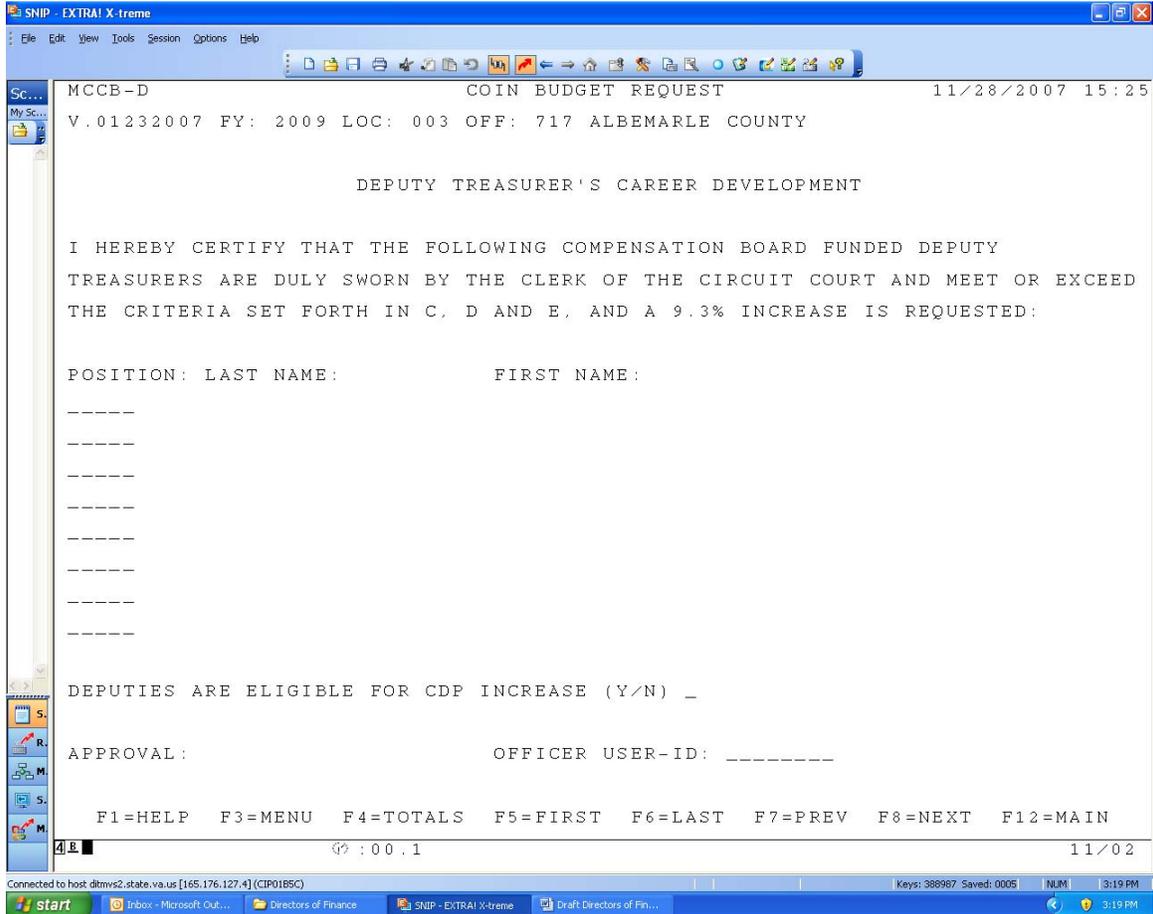
Screen 3 of 4



Press 'F8' to proceed with certification

Option #9, Special Program Certification

Screen 4 of 4



Enter the Position Number, for each employee who is a sworn Deputy Director of Finance and for whom you seek a 9.3% pay increase **or any deputy who has already received the increase and is maintaining certification**, and press the “Enter” key. The name of the employee in that position will appear.

Procedure

- Enter the Position Number
- Press the “Enter” key
- The name of employee in the position will appear
- Enter ‘Y’ or ‘N’ for ”Deputy is eligible for the CDP increase”
- Enter the Officer’s SCB USERID to certify

Helpful Hints

- Only certified deputies should be on this page (current or newly certified).
- This page **is not** for deputies that are simply participating and enrolled.



12. 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 within CB policy.

Navigational Path:

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

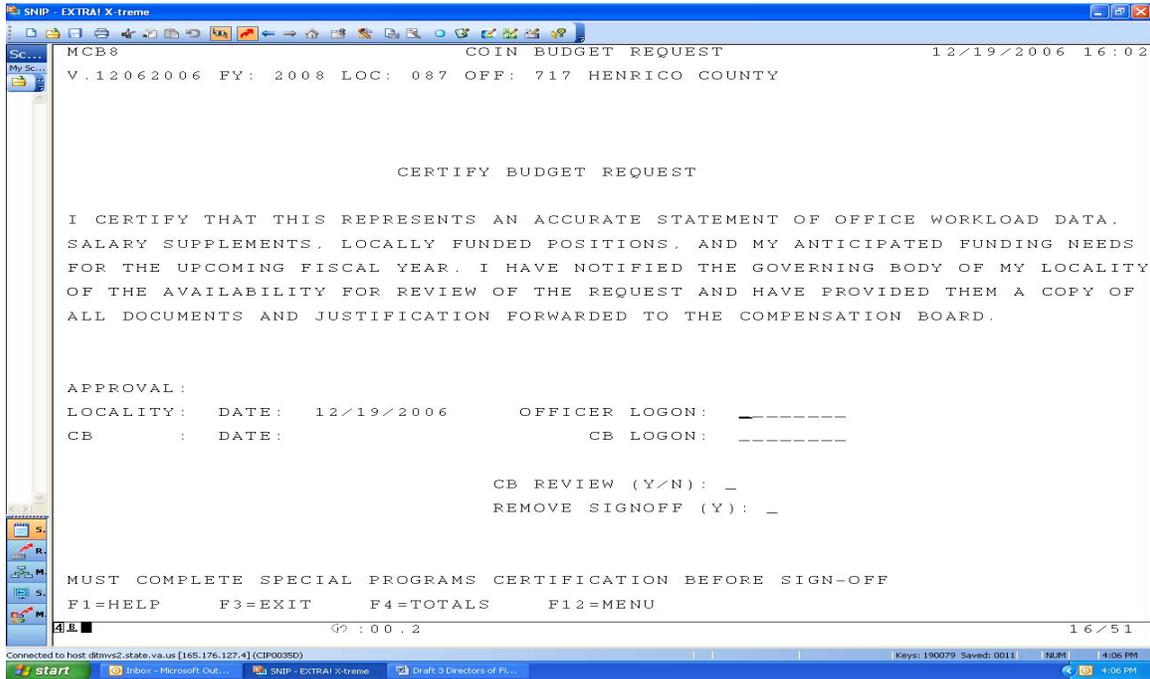
DIRECTORS OF FINANCE

A screenshot of a terminal window titled 'SNIP - EXTRA! X-treme'. The window displays the 'COIN BUDGET REQUEST' screen. At the top, it shows 'MCB8 COIN BUDGET REQUEST 12/19/2006 16:02'. Below that, it displays 'V.12062006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY'. The main heading is 'CERTIFY BUDGET REQUEST'. The text reads: 'I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.' Below this, there are fields for 'APPROVAL:', 'LOCALITY: DATE: 12/19/2006 OFFICER LOGON: _____', and 'CB : DATE: _____ CB LOGON: _____'. There are also fields for 'CB REVIEW (Y/N): _' and 'REMOVE SIGNOFF (Y): _'. At the bottom, it says 'MUST COMPLETE SPECIAL PROGRAMS CERTIFICATION BEFORE SIGN-OFF' and 'F1=HELP F3=EXIT F4=TOTALS F12=MENU'. The bottom status bar shows 'Connected to host dtmws2.state.va.us [165.176.127.4] (CIP0035D)', 'Keys: 190079 Saved: 0011', 'NUM', and '4:06 PM'.

Helpful Hints:

- If you enter the Officer's SCB USERID 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, you may only view 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 the Officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
 - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
 - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USERID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu



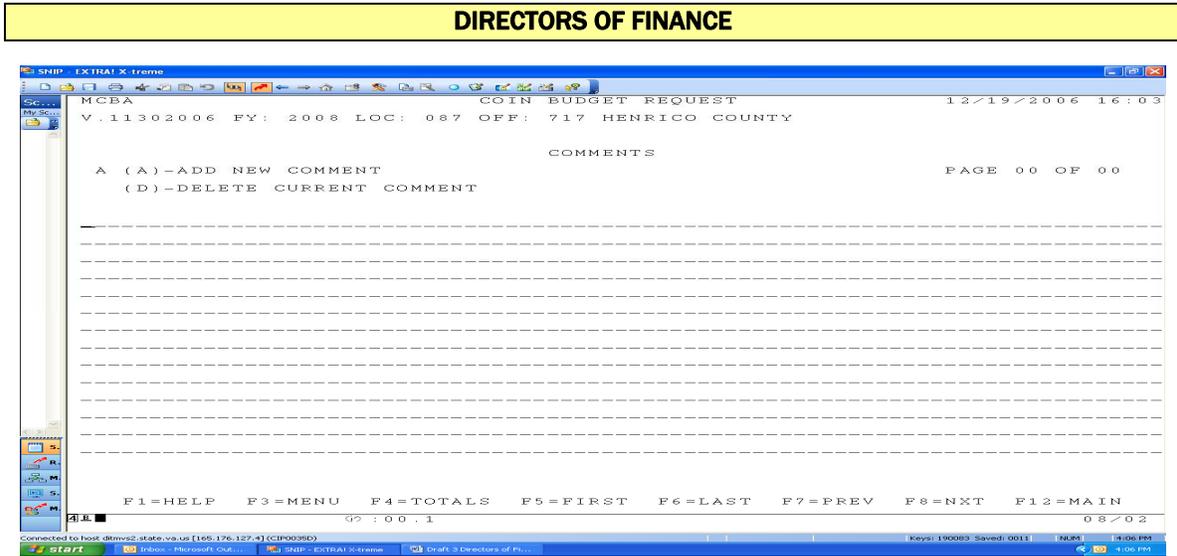
13. Option #11, Comments

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



HELPFUL HINTS:

- There are unlimited ‘Comment’ screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
 - ✓ Suggest that you have all the information needed before starting 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

PROCEDURES:

- Enter “A” to add a comment or “D” to delete a comment
- Input the information you want to address
- Press the “Enter” key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
 - ✓ Example: Option #2, Additional Employee Request
- Press ‘F3’ to exit the screen to the Budget Request Menu



14. Function Key 'F4' - 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'

COIN BUDGET REQUEST							
PERMANENT PERSONNEL							
	BUDGET	-ESTIMATED BUDGET-		REIM	-ESTIMATED REIM-		
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	1,539,526	213,070	1,752,596	812,835	112,496	925,331	
REQUESTED	1,539,526	213,070	1,752,596	812,835	112,496	925,331	
COMP BOARD	0	0	0	0	0	0	
TOTAL PERMANENT PERSONNEL:		50					
TEMPORARY PERSONNEL							
	BUDGET	-ESTIMATED BUDGET-		REIM	-ESTIMATED REIM-		
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	44,578	6,169	50,747	22,289	3,084	25,373	
REQUESTED	0	0	0	0	0	0	
COMP BOARD	0	0	0	0	0	0	

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

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
 - ✓ 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
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

'F4' Budget Request Totals

DIRECTORS OF FINANCE

1ST SCREEN OF 3:

MCBB-A COIN BUDGET REQUEST 12/19/2006 16:03
 V.10262006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY

BUDGET REQUEST TOTALS

PERMANENT PERSONNEL

	BUDGET	-ESTIMATED BUDGET-	REIM	-ESTIMATED REIM-
	SALARY	FRINGES TOTAL	SALARY	FRINGES TOTAL
CURR BDGT	1,539,526	213,070 1,752,596	812,835	112,496 925,331
REQUESTED	1,539,526	213,070 1,752,596	812,835	112,496 925,331
COMP BOARD	0	0 0	0	0 0
TOTAL PERMANENT PERSONNEL:		50		

TEMPORARY PERSONNEL

	BUDGET	-ESTIMATED BUDGET-	REIM	-ESTIMATED REIM-
	SALARY	FRINGES TOTAL	SALARY	FRINGES TOTAL
CURR BDGT	44,578	6,169 50,747	22,289	3,084 25,373
REQUESTED	0	0 0	0	0 0
COMP BOARD	0	0 0	0	0 0

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

PROCEDURES:

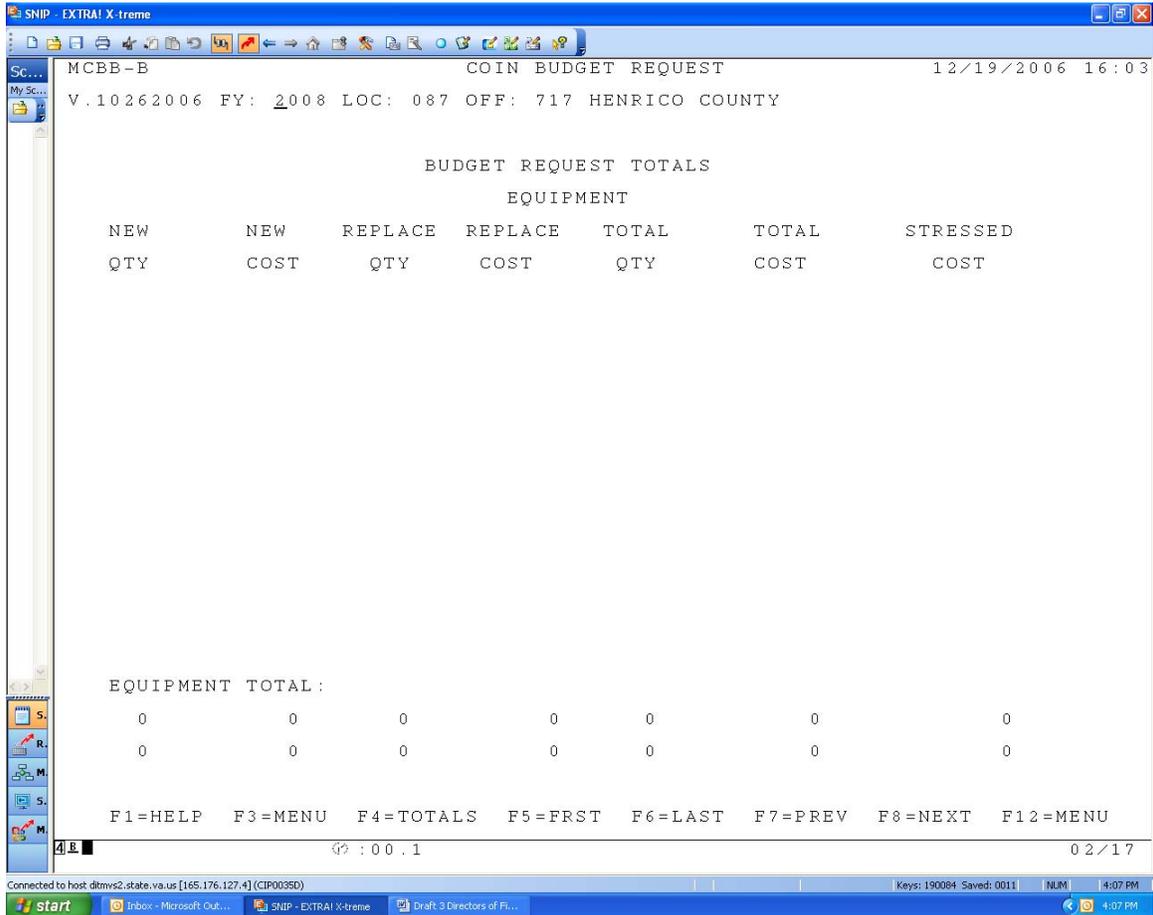
- **1ST SCREEN OF 3:**

- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process 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 budget 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

'F4' Budget Request Totals

DIRECTORS OF FINANCE

2ND SCREEN OF 3:



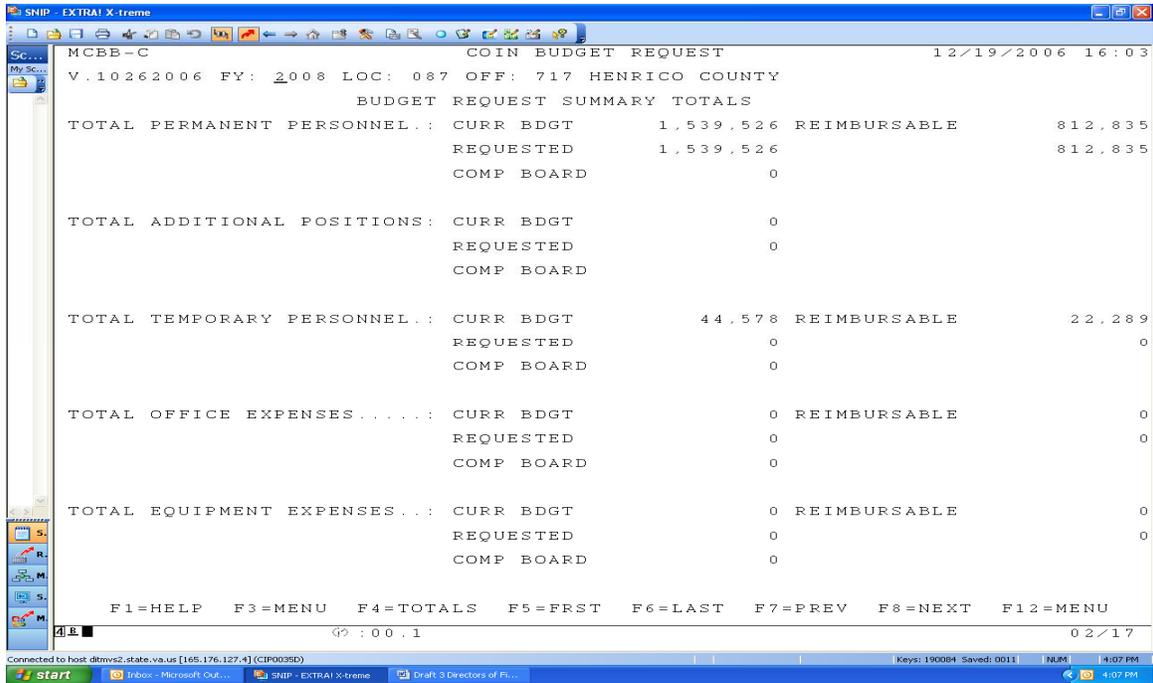
• **2ND SCREEN OF 3:**

- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or are 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 budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' Budget Request Totals

DIRECTORS OF FINANCE

3RD SCREEN OF 3:



• **3RD SCREEN OF 3:**

- ✓ Displays totals for each budget request broad-based category:
 - Permanent Personnel
 - Additional Positions
 - Temporary Personnel Funding
 - Office Expense Funding
 - Equipment Requests

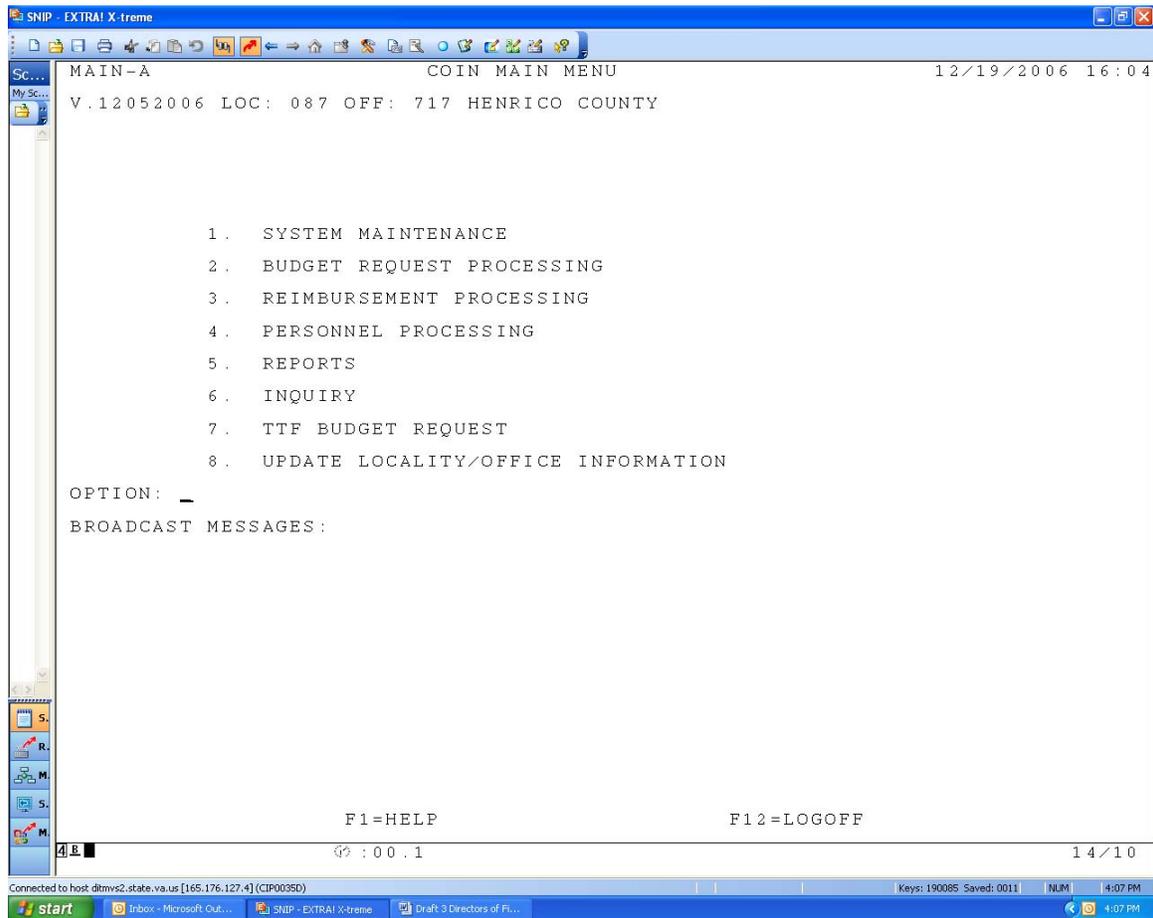
- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st

- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process 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 budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

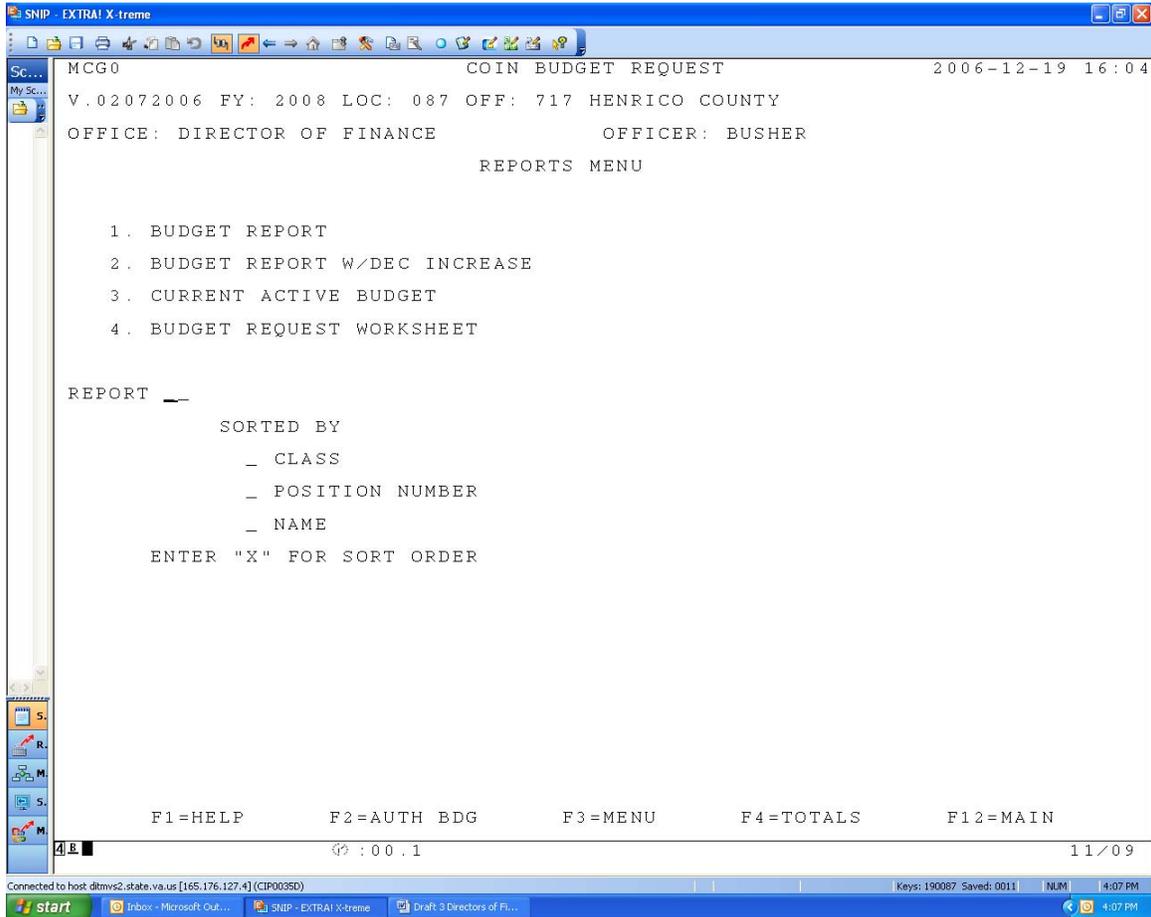
- Press 'F3' to exit the screen to the Budget Request Menu

15. Main Menu Option #5 Budget Reports



- Select Option #5 “Reports”

Main Menu Option #5 - Budget Reports

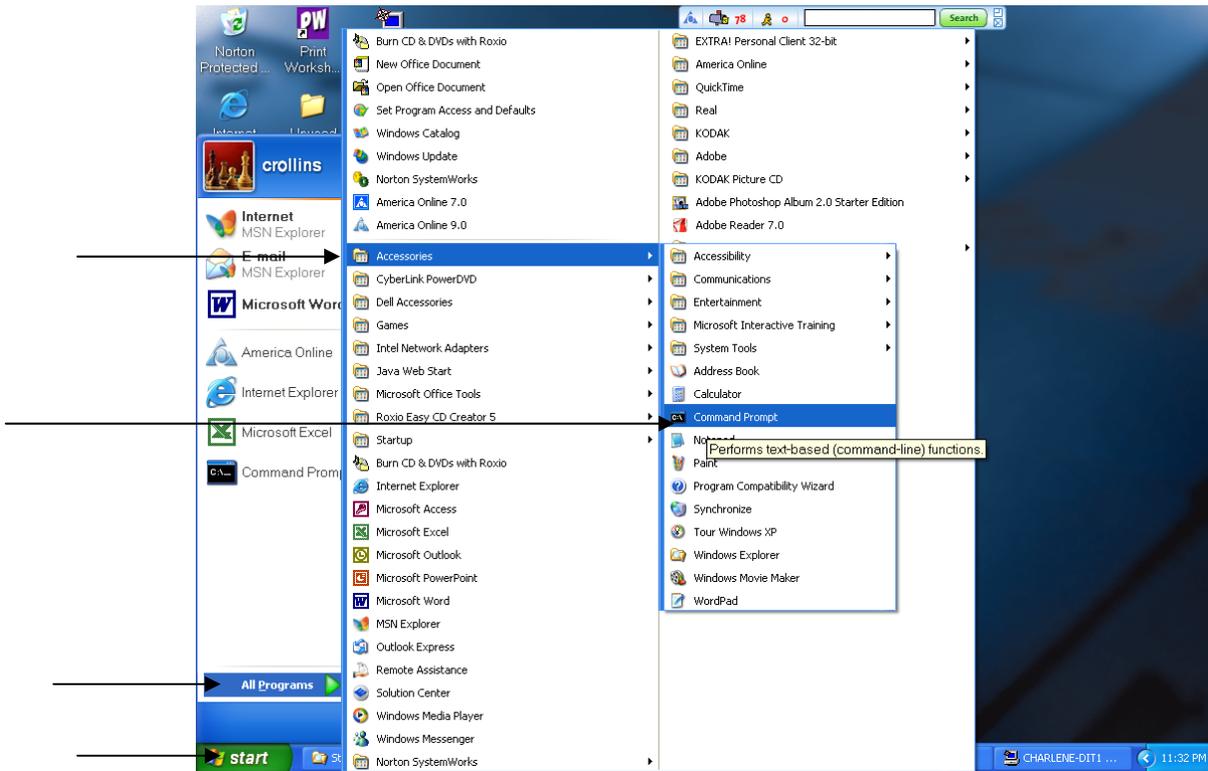


There are 4 versions of the Budget Report that are available.

- Option #1 “Budget Report”- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 “Budget Report W/Dec Increase”- This is the Budget with the December 1 increases factored in. This report is available in November.
- Option #3 “Current Active Budget”- This is the Budget as it was originally approved.
- Option #4 “Budget Request Worksheet”- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.

Enter the desired option along with the desired sort sequence, if no sort sequence is specified the Budget Report will be printed in Class Code order. Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.

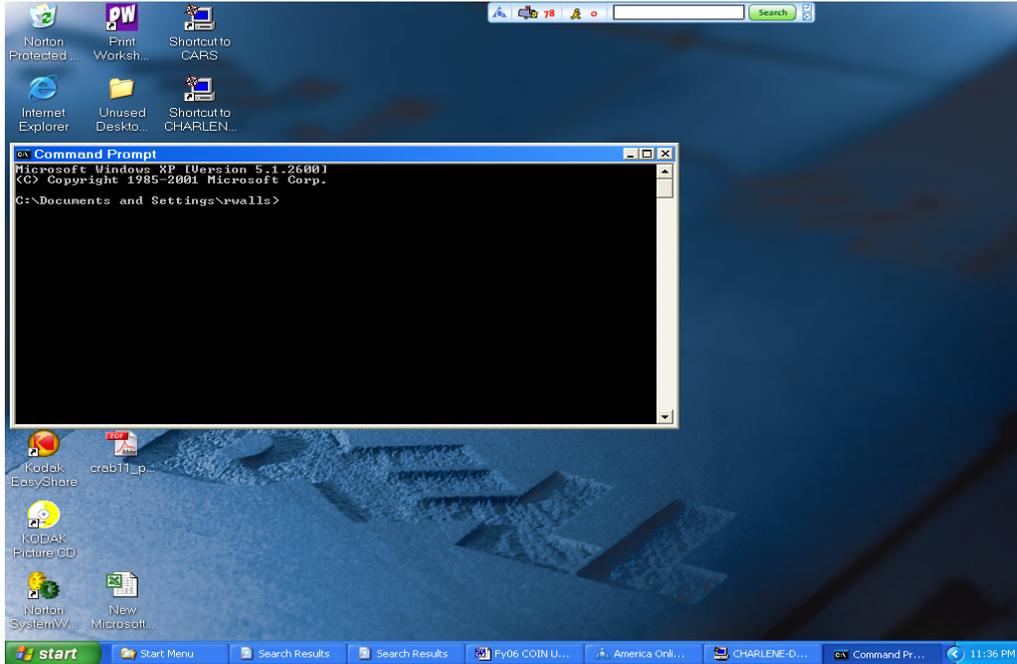
16. Download Instructions



Download Instructions

1. Click “Start” – “All Programs” – “Accessories” – “Command Prompt”

Download Instructions



- | | |
|---|---|
| 2.- TYPE: | ftp Press the “ENTER” key |
| 3. -TYPE: | open ditmvs2.state.va.us Press the “Enter” key |
| 4. -USERNAME: | scbte06 (lowercase) Press the “Enter” key |
| 5. -PASSWORD: | scbte06 (lowercase) Press the “Enter” key |
| 6. -TYPE: | user (lowercase) Press the “Enter” key |
| 7. -USERNAME: | Type your COIN Userid (lowercase) Press the “Enter” key |
| 8. -PASSWORD: | Type your COIN password (lowercase) Press the “Enter” key |
| 9. -TYPE: | get Press the “Enter” key |
| 10-TYPE: | 'scb.prod.coin.l001.o717.wbudget.rtf' Press the “Enter” key
(lowercase with single quotes, lowercase L-locality 1001.lowercase O-office.budget.rtf) |
| <ol style="list-style-type: none"> 1. The file to download for option 1 is 'scb.prod.coin.lxxx.oxxx.budget.rtf' 2. The file to download for option 2 is 'scb.prod.coin.lxxx.oxxx.budget2.rtf' 3. The file to download for option 3 is 'scb.prod.coin.lxxx.oxxx.abudget.rtf' 4. The file to download for option 4 is 'scb.prod.coin.lxxx.oxxx.wbudget.rtf' | |
| 11.- LOCAL FILE NAME: | “c:/budgetreport.rtf” (with double quotes) Press the “Enter” key |
| 12. BYTES OF DATA TRANSFERRED: | Press the “Enter” key |
| 13. TO EXIT: | Type quit – Press the “Enter” key
Type exit – Press the “Enter” key |
| 14. TO PRINT: | Open Microsoft Word |
| 15. OPEN FILE: | Budgetreport.rft (or the name you gave the file) |

Download Instructions

Additional Printing Instructions:

- Open Microsoft word
 - Look for a file that ends with the extension '.rtf' (denotes Rich Text Format)
- OR**
- Open Window Explorer
 - Click on Local Disk (C:)
 - Right click on the file
 - Select print.

These files should require no additional formatting for printing.

Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth – anne.wilmoth@scb.virginia.gov

Dan Munson – dan.munson@scb.virginia.gov

Craig Giegerich – craig.giegerich@scb.virginia.gov

Cheryl Gustafson – cheryl.gustafson@scb.virginia.gov

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17. Appendix

Classifications And Pay Plans

DIRECTORS OF FINANCE

**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE
DIRECTOR OF FINANCE
DECEMBER 1, 2008 - JUNE 30, 2009**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK CLERK TYPIST II	GC/CTII	1	Administrative	19,856	37,371
FISCAL ASSISTANT DEPUTY I SECRETARY I	FA/DI/SECI				
DEPUTY II SECRETARY II	DII/SECII	2	Sr. Administrative	23,723	45,666
DEPUTY III ADMINISTRATIVE ASSISTANT	DIII/AA	4	Professional	28,362	58,322
DEPUTY IV	DIV				
CHIEF DEPUTY I	CDI	7	Sr. Professional	33,885	76,172
CHIEF DEPUTY II	CDII				
CHIEF DEPUTY III	CDIII	8	Supervisory/ Management	44,058	116,345
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.