

**Subject:** Additional Compensation Board Funding for Equipment (sent on behalf of Bruce W. Haynes, Executive Secretary)

## **Treasurers & Commissioners of the Revenue**

I am pleased to report to you that Governor Warner has approved our request to reappropriate FY04 General Fund carryover balances as follows:

- Treasurers: \$267,187
- Commissioners of the Revenue: \$227,281

The intent for this approval is to fund your FY05 office equipment requests.

We ask that you take the following actions no later than January 17<sup>th</sup>:

- Review SNIP screen option B - Online Budget Processing, change the fiscal year to 2005, option 1, then option 7 - Equipment; this is your FY05 budget request for equipment that you submitted in January, 2004.
- If you still need the equipment, determine if your locality will fund the difference between the actual cost and the Compensation Board approved amount (fiscal stress reduction and locality share) AND their 2/3's share of the total cost. If your locality agrees to fund the fiscal stress factor as well as their 2/3's share, submit a [mid-year budget amendment \(docket\) request](http://www.scb.virginia.gov/cbdocket1.cfm) <<http://www.scb.virginia.gov/cbdocket1.cfm>> to the Compensation Board no later than January 17<sup>th</sup>. Fax or email the approval of your governing body.
- If your locality has purchased the equipment since July 1 for your office and you would like to request Compensation Board reimbursement for the Commonwealth's 1/3 share (less the fiscal stress factor), submit a [mid-year budget amendment \(docket\) request](http://www.scb.virginia.gov/cbdocket1.cfm) <<http://www.scb.virginia.gov/cbdocket1.cfm>> no later than January 17<sup>th</sup>. State in your request that this equipment has been purchased by your governing body for your office after July 1<sup>st</sup>, 2004 and reimbursement is now requested.

Please contact Kari Bullock at [kari.bullock@scb.virginia.gov](mailto:kari.bullock@scb.virginia.gov) <<mailto:kari.bullock@scb.virginia.gov>> or 804-786-0786x219 if you need assistance.

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