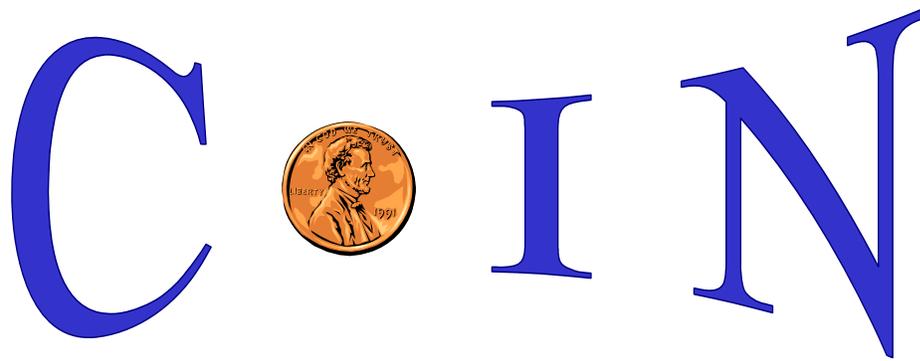


# Constitutional Officer Information Network



## *Budget Request Guide* *Treasurers*

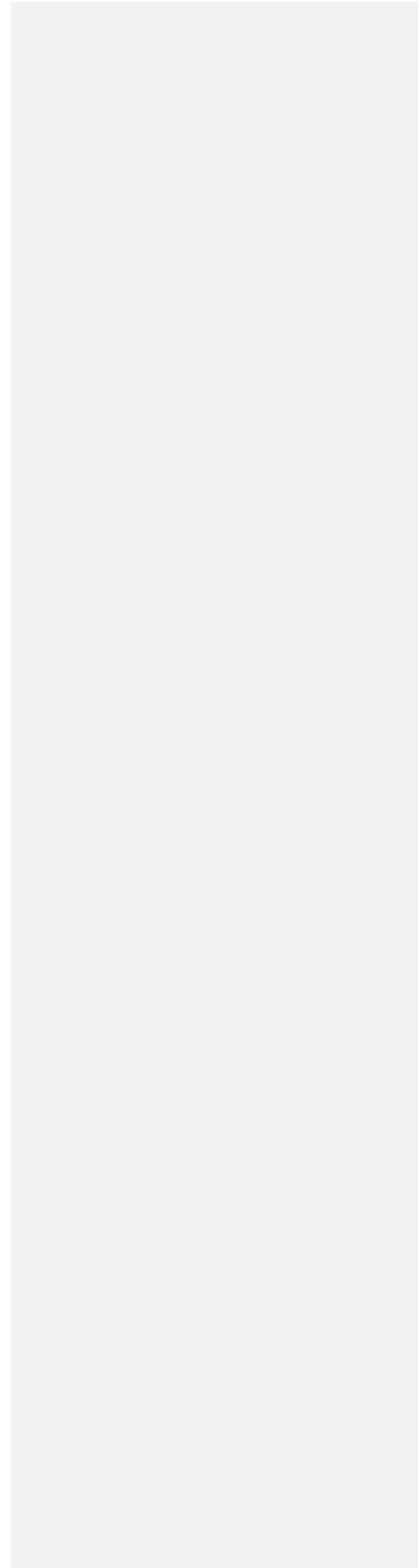
**Compensation Board**  
**December 1, 2013**

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

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**Compensation Board**

| Last Updated: [1/6/2014](#) | [11/25/2013](#) | [11/22/2013](#) | [10/23/2013](#) @9:00 AM | [4:49 PM](#) | [10:00 AM](#) | [11:35 AM](#)



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

### 1. COIN MAIN MENU

```
TSOSNP - EXTRA: X.1frame
COIN MAIN MENU 10/23/2009 14:04
V.05122009 LOC: 000 OFF: 000 COMPENSATION BOARD - STAFF

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
4:08 :00.1 13/10
```

- **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

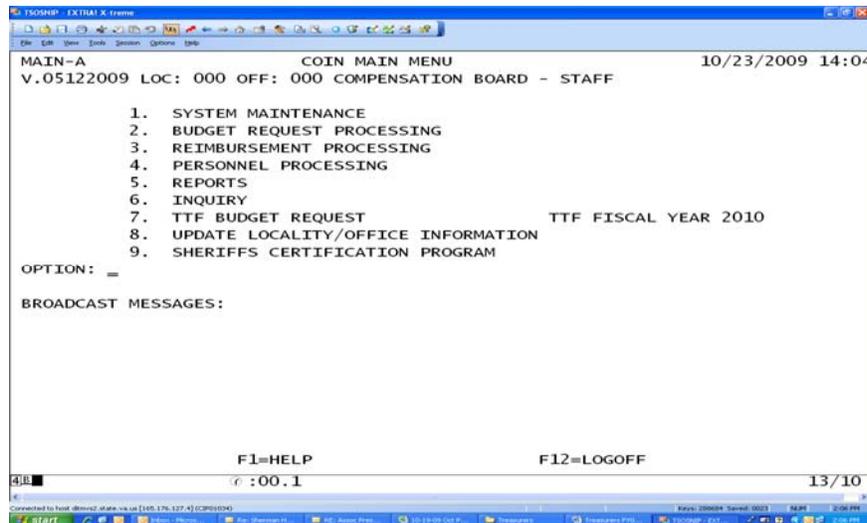
### Purpose:

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

### TREASURERS



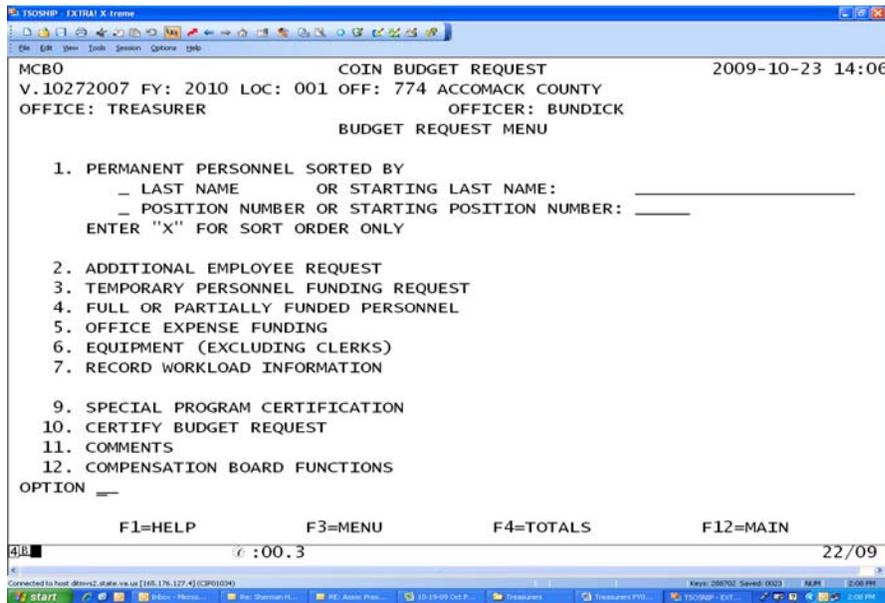
### Helpful Hints:

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

### Compensation Board

Last Updated: [1/6/2014](#) | [11/25/2013](#) | [11/22/2013](#) | [10/23/2013](#) @ 9:00 AM 4:49 PM 10:00 AM 11:35 AM

## Budget Request Menu



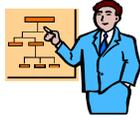
### Helpful Hints (Continued):

- 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

**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 CB Annual salary may be changed by entering a personnel action. 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

**TREASURERS**

CHG	POS	SSN	LAST NAME	FIRST NAME	ANNUAL SALARY	LOCAL SALARY	SALARY SUPPL	SALARY AMT REQ	SALARY AMT REQ ABOVE	REIMB SAL AMT	CLASS	CLASS CHANGE
00002		000000000	VACANT		0	0	0	0	0	0	CTII	
					0	0	0	0	0	0	CTII	
00005		*****0253	BUNDICK	DT								
		72034	72393		359	0	0	72034	64114	TREAS		
		72034	72393		359	0	0	72034	64114	TREAS		
00007		*****3662	EAST	SHARLENE								
		19856	19856		0	0	0	19856	9928	CTII		
		19856	19856		0	0	0	19856	9928	CTII		
											TOTAL	0007

TOP OF DATA

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

13/39

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

Option #1, Permanent Personnel

MCB1 COIN BUDGET REQUEST 2009-10-23 14:12  
V.01162009 FY: 2010 LOC: 001 OFF: 774 ACCOMACK COUNTY

PERMANENT PERSONNEL SORTED BY LAST NAME

CHG	POS	SSN	LAST NAME	FIRST NAME	SALARY AMT REQ	REIMB	CLASS	CLASS CHANGE
		ANNUAL APPROVED	LOCAL SALARY		SUPPL ABOVE	SALARY AMT REQ	SAL AMT	
00006		****2423	FISHER	DORRAINE	0	0	25063	12531 DII
		25063	25063		0	0	25063	12531 DII
00001		****3923	HEDGE	KIMBERLY	0	0	32401	16200 DIV
		32401	32401		0	0	32401	16200 DIV
00004		****1312	LILLISTON	JAMES	0	0	21842	10921 DI
		21842	21842		0	0	21842	10921 DI
								TOTAL
								0007

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

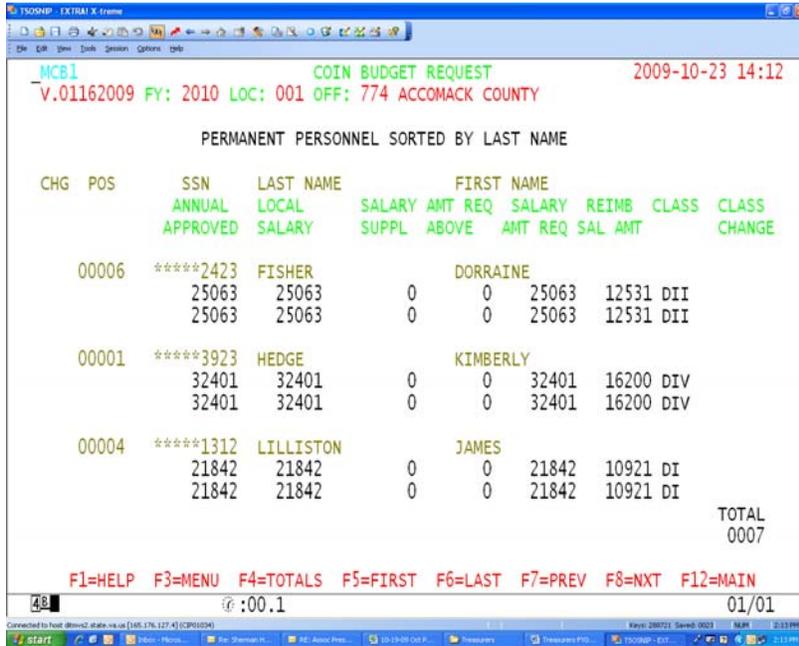
01/01

**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

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

Option #1, Permanent Personnel



**PROCEDURES:**

- Annual Approved:** Supplied by CB (Can be changed by entering a personnel action or CB10)
- 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
- Amnt 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 “Enter” 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

MCB2 COIN BUDGET REQUEST 2009-10-23 14:14  
V.02192007 FY: 2010 LOC: 011 OFF: 774 APPOMATTOX COUNTY

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
CTII	19856 *	0	0
	19856	0	0
DI	19856 *	0	0
	19856	0	0
FA	19856 *	0	0
	19856	0	0
GC	19856 *	0	0
	19856	0	0
SECI	19856 *	0	0
	19856	0	0
			TOTAL
			0005

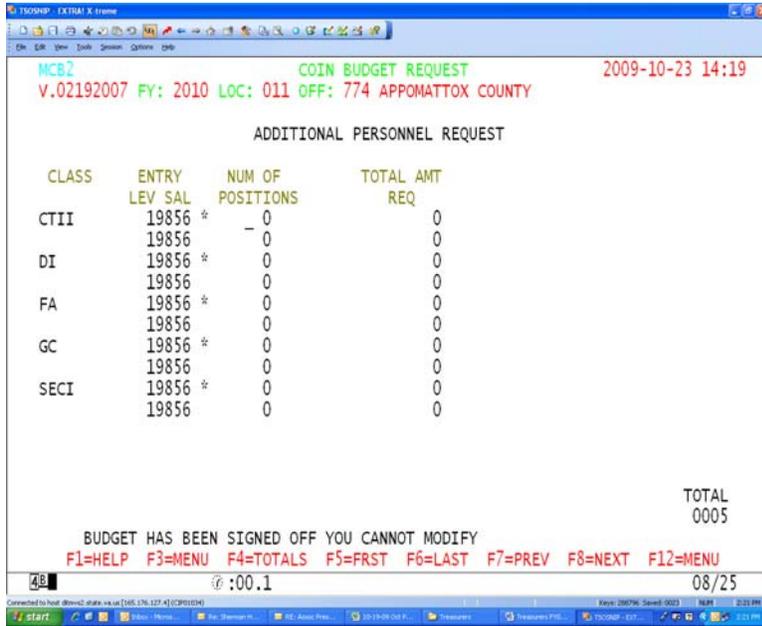
BUDGET HAS BEEN SIGNED OFF YOU CANNOT MODIFY  
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

09/25

### Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required**, you must enter a '0' or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY152, as they were in FY124, based upon the request and in accordance with the Compensation Board's staffing standards
- Valid Class must be entered; salary request must be between minimum and maximum of pay band of class requested

**Option #2, Additional Personnel Request**



**Procedures:**

- Class:** Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see the salary scales in the appendix.
- Entry Level** Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request
- Number of Positions:** Enter the number of positions you are requesting
- Blank Fields (Other)** Enter Class, Salary and number of positions requested

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



## 5. Option #3, Temporary Personnel Fund Request

### Purpose:

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

### Navigational Path:

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

### TREASURERS

MCB3  
V.03072007 FY: 2010 LOC: 011 OFF: 774 APPOMATTOX COUNTY 2009-10-23 14:21

COIN BUDGET REQUEST

TEMPORARY PERSONNEL FUNDING REQUEST

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

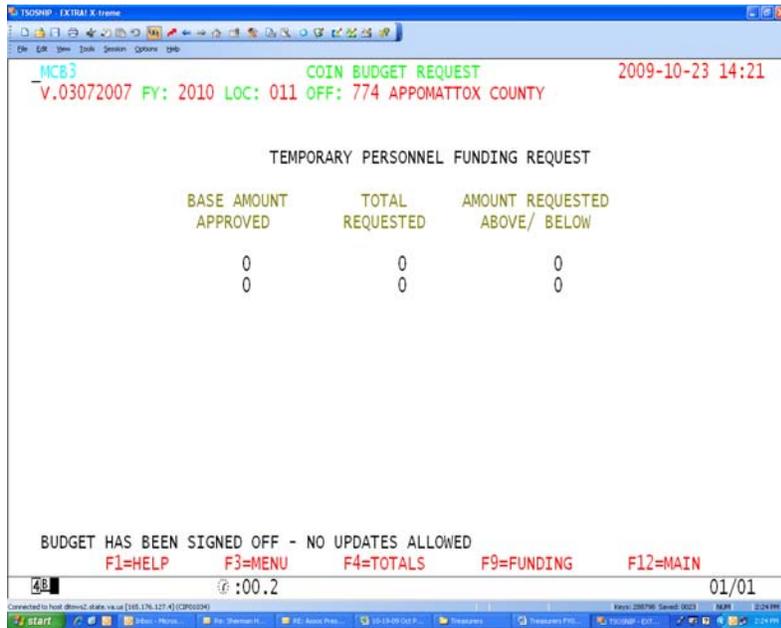
BUDGET HAS BEEN SIGNED OFF - NO UPDATES ALLOWED  
 F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN

:00.2 01/01

### Helpful Hints:

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

### Option #3, Temporary Personnel Fund Request



#### Procedures:

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

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

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



## 6. Option #4, Fully Or Partially Funded Personnel

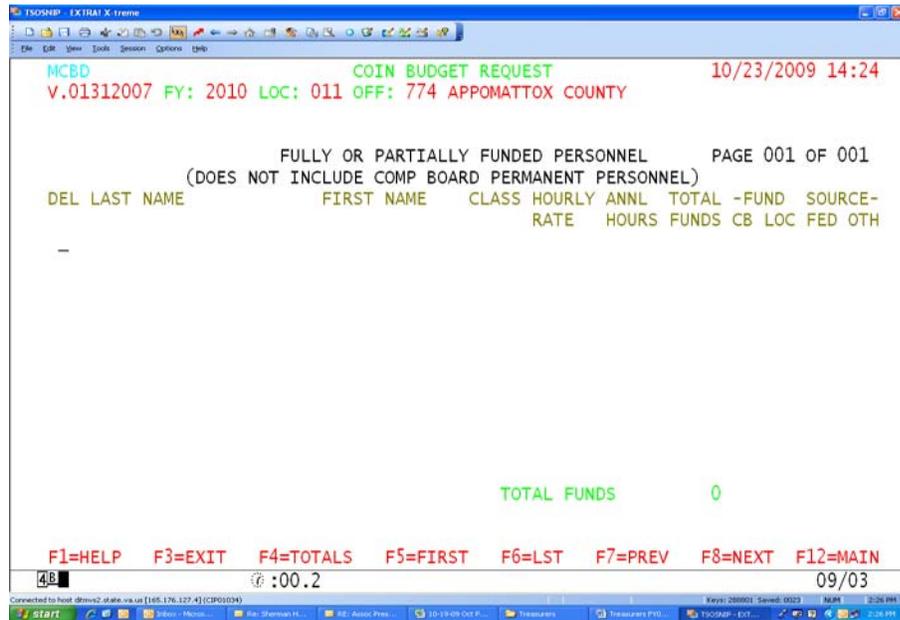
**Purpose:**

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

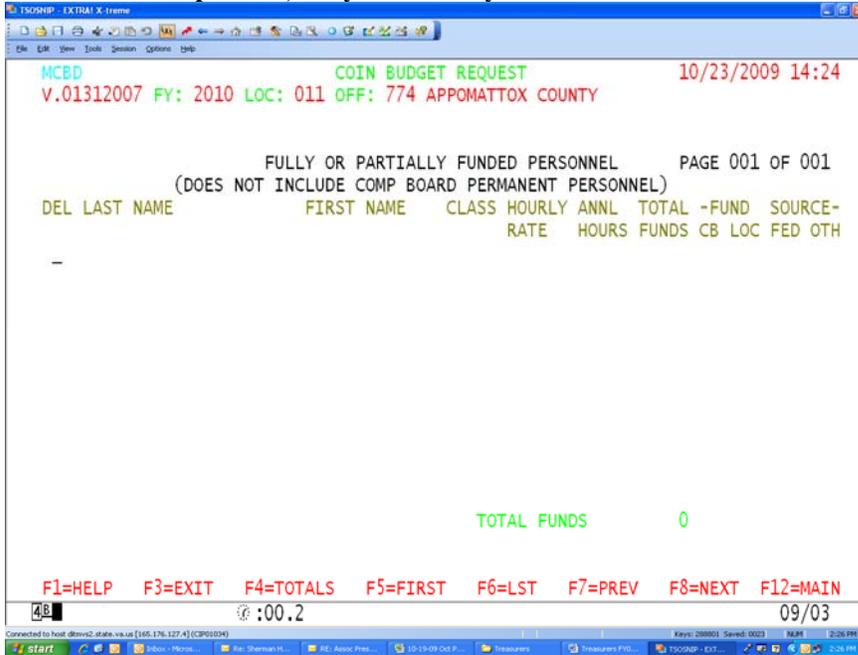
**Navigational Path:**

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

**TREASURERS**



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

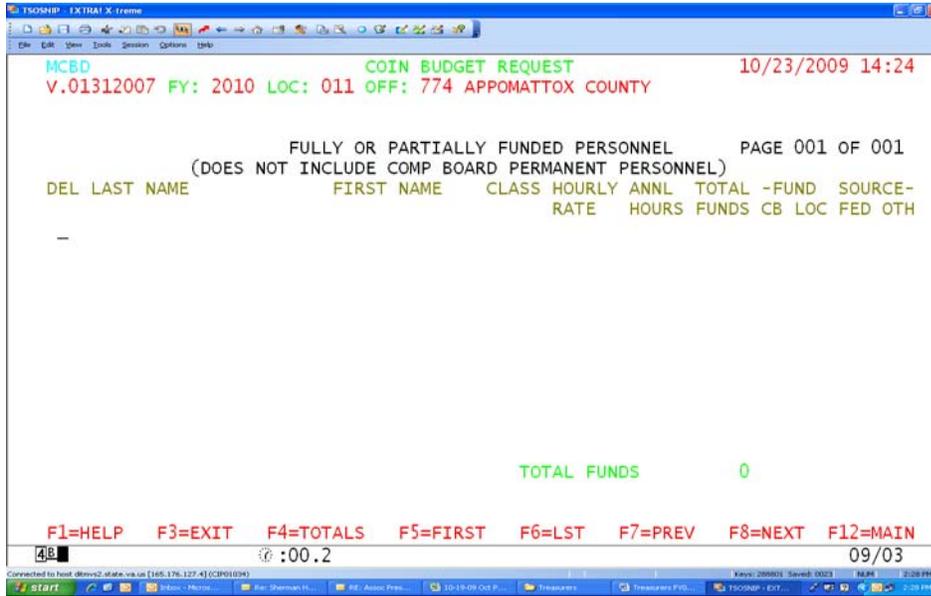


**Helpful Hints:**

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources
- This does not include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
  - ✓ If employee is Unknown, key 'Vacant' in the 'Last Name' data field
  - ✓ Annual hours cannot exceed 2,080 per individual
  - ✓ Enter "X" in at least one fund source field
  - ✓ 'X' may be entered in as many of the Fund Source fields as are applicable for that record

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

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:

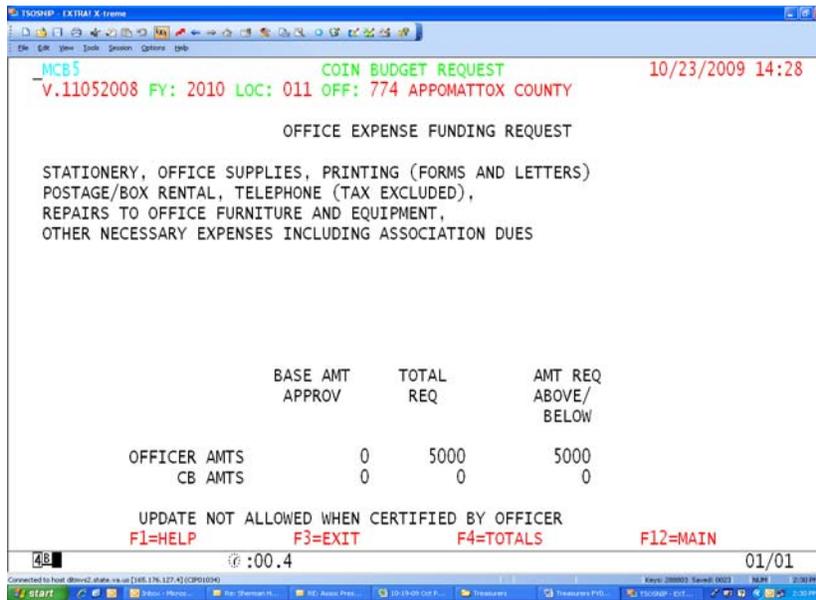
- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

TREASURERS															
<div style="display: flex; justify-content: space-between;"> <span>MCB5</span> <span>COIN BUDGET REQUEST</span> <span>10/23/2009 14:28</span> </div> <div style="display: flex; justify-content: space-between;"> <span>V.11052008 FY: 2010 LOC: 011 OFF: 774 APPOMATTOX COUNTY</span> </div> <p style="text-align: center;">OFFICE EXPENSE FUNDING REQUEST</p> <p>STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)                      POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),                      REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,                      OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">BASE AMT APPROV</th> <th style="text-align: right;">TOTAL REQ</th> <th style="text-align: right;">AMT REQ ABOVE/ BELOW</th> </tr> </thead> <tbody> <tr> <td>OFFICER AMTS</td> <td style="text-align: right;">0</td> <td style="text-align: right;">5000</td> <td style="text-align: right;">5000</td> </tr> <tr> <td>CB AMTS</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> </tbody> </table> <p style="text-align: center;">UPDATE NOT ALLOWED WHEN CERTIFIED BY OFFICER</p> <div style="display: flex; justify-content: space-between;"> <span>F1=HELP</span> <span>F3=EXIT</span> <span>F4=TOTALS</span> <span>F12=MAIN</span> </div>					BASE AMT APPROV	TOTAL REQ	AMT REQ ABOVE/ BELOW	OFFICER AMTS	0	5000	5000	CB AMTS	0	0	0
	BASE AMT APPROV	TOTAL REQ	AMT REQ ABOVE/ BELOW												
OFFICER AMTS	0	5000	5000												
CB AMTS	0	0	0												

### Helpful Hints:

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

### Option #5, Office Expense Funding



**Procedures:**

- Press the “TAB” key to go to the next field of entry
  - Base Amt Approved:** Supplied by COIN
  - Total Request:** Enter your ‘Total Request’ for office expense funding
  - Amt Req Above/Below Approved:** This field will be calculated for you
- Press the “Enter” key after completing the information requested
- Press ‘F3’ to exit the screen to the Budget Request Menu
- Press ‘F4’ to display “Totals” for your office



## 8. Option #6, Equipment

### Purpose:

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

### Navigational Path:

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

MCB4 COIN BUDGET REQUEST 10/23/2009 14:32  
V.04162008 FY: 2010 LOC: 011 OFF: 774 APPOMATTOX COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

NEW UNIT	NEW COST	NEW QTY	TOT COST	RPL UNIT	RPL COST	RPL QTY	TOT COST	TOT QTY	TOTAL COST	STRESSED COST
				600	3	1800	3	1800	1800	1,800.00
				3500	1	3500	1	3500	3500	3,500.00

DESC: ETHERNET TERMINALS  
DESC: PRINTER  
DESC:

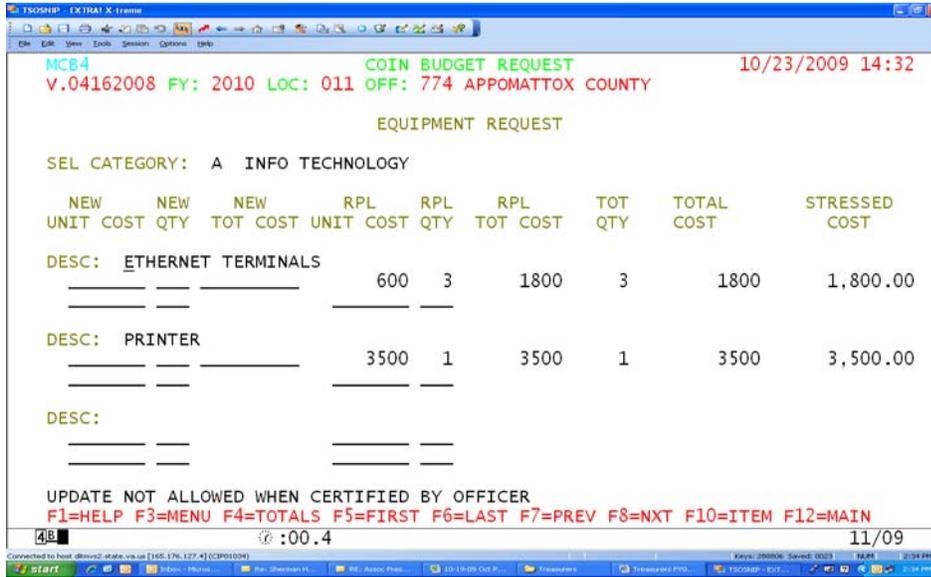
UPDATE NOT ALLOWED WHEN CERTIFIED BY OFFICER  
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN

:00.4 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



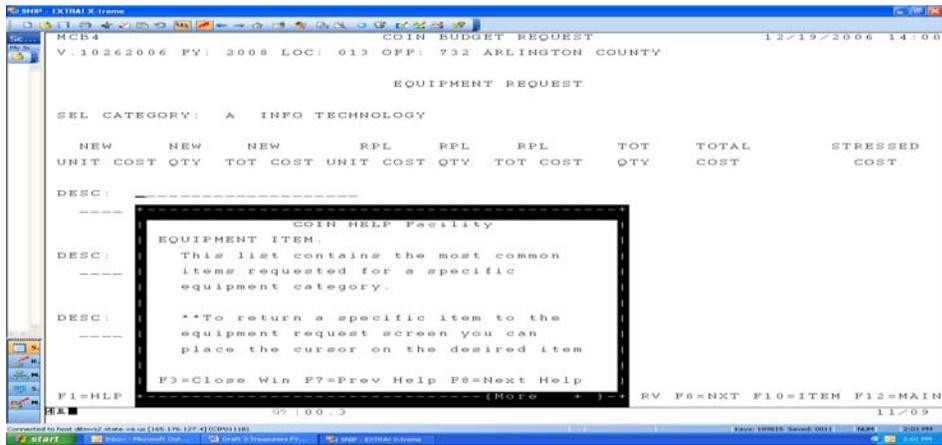
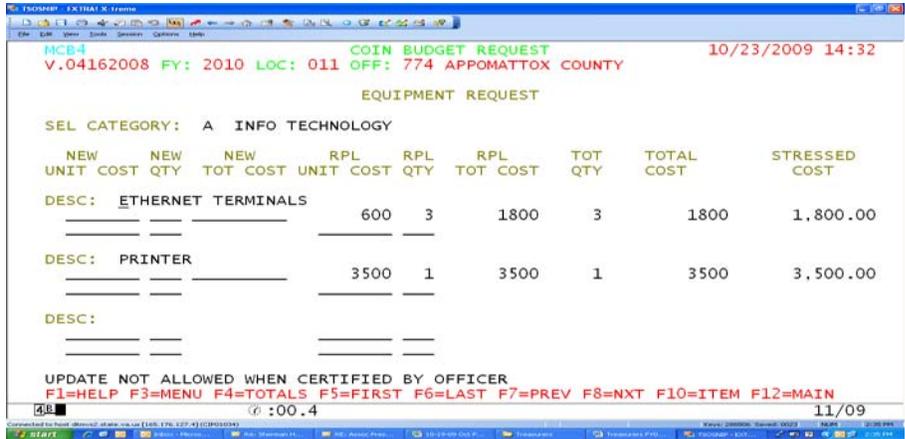
**Procedures:**

- 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 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

TREASURERS

**Category A – Information Technology (It) Equipment**



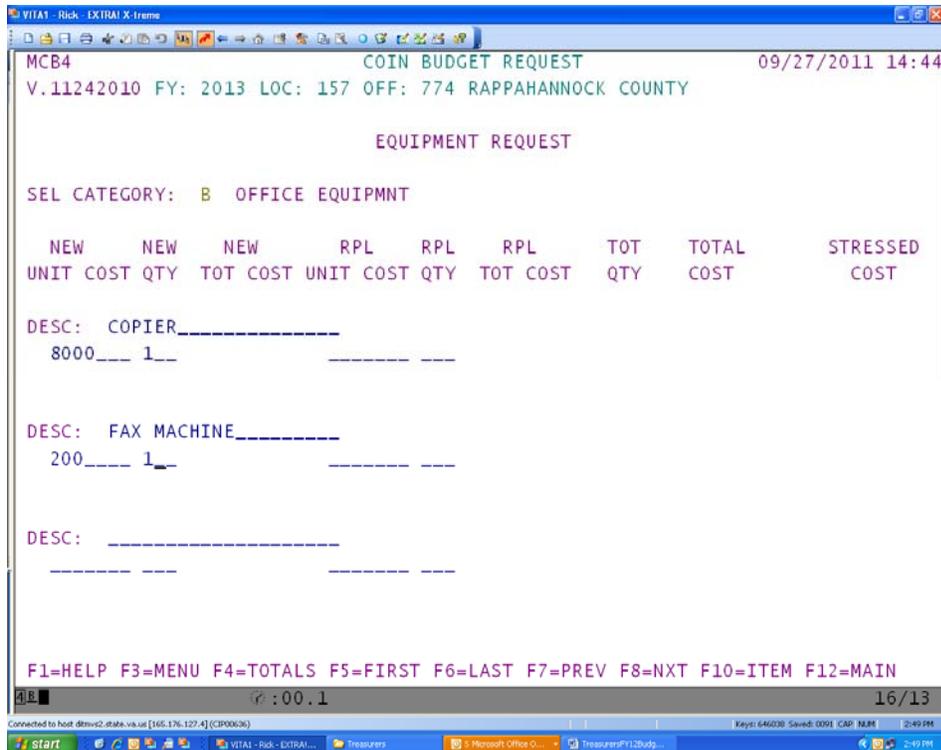
**Help Pop-Up Screens - Within Alpha Data Fields (Resqportal Only)**

- 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

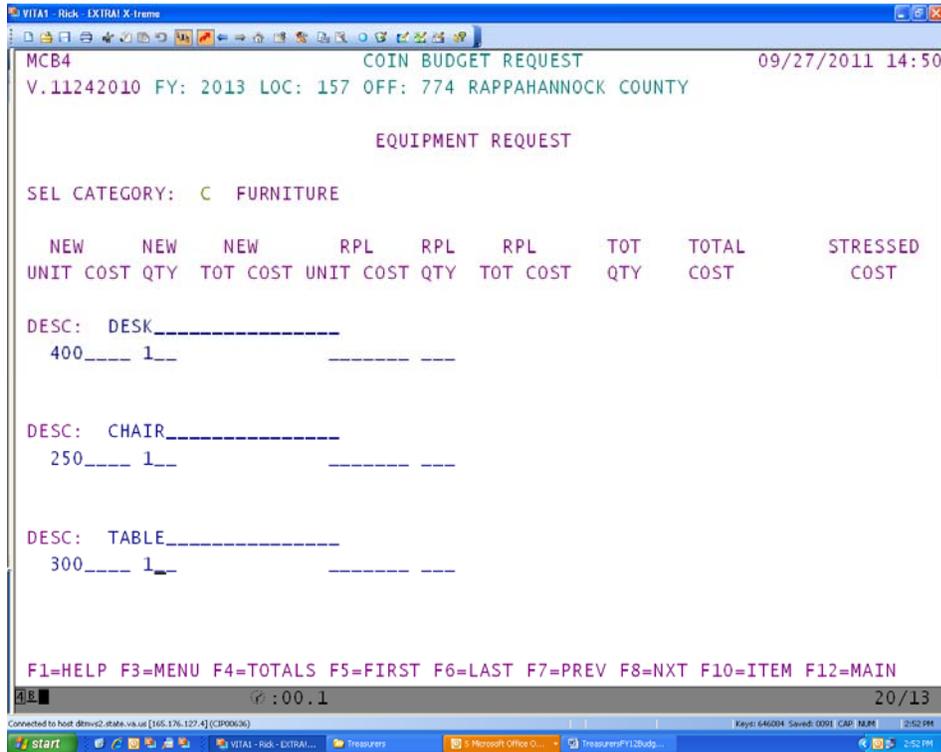
**TREASURERS**

**Category B – Office Equipment**



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

**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 10/23/2009 14:45  
V.11052008 FY: 2010 LOC: 013 OFF: 774 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION

SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:

1. MONTHLY  
2. QUARTERLY  
3. ANNUALLY

CALENDAR YEAR: 2008

OPTION: \_

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

- In January 2014<sup>2</sup> offices must record one full year of workload data for Calendar Year (CY) 2013<sup>4</sup>
- 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 6

MCBH-D COIN BUDGET REQUEST 10/23/2009 14:46  
V.03302009 FY: 2010 LOC: 013 OFF: 774 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY  
CALENDAR YEAR 2008

1. REAL ESTATE TAXES BILLED PER YR DUE DATES REAL ESTATE TAXES 0615 1005	3
2. REFER LOCAL ESCHEATOR (Y/N)	N
3. VEHICLE BILL TYPE (SINGLE/COMBO)	SINGLE
4. NUMBER OF TIMES PERSONAL PROPERTY BILLED PER YEAR DUE DATES PERSONAL PROPERTY 0105 0405 1005 1205	4
5. PERSONAL PROPERTY PRORATED	Y
6. NUMBER TIMES DELINQUENT STATE INCOME TAX BILLED PER YEAR REMINDER NOTICES SENT? (Y/N)	0 N
7. UNCLAIMED PROPERTY REPORT FILED? (Y/N)	Y

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

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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 2014<sup>2</sup> would be entered as '0214<sup>2</sup>') |
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 2014<sup>2</sup> would be entered as '0214<sup>2</sup>') |
5. Enter 'Y' or 'N' for Prorated Personal Property Tax
6. Enter the number of times per year Delinquent State Income Tax is billed and 'Y' or 'N' for Reminder Notices sent
7. Enter 'Y' or 'N' for Unclaimed Property Report Filed

**Option #7 Record Workload Information**

**Option #3 Annual Screens**

Screen 2 of 6

CALENDAR YEAR	2007	2008	2009	AVG
<b>REAL ESTATE TAX:</b>				
1. TAXABLE PARCELS	61570	62980		62275
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	34395	35944		35170
3. REAL ESTATE ABATEMENTS	369	329		349
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR	50009	50057		50033
5. REAL ESTATE TRANSFERS	8729	7948		8339
6. REAL ESTATE PARCELS IN RELIEF	972	1239		1106
7. PARCELS IN THE LAND USE PROGRAM	0	0		0
<b>PERSONAL PROPERTY:</b>				
8. PERSONAL PROPERTY IN RELIEF	0	0		0
9. PERSONAL PROPERTY ITEMS	200669	199153		199911
10. PERSONAL PROPERTY TAX BILLS PROCESSED	180527	182014		181271
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT	500	500		500
12. PERSONAL PROPERTY ABATEMENTS	31095	27715		29405
<b>DOG LICENSES:</b>				
13. NUMBER OF DOG LICENSES SOLD	5000	1000		3000

**Real Estate:**

- NUMBER OF TAXABLE PARCELS:** If your office handles the collection of real estate, enter the total number of parcels of taxable real estate.  
**INCLUDE:**  
Parcels billed on the regular book, Supplements, Roll back assessments on land use.  
DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of real estate ENTER '0'.
- NUMBER OF PARCELS MAINTAINED FOR MORTGAGE COMPANIES:** If your office handles the collection of real estate, enter the total number of parcels that you maintain for mortgage companies. This includes the accounts that are maintained on the computer and processed by tape and those that are manually processed for the mortgage companies. **Do NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of real estate ENTER 0.**
- NUMBER OF REAL ESTATE ABATEMENTS:** If your office handles the collection of real estate, enter the total number of parcels adjusted during the year.
- NUMBER OF REAL ESTATE TAX BILLS PROCESSED PER YEAR:** If your office handles the collection of real estate, enter the total number of real estate tax bills mailed by your office. INCLUDE the regular book, semi-annual billing, supplements, and bills resulting from new construction. If your office DOES NOT handle the collection of real estate ENTER '0'.
- NUMBER OF REAL ESTATE TRANSFERS:** If your office handles the collection of real estate, enter the number of parcels transferred for the year. If your office DOES NOT handle the collection of real estate ENTER '0'.
- NUMBER OF REAL ESTATE PARCELS IN RELEIF TO THE ELDERLY/DISABLED PROGRAM:** If your office handles the collection of real estate, enter the total number of parcels with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of real estate ENTER '0'

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

MCBH-F COIN BUDGET REQUEST 10/23/2009 14:47  
V.03302009 FY: 2011 LOC: 013 OFF: 774 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

CALENDAR YEAR	2007	2008	2009	AVG
<b>REAL ESTATE TAX:</b>				
1. TAXABLE PARCELS	61570	62980	_____	62275
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	34395	35944	_____	35170
3. REAL ESTATE ABATEMENTS	369	329	_____	349
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR	50009	50057	_____	50033
5. REAL ESTATE TRANSFERS	8729	7948	_____	8339
6. REAL ESTATE PARCELS IN RELIEF	972	1239	_____	1106
7. PARCELS IN THE LAND USE PROGRAM	0	0	_____	0
<b>PERSONAL PROPERTY:</b>				
8. PERSONAL PROPERTY IN RELIEF	0	0	_____	0
9. PERSONAL PROPERTY ITEMS	200669	199153	_____	199911
10. PERSONAL PROPERTY TAX BILLS PROCESSED	180527	182014	_____	181271
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT	500	500	_____	500
12. PERSONAL PROPERTY ABATEMENTS	31095	27715	_____	29405
<b>DOG LICENSES:</b>				
13. NUMBER OF DOG LICENSES SOLD	5000	1000	_____	3000

F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN  
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- 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 ELDERLLY/DIABLED PROGRAM:** If your office handles the collection of personal property, enter the total number of personal property items with a tax adjustment due to participation in the elderly/disabled program. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of personal property, ENTER '0'.
- 9. NUMBER OF ITEMS ON WHICH PERSONAL PROPERTY TAX IS ASSESSED EACH YEAR:** If your office handles the collection of personal property, include the total number of items of personal property assessed. Count each separate motor vehicle, trailer, boat and motor, camper, travel trailer, aircraft, mobile home and each assessment of machinery and tools, business personal property, and farm accounts that are assessed. Each item is a separate count. (If you bill on a combined bill you may have to verify this number with your Commissioner of the Revenue – This should equal the total of factors #4, #5, and #6 on the workload study for the Commissioner) INCLUDE regular assessments as determined above for the year and all supplemental assessments. DO NOT multiply this figure by any factor if you prorate or bill more than once a year. If your office DOES NOT handle the collection of personal property, ENTER '0'.

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

COIN BUDGET REQUEST				
10/23/2009 14:47				
V.03302009 FY: 2011 LOC: 013 OFF: 774 ARLINGTON COUNTY				
RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
<b>REAL ESTATE TAX:</b>				
1. TAXABLE PARCELS	61570	62980	_____	62275
2. LAND PARCELS MAINTAINED FOR MORTGAGE COS	34395	35944	_____	35170
3. REAL ESTATE ABATEMENTS	369	329	_____	349
4. REAL ESTATE TAX BILLS PROCESSED PER YEAR	50009	50057	_____	50033
5. REAL ESTATE TRANSFERS	8729	7948	_____	8339
6. REAL ESTATE PARCELS IN RELIEF	972	1239	_____	1106
7. PARCELS IN THE LAND USE PROGRAM	0	0	_____	0
<b>PERSONAL PROPERTY:</b>				
8. PERSONAL PROPERTY IN RELIEF	0	0	_____	0
9. PERSONAL PROPERTY ITEMS	200669	199153	_____	199911
10. PERSONAL PROPERTY TAX BILLS PROCESSED	180527	182014	_____	181271
11. PERSONAL PROPERTY ADDRESS CHANGES UPDT	500	500	_____	500
12. PERSONAL PROPERTY ABATEMENTS	31095	27715	_____	29405
<b>DOG LICENSES:</b>				
13. NUMBER OF DOG LICENSES SOLD	5000	1000	_____	3000

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

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- 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.
- 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**

Screen 3 of 6

RECORD WORKLOAD INFORMATION - ANNUALLY				
CALENDAR YEAR	2007	2008	2009	AVG
14. DOG LICENSE NOTICES		2441		2441
15. RABIES CERT SENT TO OTHER LOCALITIES		1000		1000
COLLECTION ACTIONS:				
16. ACCT DEBT SETOFF BASED ON CLAIMS FILED	91229	85581		88405
17. WARRANTS IN DEBT ISSUED	500	500		500
18. PARCELS IN JUDICIAL SALES	10	8		9
19. LIENS ISSUED (BANK, WAGE & 3RD PARTY)	4634	3812		4223
20. TREASURERS' SUMMONS	60	65		63
21. DISTRESS ACTIONS TO SEIZE PROPERTY	453	266		360
22. DELINQUENT NOTICES -- REAL ESTATE & PER	132200	121484		126842
23. DMV STOPS ISSUED	3880	4261		4071
24. MON PAY PLANS FOR TAX/DELINQ COLLECT	0	0		0
25. MEAL TAX ENFORCE ACTIONS BY DISTRESS	0	0		0
26. OTHER COLLECTIONS	149591	157252		153422
FEES, PERMITS, AND OTHER LICENSES:				
27. VEHICLE DECALS ISSUED	141177	143757		142467

I0048 RECORD UPDATED SUCCESSFULLY  
 F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN  
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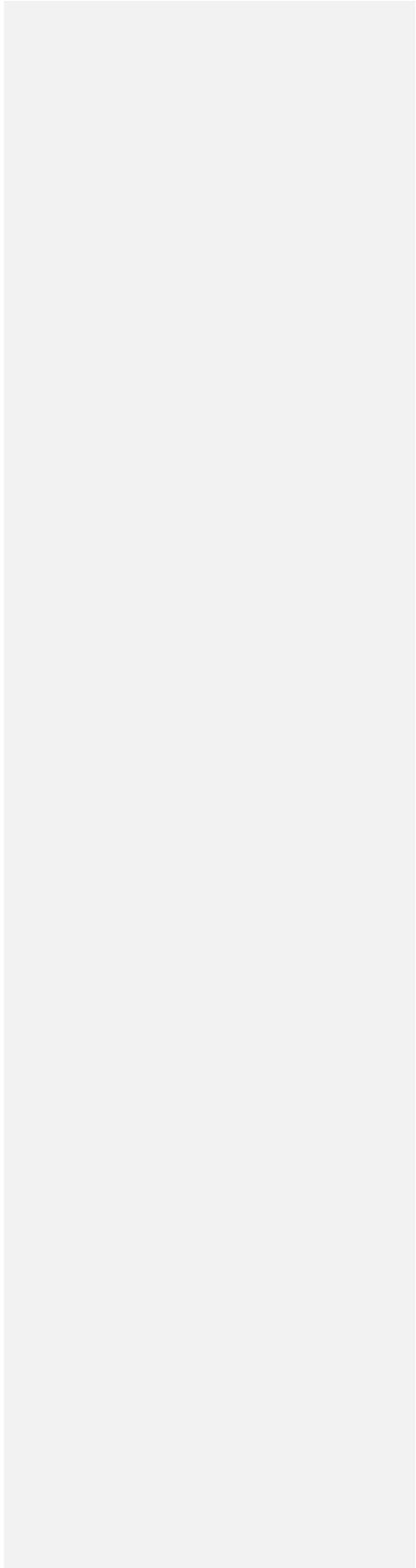
- 14. **DOG LICENSE NOTICES:** Enter the number of dog license notices processed (include dag tag renewal forms sent
- 15. **RABIES CERTIFICATES SENT TO OTHER LOCALITIES:** Enter number of rabies certificates that were sent to other localities.

**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 TAKEN BY DISTRESS**
- 26. **NUMBER OF OTHER COLLECTIONS**
- 27. **NUMBER OF VEHICLE DECALS ISSUED:** Enter total number of decals issued during the year. INCLUDE transfers and decals issued without charge.

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

|



**Option #7 Record Workload Information**

**Option #3 Annual Screens**

Screen 4 of 6

COIN BUDGET REQUEST					
10/23/2009 14:53					
V.03302009 FY: 2011 LOC: 013 OFF: 774 ARLINGTON 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	_____	0	
30. UTILITY BILLS COLLECTED	160000	160000	_____	160000	
31. TRASH COLLECTION BILLS COLLECTED	0	0	_____	0	
32. ANNUAL TRASH DECALS ISSUED	0	0	_____	0	
33. PARKING TICKETS COLLECTED	175366	184777	_____	180072	
34. ZONE PERMIT PARKING FEES COLLECTED	13293	592	_____	6943	
35. BUILDING PERMITS PROCESSED	15000	15785	_____	15393	
36. LOCAL BUSINESS TAX COLLECTED (BPOL)	20000	22306	_____	21153	
37. BUSINESS ACCOUNTS W/LOCAL EXCISE TAX	800	930	_____	865	
38. UTILITY TAX & CONSUMER UTILITY TAX ACCTS	0	0	_____	0	
39. PARKS AND RECREATION FEES PROCESSED	0	0	_____	0	
40. OTHER LOCAL BILLS COLLECTED	0	0	_____	0	
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					

**Fees, Permits & Other Licenses**

- 28. **NUMBER OF OTHER VEHICLES:** Enter total number of scooter or moped registrations issued during the year.
- 29. **NUMBER OF VEHICLE LICENSE FEES BILLED (INCLUDE ABATEMENTS):** Enter total number of vehicles that were assessed during the year. INCLUDE license fees that were abated.
- 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.

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

MCBH-F COIN BUDGET REQUEST 10/23/2009 14:53  
V.03302009 FY: 2011 LOC: 013 OFF: 774 ARLINGTON 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	_____	0
30. UTILITY BILLS COLLECTED	160000	160000	_____	160000
31. TRASH COLLECTION BILLS COLLECTED	0	0	_____	0
32. ANNUAL TRASH DECALS ISSUED	0	0	_____	0
33. PARKING TICKETS COLLECTED	175366	184777	_____	180072
34. ZONE PERMIT PARKING FEES COLLECTED	13293	592	_____	6943
35. BUILDING PERMITS PROCESSED	15000	15785	_____	15393
36. LOCAL BUSINESS TAX COLLECTED (BPOL)	20000	22306	_____	21153
37. BUSINESS ACCOUNTS W/LOCAL EXCISE TAX	800	930	_____	865
38. UTILITY TAX & CONSUMER UTILITY TAX ACCTS	0	0	_____	0
39. PARKS AND RECREATION FEES PROCESSED	0	0	_____	0
40. OTHER LOCAL BILLS COLLECTED	0	0	_____	0
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  
4B :00.1 07/63

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**

Screen 5 of 6

MCBH-F COIN BUDGET REQUEST 10/23/2009 15:08  
V.03302009 FY: 2011 LOC: 013 OFF: 774 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

CALENDAR YEAR	2007	2008	2009	AVG
43. ESTIMATED TAX ACCOUNTS	0	0	_____	0
44. ESTIMATED TAX PAYMENTS	44	33	_____	39
45A. NUMBER OF TITLES PROCESSED FOR DMV	3502	4177	_____	3840
46. NUM OF TRANS W/FEEES COLLECTED FOR DMV	16299	17415	_____	16857
FINANCIAL MANAGEMENT:				
47. NUMBER CHECKS/ACH ISSUED	194628	210387	_____	202508
48. RETURNED CHECKS	1776	2293	_____	2035
49. PREPARATION PAYROLL AND ADMINISTRATION	0	0	_____	0
50. BANKRUPTCY CLAIMS FILED	150	70	_____	110

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

48 :00.1 07/63

- 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**

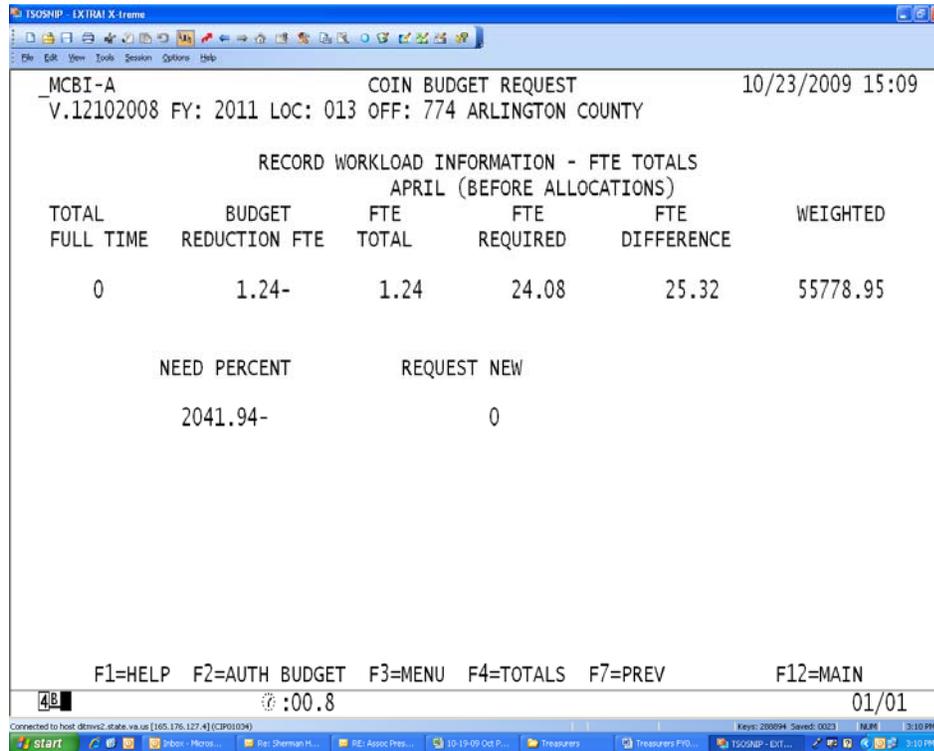
**Financial Management:**

- 47. **NUMBER CHECKS/ACH ISSUED:** Enter the checks/ACH payments issued during the year. INCLUDE the checks issued from all accounts under the Treasurer's supervision and ACH items listed on bank statements.
- 48. **RETURNED CHECKS:** Enter the total number of checks/ACH payments 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**

Screen 6 of 6



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

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

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**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> ( <b>include abatements</b> )	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</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>		
	Bank reconciliations	0.02
47	<b>Number checks/ACH issued</b>	
48	Returned checks	0.64
49	Preparation of payroll and administration	0.00
50	Number of bankruptcy claims filed	0.92

### Option #7 Record Workload Information

Beginning February 1 offices can begin recording workload data monthly, quarterly or annually for CY 201308

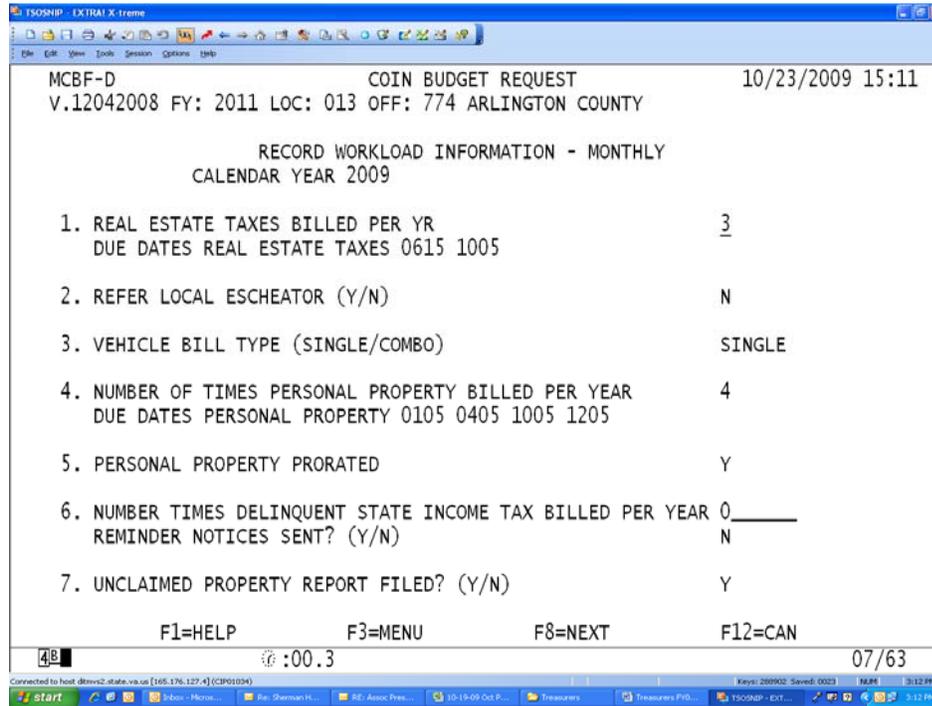
This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu

- 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 201209) to input CY 20130 data

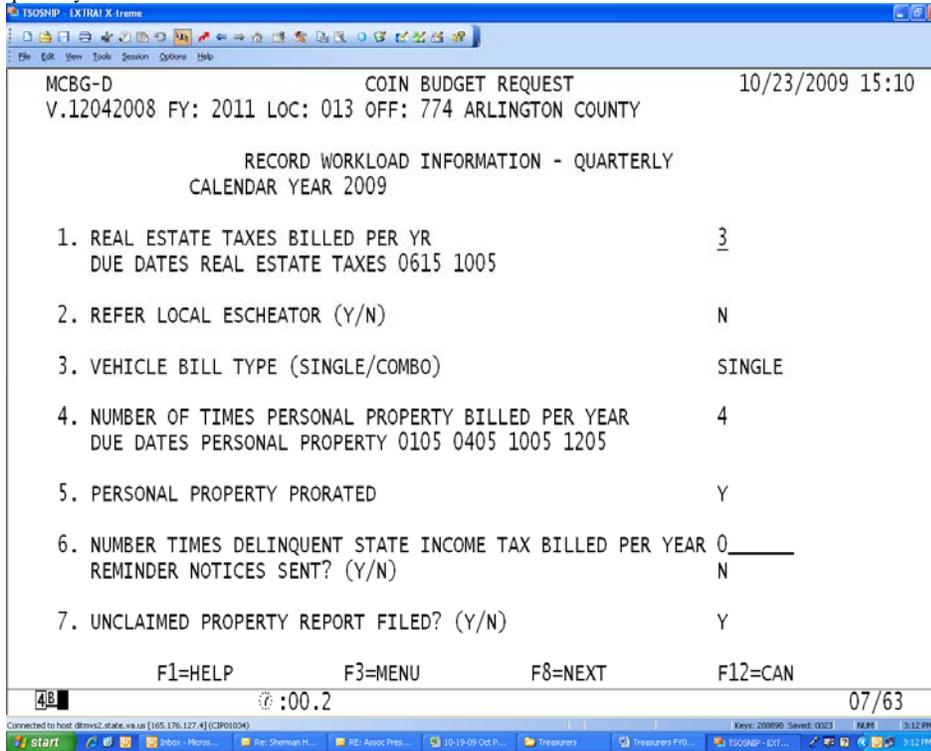
### Option # 1 Monthly Screens

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

```
MCS2 COIN BUDGET REQUEST 11/30/2009 15:19
V.10272009 FY: 2011 LOC: 013 OFF: 774 ARLINGTON COUNTY

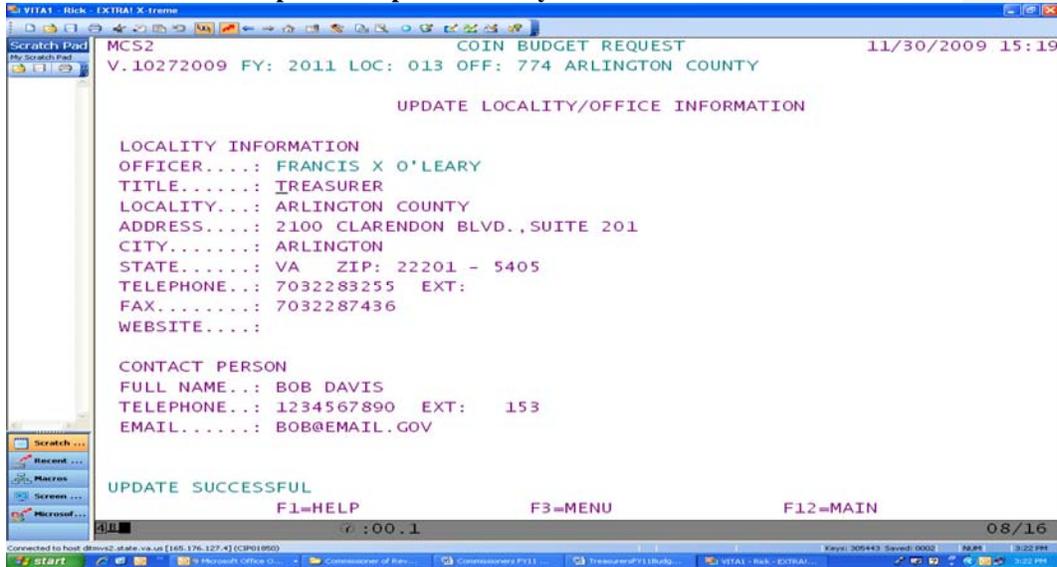
UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION
OFFICER....: FRANCIS X O'LEARY
TITLE.....: TREASURER
LOCALITY...: ARLINGTON COUNTY
ADDRESS....: 2100 CLARENDON BLVD., SUITE 201
CITY.....: ARLINGTON
STATE.....: VA ZIP: 22201 - 5405
TELEPHONE..: 7032283255 EXT:
FAX.....: 7032287436
WEBSITE....:

CONTACT PERSON
FULL NAME..: BOB DAVIS
TELEPHONE..: 1234567890 EXT: 153
EMAIL.....: BOB@EMAIL.GOV

UPDATE SUCCESSFUL
F1=HELP F3=MENU F12=MAIN
08/16
```

**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.

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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))

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 **-774** (Treasurer)
  - 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

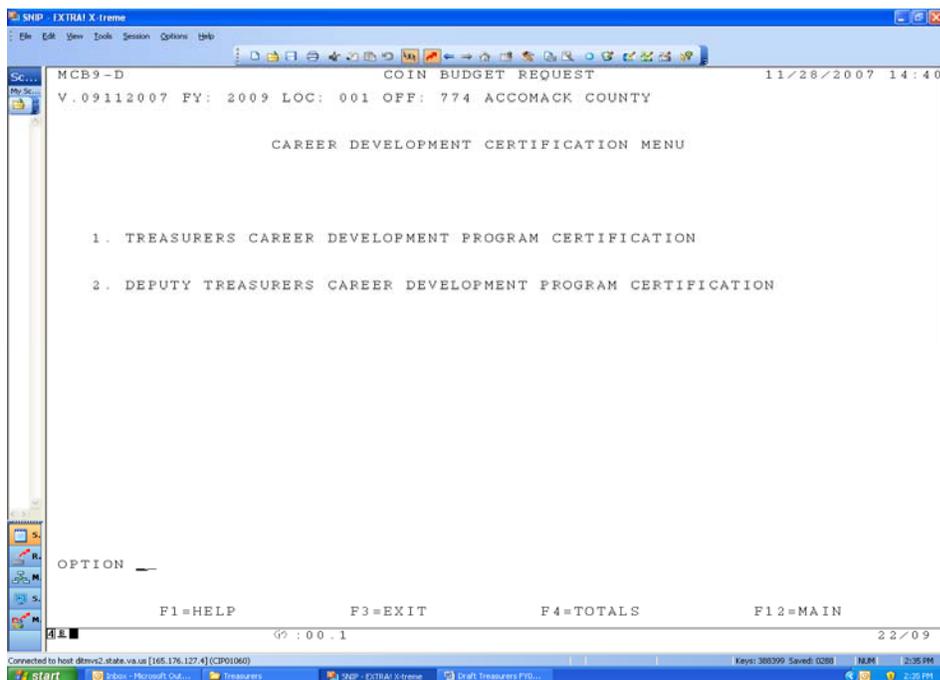
Specified Certification Programs are accessed from the COIN Budget Request Menu. The program will determine based on locality and office which special programs to display.

- **Treasurers Career Development Program**
  - **If the Treasurer is not certified** do not enter due dates, percentages, or participating and enrolled employees, but you **must** answer the question "Treasurer 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 Treasurer has already received their CDP increase they **must** re-apply for career development **each year** by completing the Treasurers Career Development Certification in COIN by February 1 to maintain the CDP increase.
  - The Officer must adopt the Deputy Treasurers Career Development Program to be eligible for participation in the officer Career Development Program
  - Do not enter the Officer's name on this screen.
- **Deputy Treasurers Career Development Program**
  - ✓ The blanks on this screen are only for the names of Certified Deputy Treasurers, **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.

### 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

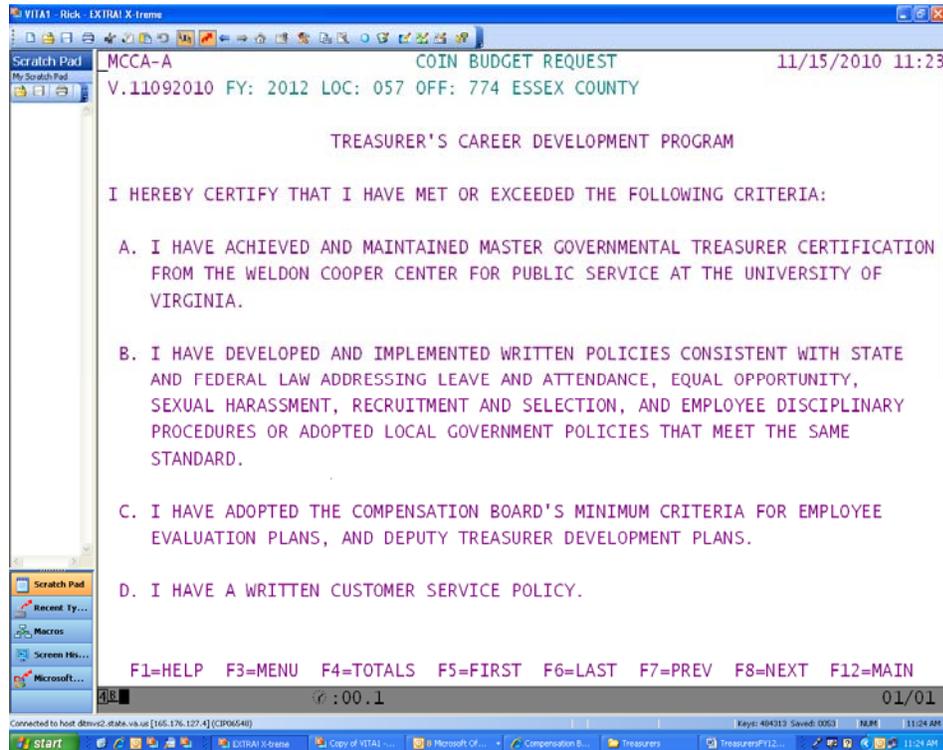
#### Procedures:

- 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
  - ✓ All Treasurers must access and certify Yes or No to these programs
  - ✓ Enter the information requested if applicable
  - ✓ Certify Yes or No to the question on the last screen
  - ✓ Enter the officer's SCB USERID on the last screen

**Option #9, Special Program Certification**

**Option #1 Treasurers Career Development Program Certification**

Screen 1 of 5

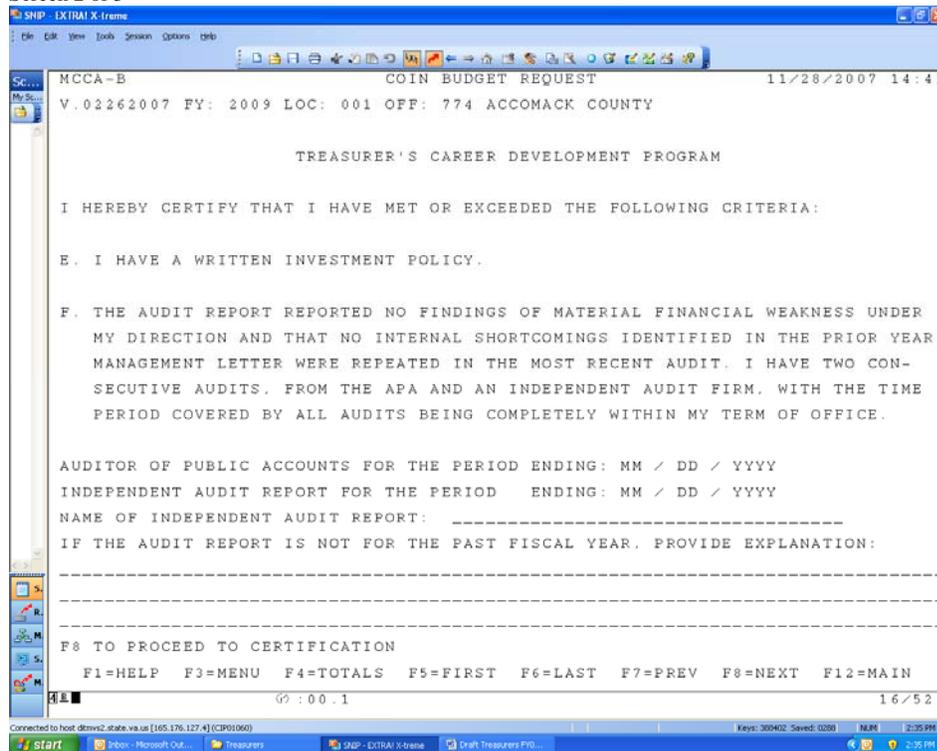


- Read and then Press 'F8' to proceed to the next page or
- If the officer is not participating in the Career Development Program press 'F6' to proceed to the last page to certify "N" for No to the program and enter the Officer's SCB USERID

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

Option #9, Special Program Certification

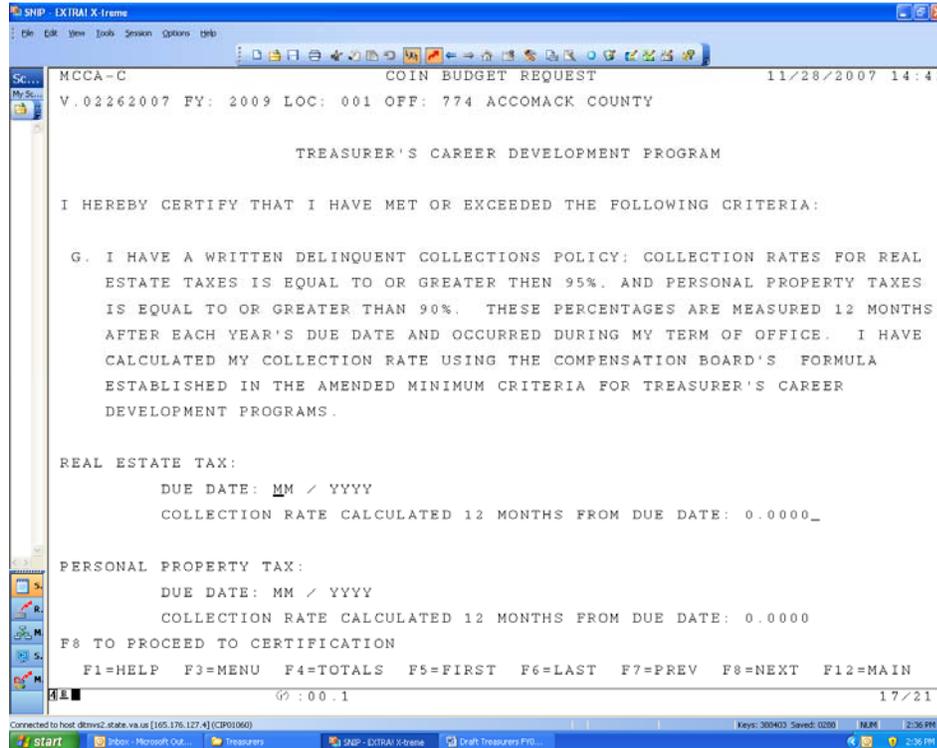
Screen 2 of 5



- 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 Treasurer is certified\*\***
- Press 'F8' to proceed with certification
  - If the Treasurer is not certified press 'F6' to proceed to the last page and certify "N" for No and enter the officer's SCB USERID

### Option #9, Special Program Certification

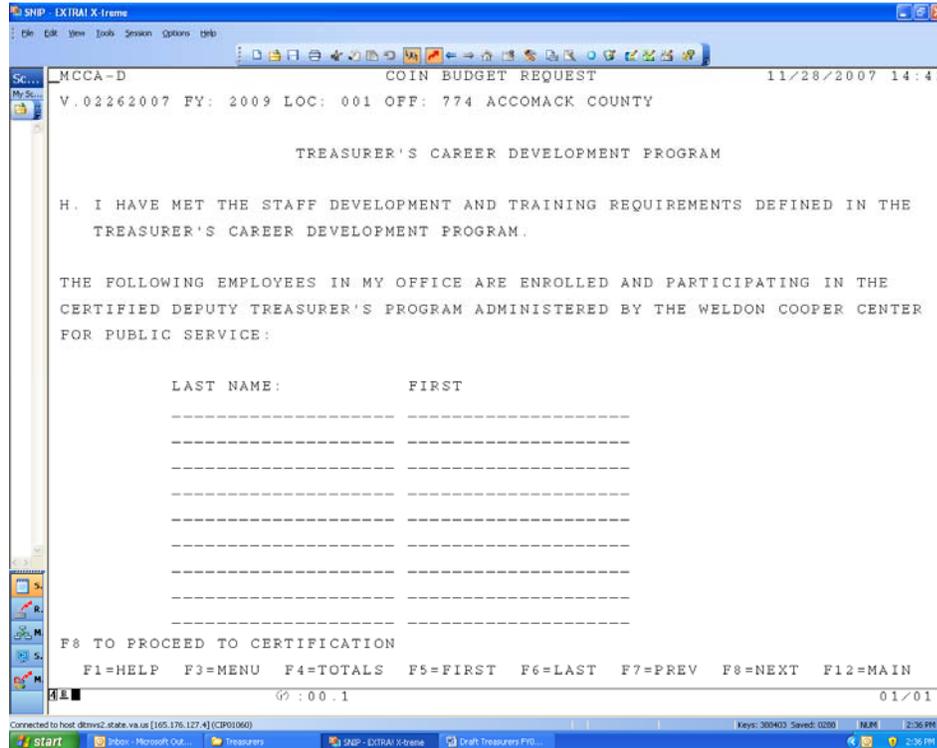
Screen 3 of 5



- 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 Treasurer 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 Treasurers 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

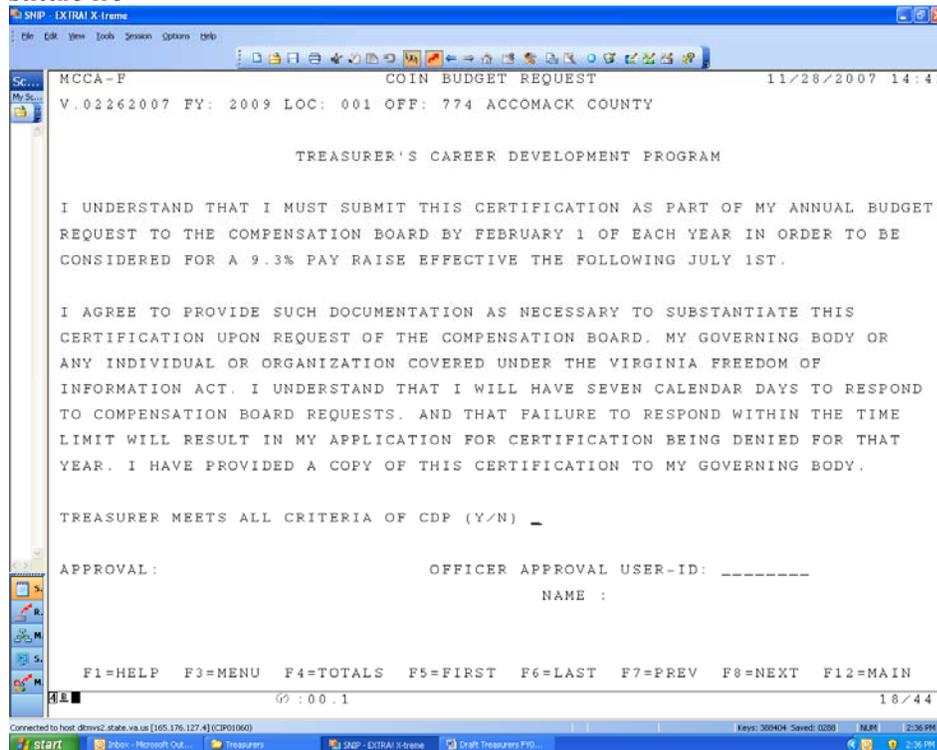
#### Helpful Hints

- Participating and enrolled deputies **do not** have to be Compensation Board funded.
- DO NOT enter the Treasurer'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 of CDP"
- Enter the Officer's SCB USERID to certify

Helpful Hints

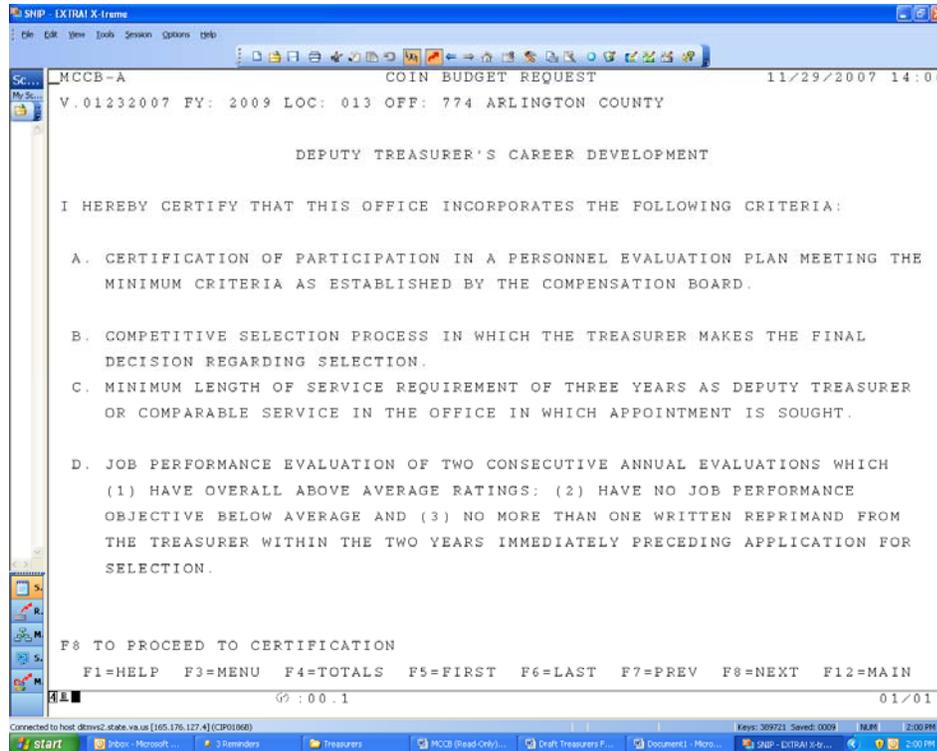
- If the Treasurer is **not certified** you **must** answer "N" to the question "Treasurer meets all criteria of CDP".

### Option #9, Special Program Certification

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

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

Screen 1 of 5

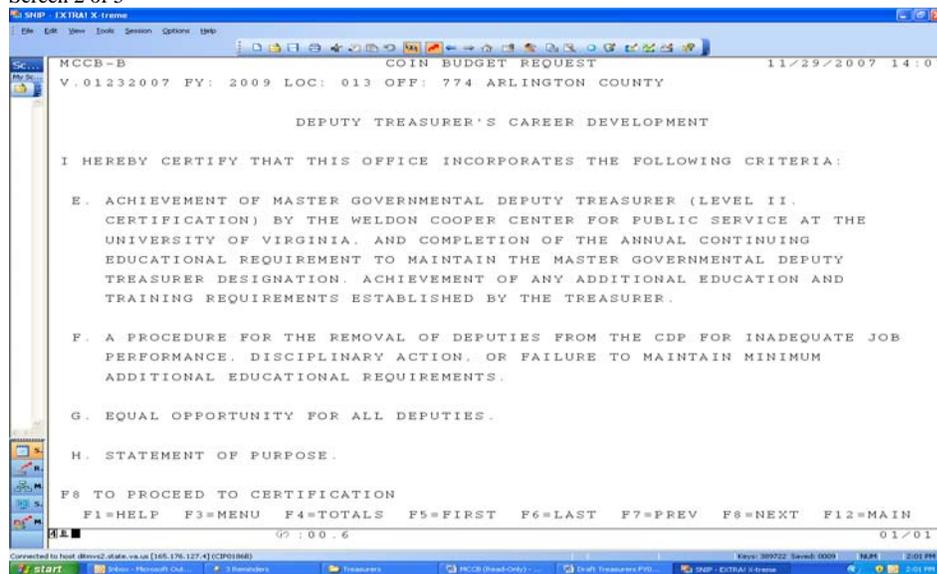


Read and then press 'F8' to proceed to the next page

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

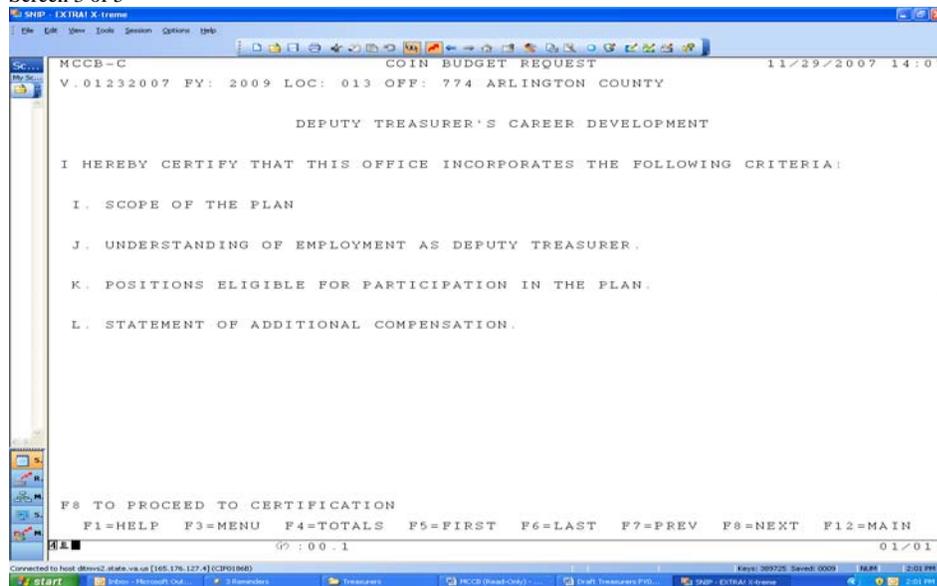
Option #9, Special Program Certification

Screen 2 of 5



Read and then press 'F8' to proceed to the next page

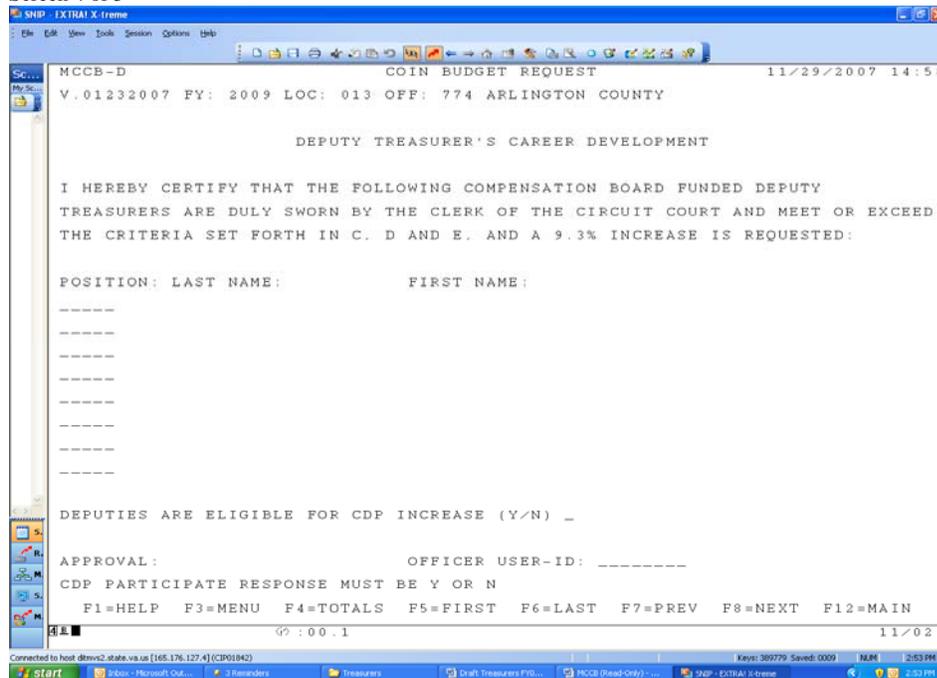
Screen 3 of 5



Read and then press 'F8' to proceed with certification

**Option #9, Special Program Certification**

Screen 4 of 5



Enter the Position Number, for each employee who is a sworn Deputy Treasurer 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**

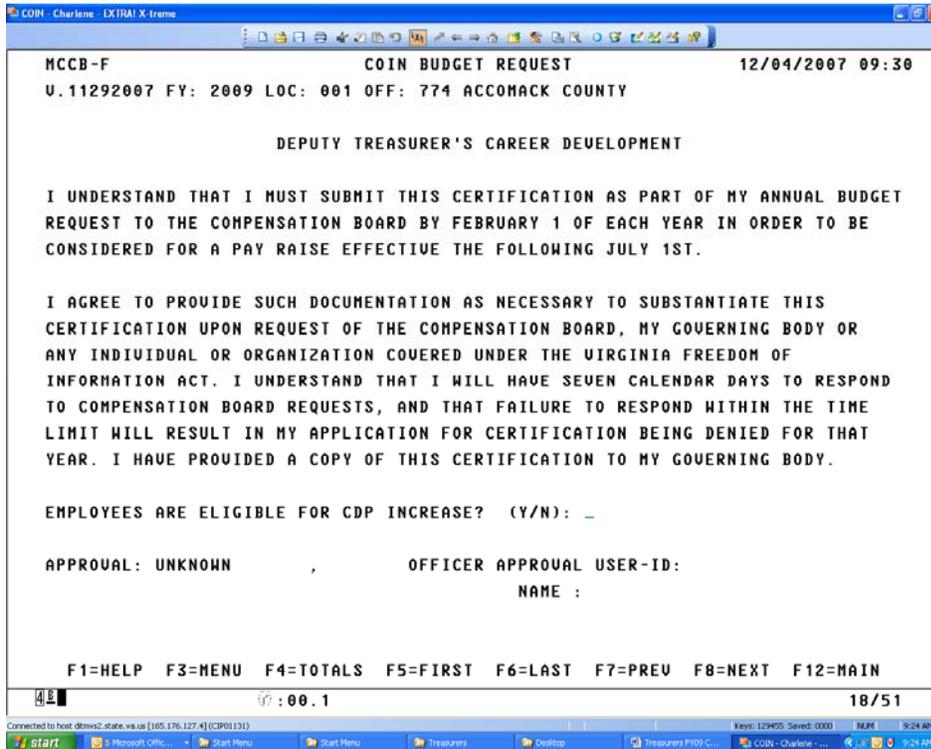
- Enter the Position Number
- Press the “Enter” key
- The name of the employee in the position will appear
- Enter ‘Y’ or ‘N’ for ”Deputy is eligible for the CDP increase”
- Enter the Officer’s SCB USERID to certify

**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.

### Option #9, Special Program Certification

Screen 5 of 5



### Procedure

- Enter 'Y' or 'N' for "Deputy is eligible for the CDP increase"
- Enter the Officer's SCB USERID to certify

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

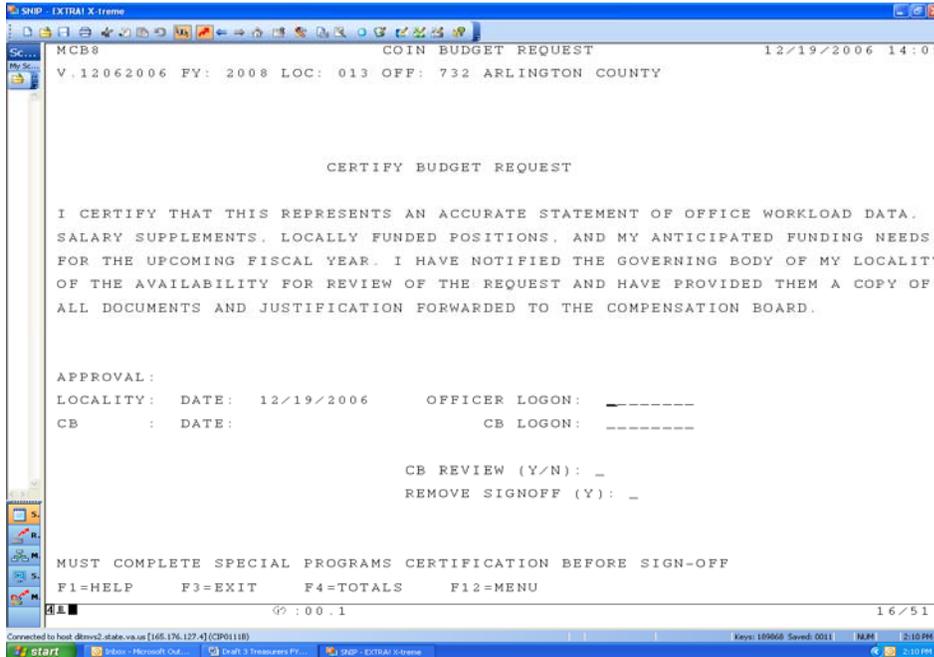
### TREASURERS

A screenshot of a web browser window displaying the 'CERTIFY BUDGET REQUEST' screen. The window title is 'SHRP - EXTRAI X-frame'. The page content includes a header with 'MCBS', 'COIN BUDGET REQUEST', and the date '12/19/2006 14:09'. Below the header, it shows 'V.12062006 FY: 2008 LOC: 013 OFF: 732 ARLINGTON COUNTY'. The main text reads: '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.' Below this is an 'APPROVAL:' section with fields for 'LOCALITY: DATE: 12/19/2006', 'OFFICER LOGON: \_\_\_\_\_', 'CB : DATE:', and 'CB LOGON: \_\_\_\_\_'. There are also checkboxes for 'CB REVIEW (Y/N): \_' and 'REMOVE SIGNOFF (Y): \_'. At the bottom, it says 'MUST COMPLETE SPECIAL PROGRAMS CERTIFICATION BEFORE SIGN-OFF' and provides function keys: 'F1=HELP', 'F3=EXIT', 'F4=TOTALS', and 'F12=MENU'. The status bar at the bottom shows '05 : 00 : 1' and '16 / 51'.

### 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



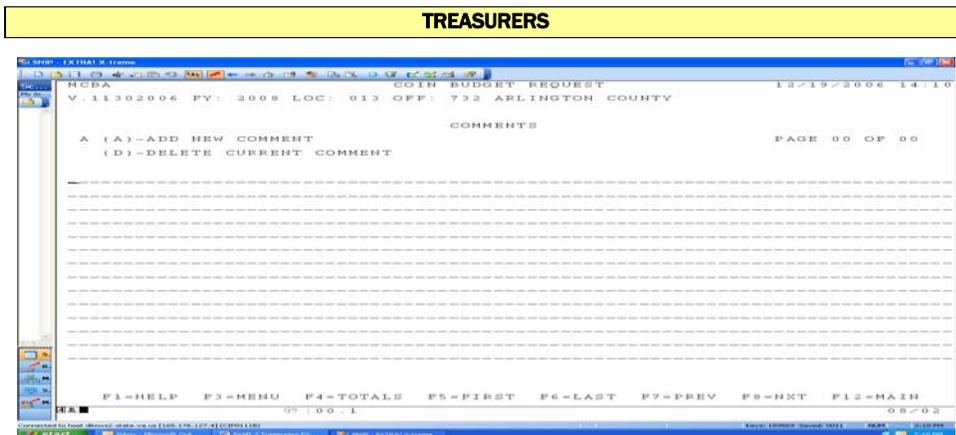
### 13. Option #11, Comments

#### 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 shows a terminal window titled 'COIN BUDGET REQUEST' with the following data:

MCBB-A COIN BUDGET REQUEST 12/19/2006 14:10  
V.10262006 FY: 2008 LOC: 013 OFF: 732 ARLINGTON COUNTY

**BUDGET REQUEST TOTALS**

**PERMANENT PERSONNEL**

	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL
CURR BDGT	953.146	108.944	1.062.090	510.431	58.342	568.773
REQUESTED	953.146	108.944	1.062.090	510.431	58.342	568.773
COMP BOARD	0	0	0	0	0	0
TOTAL PERMANENT PERSONNEL:			37			

**TEMPORARY PERSONNEL**

	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL
CURR BDGT	0	0	0	0	0	0
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  
02/17

### 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**

**TREASURERS**

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

The screenshot shows a terminal window titled 'SHP: EXTRA X frame' with the following text:

```

MCBB-A          COIN BUDGET REQUEST          12/19/2006 14:10
V.10262006 FY: 2008 LOC: 013 OFF: 732 ARLINGTON COUNTY

          BUDGET REQUEST TOTALS

          PERMANENT PERSONNEL

          BUDGET      -ESTIMATED BUDGET-      REIM      -ESTIMATED REIM-
          SALARY      FRINGES      TOTAL      SALARY      FRINGES      TOTAL
CURR BDGT      953.146      108.944      1,062.090      510.431      58.342      568.773
REQUESTED      953.146      108.944      1,062.090      510.431      58.342      568.773
COMP BOARD      0              0              0              0              0              0
TOTAL PERMANENT PERSONNEL:      27

          TEMPORARY PERSONNEL

          BUDGET      -ESTIMATED BUDGET-      REIM      -ESTIMATED REIM-
          SALARY      FRINGES      TOTAL      SALARY      FRINGES      TOTAL
CURR BDGT      0              0              0              0              0              0
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
          05:00.1
          02/17
    
```

**PROCEDURES:**

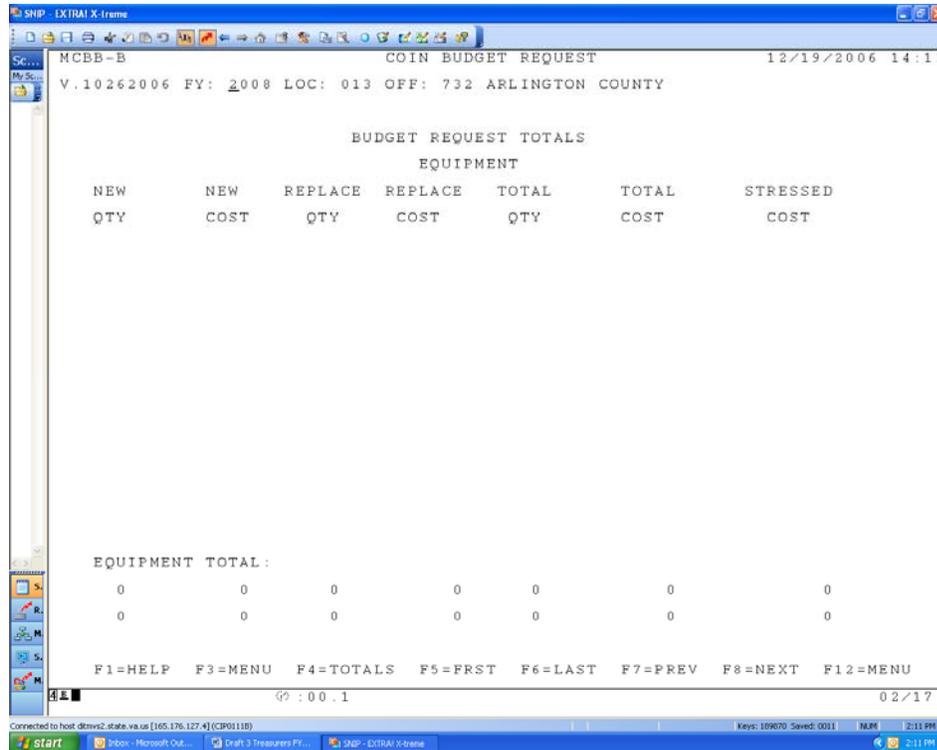
• **1<sup>ST</sup> SCREEN OF 3:**

- ✓ **'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**

**TREASURERS**

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



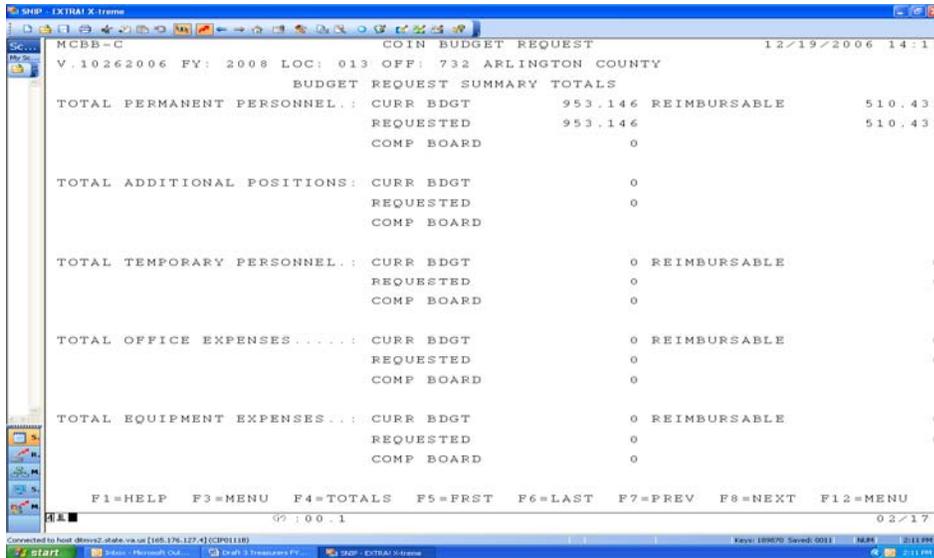
• **2<sup>ND</sup> SCREEN OF 3:**

- ✓ 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**

**TREASURERS**

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

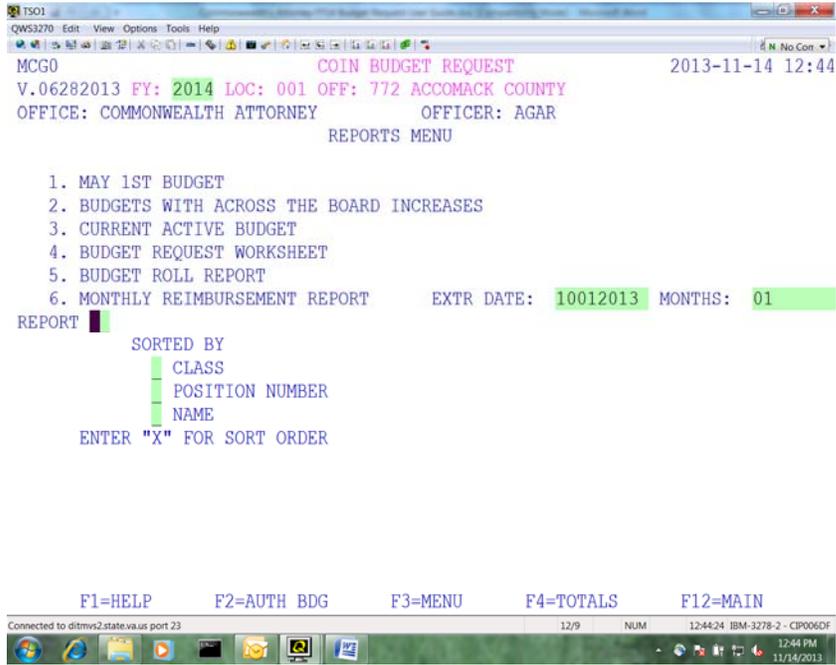


• **3<sup>RD</sup> SCREEN OF 3:**

- ✓ 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'

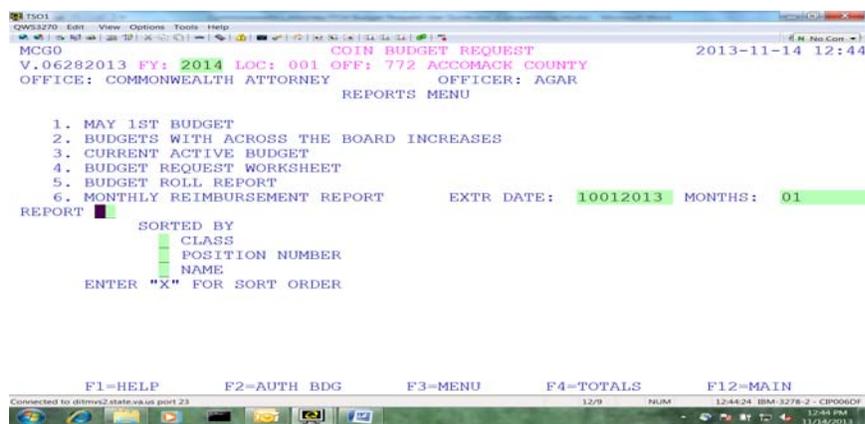
- Press 'F3' to exit the screen to the Budget Request Menu

## 15. Main Menu Option #5 Budget Reports



- Select Option #5- "Reports"

### Main Menu Option #5 - Budget Reports

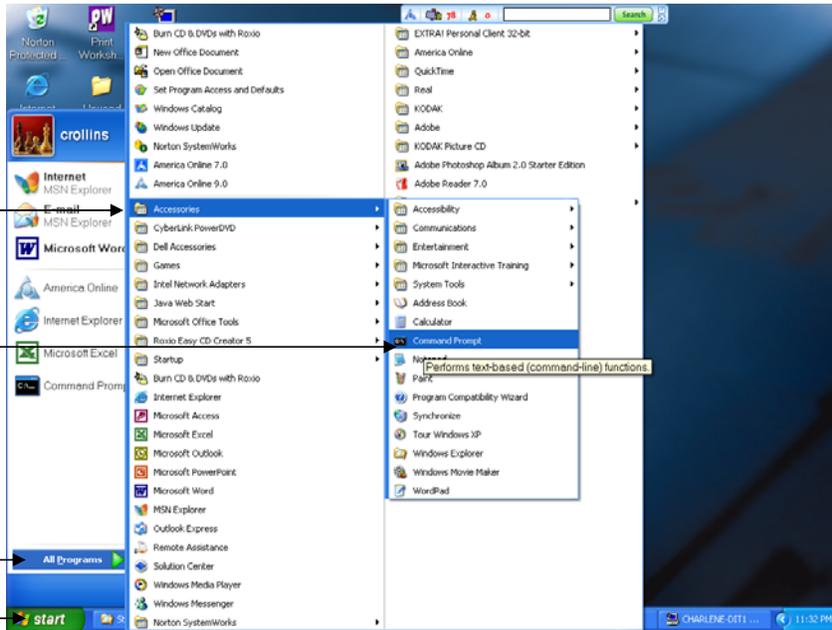


There are 6 versions of the Budget Report that are available.

- 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

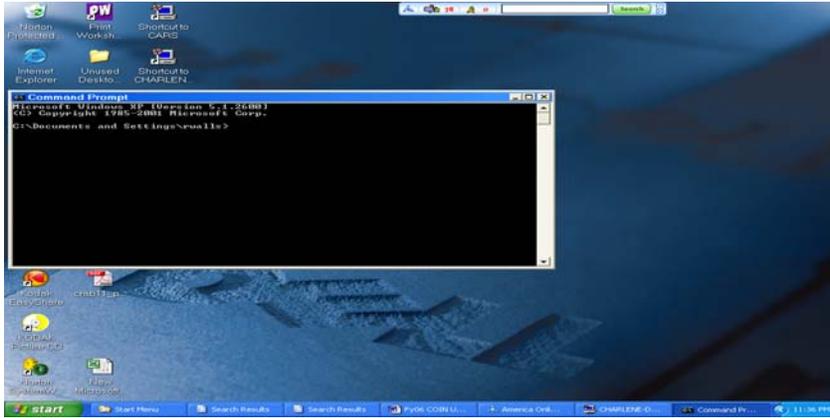
## 16. Download Instructions



### 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: scbie06 (lowercase) Press the "Enter" key
- 5.-PASSWORD: scbie06 (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.

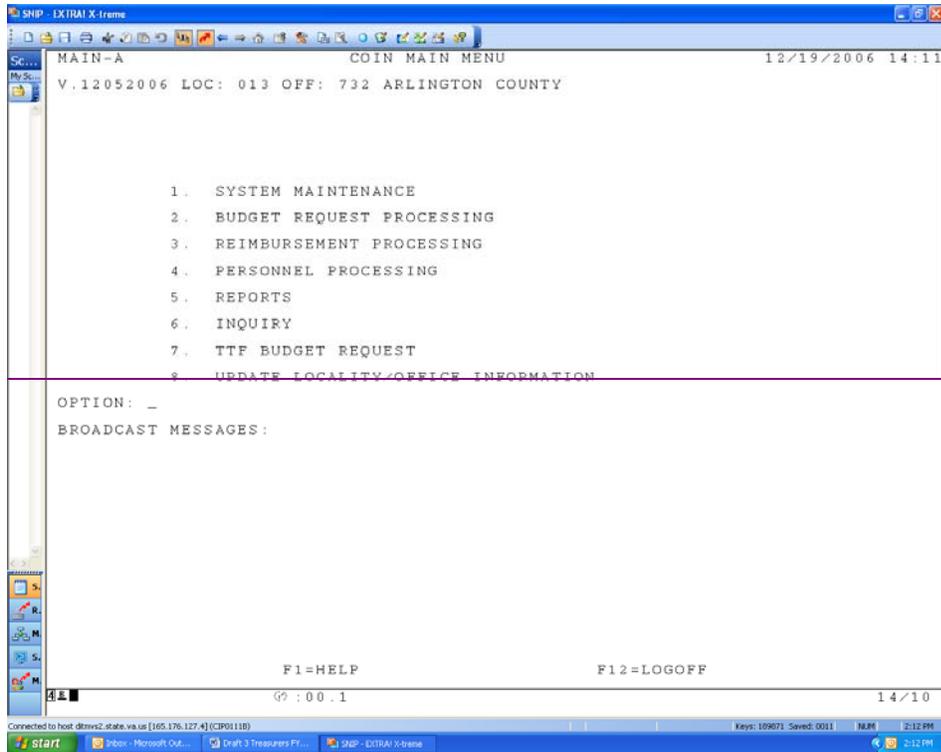
Anne Wilmoth – [anne.wilmoth@scb.virginia.gov](mailto:anne.wilmoth@scb.virginia.gov)

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)

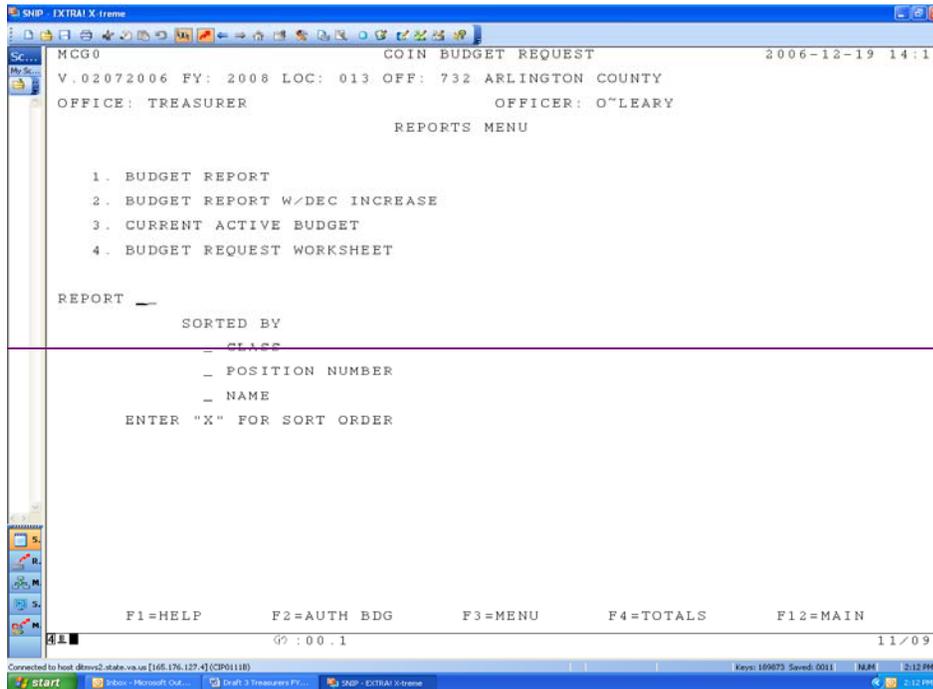
Melanie Morrison- [melanie.morrison@scb.virginia.gov](mailto:melanie.morrison@scb.virginia.gov)

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



◆ Select Option #5 "Reports"

### Main Menu Option #5 – Budget Reports

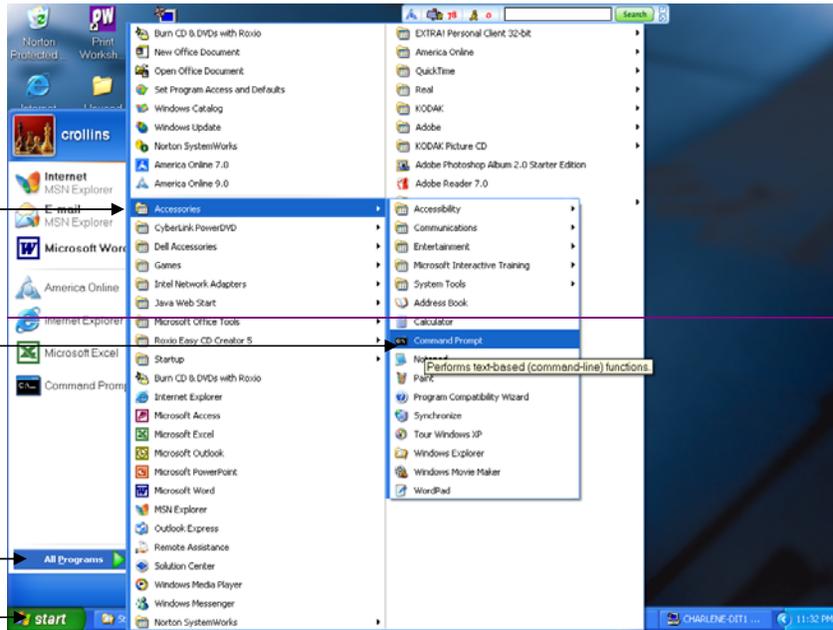


There are 4 versions of the Budget Report that are available:

- 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.

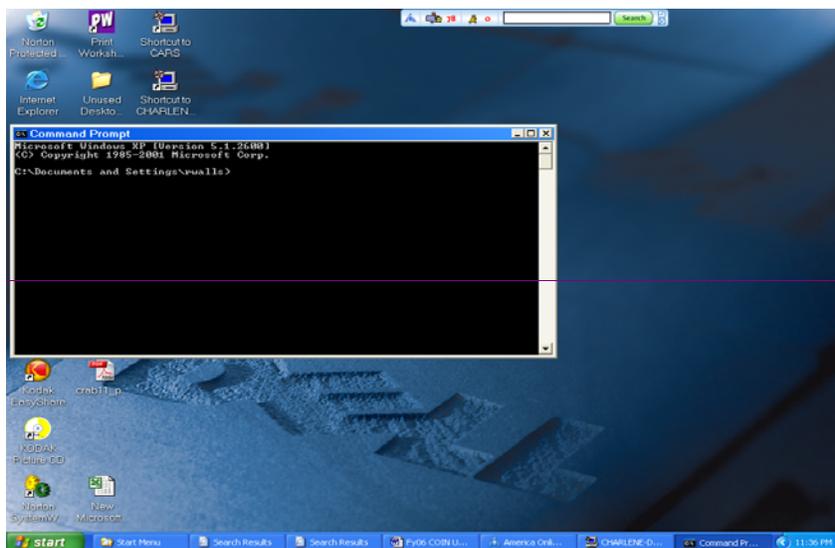
## 16. Download Instructions



### 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.l001.o774.wbudget.rtf' Press the "Enter" key  
(lowercase with single quotes, lowercase L-locality 1001-lowercase O-office.budget.rtf)
  1. The file to download for option 1 is  
'seb.prod.coin.lxxx.oxxx.budget.rtf'
  2. The file to download for option 2 is  
'seb.prod.coin.lxxx.oxxx.budget2.rtf'
  3. The file to download for option 3 is  
'seb.prod.coin.lxxx.oxxx.abudget.rtf'
  4. The file to download for option 4 is  
'seb.prod.coin.lxxx.oxxx.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: \_\_\_\_\_ **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)

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**17. Appendix**

**Classifications And Pay Plans**

**TREASURERS**  
**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE**  
**TREASURER**  
**DECEMBER 1, 2011 – JUNE 30, 2012**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK CLERK TYPIST II	GC, MGC CT, MCT	4	Administrative	19,856	37,374
FISCAL ASSISTANT DEPUTY I SECRETARY I	FA, MFA DI, MDI SECI, MSECI				
DEPUTY II SECRETARY II	DII, MDII SECII, MSECII	2	Sr. Administrative	23,723	45,666
DEPUTY III ADMINISTRATIVE ASSISTANT	DIII, MDIII AA, MAA	4	Professional	28,362	58,322
DEPUTY IV	DIV, MDIV				
CHIEF DEPUTY I	CDI, MCDI	7	Sr. Professional	33,885	76,172
CHIEF DEPUTY II	CDII, MCDII				
CHIEF DEPUTY III	CDIII, MCD3	8	Supervisory/ Management	44,058	116,345
CHIEF DEPUTY IV	CDIV, MCDIV				

M – denotes participation in Deputy Treasurers Career Development Program

\* 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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**CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF**  
**THE TREASURER**  
**AUGUST 1, 2013 - JUNE 30, 2014**

CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX*
GENERAL OFFICE CLERK CLERK TYPIST II	GC, MGC CT, MCT	1	Administrative	20,452	38,492

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

<u>FISCAL ASSISTANT</u> <u>DEPUTY I</u> <u>SECRETARY I</u>	<u>FA, MFA</u> <u>DI, MDI</u> <u>SECI, MSECI</u>				
<u>DEPUTY II</u> <u>SECRETARY II</u>	<u>DII, MDII</u> <u>SECII, MSECII</u>	<u>2</u>	<u>Sr.</u> <u>Administrative</u>	<u>24,435</u>	<u>47,036</u>
<u>DEPUTY III</u> <u>ADMINISTRATIVE ASSISTANT</u>	<u>DIII, MDIII</u> <u>AA, MAA</u>	<u>4</u>	<u>Professional</u>	<u>29,213</u>	<u>60,072</u>
<u>DEPUTY IV</u>	<u>DIV, MDIV</u>				
<u>CHIEF DEPUTY I</u>	<u>CDI, MCDI</u>	<u>7</u>	<u>Sr.</u> <u>Professional</u>	<u>34,902</u>	<u>78,457</u>
<u>CHIEF DEPUTY II</u>	<u>CDII, MCDII</u>				
<u>CHIEF DEPUTY III</u>	<u>CDIII, MCD3</u>	<u>8</u>	<u>Supervisory/</u> <u>Management</u>	<u>45,380</u>	<u>119,835</u>
<u>CHIEF DEPUTY IV</u>	<u>CDIV, MCDIV</u>				

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M - denotes participation in Deputy Treasurers Career Development Program

\* 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.