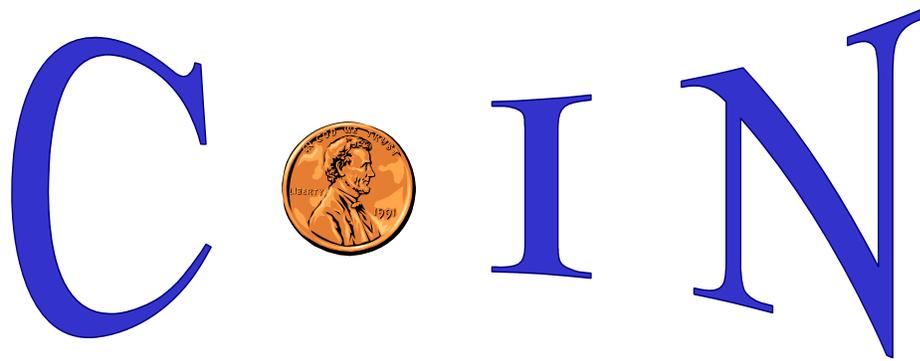


# Constitutional Officer Information Network



## *Budget Request Guide* *Directors of Finance*

Compensation Board  
December 1, 2013<sup>2</sup>

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

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**Compensation Board**

| Last Updated: [1/6/2014](#) | [1/25/2013](#) | [11/22/2013](#) | [10/29/2013](#) @ 8:58 AM | [4:21 PM](#) | [9:58 AM](#) | [9:20 AM](#)

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## 1. COIN MAIN MENU

```
TSOSHP - EXTRAI X-Frame
MAIN-A COIN MAIN MENU 10/27/2009 10:51
V.05122009 LOC: 059 OFF: 717 FAIRFAX COUNTY

1. SYSTEM MAINTENANCE
2. BUDGET REQUEST PROCESSING
3. REIMBURSEMENT PROCESSING
4. PERSONNEL PROCESSING
5. REPORTS
6. INQUIRY
7. TTF BUDGET REQUEST TTF FISCAL YEAR 2010
8. UPDATE LOCALITY/OFFICE INFORMATION
9. SHERIFFS CERTIFICATION PROGRAM

OPTION: =

BROADCAST MESSAGES:

F1=HELP F12=LOGOFF
4B :00.1 13/10
Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP03250)
Keys: 289269 Saved: 0023 NUM 10:53 AM
```

- 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

```
MCBO COIN BUDGET REQUEST 2009-10-27 10:52
V.10272007 FY: 2010 LOC: 059 OFF: 717 FAIRFAX COUNTY
OFFICE: DIRECTOR OF FINANCE OFFICER: BRUCE
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 FUNDING REQUEST
4. FULL OR PARTIALLY FUNDED PERSONNEL
5. OFFICE EXPENSE FUNDING
6. EQUIPMENT (EXCLUDING CLERKS)
7. RECORD WORKLOAD INFORMATION

9. SPECIAL PROGRAM CERTIFICATION
10. CERTIFY BUDGET REQUEST
11. COMMENTS
12. COMPENSATION BOARD FUNCTIONS
OPTION =

F1=HELP F3=MENU F4=TOTALS F12=MAIN
22/09
```

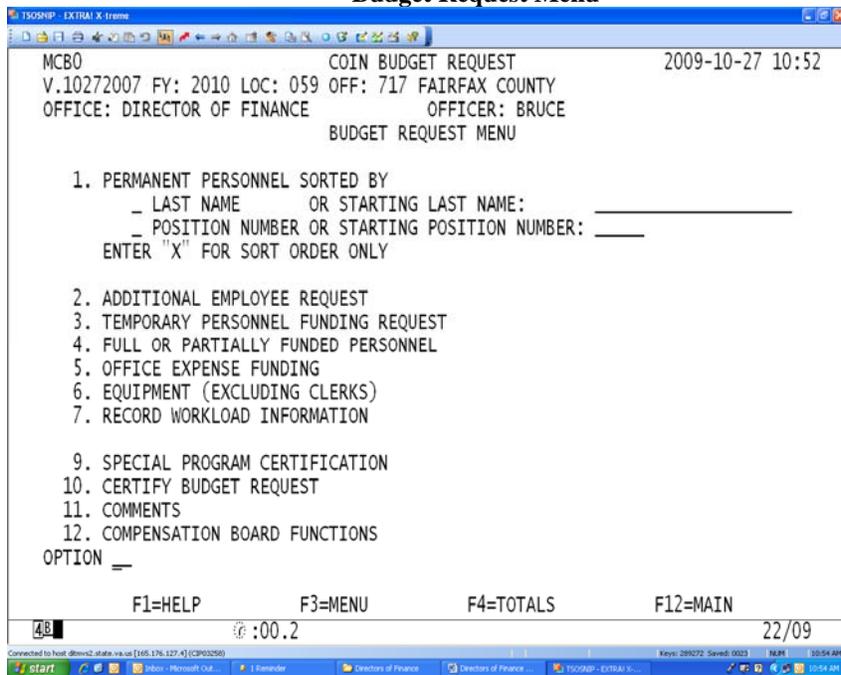
### Helpful Hints:

- 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

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### 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 1<sup>st</sup> 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:

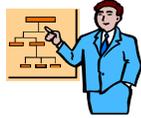
- Select an 'Option' \_\_\_
  - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

Compensation Board

COIN Reimbursement Process User Guide

Last Updated: [1/6/2014](#) | [2/5/2013](#) | [11/22/2013](#) | [10/29/2013](#) @ 8:58 AM | [4:21 PM](#) | [9:58 AM](#) | [9:20 AM](#)

**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

**DIRECTORS OF FINANCE**

CHG	POS	SSN	LAST NAME	FIRST NAME	ANNUAL APPROVED	LOCAL SALARY	SALARY AMT SUPPL	SALARY AMT ABOVE	SALARY REQ	REIMB AMT	CLASS	CLASS CHANGE
00084		*****2259	AKARI	HIBA	19856	48241	28385	0	19856	9928	DI	
					19856	48241	28385	0	19856	9928	DI	
00116		*****5924	ALMANSA	MELIDA	28830	46403	17573	0	28830	14414	DI	
					28830	48492	19662	0	28830	14414	DI	
00050		*****5712	AMEY	DAVID	26379	107693	81314	17679	44058	22029	DI	CDIII
					30335	107693	77358	0	30335	15167	DIV	
												TOTAL
												0148

BUDGET HAS BEEN SIGNED OFF - NO UPDATES ALLOWED  
 F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

**Compensation Board**

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

Option #1, Permanent Personnel

CHG	POS	SSN	ANNUAL APPROVED	LOCAL SALARY	LAST NAME	SALARY SUPPL	AMT ABOVE	AMT REQ	FIRST NAME	SALARY AMT	REIMB SAL AMT	CLASS	CLASS CHANGE
	00001	*****1066			OH				MI SOOK				
			39364	55330		15966		0		39364	19682	DIII	
			39364	55330		15966		0		39364	19682	DIII	
	00002	*****9479			PATEL				HARISH				
			25226	42924		17698		0		25226	12613	DII	
			25226	42924		17698		0		25226	12613	DII	
	00003	*****5109			ESCOBAR				LILY				
			24671	42139		17468		0		24671	12335	DII	
			24671	42139		17468		0		24671	12335	DII	
												TOTAL	0148

BUDGET HAS BEEN SIGNED OFF - NO UPDATES ALLOWED  
 F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN  
 :00.5 01/01

**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	19856 *	0	0
	19856	0	0
DI	19856 *	3	59,568
	19856	3	59,568
FA	19856 *	0	0
	19856	0	0
GC	19856 *	2	39,712
	19856	2	39,712
SECI	19856 *	0	0
	19856	0	0
			TOTAL 0005

BUDGET HAS BEEN SIGNED OFF YOU CANNOT MODIFY  
 F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

### 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

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

- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY154, as they were in FY143, 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**

MCB2 COIN BUDGET REQUEST 2009-10-27 11:03  
V.01202008 FY: 2010 LOC: 003 OFF: 717 ALBEMARLE COUNTY

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
CTII	19856 *	0	0
	19856	0	0
DI	19856 *	3	59,568
	19856	3	59,568
FA	19856 *	0	0
	19856	0	0
GC	19856 *	2	39,712
	19856	2	39,712
SECI	19856 *	0	0
	19856	0	0
			TOTAL 0005

BUDGET HAS BEEN SIGNED OFF YOU CANNOT MODIFY  
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

08/25

**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

### DIRECTORS OF FINANCE

MCB3 COIN BUDGET REQUEST 2010-10-25 11:52  
 V.01202008 FY: 2012 LOC: 003 OFF: 717 ALBEMARLE COUNTY

TEMPORARY PERSONNEL FUNDING REQUEST

BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW
64	64	0

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

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

- ✓ 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

The screenshot shows a terminal window titled "VITAI - Rick - EXTRAI X-Frame" with a window title bar. The main content area displays the following information:

MCB3 COIN BUDGET REQUEST 2010-10-25 11:52  
V.01202008 FY: 2012 LOC: 003 OFF: 717 ALBEMARLE COUNTY

TEMPORARY PERSONNEL FUNDING REQUEST

BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW
64	- 64	0

At the bottom of the screen, there are function key shortcuts: F1=HELP, F3=MENU, F4=TOTALS, F9=FUNDING, and F12=MAIN. A status bar at the bottom right shows "10/33".

#### Procedures:

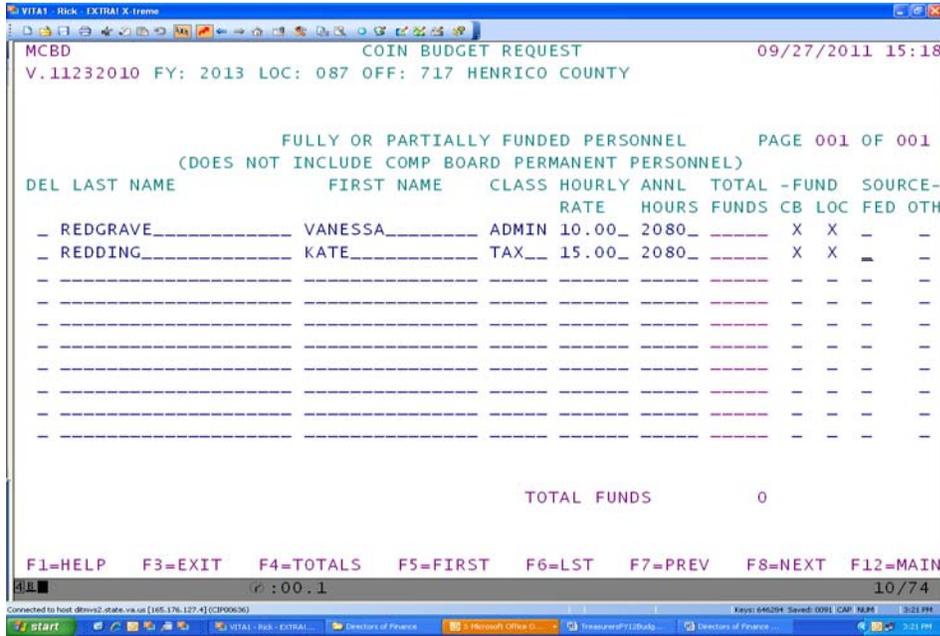
**Base Amt Approved:** Supplied by COIN  
**Total Req:** Enter your 'Total Request' for temporary funding  
**Amt Req Above/Below:** This field will be calculated for you

- 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





**Option #4, Fully Or Partially Funded Positions**



**Procedures:**

- Del:** Enter 'D' to delete entry
- Last Name:** Enter the employee's last name; if Vacant, type "Vacant"
- First Name:** Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field
- Class:** Enter the employee's class (Does not have to be a CB classification)
- Hourly Rate:** Enter the employee's hourly wage rate
- Annl Hours:** Enter the total number of hours worked annually
- Tot Funds:** This field will be calculated for you
- CB:** Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
- Loc:** Enter "X", if employee is partially or fully funded by the Locality
- Fed:** Enter "X", if employee is partially or fully federally funded
- Other:** Enter "X", if employee is partially or fully funded by other sources

- Press the "Enter" key after completing the information requested
- Press 'F8' for next blank page when applicable
- Press 'F3' to exit the screen to the Budget Request Menu



## 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:

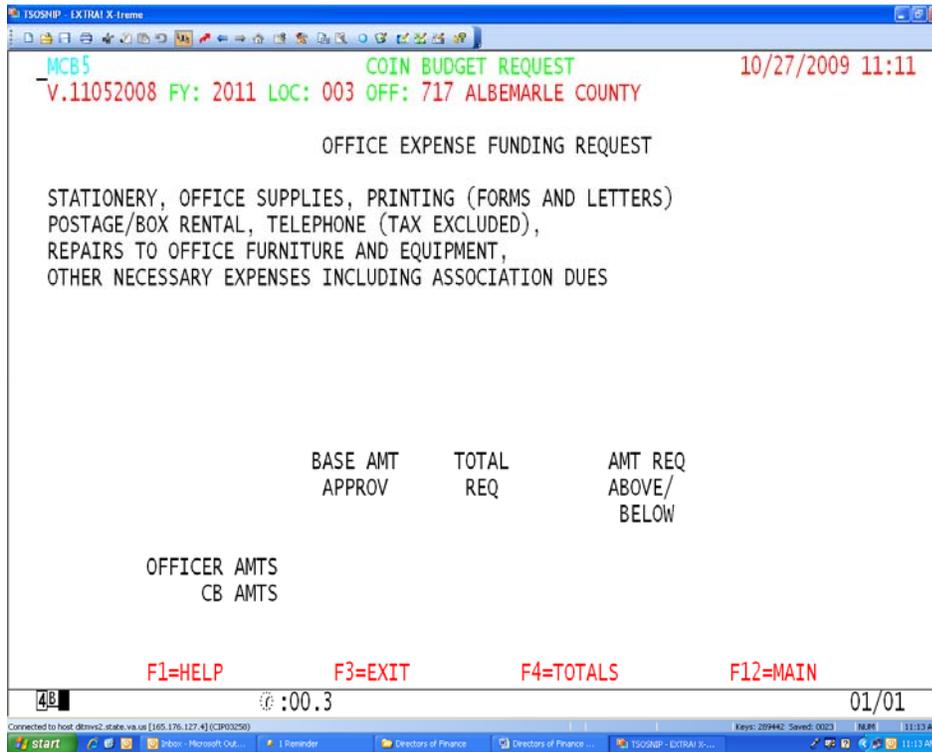
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

### DIRECTORS OF FINANCE

### 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:

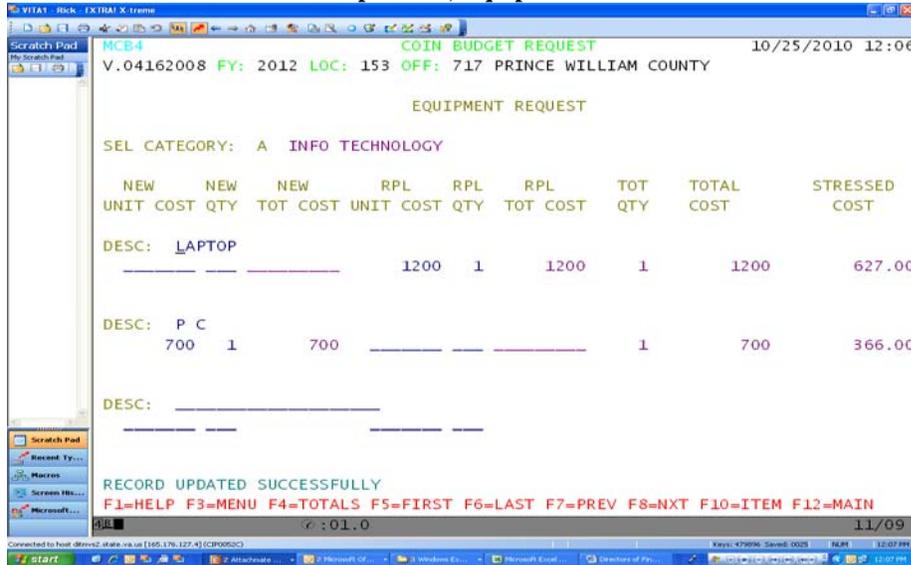
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment

A screenshot of a terminal window titled "TCOSHP - EXTRA1 X frame". The screen displays the following information:  
MCB4 COIN BUDGET REQUEST 10/27/2009 11:12  
V.04162008 FY: 2011 LOC: 003 OFF: 717 ALBEMARLE COUNTY  
EQUIPMENT REQUEST  
SEL CATEGORY: A INFO TECHNOLOGY  
A table with columns: NEW UNIT, NEW COST, NEW QTY, NEW TOT COST, RPL UNIT, RPL COST, RPL QTY, RPL TOT COST, TOT QTY, TOTAL COST, STRESSED COST.  
Three rows for "DESC:" are shown, each with input fields for unit, cost, and quantity.  
At the bottom, a red line of text reads: F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN  
The bottom status bar shows a timer at :00.3 and the date 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



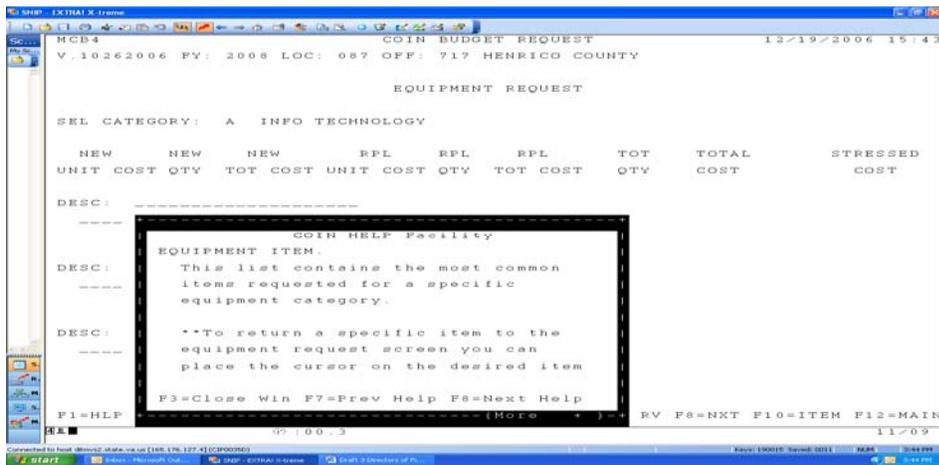
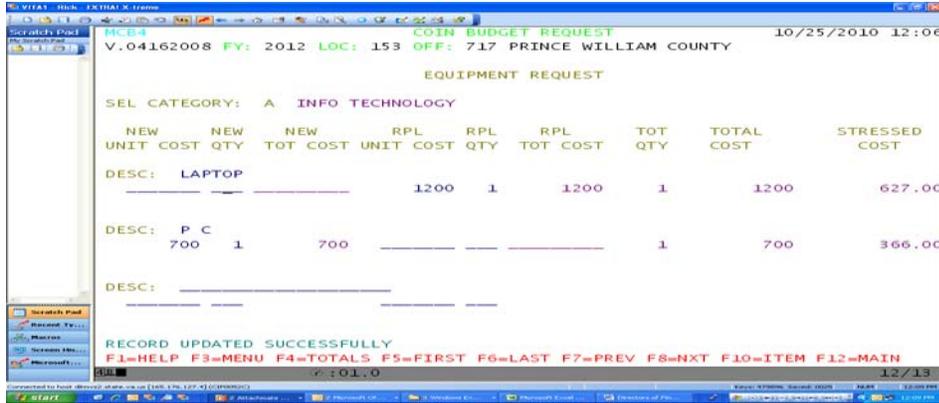
#### Procedures:

- 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**



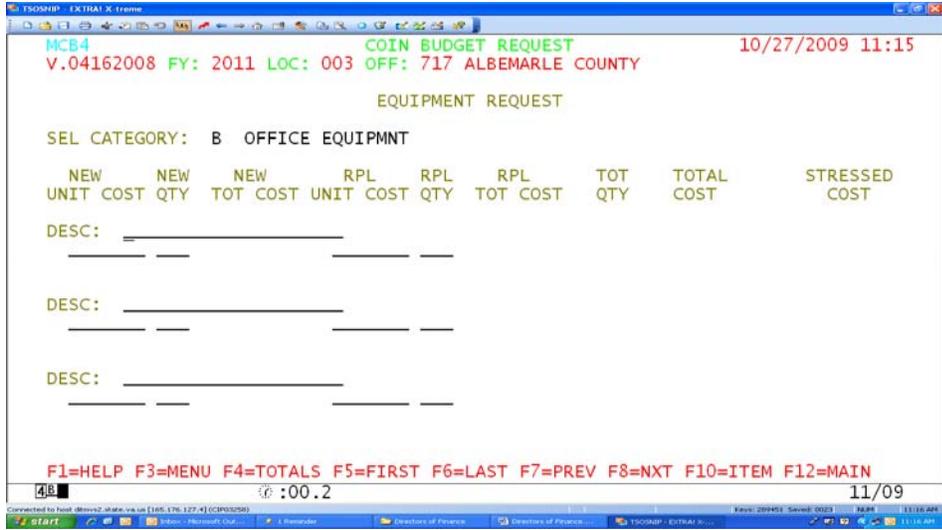
Help Pop-Up Screens - Within Alpha Data Fields (Resqportal Only)

- 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 1<sup>st</sup> position of your selection and press F17.

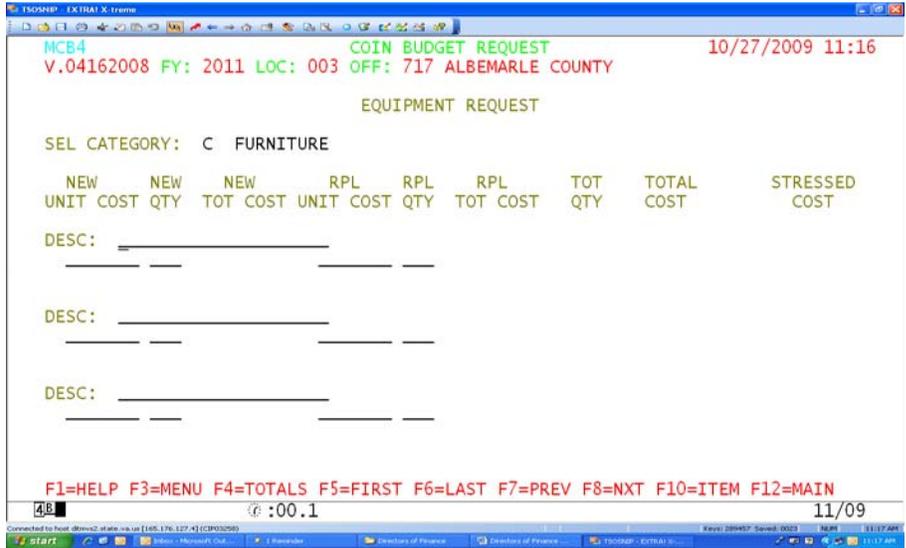
Option #6, Equipment

**DIRECTORS OF FINANCE**

**Category B – Office Equipment**



**Category C – Furniture Equipment**



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



## 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

MCB6 COIN BUDGET REQUEST 10/27/2009 11:17  
V.11052008 FY: 2011 LOC: 003 OFF: 717 ALBEMARLE COUNTY

RECORD WORKLOAD INFORMATION

SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:

1. MONTHLY  
2. QUARTERLY  
3. ANNUALLY

CALENDAR YEAR: 2009

OPTION: 3

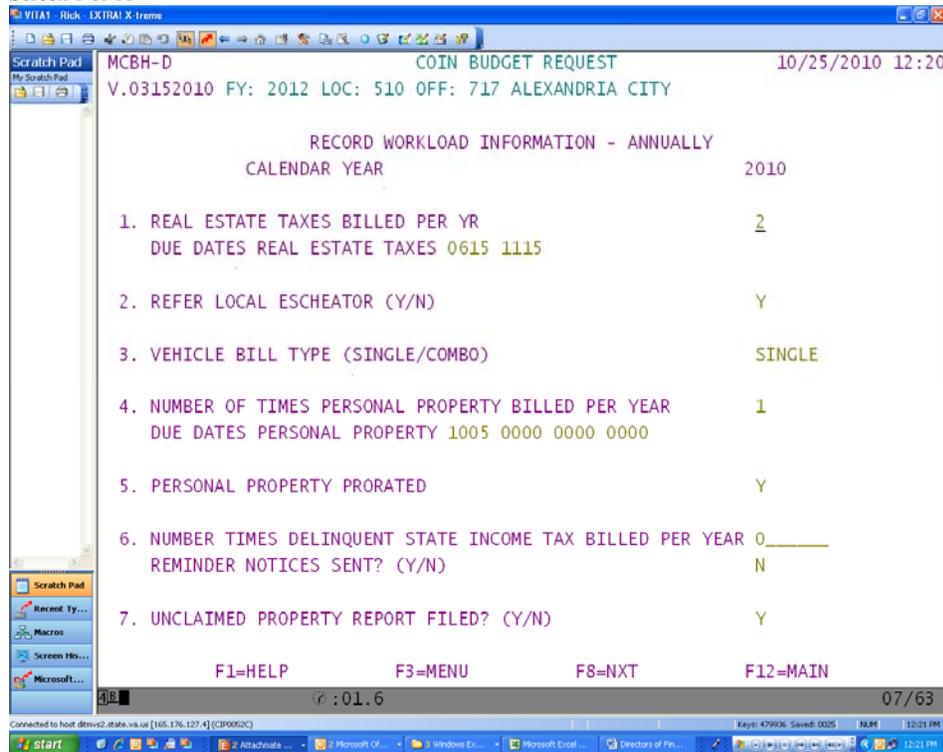
F1=HELP F3=MENU F4=TOTALS F12=MAIN

- In January 2014 offices must record one full year of workload data for Calendar Year (CY) 2013
  - 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



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 2013 would be entered as '0213')
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 2013 would be entered as '0213')
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**

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RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2008	2009	2010	AVG
<b>REAL ESTATE TAX:</b>				
1. TAXABLE PARCELS	43529	43635	_____	43582
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	27686	27773	_____	27730
3. REAL ESTATE ABATEMENTS	1011	4720	_____	2866
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR	91346	91477	_____	91412
5. REAL ESTATE TRANSFERS	3684	3648	_____	3666
6. REAL ESTATE PARCELS IN RELIEF	2108	1274	_____	1691
7. PARCELS IN THE LAND USE PROGRAM	0	0	_____	0
<b>PERSONAL PROPERTY:</b>				
8. PERSONAL PROPERTY IN RELIEF	221	193	_____	207
9. PERSONAL PROPERTY ITEMS	113132	120796	_____	116964
10. PERSONAL PROPERTY TAX BILLS PROCESSED	187158	198755	_____	192957
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT	17783	15105	_____	16444
12. PERSONAL PROPERTY ABATEMENTS	211692	208174	_____	209933
<b>DOG LICENSES:</b>				
13. NUMBER OF DOG LICENSES SOLD	3007	2983	_____	2995

**Real Estate:**

1. **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'.

2. **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.
3. **NUMBER OF REAL ESTATE ABATEMENTS:** If your office handles the collection of real estate, enter the total number of parcels adjusted during the year.
4. **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'.
5. **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'.
6. **NUMBER OF REAL ESTATE PARCELS IN RELIEF TO THE ELDERLY/DISABLED PROGRAM:** If your office handles the collection of real estate, enter the total number of parcels with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of real estate ENTER '0'

Option #7 Record Workload Information

Option #3 Annual Screens

CALENDAR YEAR	2008	2009	2010	AVG
<b>REAL ESTATE TAX:</b>				
1. TAXABLE PARCELS	43529	43635		43582
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	27686	27773		27730
3. REAL ESTATE ABATEMENTS	1011	4720		2866
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR	91346	91477		91412
5. REAL ESTATE TRANSFERS	3684	3648		3666
6. REAL ESTATE PARCELS IN RELIEF	2108	1274		1691
7. PARCELS IN THE LAND USE PROGRAM	0	0		0
<b>PERSONAL PROPERTY:</b>				
8. PERSONAL PROPERTY IN RELIEF	221	193		207
9. PERSONAL PROPERTY ITEMS	113132	120796		116964
10. PERSONAL PROPERTY TAX BILLS PROCESSED	187158	198755		192957
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT	17783	15105		16444
12. PERSONAL PROPERTY ABATEMENTS	211692	208174		209933
<b>DOG LICENSES:</b>				
13. NUMBER OF DOG LICENSES SOLD	3007	2983		2995

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

Dog Licenses:

- 13. **NUMBER OF DOG LICENSES SOLD:** Enter the total number of licenses issued during the year.

**Option #7 Record Workload Information**

**Option #3 Annual Screens**

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RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
14. DOG LICENSE NOTICES		5504		5504
15. RABIES CERT SENT TO OTHER LOCALITIES		1812		1812
COLLECTION ACTIONS:				
16. WARRANTS IN DEBT ISSUED	16233	18058		17146
17. WARRANTS IN DEBT ISSUED	1497	1600		1549
18. PARCELS IN JUDICIAL SALES	65	60		63
19. LIENS ISSUED (BANK, WAGE & 3RD PARTY)	203	234		219
20. TREASURERS' SUMMONS	0	0		0
21. DISTRESS ACTIONS TO SEIZE PROPERTY	0	0		0
22. DELINQUENT NOTICES -- REAL ESTATE & PER	159719	192434		176077
23. DMV STOPS ISSUED	143	9616		4880
24. MON PAY PLANS FOR TAX/DELINQ COLLECT	54	55		55
25. MEAL TAX ENFORCE ACTIONS BY DISTRESS	0	0		0
26. OTHER COLLECTIONS	0	99		50
FEES, PERMITS, AND OTHER LICENSES:				
27. VEHICLE DECALS ISSUED	100899	16432		58666
I0048 RECORD UPDATED SUCCESSFULLY				
F1=HELP      F3=MENU      F7=PRV      F8=NXT      F12=MAIN				

- 14. **DOG LICENSE NOTICES**: Enter the number of dog license notices processed (Include dog tag renewal forms sent)
- 15. **RABIES CERTIFICATES SENT TO OTHER LOCALITES**: Enter the number of rabies certificates that were sent to other localities.

**Collection Actions:**

- 16. **NUMBER OF ACCOUNTS IN DEBT SET OFF PROGRAM BASED ON NUMBER OF CLAIMS FILED**
- 17. **NUMBER OF WARRANTS IN DEBT ISSUED**
- 18. **NUMBER OF PARCELS IN JUDICIAL SALE PROCEEDINGS**
- 19. **NUMBER OF LIENS ISSUED (INCLUDES BANK, WAGE, AND OTHER THIRD PARTY LIENS)**
- 20. **NUMBER OF TREASURERS' SUMMONS**
- 21. **NUMBER OF DISTRESS ACTIONS TO SEIZE PROPERTY**
- 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 (INCLUDE ACH PAYMENTS)**
- 25. **NUMBER OF MEALS TAX ENFORCEMENT ACTIONS BY DISTRESS**
- 26. **NUMBER OF OTHER COLLECTIONS**

**Fees, Permits & Other Licenses**

- 27. **NUMBER OF VEHICLE DECALS ISSUED (INCLUDE ABATEMENTS)**: Enter total number of licenses issued during the year.

Option #7 Record Workload Information

Option #3 Annual Screens

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COIN BUDGET REQUEST				
MCBH-F		COIN BUDGET REQUEST		10/27/2009 11:24
V.03302009 FY: 2011 LOC: 003 OFF: 717 ALBEMARLE COUNTY				
RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
28. OTHER VEHICLE REGISTRATIONS	0	0	_____	0
29. VEHICLE LICENSE FEES BILLED (ABATEMTS)	0	16072	_____	16072
30. UTILITY BILLS COLLECTED	0	0	_____	0
31. TRASH COLLECTION BILLS COLLECTED	0	0	_____	0
32. ANNUAL TRASH DECALS ISSUED	0	0	_____	0
33. PARKING TICKETS COLLECTED	174	234	_____	204
34. ZONE PERMIT PARKING FEES COLLECTED	0	0	_____	0
35. BUILDING PERMITS PROCESSED	0	2084	_____	1042
36. LOCAL BUSINESS TAX COLLECTED (BPOL)	7932	7977	_____	7955
37. BUSINESS ACCOUNTS W/LOCAL EXCISE TAX	305	295	_____	300
38. UTILITY TAX & CONSUMER UTILITY TAX ACCTS	55	55	_____	55
39. PARKS AND RECREATION FEES PROCESSED	423	824	_____	624
40. OTHER LOCAL BILLS COLLECTED	825	1069	_____	947
STATE TAXES AND OTHER STATE DUTIES:				
41. STATE INCOME TAX MEMORANDA PROCESSED	0	0	_____	0
42. COLLECTION ACTIONS INITIATED	0	0	_____	0
I0048 RECORD UPDATED SUCCESSFULLY				
F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN				

- 28. **NUMBER OF OTHER VEHICLES:** Enter total number of scooter or moped registrations issued during the year.
- 29. **NUMBER OF VEHICLE FEES BILLED:** Enter total number of vehicle licenses that were assessed during the year.
- 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 (BPOL):** 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 and local consumption.
- 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	2007	2008	2009	AVG
43. ESTIMATED TAX ACCOUNTS	0	0	_____	0
44. ESTIMATED TAX PAYMENTS	107	100	_____	104
45A. NUMBER OF TITLES PROCESSED FOR DMV	0	0	_____	0
46. NUM OF TRANS W/FEEES COLLECTED FOR DMV	0	0	_____	0
FINANCIAL MANAGEMENT:				
47. NUMBER CHECKS/ACH ISSUED	103277	102317	_____	102797
48. RETURNED CHECKS	513	561	_____	537
49. PREPARATION PAYROLL AND ADMINISTRATION	3580	3777	_____	3679
50. BANKRUPTCY CLAIMS FILED	40	90	_____	65
ADJUSTMENTS:				
1.A. TAX ASSESSMENTS ADJUSTED	1818	1670	_____	1744
1.B. BUSINESS LICENSE ASSESSMENTS ADJ	397	415	_____	406
1.C. PERSONAL PROPERTY ASSESSEMENTS ADJ	17044	19336	_____	18190
1.D. BUSINESS PERS PROP ASSESSMENTS ADJ	2321	2450	_____	2386
1.E. MERCHANT'S CAPITAL ASSESSMENTS ADJ	0	0	_____	0
1.F. MACHINERY & TOOLS ASSESSMENTS ADJ	6	11	_____	9

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

- 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. **NUMBER OF CHECKS/ACH ISSUED:** Enter the total number of checks/ACH issued during the year. INCLUDE the checks issued from all accounts under the TREASURERS supervision and ACH items listed on bank statements.
- 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**

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
43. ESTIMATED TAX ACCOUNTS	0	0	_____	0
44. ESTIMATED TAX PAYMENTS	107	100	_____	104
45A. NUMBER OF TITLES PROCESSED FOR DMV	0	0	_____	0
46. NUM OF TRANS W/FEEES COLLECTED FOR DMV	0	0	_____	0
FINANCIAL MANAGEMENT:				
47. NUMBER CHECKS/ACH ISSUED	103277	102317	_____	102797
48. RETURNED CHECKS	513	561	_____	537
49. PREPARATION PAYROLL AND ADMINISTRATION	3580	3777	_____	3679
50. BANKRUPTCY CLAIMS FILED	40	90	_____	65
ADJUSTMENTS:				
1.A. TAX ASSESSMENTS ADJUSTED	1818	1670	_____	1744
1.B. BUSINESS LICENSE ASSESSMENTS ADJ	397	415	_____	406
1.C. PERSONAL PROPERTY ASSESSEMENTS ADJ	17044	19336	_____	18190
1.D. BUSINESS PERS PROP ASSESSMENTS ADJ	2321	2450	_____	2386
1.E. MERCHANT'S CAPITAL ASSESSMENTS ADJ	0	0	_____	0
1.F. MACHINERY & TOOLS ASSESSMENTS ADJ	6	11	_____	9

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

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**Adjustments**

1. **A. NUMBER OF REAL ESTATE TAX ASSESSMENTS ADJUSTED:** Enter total number of adjustments that your office made during the year. This total should include any adjustments caused by proration or audits, and may include the application of tax relief, tax credits, or land use programs.
- 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 increase or decrease in the original license fee based on discovery of gross receipts; or in the case of wholesalers, gross purchases. Adjustments may be made after discovery of new receipts, i.e. Schedule C; audits, which require additional information to be provided by the entity; and self-reporting errors.
- 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. This does not include adjustments that were made to the personal property records prior to generation of the final Personal Property Book.
- 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. An audit must include the requisition of additional information from the business that results in discovery of new property or an error in the original reporting.
- 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. An audit must include the requisition of additional information from the business that results in discovery of new capital or an error in the original reporting.
- 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. An audit must include the requisition of additional information from the business that results in discovery of new machinery and tools or an error in the original reporting.

Option #7, Record Workload Information

Option #3 Annual Screens

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COIN BUDGET REQUEST				
MCBH-F		COIN BUDGET REQUEST		10/27/2009 11:37
V.03302009 FY: 2011 LOC: 003 OFF: 717 ALBEMARLE COUNTY				
RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
1.G. EXCISE TAX ASSESSMENTS ADJUSTED	27	11	_____	19
1.H. PERSONAL PROPERTY LICENSE FEES ADJUSTED		16072	_____	16072
AUDITS & APPEALS:				
2. TAX RELIEF APPLICATIONS	518	700	_____	609
3. BUSINESS LICENSE DESK AUDITS	1983	1875	_____	1929
4. BUSINESS LICENSE FIELD AUDITS	118	52	_____	85
5. PERSONAL PROPERTY DESK AUDITS	47550	45173	_____	46362
6. PERSONAL PROPERTY FIELD AUDITS	0	0	_____	0
7. MERCHANT'S CAPITAL DESK AUDITS	0	0	_____	0
8. MERCHANT'S CAPITAL FIELD AUDITS	0	0	_____	0
9. BUSINESS PERSONAL PROPERTY DESK AUDITS	4061	1224	_____	2643
10. BUSINESS PERSONAL PROPERTY FIELD AUDITS	118	0	_____	59
11. MACHINERY & TOOLS DESK AUDITS	32	20	_____	26
12. MACHINERY & TOOLS FIELD AUDITS	0	0	_____	0
13. EXCISE TAX DESK AUDITS	159	132	_____	146
14. EXCISE TAX FIELD AUDITS	118	20	_____	69
I0048 RECORD UPDATED SUCCESSFULLY				
F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN				
				07/63

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. This should include audits that apply to meals, lodging, admissions, short term rental, cigarettes and any other local excise taxes assessed.
1. H. **NUMBER OF LICENSE FEES ADJUSTED:** Enter the number of license fees adjusted by your office as a result of proration or disposal of a vehicle.

Audits & Appeals

**Definition:** Auditing is a systematic process of objectively obtaining and evaluating evidence regarding assertions about economic actions and events to ascertain the degree of correspondence between the assertions and established criteria. For purpose of the following section, the COR or Deputy must summons additional information in writing and compare the new information to that which was originally reported.

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. Do not duplicate any numbers included in adjustments under section 1.
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. A desk audit must follow the above stated definition. This does not include regular processing of license applications and renewals. Enter the number of new taxpayers identified through discovery i.e. Schedule C, annually.
4. **NUMBER OF BUSINESS LICENSE FIELD AUDITS:** Enter the total number of field audits completed on business license accounts annually. A field audit requires a visit to the physical location of the business. Enter the number of new taxpayers identified through field discovery annually.
5. **NUMBER OF PERSONAL PROPERTY DESK AUDITS:** Enter the total number of desk audits completed on personal property accounts annually. A desk audit must follow the above stated definition. Enter the number of new taxpayers identified through discovery annually. Do not include motor vehicle record adds or deletes transferred from DMV.
6. **NUMBER OF PERSONAL PROPERTY FIELD AUDITS:** Enter the total number of field audits completed on personal property accounts annually. A field audit requires a visit to the physical location of the property. Enter the number of new taxpayers identified through field discovery annually.
7. **NUMBER OF MERCHANT'S CAPITAL DESK AUDITS:** Enter the total number of desk audits completed on merchant's capital accounts annually. A desk audit must follow the above stated definition. Enter the number of new taxpayers identified through discovery annually.

Option #7, Record Workload Information

Option #3 Annual Screens

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
1.G. EXCISE TAX ASSESSMENTS ADJUSTED	27	11		19
1.H. PERSONAL PROPERTY LICENSE FEES ADJUSTE		16072		16072
AUDITS & APPEALS:				
2. TAX RELIEF APPLICATIONS	518	700		609
3. BUSINESS LICENSE DESK AUDITS	1983	1875		1929
4. BUSINESS LICENSE FIELD AUDITS	118	52		85
5. PERSONAL PROPERTY DESK AUDITS	47550	45173		46362
6. PERSONAL PROPERTY FIELD AUDITS	0	0		0
7. MERCHANT'S CAPITAL DESK AUDITS	0	0		0
8. MERCHANT'S CAPITAL FIELD AUDITS	0	0		0
9. BUSINESS PERSONAL PROPERTY DESK AUDITS	4061	1224		2643
10. BUSINESS PERSONAL PROPERTY FIELD AUDITS	118	0		59
11. MACHINERY & TOOLS DESK AUDITS	32	20		26
12. MACHINERY & TOOLS FIELD AUDITS	0	0		0
13. EXCISE TAX DESK AUDITS	159	132		146
14. EXCISE TAX FIELD AUDITS	118	20		69

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

8. **NUMBER OF MERCHANT'S CAPITAL FIELD AUDITS:** Enter the total number of field audits completed on merchant's capital accounts annually. A field audit requires a visit to the physical location of the business. Enter the number of new taxpayers identified through field discovery annually.
9. **NUMBER OF BUSINESS PERSONAL PROPERTY DESK AUDITS:** Enter the total number of desk audits completed on business personal property annually. A desk audit must follow the above stated definition. 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 annually. A field audit requires a visit to the physical location of the property. Enter the number of new taxpayers identified through discovery annually.
11. **NUMBER OF MACHINERY & TOOLS DESK AUDITS:** Enter the total number of desk audits completed on machinery & tools annually. A desk audit must follow the above stated definition. 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 annually. A field audit requires a visit to the physical location of the business. Enter the number of new taxpayers identified through field discovery annually.
13. **NUMBER OF EXCISE TAX DESK AUDITS:** Enter the total number of desk audits completed on excise tax accounts annually. A desk audit must follow the above stated definition. Enter the number of new taxpayers identified through discovery annually.
14. **NUMBER OF EXCISE FIELD AUDITS:** Enter the total number of field audits completed on excise tax accounts annually. A field audit requires a visit to the physical location of the business. Enter the number of new taxpayers identified through field discovery annually.

Option #7, Record Workload Information

Option #3 Annual Screens

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RECORD WORKLOAD INFORMATION - ANNUALLY		2007	2008	2009	AVG
CALENDAR YEAR					
15.	LOCAL BUSINESS LICENSE APPEALS	0	0	_____	0
16.	STATE BUSINESS LICENSE APPEALS	0	0	_____	0
17.	LOCAL MERCHANT'S CAPITAL APPEALS	0	0	_____	0
18.	MERCHANT'S CAPITAL STATE APPEALS	0	0	_____	0
19.	LOCAL BUSINESS PERSONAL PROPERTY APPEALS	5	4	_____	5
20.	STATE BUSINESS PERSONAL PROPERTY APPEALS	0	0	_____	0
21.	LOCAL MACHINERY & TOOLS APPEALS	0	4	_____	2
22.	STATE MACHINERY & TOOLS APPEALS	0	0	_____	0
23.	LOCAL EXCISE TAX APPEALS	7	0	_____	4
24.	STATE EXCISE TAX APPEALS	0	0	_____	0
25.	LOCAL REAL ESTATE TAX APPEALS	1400	1415	_____	1408
26.	STATE REAL ESTATE TAX APPEALS	0	1	_____	1
BUSINESS LICENSES, MERCHANTS CAPITAL&EXCISE:					
27.	BUSINESS LIC/CAPITAL ACCTS	7932	7977	_____	7955
28.	LAND USE TAX/ROLLBACK APPL	549	343	_____	446
29.	EXCISE TAXES/BUSINESS ASSESSED	305	295	_____	300
I0048 RECORD UPDATED SUCCESSFULLY					
F1=HELP		F3=MENU		F7=PRV	F8=NXT
		:00.1		F12=MAIN	
					07/63

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).
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. **Do not** multiply this number by any factor if you bill multiple times per year. 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. This may be moved to the real estate section in future years.
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.

Option #7, Record Workload Information

Option #3 Annual Screens

Screen 8 of 11

The screenshot shows a software window titled "COIN BUDGET REQUEST" for "10/27/2009 11:40". The user is logged in as "V.03302009" for "FY: 2011" at "LOC: 003" in "OFF: 717 ALBEMARLE COUNTY". The screen displays a table of workload information for the years 2007, 2008, and 2009, along with an average (AVG). The data is as follows:

RECORD WORKLOAD INFORMATION - ANNUALLY	2007	2008	2009	AVG
30.A. FINANCIAL INSTITUTIONS IN YOUR LOC	36	40		38
30.B. FINANCIAL INST/BANK FRANCHISE TAX	11	11		11
31. COAL/GAS, OIL, MINERAL TAX ACCOUNTS	0	0		0
GENERAL ADMINISTRATIVE & LEGAL:				
32. GENERAL ADMINISTRATIVE DUTIES	226	245		236
33. SUMMONS	5	0		3
34. CRIMINAL FAILURE TO FILE COMPLAINTS	0	0		0
35. WORKMAN'S COMPENSATION AFFIDAVITS	0	0		0
36. PILOT PROGRAMS	0	0		0
INCOME TAX:				
37. STATE TAX RETURNS PROCESSED	0	0		0
38. ESTIMATED STATE TAX ASSESSMENTS	0	0		0
39. TAXPAYERS ASSISTED WITH STATE INCOME TAX	48	31		40
40. STATE TAX RETURNS PREPARED	35	22		29
PERSONAL PROPERTY AND MACHINERY & TOOLS:				
41. PERSONAL PROPERTY ASSESSMENTS	118875	117506		118191
10048 RECORD UPDATED SUCCESSFULLY				

At the bottom of the screen, there are navigation keys: F1=HELP, F2=MENU, F7=PRV, F8=NXT, F12=MAIN, and a status bar showing "07/63".

30. **A. NUMBER OF FINANCIAL INSTITUTIONS IN YOUR LOCALITY.** Enter the total number of financial institutions that are in your locality.
- 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 of annual surveys completed, general information requests (including FOIA requests). Enter number of personnel reviews conducted. Enter the total number of businesses listed in the "Sales Tax Adds & Deletes" reports that you have reviewed. **Do not** add new businesses or merchant's capital. (See current workload measure #8 Number of Business Licenses Issued and Merchant's Capital Accounts.) Enter number of requests by stakeholders, such as business listings, realtor listings, new business listings, etc. **Do not** include requests for directions, office hours, and the like.
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. **Include all ifile returns.**

**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.

Option #7, Record Workload Information

Option #3 Annual Screens

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RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
42. PERSONAL PROPERTY REGISTRATION RENEWALS	89375	92792	_____	91084
43. PERSONAL PROPERTY NEW REGISTRATIONS	29500	24714	_____	27107
44. PERSONAL PROPERTY REGISTRATION DELETIONS	2329	2705	_____	2517
45. PERSONAL PROPERTY PRORATION ASSESSMENTS	117685	116330	_____	117008
46.A. PPTRA COMPLIANCE	104657	102091	_____	103374
46.B. PERS PROP TAX ACCTS FOR PPTRA COMPLIN	23024	20418	_____	21721
47. PERS PROP VEHICLES R/FOR DMV PPTRA DUPL	0		_____	0
48. MOTOR VEHICLE RECORDS REV FOR PPTVR QUAL		500	_____	500
49. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS	629	417	_____	523
50.A. MOTOR VEHICLE LICENSE DECALS SOLD	100899	117184	_____	109042
50.B. MOTOR VEHICLE LICENSE FEES ASSESSED		117184	_____	117184
51. PUBLIC SERVICE CORP ASSESSED	54	55	_____	55
52. ACCTS (MACHINERY/TOOL/PERS PROP/FARM)	117717	116357	_____	117037
53. MOBILE HOME ASSESSMENTS	1104	1094	_____	1099
REAL ESTATE:				
54.A. PARCELS OF LAND	40980	42161	_____	41571
I0048 RECORD UPDATED SUCCESSFULLY				

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

4B :00.1 07/63

42. **NUMBER OF PERSONAL PROPERTY REGISTRATION RENEWALS:** If your office serves as the point of registration for personal property, enter the number of the following kinds of property registration renewals in your jurisdiction: count each separate motor vehicle, motorcycle, road or boat trailer, boat, camper, travel trailer, aircraft, and motor home. Each item is a separate count. **This number would include renewals requiring interaction with your office via mail or other confirmation. Include decals or registration fees if sold or assessed by your office. This does not include automatic downloads or rollovers.**
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, road or boat trailer, boat, camper, travel trailer, aircraft, and motor home. Each item is a separate count. **Requires interaction with your office by mail, phone or in person. Do not include registrations added automatically through a download.**
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, road or boat trailer, boat, camper, travel trailer, aircraft, and motor home. Each item is a separate count. **Requires interaction with your office by mail, phone or in person. Do not include registrations added automatically through a download.**
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 prorated basis. **Include only those bought, sold, moved in or moved out.**
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 to receive relief.**  
**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 registration, etc.). **Do not include vehicles adjusted.**
47. **NO DATA TO BE RECORDED**
48. **NUMBER OF PERSONAL PROPERTY VEHICLES REVIEWED FOR PERSONAL PROPERTY TAX RELIEF QUALIFICATION.**
49. **NUMBER OF MOTOR VEHICLE "NO FEE" DECALS ISSUED (EX., MILITARY PERSONNEL OR OWNERSHIP TRANSFERS).**
50. **A. NUMBER OF MOTOR VEHICLE LICENSE DECALS SOLD.**  
**B. NUMBER OF MOTOR VEHICLE LICENSE FEES ASSESSED**

**Option #7, Record Workload Information**

**Option #3 Annual Screens**

MCBH-F COIN BUDGET REQUEST 10/27/2009 11:42  
V.03302009 FY: 2011 LOC: 003 OFF: 717 ALBEMARLE COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

CALENDAR YEAR	2007	2008	2009	AVG
42. PERSONAL PROPERTY REGISTRATION RENEWALS	89375	92792	_____	91084
43. PERSONAL PROPERTY NEW REGISTRATIONS	29500	24714	_____	27107
44. PERSONAL PROPERTY REGISTRATION DELETIONS	2329	2705	_____	2517
45. PERSONAL PROPERTY PRORATION ASSESSMENTS	117685	116330	_____	117008
46.A. PPTRA COMPLIANCE	104657	102091	_____	103374
46.B. PERS PROP TAX ACCTS FOR PPTRA COMPLIN	23024	20418	_____	21721
47. PERS PROP VEHICLES R/FOR DMV PPTRA DUPL	0		_____	0
48. MOTOR VEHICLE RECORDS REV FOR PPTVR QUAL		500	_____	500
49. ISSUANCE OF 'NO FEE' MOTOR VEH DECALS	629	417	_____	523
50.A. MOTOR VEHICLE LICENSE DECALS SOLD	100899	117184	_____	109042
50.B. MOTOR VEHICLE LICENSE FEES ASSESSED		117184	_____	117184
51. PUBLIC SERVICE CORP ASSESSED	54	55	_____	55
52. ACCTS (MACHINERY/TOOL/PERS PROP/FARM)	117717	116357	_____	117037
53. MOBILE HOME ASSESSMENTS	1104	1094	_____	1099
REAL ESTATE:				
54.A. PARCELS OF LAND	40980	42161	_____	41571

I0048 RECORD UPDATED SUCCESSFULLY  
F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN  
48 :00.1 07/63

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. **Should be the same number reflected in your property book.**
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.

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

**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 Reassessments 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.) **Report only in the year work is completed.**

**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. **Report only in the year work is completed.**

**Option #7, Record Workload Information**

**Option #3 Annual Screens**

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
54.B.(1) REAL ESTATE ASSESSMENTS IN-HOUSE	40980	42161	_____	41571
54.B.(2) REAL ESTATE ASSESSED CONTRACT BASIS	0	0	_____	0
54.C. MAPPING CHGES OR GIS UPDTS COMPLETE	6765	5710	_____	6238
54.D. REAL ESTATE TRANSFERS	7040	6815	_____	6928
54.E. REASSESSMENTS/NEW CONSTRUCTION	1041	697	_____	869
DMV LICENSING AGENCY:				
55. NUMBER OF TITLES PROCESSED FOR DMV	0	0	_____	0
56. NUM OF TRANS W/FEEES COLLECTED FOR DMV	0	0	_____	0

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

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**

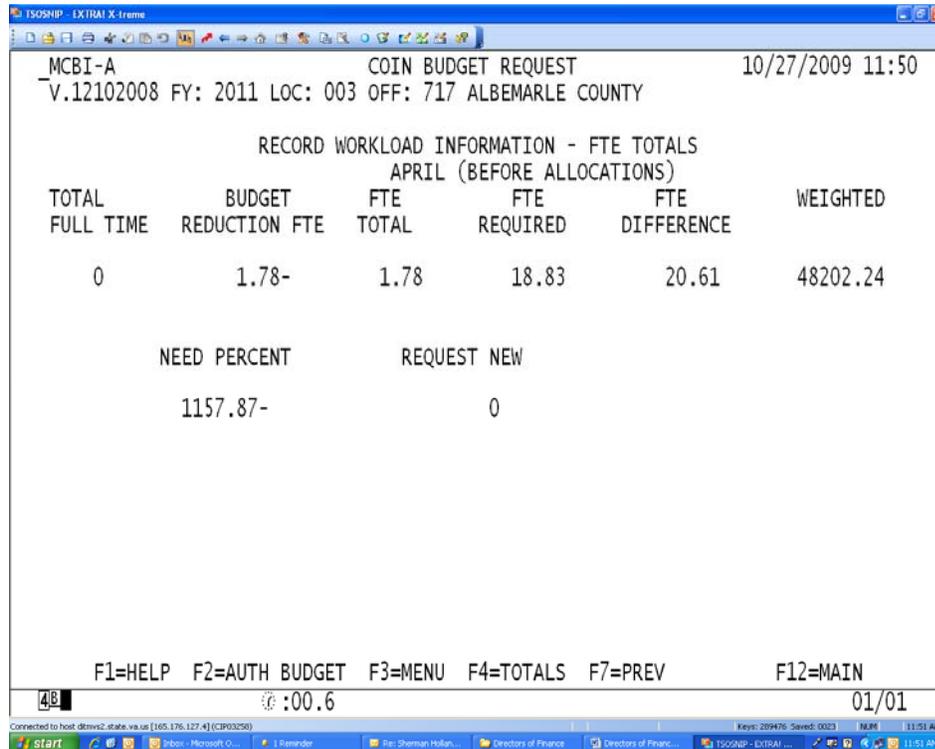
**55. NUMBER OF TITLES PROCESSED FOR DMV AS A DMV LICENSING AGENT:** If your office serves as a DMV Licensing Agent, enter the 1) total number of vehicle titles, (original, substitute and replacement including title maintenance or change of title information); 2) vehicle registration (original, renewal, 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

$$\text{Staffing Need} = y = 1.594 + 0.0005x + -3e-9x^{1.95}$$

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

**Option #7 Record Workload Information**

Treasurer's Workload Elements		Weighted Factor
<b>Real Estate Tax:</b>		
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
<b>Personal Property:</b>		
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
<b>PPTRA Dog Licenses:</b>		
13	<del>Duplicate reports for personal property relief (PPTRA)</del> <b>Number of dog licenses sold</b>	<del>0.36</del> <b>0.10</b>
14	<del>PPTRA compliance audit</del> <b>Dog license notices</b>	<del>0.53</del> <b>0.14</b>
15	<del>PPTRA records submitted for reimbursement</del> <b>Rabies certificates sent to other localities</b>	<del>0.00</del> <b>0.01</b>
<b>Collection Actions:</b>		
16	Number of accounts in debt set off program based on number of claims filed	0.02
17	Number of warrants <b>in debt</b> issued	0.15
18	Number of parcels in judicial sale proceedings	2.01
19	Number of <del>3952 tax</del> liens issued ( <b>includes bank, wage, and other third party liens</b> )	0.40
20	Number of Treasurers' summons	1.13
21	Number of distress warrants <b>actions to seize property</b>	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 ( <b>include ACH payments</b> )	0.69
25	Number of meals tax enforcement actions <b>by distress</b> taken to "padlock" business	4.03
26	Number of other collections	0.28
<b>Fees, Permits, and Other Licenses:</b>		
27	Number of vehicle <b>decals issued</b> <del>license sold</del>	0.04
28	Number of other vehicle registrations	0.06
29	<del>Number of dog licenses sold</del> <b>Number of vehicle license fees billed (include abatements)</b>	<del>0.10</del> <b>0.01</b>
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

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

35	Number of building permits processed	0.00
36	Number of local businesses on which license tax is collected (BPOL)	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
Treasurer's Workload Elements		Weighted Factor
40	Number of other local bills collected	0.00
<b>State Income Tax and Other State Duties:</b>		
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
<b>Financial Management:</b>		
47	Bank reconciliations Number checks/ACH issued	0.02
48	Returned checks	0.64
49	Preparation of payroll and administration	0.00
50	Number of bankruptcy claims filed	0.92

Staffing Need =	$y = 1.594 + 0.0005x + -3e-9x^{1.95}$
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Commissioner's Workload Elements		Weighted Factor
<b>Adjustments:</b>		
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
1H	<b>Number of Personal Property License Fees Adjusted</b>	<b>0.00</b>
<b>Audits &amp; Appeals:</b>		
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

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

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
<b>Commissioner's Workload Elements</b>		<b>Weighted Factor</b>
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
<b>Business Licenses, Merchants Capital &amp; Excise:</b>		
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
<b>General Administrative &amp; Legal:</b>		
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
<b>Income Tax:</b>		
37	Number of state income tax returns processed by your office	0.12
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
<b>Personal Property and Machinery &amp; Tools:</b>		
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

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

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	<del>Number of personal property vehicles researched for the DMV PPTRA reconciliation report</del> <b>Number of motor vehicle records reviewed for personal property tax relief qualification</b>	0.00
49	Number of motor vehicle "no fee" decals issued (ex. Military personnel or ownership transfers)	0.00
50A	Number of motor vehicle license decals sold	0.00
50B	Number of motor vehicle license <del>decals</del> <b>decals sold fees assessed</b>	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
<b>Real Estate:</b>		
54A	Number of parcels of land	0.03
<b>Commissioner's Workload Elements</b>		<b>Weighted Factor</b>
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
<b>DMV Licensing Agency:</b>		
55	<del>Number of DMV licensing agency transactions</del> <b>Number of titles processed for DMV</b>	<b>0.25</b>
56	<b>Total number of transactions for which fees are collected for DMV</b>	<b>0.07</b>

Staffing Need =	$y = 1.3074 + 0.0005x + -2e-9x^{1.95}$
-----------------	--

### Option #7 Record Workload Information

Beginning February 1 offices can begin recording workload data monthly, quarterly or annually for CY 2014<sup>2</sup>

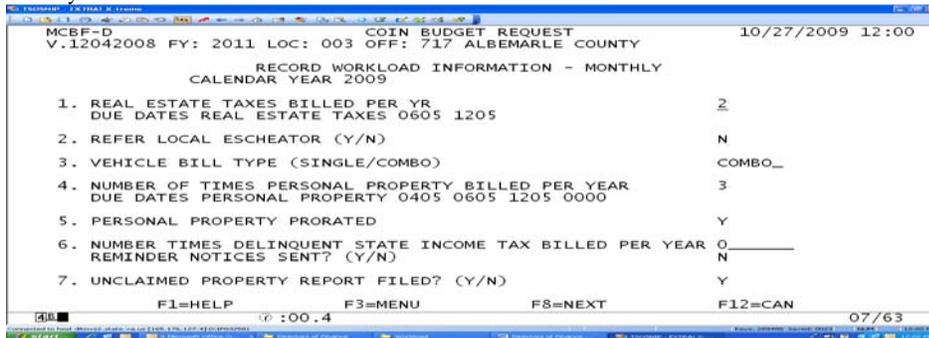
This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu

- 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 2012<sup>9</sup>) to input CY 2013<sup>4</sup> data

### Option # 1 Monthly Screens

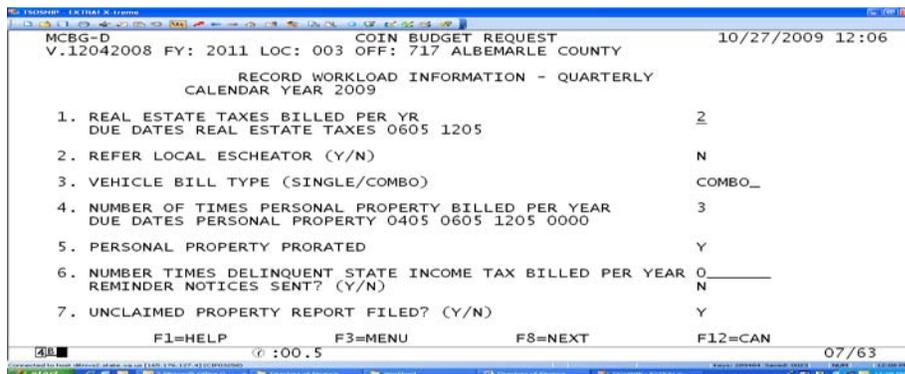
The monthly screens have all the same workload elements as the annual screens only data is entered monthly



### 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

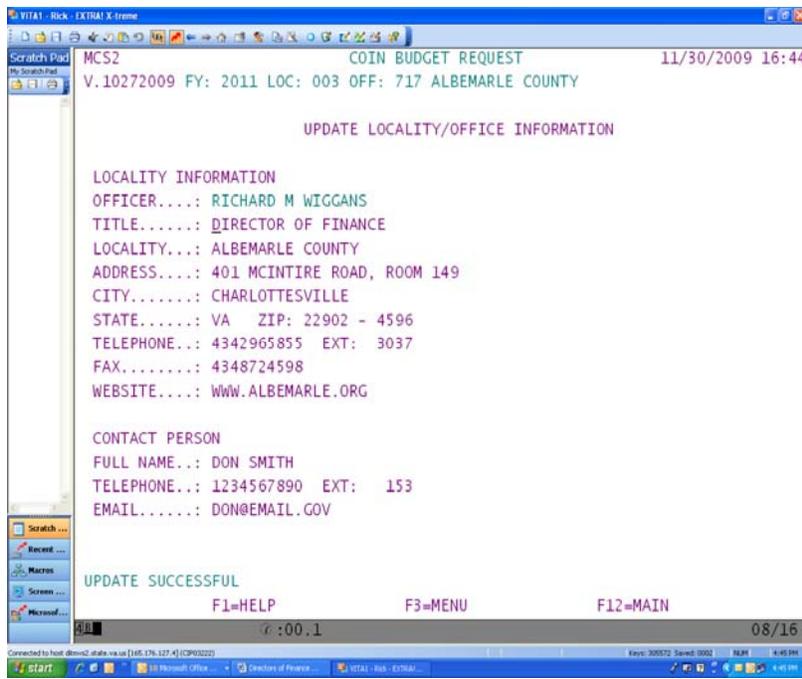
### Purpose:

This screen is used to update the address, website address, phone, and fax numbers for your office. Please also provide the primary contact person, his/her phone number and, an email address so that we may contact you directly should there be questions regarding your budget.

### Navigational Path:

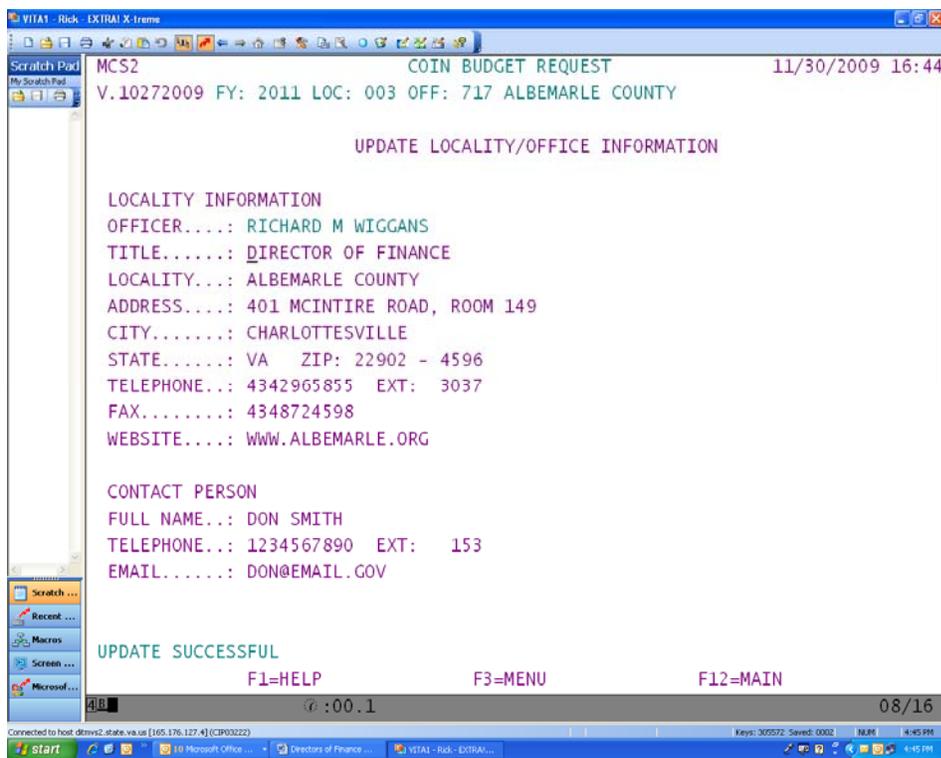
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

### Option #8 Update Locality Information



### Option #8 Update Locality Information

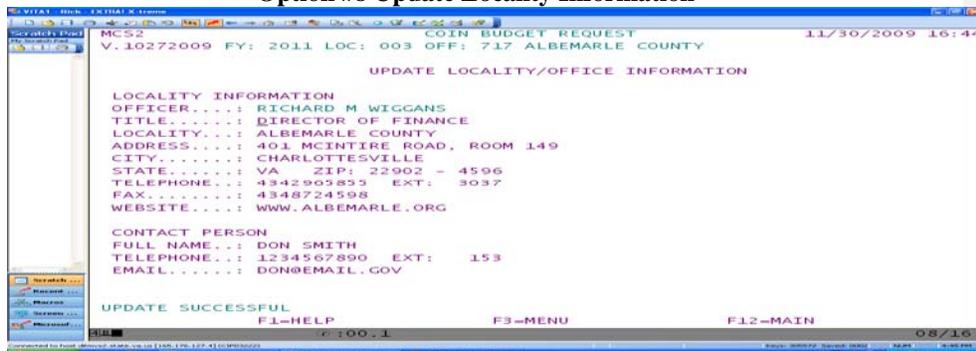
## CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE



### **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:

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

<b>Officer Name:</b>	For display purposes only (will change when personnel action has been entered)
<b>Title:</b>	For display purposes only.
<b>Locality:</b>	Enter the locality name. <b>If the locality field includes the officer’s title, please remove it so it only shows the locality name, including distinction between city or county (see example).</b>
<b>Address:</b>	Enter the correct mailing address for your office (street number or P O Box)
<b>City:</b>	Enter the correct City for your mailing address.
<b>State:</b>	Enter the correct State for your mailing address.
<b>Zip:</b>	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.
<b>Telephone:</b>	Enter the Correct Phone number for your office.
<b>Fax #:</b>	Enter the Correct Facsimile number for your office.
<b>Website:</b>	Enter the correct website for your office.
<b>Contact Person:</b>	Type the first and last name of the contact person for the Budget request
<b>Telephone: Ext:</b>	Type the phone number and ext of the contact person for the budget request.
<b>Email:</b>	Type the email address of the contact person for the budget request.

3. Press the “ENTER” key, when you have corrected or completed the information requested
4. Press ‘F3 =Exit’ to exit the screen to budget request menu

**NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.**

Update Officer and/or County/City Administrator Email Address  
(Compensation Board Website [www.scb.virginia.gov](http://www.scb.virginia.gov))

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

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
  - a. <http://www.scb.virginia.gov/cbemail1.cfm>
  - b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
  - c. Enter you Office Code **-717** (Director of Finance)
  - d. County/City Administrators enter office code **-100**
  - e. Click **'SUBMIT'**
  - f. To add a new email address Click **'ADD EMAIL ADDRESS'**
  - g. To delete an email address, click on the email address to be deleted and click **'DELETE'**
  - h. To change a current email address click on the email address, correct the email address and then click **'UPDATE'**

## 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

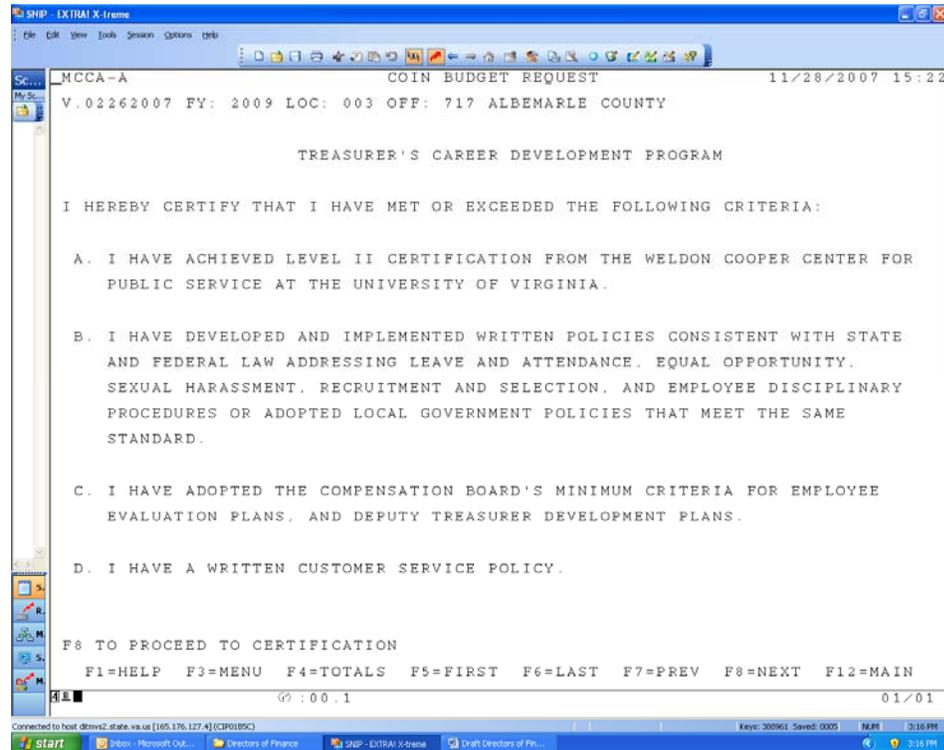
#### **Procedures:**

- 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

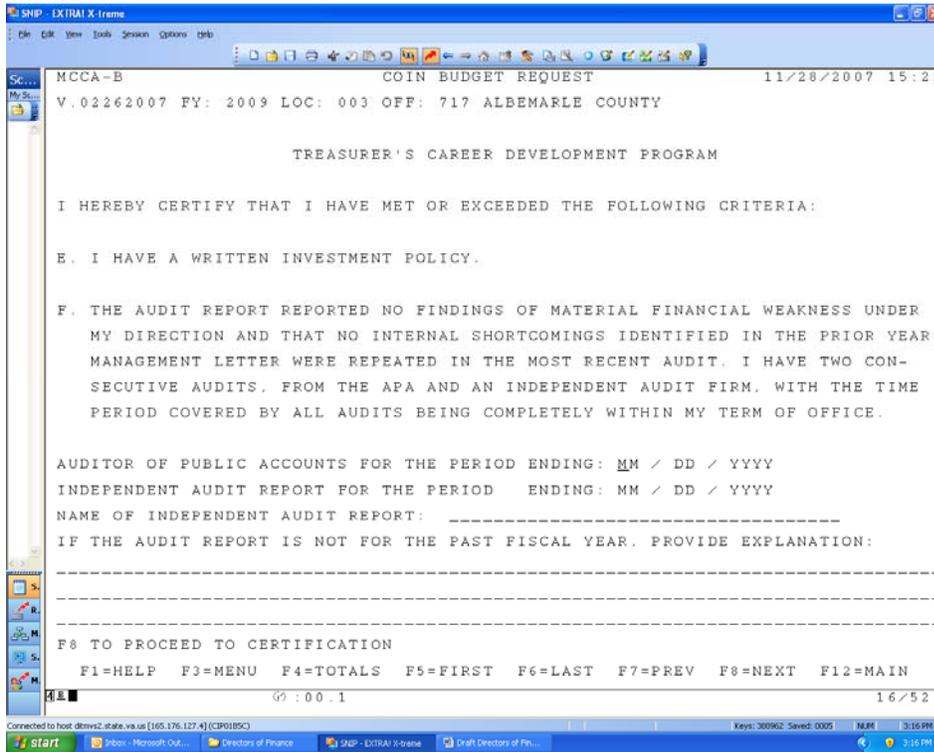
Screen 1 of 5



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

### Option #9, Special Program Certification

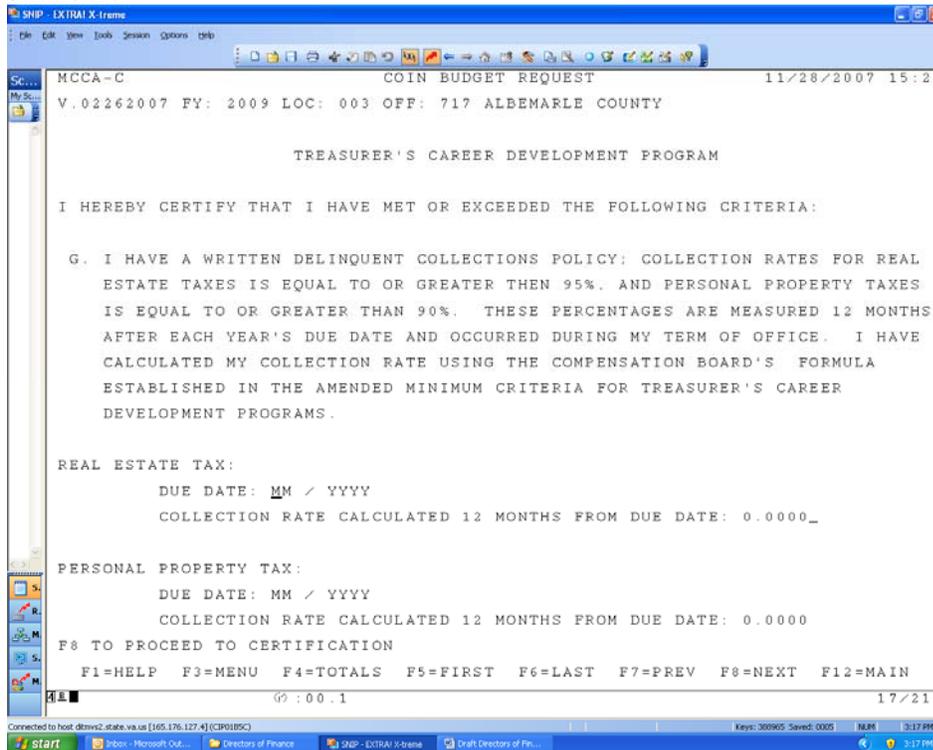
Screen 2 of 5



- 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

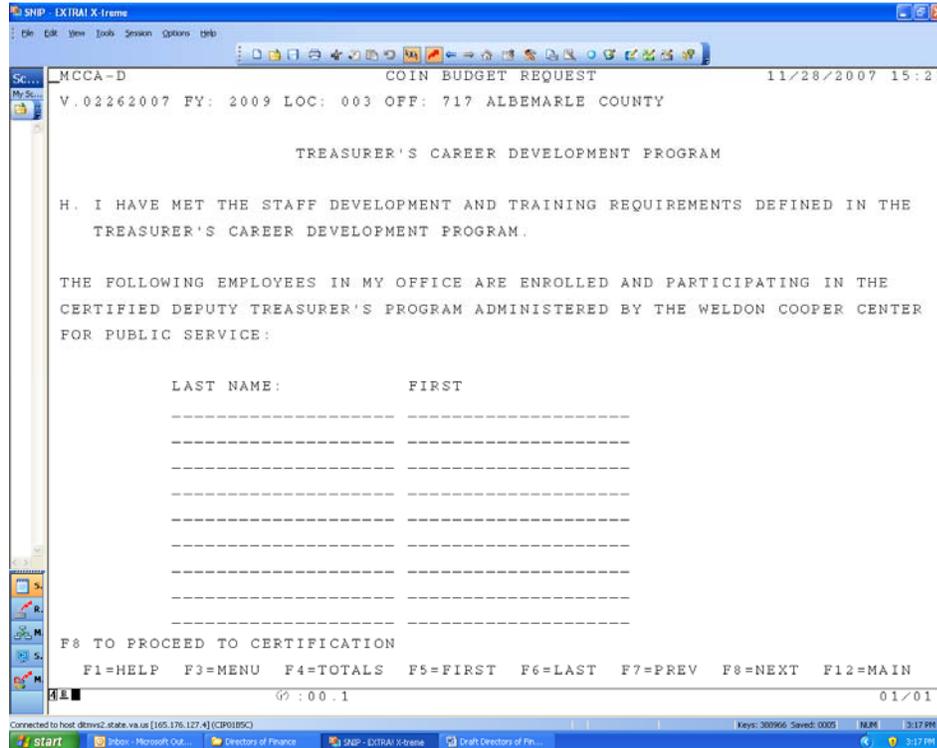
Screen 3 of 5



- 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

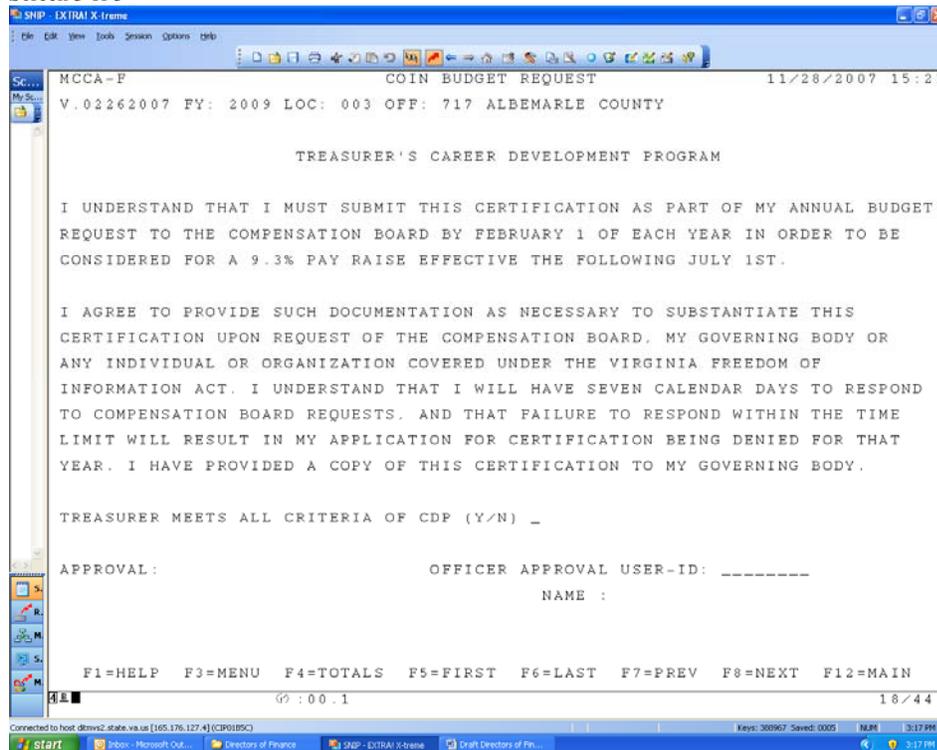
#### Helpful Hints

- 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**

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

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

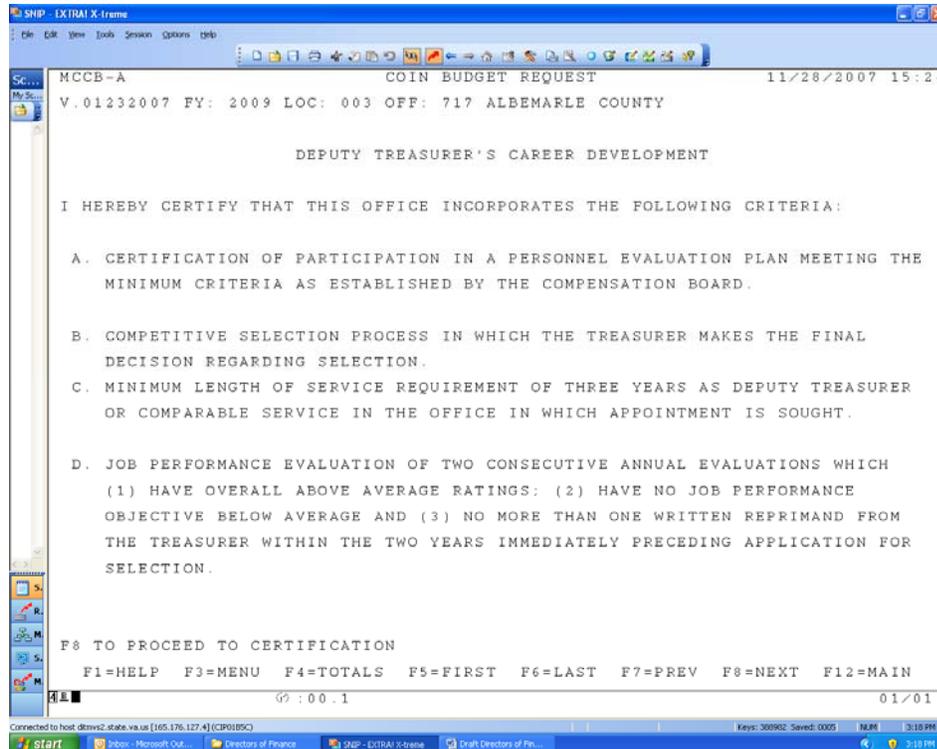
- If the Director of Finance is **not certified** you **must** answer "N" to the question "Treasurer meets all criteria of CDP."

### 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

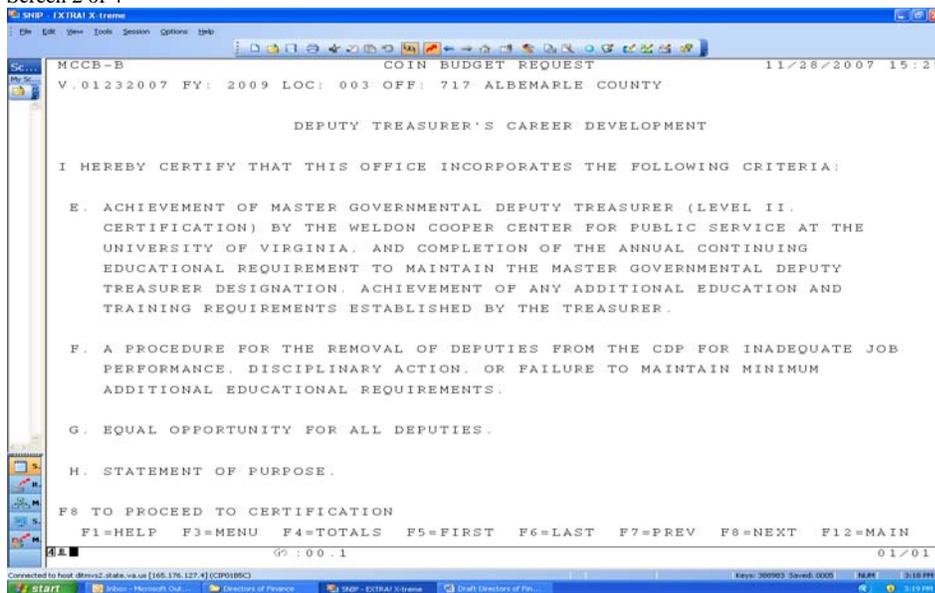


Press 'F8' to proceed to the next page

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

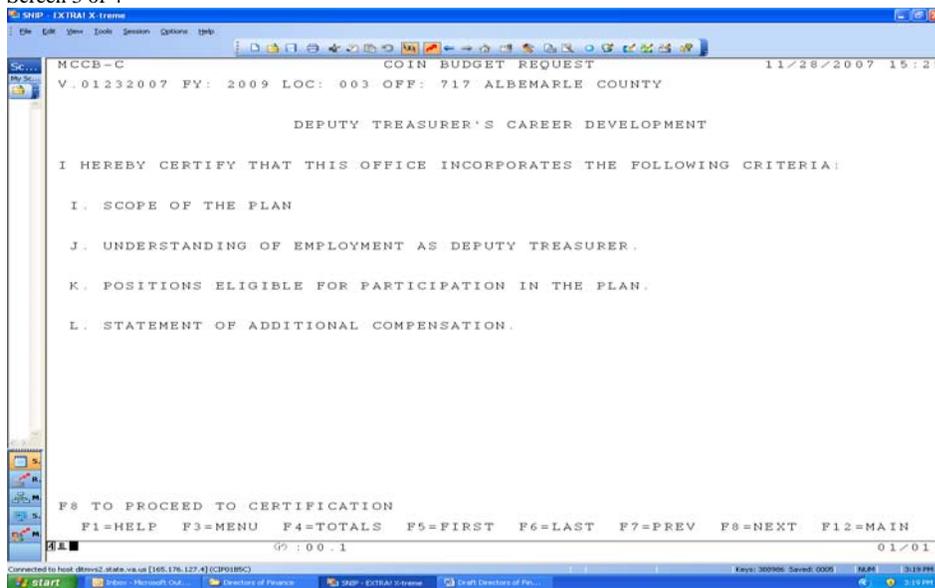
Option #9, Special Program Certification

Screen 2 of 4



Press 'F8' to proceed to the next page

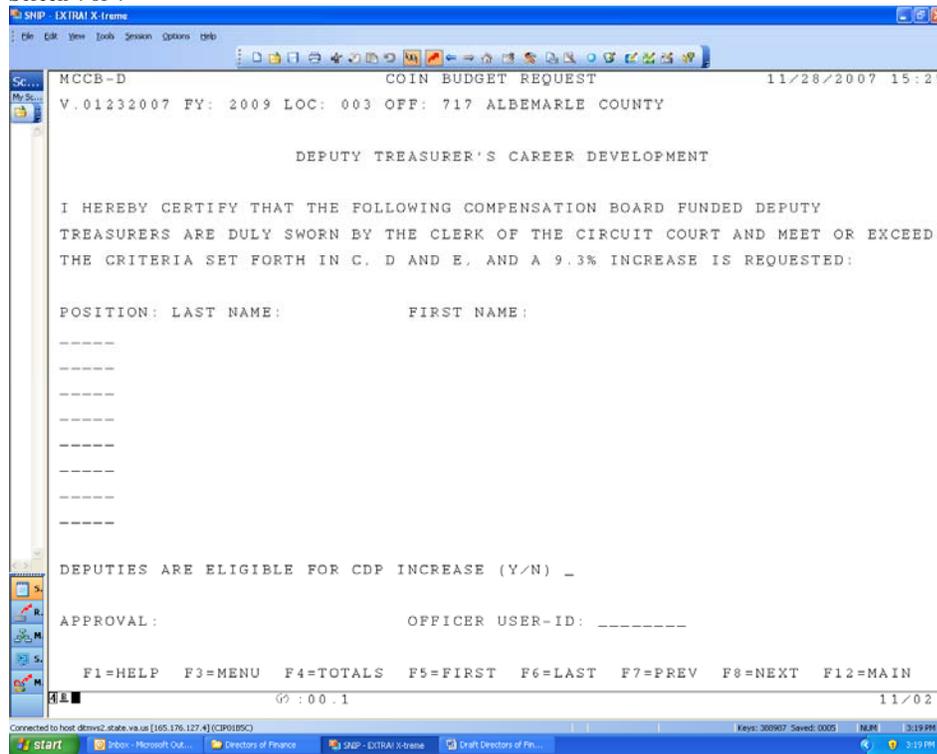
Screen 3 of 4



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.

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



## 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

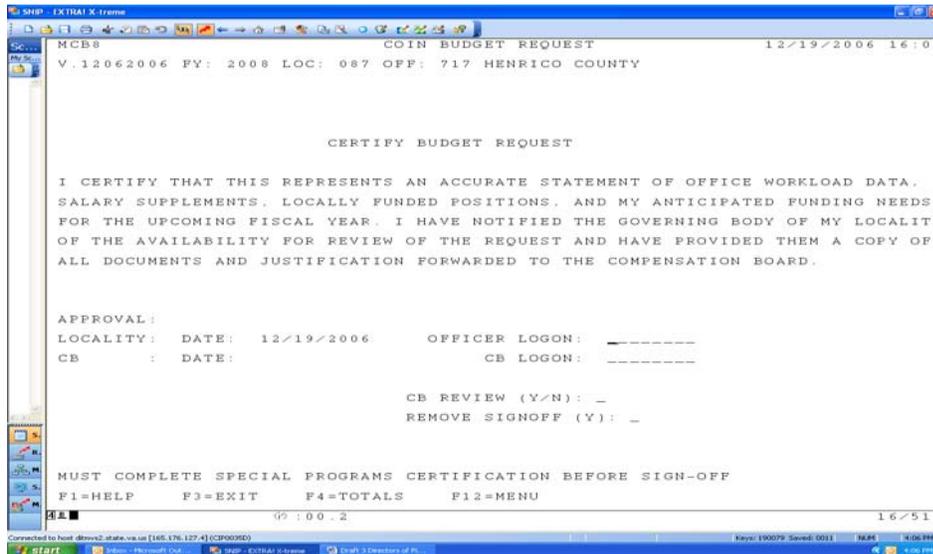
### DIRECTORS OF FINANCE

A screenshot of a terminal window titled "COIN BUDGET REQUEST". The window shows a certification text block and several input fields for approval and sign-off. The text includes: "CERTIFY BUDGET REQUEST", "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.", and "APPROVAL: LOCALITY: DATE: 12/19/2006 OFFICER LOGON: \_\_\_\_\_ 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 window title bar shows "MCBS COIN BUDGET REQUEST 12/19/2006 16:02" and "V.12062006 FY: 2008 LOC: 087 OFF: 717 HENRICO COUNTY".

### 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



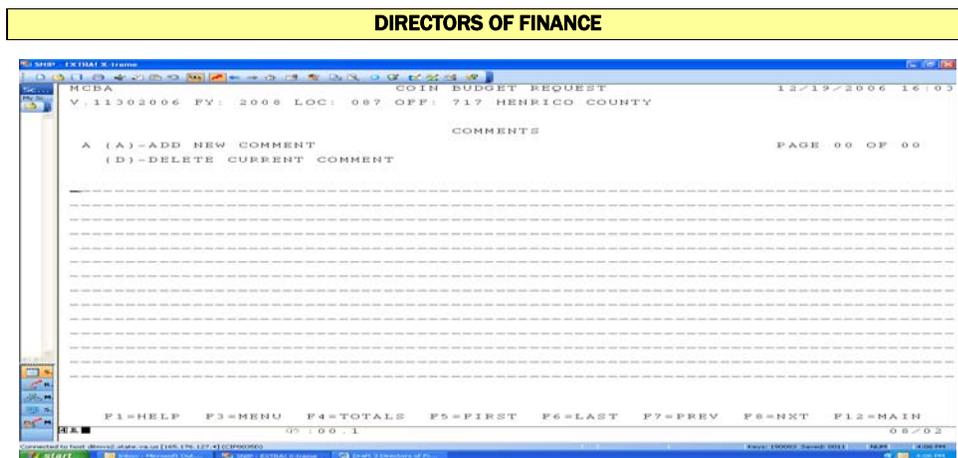
### 13. Option #11, Comments

**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'

The screenshot displays the 'COIN BUDGET REQUEST' screen for 'HENRICO COUNTY'. It shows budget request totals for Permanent and Temporary Personnel. The data is organized into two main sections: Permanent Personnel and Temporary Personnel. Each section has columns for Budget Salary, Fringes, Total, Reim Salary, Fringes, and Total. The current budget, requested budget, and compensation board approved budget are listed for each category.

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

Navigation keys: 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**

**1<sup>ST</sup> SCREEN OF 3:**

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:**

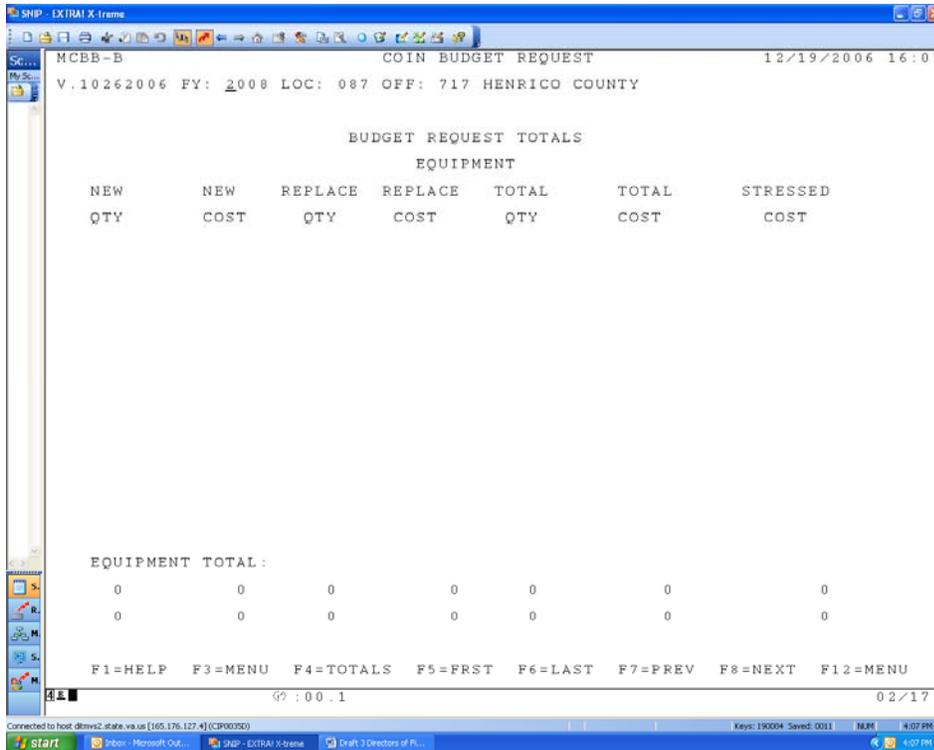
• **1<sup>ST</sup> SCREEN OF 3:**

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

**2<sup>ND</sup> SCREEN OF 3:**



• **2<sup>ND</sup> 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 1<sup>st</sup> of each year) this information also becomes 'locked-in'

**'F4' Budget Request Totals**

**DIRECTORS OF FINANCE**

**3<sup>RD</sup> SCREEN OF 3:**

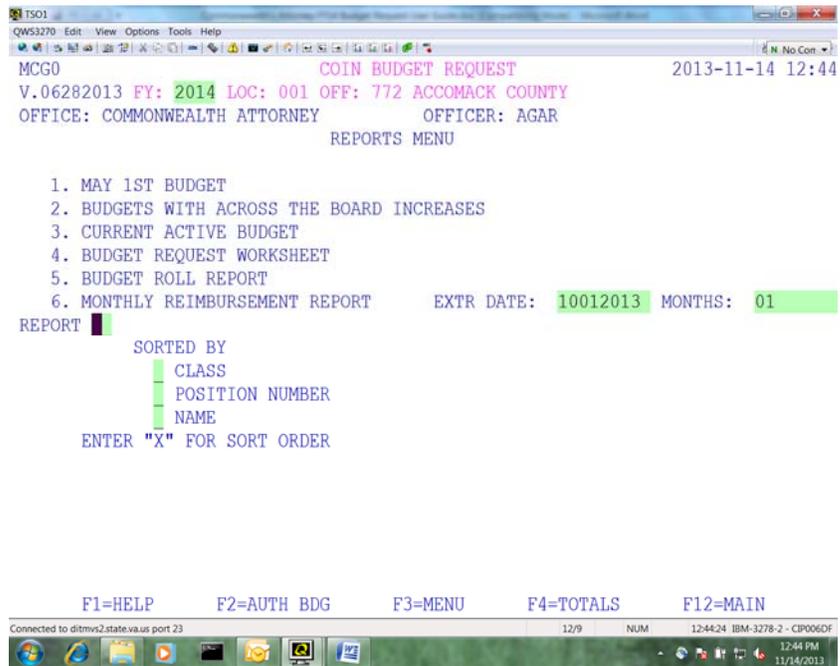
BUDGET REQUEST SUMMARY TOTALS			
TOTAL PERMANENT PERSONNEL	CURR BDGT	1,539,526	REIMBURSABLE 812,835
	REQUESTED	1,539,526	812,835
	COMP BOARD	0	
TOTAL ADDITIONAL POSITIONS	CURR BDGT	0	
	REQUESTED	0	
	COMP BOARD	0	
TOTAL TEMPORARY PERSONNEL	CURR BDGT	44,578	REIMBURSABLE 22,289
	REQUESTED	0	0
	COMP BOARD	0	
TOTAL OFFICE EXPENSES	CURR BDGT	0	REIMBURSABLE 0
	REQUESTED	0	0
	COMP BOARD	0	
TOTAL EQUIPMENT EXPENSES	CURR BDGT	0	REIMBURSABLE 0
	REQUESTED	0	0
	COMP BOARD	0	

• **3<sup>RD</sup> 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 31<sup>st</sup>
- ✓ **'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 1<sup>st</sup> of each year) this information also becomes 'locked-in'

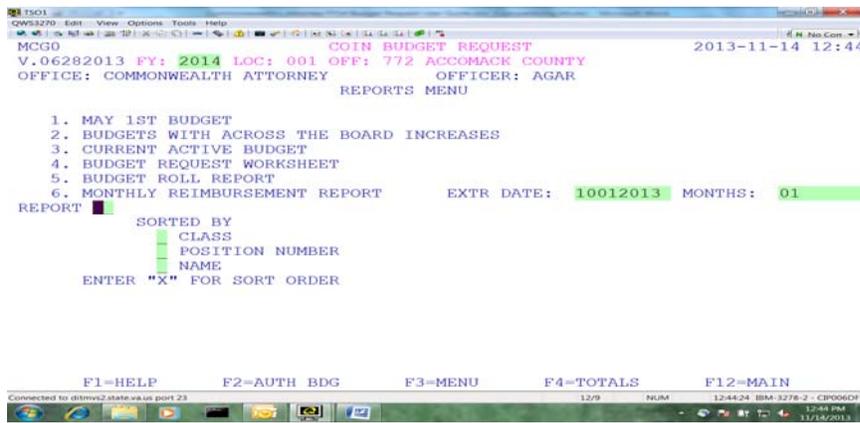
- Press 'F3' to exit the screen to the Budget Request Menu

## 15. Main Menu Option #5 Budget Reports



- Select Option #5- "Reports"

### Main Menu Option #5 - Budget Reports

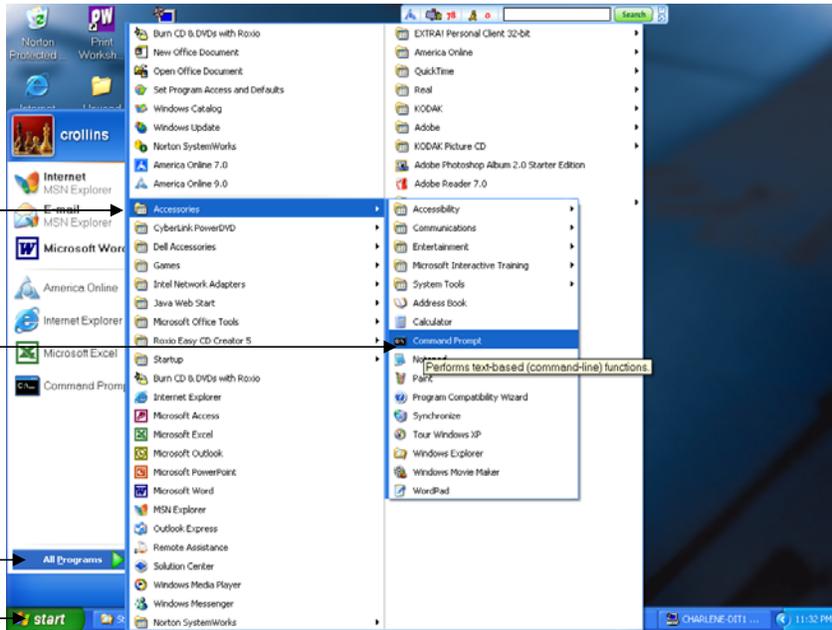


There are 6 versions of the Budget Report that are available.

- Option #1 “May 1<sup>st</sup> Budget”- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 “Budget Report W/Aug. Increase”- This is the Budget with the August 1 increases factored in. This report is available in July.
- Option #3 “Current Active Budget”- This is the Budget showing the personnel changes entered to date.
- 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.
- Option #5 “Budget Roll”- This is the Budget as set on May 1<sup>st</sup> for the current Fiscal Year.
- Option #6 “Monthly Reimbursement Report”- This report details the salary and fringe benefit amounts for each individual position. By selecting the date and number of months to be viewed, multiple months may be downloaded at one time.

1. Change the Fiscal Year to the new fiscal year or fiscal year desired
2. Enter the desired Budget Report option
3. Enter the sort option desired (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.
4. Press Enter and print the screen
5. The name of the file to download will be displayed at the bottom of the screen. Enter the name of the file in the download instructions #10

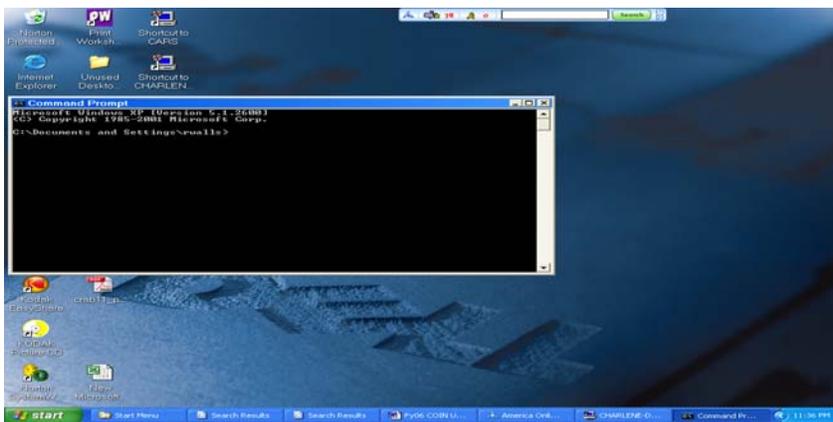
## 16. Download Instructions



### 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: scbt06 (lowercase) Press the "Enter" key
- 5.-PASSWORD: scbt06 (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.1001.o307.bud51.rtf' Press the "Enter" key  
(lowercase with single quotes, lowercase L-locality 1001.lowercase O-office code.budget.rtf) (Accomack – Sheriff)
1. The file to download for option 1 is 'scb.prod.coin.lxxx.oxxx.bud51.rtf'
  2. The file to download for option 2 is 'scb.prod.coin.lxxx.oxxx.abudget.rtf'
  3. The file to download for option 3 is 'scb.prod.coin.lxxx.oxxx.budget2.rtf'
  4. The file to download for option 4 is 'scb.prod.coin.lxxx.oxxx.wbudget.rtf'
  5. The file to download for option 5 is 'scb.prod.coin.lxxx.oxxx.budroll.rtf'
  6. The file to download for option 6 is 'scb.prod.coin.lxxx.oxxx.remrpt.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.

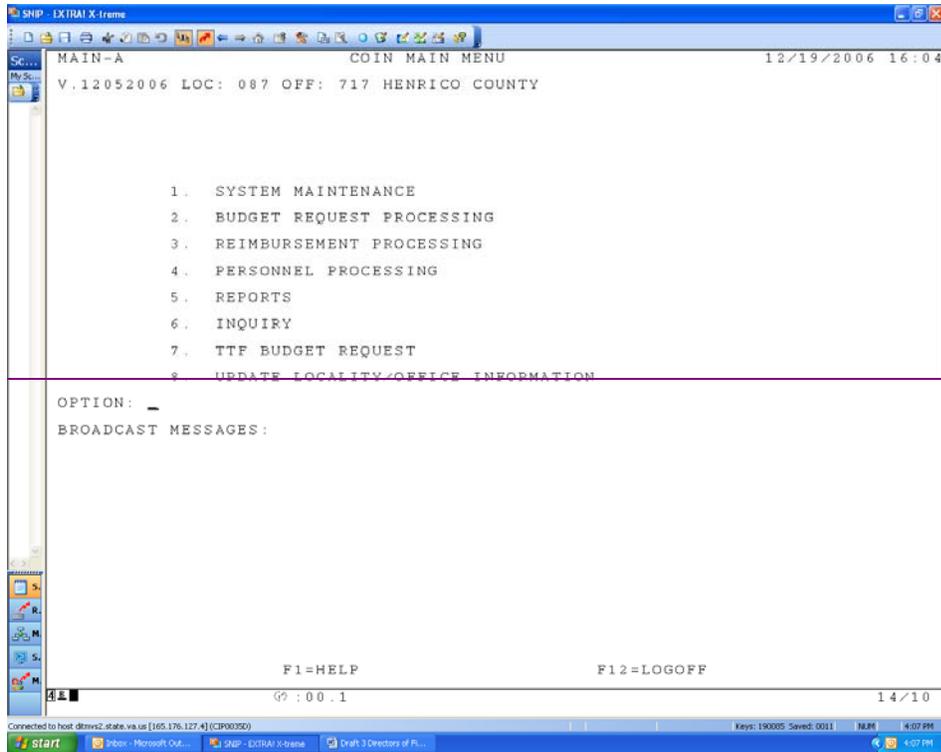
Anne Wilmoth – [anne.wilmoth@scb.virginia.gov](mailto:anne.wilmoth@scb.virginia.gov)

Dan Munson – [dan.munson@scb.virginia.gov](mailto:dan.munson@scb.virginia.gov)

Craig Giegerich – [craig.giegerich@scb.virginia.gov](mailto:craig.giegerich@scb.virginia.gov)

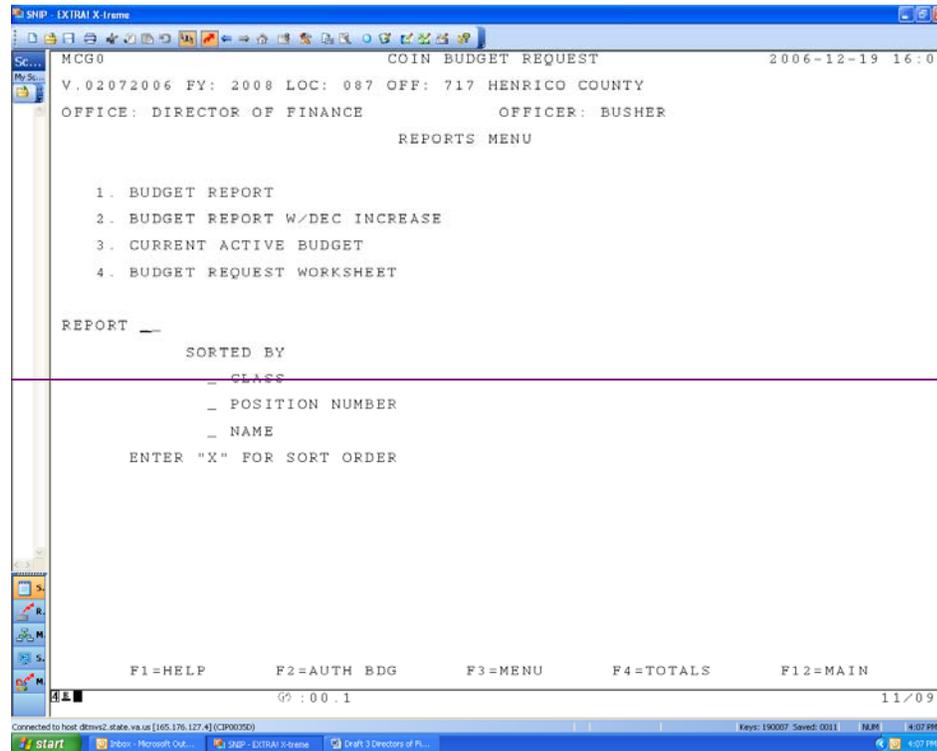
Melanie Morrison- [melanie.morrison@scb.virginia.gov](mailto:melanie.morrison@scb.virginia.gov)

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



◆ Select Option #5 "Reports"

### Main Menu Option #5 – Budget Reports

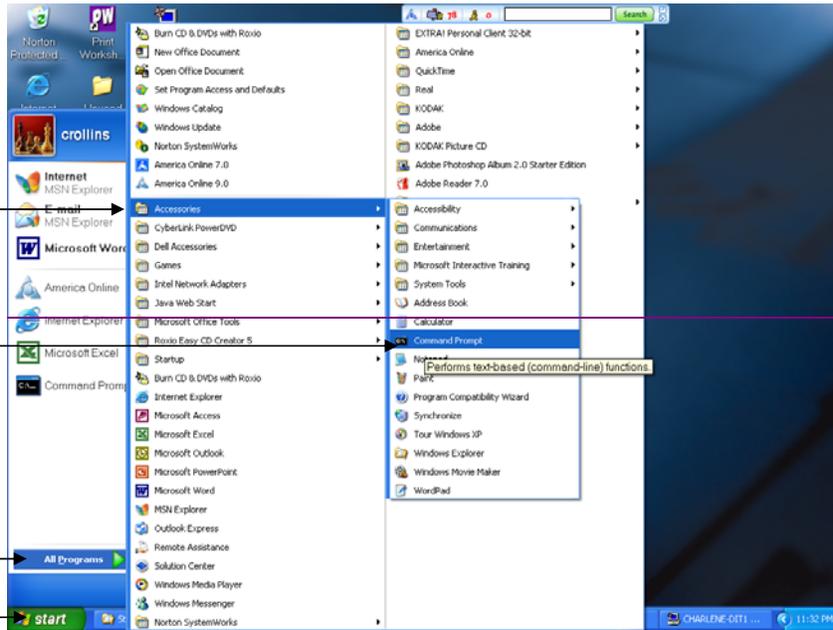


There are 4 versions of the Budget Report that are available.

- 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.

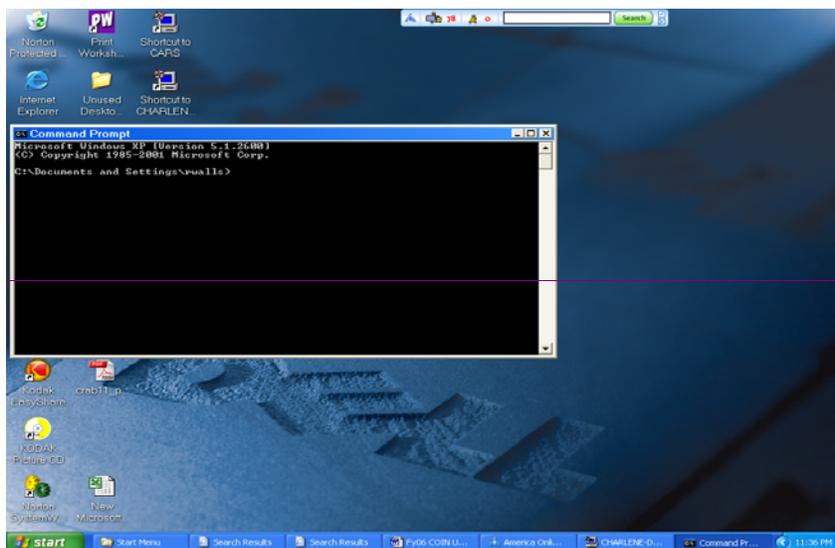
## 16. Download Instructions



### 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: \_\_\_\_\_ **sebt06 (lowercase)** Press the "Enter" key
5. PASSWORD: \_\_\_\_\_ **sebt06 (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: \_\_\_\_\_ **'seb.prod.coin.lxxx.o717.bud51.rtf'** Press the "Enter" key  
(lowercase with single quotes, lowercase L (locality) substituting xxx for your locality-FIPS code, lowercase O (office).budget.rtf —
  1. The file to download for option 1 is  
'seb.prod.coin.lxxx.o717.bud51.rtf'
  2. The file to download for option 2 is  
'seb.prod.coin.lxxx.o717.abudget.rtf'
  3. The file to download for option 3 is  
'seb.prod.coin.lxxx.o717.budget2.rtf'
  4. The file to download for option 4 is  
'seb.prod.coin.lxxx.o717.wbudget.rtf'
11. LOCAL FILE NAME: \_\_\_\_\_ **"e:\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: \_\_\_\_\_ **C:\Budgetreport.rtf** (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](mailto:anne.wilmoth@scb.virginia.gov)

Dan Munson—[dan.munson@scb.virginia.gov](mailto:dan.munson@scb.virginia.gov)

Craig Giegerich—[craig.giegerich@scb.virginia.gov](mailto:craig.giegerich@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  
AUGUST 1, 2013 - JUNE 30, 2014**

<u>CLASS TITLE</u>	<u>ABBREV</u>	<u>PAY BAND</u>	<u>ROLE</u>	<u>MIN</u>	<u>MAX*</u>
<u>GENERAL OFFICE CLERK CLERK TYPIST II</u>	<u>GC/CTII</u>	<u>1</u>	<u>Administrative</u>	<u>20,452</u>	<u>38,492</u>
<u>FISCAL ASSISTANT DEPUTY I SECRETARY I</u>	<u>FA/DI/SECI</u>				
<u>DEPUTY II SECRETARY II</u>	<u>DII/SECII</u>	<u>2</u>	<u>Sr. Administrative</u>	<u>24,435</u>	<u>47,036</u>
<u>DEPUTY III ADMINISTRATIVE ASSISTANT</u>	<u>DIII/AA</u>	<u>4</u>	<u>Professional</u>	<u>29,213</u>	<u>60,072</u>
<u>DEPUTY IV</u>	<u>DIV</u>				
<u>CHIEF DEPUTY I</u>	<u>CDI</u>	<u>7</u>	<u>Sr. Professional</u>	<u>34,902</u>	<u>45,380</u>
<u>CHIEF DEPUTY II</u>	<u>CDII</u>				
<u>CHIEF DEPUTY III</u>	<u>CDIII</u>	<u>8</u>	<u>Supervisory/ Management</u>	<u>45,380</u>	<u>119,885</u>
<u>CHIEF DEPUTY IV</u>	<u>CDIV</u>				

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\*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.

**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE  
DIRECTOR OF FINANCE  
DECEMBER 1, 2012 – JUNE 30, 2013**

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<u>CLASS TITLE</u>	<u>ABBREV</u>	<u>PAY BAND</u>	<u>ROLE</u>	<u>MIN</u>	<u>MAX*</u>
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CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

		N D			
GENERAL OFFICE CLERK CLERK-TYPIST II	GC/CTII	4	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.

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