

May 1, 2012

MEMORANDUM

To: Constitutional Officers, Superintendents, City Managers and County Administrators

From: Robyn M. de Socio, Executive Secretary

RE: IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE REIMBURSEMENTS

This memo is to remind you of important dates for submitting payroll and expense information for the remainder of the fiscal year, and to remind you of changes to the reimbursement cycle, approved by the 2002 General Assembly.

Each year the reimbursement of the June payroll will be made in the month of July (utilizing state appropriations from the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the previous fiscal year and July through May of the current fiscal year. Because of this cycle, reimbursements for the months of June through May cannot exceed the total funds budgeted for constitutional offices for the current fiscal year. To ensure reimbursements for these months do not exceed your fiscal year budget, expenditures from June 2011 are debited against your FY12 budgeted funds.

In the event a disproportionate level of funds was reimbursed in June 2011, it is possible that not all requests for FY12 budgeted funds can be reimbursed with the May payroll. After the May payroll has been processed; funds will be available out of the FY12 appropriations to process the reimbursement of June 2012 expenditures and remaining unreimbursed budgeted funds. We ask that you certify the full amount of your reimbursement request and Compensation Board Staff will determine any adjusted amounts to be sent to your localities based on the period of June 2011 through May 2012, ensuring that reimbursements for this time period do not exceed authorized FY12 funds.

Additionally, some localities have chosen to achieve Aid to Localities savings (directed by the 2011 legislature and implemented by Virginia's Department of Planning and Budget) through reductions in Compensation Board reimbursements to the locality. These locality selected reduction amounts are also debited against your FY12 available funds. In the event that savings measures have not been taken during the year to reduce reimbursement requests to achieve this savings, it is possible that not all requests for FY12 budgeted funds will be reimbursed in the remaining months of the fiscal year.

The Compensation Board's COIN reimbursement system has been modified to ensure reimbursements for the June through May reimbursement cycle do not exceed FY12 authorized funds, especially in the case of reduced reimbursement levels required by Aid to Localities reductions. You may view your current authorized balances by selecting option 3 Reimbursement Processing from the COIN Main Menu, then option 5 Reimbursable Balance. For Aid to Localities reimbursement reductions, we ask that in the coming months you

certify the adjusted amounts determined by COIN for your reimbursement request to avoid overspending authorized amounts.

Even with the shifting of the reimbursement cycle and the Aid to Localities reductions processing, the year-end time frame for May and June reimbursement processing must be completed prior to the end of the fiscal year. This ensures that June reimbursements are received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please call your program Technician.

Please forward a copy of this document to the individual responsible for entering data and/or certifying your online Payroll and Expense Report (COIN).

We sincerely appreciate your cooperation and assistance in adhering to these timelines.

Copy to: Charlene M. Rollins, Manager, Customer Service
Charlotte Luck, Senior Budget Analyst
Linda Gutshall, Fiscal Officer
Paige Christy, Senior Fiscal Technician, Clerks/Commonwealth's Attorneys
William Fussell, Senior Fiscal Technician, Treasurers/Commissioners of the Revenue/Finance Directors
Joan Bailey, Senior Fiscal Technician, Sheriffs/Regional Jails

IMPORTANT DATES 2012

MAY 2012

- **MAY 1, 2012-** April 2012 (COIN) Payroll & Expense Reimbursement screens will be available for certification.
- **MAY 1-25, 2012** – Enter May 2012 CB10s (personnel changes)
- **May 7, 2012-** Officer & County/City Administrators must certify the April 2012 Payroll & Expense Reimbursements.
- **May 15, 2012-** Last day to send docket requests requiring Compensation Board action for the current fiscal year, i.e. transfer of vacancy savings greater than \$10,000 to Temp or Office Expenses.
- **May 23, 2012-** Compensation Board Meeting.
- **May 28, 2012-** Memorial Day Holiday
- **May 31, 2012-** Last day to enter May 2012 CB10s (Personnel Changes).

JUNE 2012

- **June 1, 2012-** May 2012 Payroll & Expense Reimbursements available for certification
- **June 1-11, 2012-** Enter June 2012 Personnel Changes (CB10s)
- **June 6, 2012-** Last day to request reimbursement of all **Approved FY12 Equipment and TTF Equipment** funding.
- **June 6, 2012-** Officer & County/City Administrators must certify May 2012 Payroll & Expense Reimbursement. **(except Circuit Court Clerks)**
- **June 11, 2012** – Circuit Court Clerks/City/County Administrators must certify May 2012 Payroll & Expense Reimbursements.
- **June 14, 2012-** This is the LAST day to enter June 2012 CB10s (personnel changes) in order that they are reflected in the June reimbursement
- **June 15, 2012** – June 2012 COIN Payroll & Expense Reimbursement screens will be available for certification
- **June 19, 2012-** All Docket requests due for June Compensation Board Meeting
- **June 22, 2012-** Officer & County/City Administrators must certify the June 2012 Payroll & Expense Reimbursements. (Should not include Clerks FY12 Approved TTF Equipment).
- **June 28, 2012-** Compensation Board Meeting.

- **June 22- July 2, 2012-** Due date for requests to transfer annual salary of “Vacant” full-time positions you do not plan to fill for the entire 2013 fiscal year for consideration at the July Compensation Board meetings.

JULY 2012

- **July 2, 2012-** Due date for requests to transfer annual salary of “Vacant” full-time positions you do not plan to fill for the entire 2012 fiscal year for consideration at the July Compensation Board meetings.
- **July 5-11, 2012-** Circuit Court Clerks must certify June Excess Fee Information in COIN