

TO: Constitutional Officers and Regional Jail Superintendents
RE: FY09 Budget Request

Your Compensation Board FY09 Budget Request is available and by law is due to be certified by February 1, 2008.

If you have already certified your FY09 Budget Request, thank you for doing so, and you may disregard this email.

For those that have not yet certified the FY09 Budget Request, the Compensation Board staff would like to help you through this process. Please access the COIN system in CIPB at your earliest convenience to begin entering your budget request information. Click on the website link to view and print your office specific FY09 Budget Request Manual
<http://www.scb.virginia.gov/coin.html> .

Should you require assistance from the customer service staff, please contact us as soon as possible so that we may prevent any frustration or delays you may experience by waiting until just prior to the deadline of February 1st to certify your budget request.

City Sheriffs & Regional Jails, Senior Fiscal Technician – Gizella Jarrell, phone 804-225-3463 or email gizella.jarrell@scb.virginia.gov;

County Sheriffs, Senior Fiscal Technician - Jennifer Styles-Clarke, phone 804-225-3435 or email jennifer.styles@scb.virginia.gov;

Treasurers, Finance Directors & Commissioners of the Revenue, Senior Fiscal Technician - phone 804-225-3475 or email kari.bullock@scb.virginia.gov;

Circuit Court Clerks & Commonwealth's Attorneys, Senior Fiscal Technician - Paige Christy, phone 804-225-3442 or email paige.christy@scb.virginia.gov;

Customer Service Manager – Charlene Rollins, phone 804–225-3321 or email charlene.rollins@scb.virginia.gov.

Status of FY09 Budget Requests Certifications as of January 17, 2008:

OFFICE	Total Number	Certified	Not Certified
Sheriffs	123	11	112
Regional Jail Supts	20	2	18
Comm Attorneys	127	7	120
Circuit Court Clerks	121	19	102
Treasurers	128	6	122
Directors of Finance	6	0	6
Comm of Revenue	128	18	110
Total	653	63	590

The normal hours and holiday schedules for the Customer Service Staff are listed below; if you should need assistance and your technician is not available, you may contact any of the Customer Service staff below to assist you through the Budget Request process.

Customer Service Staff Schedule

Jennifer Styles-Clarke: 7:30 a.m. – 4:15 p.m.

Gizella Jarrell: 9:00 a.m. - 5:45 p.m.

Paige Christy: 8:15 a.m. – 5:00 p.m.

Kari Bullock: 8:15 a.m. – 5:00 p.m. (Tues 7:00 a.m. - 3:30 p.m.)

Charlene Rollins: 7:30 a.m. - 4:15 p.m.

Holiday schedule, Staff in Office on January 18th

Paige Christy

Gizella Jarrell

Charlene Rollins

Holiday schedule, Staff in Office on January 21st

Jennifer Styles

Kari Bullock

Charlene Rollins