

June 3, 2005

Memorandum

To: Constitutional Officers and Regional Jail Superintendents
From: Charlene Rollins
Subject: June 2005 Important Dates - Reminder

This is a reminder of the upcoming due dates emailed to you on May 2, 2005. Please be advised that in order for the Compensation Board Staff to reimburse your localities all of the available funding in a timely manner, you must adhere to the dates below. Unexpended funds will not carry-over to FY06. Should you have questions reference your reimbursement, please contact your program technicians. Please forward this email to the individual responsible for certifying your reimbursement.

Thanks.

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JUNE 2005

- **June 1, 2005-** May 2005 Payroll & Expense Reimbursements available for certification.
- **June 2, 2005-** Send requests to transfer salaries of "Vacant" full-time positions you're not planning to fill for the entire 2006 fiscal year.
- **June 3, 2005-** You must request reimbursement of Approved FY05 Equipment.
- **June 6, 2005-** Officer & County/City Administrators must certify May 2005 Payroll & Expense Reimbursement.
- **June 8, 2005-** This is the LAST day to enter June 2005 CB10s (personnel changes) and fund transfer requests not to exceed \$50,000.
- **June 10, 2005-** The June 2005 SNIP Payroll & Expense Reimbursements will be available for certification.
- **June 14, 2005** - Last day to request turnover funds be moved to base office expense or part-time categories for FY2006.
- **June 15, 2005-** June Docket Cut-off.
- **June 16, 2005-** Officer & County/City Administrators must certify the June 2005 Payroll & Expense Reimbursements.
- **June 22, 2005-** Compensation Board Meeting.
- **July 6, 2005-** Circuit Court Clerks check or enter supplements and/or Fees.

Program Technicians may be reached at 804-786-0786

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