

## E-Mail Memorandum

**To:** Clerks of the Circuit Court  
**From:** Bruce W. Haynes, Executive Secretary  
**Date:** August 19, 2005  
**Re:** TTF Budget Request

As of August 18, Twenty (20) Clerks have completed the FY06 TTF Budget Request Process. Please do not wait until the last few days of August to complete your budgets. The FY06, TTF Request Budget Process allows for equipment and services requests from both the \$4 funds allocated to each locality and \$1 funds (approximately \$1.9 million). If you are a Clerk with limited or no FY06 TTF available funds, then it is especially important that you complete the budget request process so you can request \$1 money. The FY06 TTF Budget Request Process, including both the \$4 and \$1 funds, will close at midnight, August 31. After that date you can only request TTF funds through a Mid-Year Docket Request, explained in the FY06 TTF Budget Request Manual. Mid-Year access to TTF funds is not guaranteed and requests are granted on a case-by-case basis with unencumbered funds.

Please do not enter your FY06 TTF Budget request into the Compensation Board's USER TESTING Region using "cidc." While the USER TESTING Region is available for Clerks who wish to test or sample the new TTF Budget Request Sub-System, actual TTF Budget requests must be entered into our PRODUCTION Region using "cipb." Instructions for accessing the COIN PRODUCTION Region are located on the Compensation Board website at: [http://www.scb.virginia.gov/coininformation/coin\\_production\\_instructions.pdf](http://www.scb.virginia.gov/coininformation/coin_production_instructions.pdf). If you are unsure whether your equipment and/or services request has been entered into the PRODUCTION Region, please contact Lisa Carson, Senior Policy Analyst, at (804) 786-0786, ext. 202, or via e-mail at: [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).