

May 9, 2006

MEMORANDUM

To: Constitutional Officers, Superintendents, City Managers and County Administrators
From: Bruce W. Haynes, Executive Secretary
RE: IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE REIMBURSEMENTS

This memo is to inform you of important dates for submitting payroll and expense information toward the end 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 (falling into 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 old fiscal year and July through May of the new fiscal year. Because of this cycle, reimbursements for the months of June through May cannot exceed your total funds budgeted for the fiscal year. To ensure reimbursements for these months do not exceed your fiscal year budget, expenditures from June, 2005 will be debited against your FY06 budgeted funds. After the May payroll has been processed, funds will be available out of FY07 budget for the reimbursement of June 2006 expenditures.

To ensure these funding cycle requirements are met, "Reimbursable Balance" screens have been in place in SNIP since FY03. I have been advised that the "Reimbursable Balance" screens in COIN are not displaying accurate balances for your offices in order for you to determine the balances available through May 31, 2006. Consequently, we ask that you certify the full amount of your reimbursement request and Compensation Board staff will determine the adjusted amounts to be sent to your localities based on the period of June 2005 through May 2006.

Even with the cycle change from past years, the year-end time frame for the May and June reimbursement process remains the same, with processing completed prior to the end of the fiscal year. This will ensure that June reimbursements will be 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 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 these matters.

Copy to: Robyn deSocio, Assistant Executive Secretary
S:\coin\Important Dates May1 memo

Charlene M. Rollins, Manager, Customer Service
Wade Jewell, Manager, Budget and Finance
Linda Gutshall, Fiscal Officer
Paige Curtis, Senior Fiscal Technician, Clerks/Commonwealth's Attorneys
Kari Bullock, Senior Fiscal Technician, Treasurers/Commissioners
Chuck Redden, Senior Fiscal Technician, Sheriffs and Regional Jails

BWH/cmr
Attachments

IMPORTANT DATES 2006

MAY 2006

- MAY 1, 2006- April 2006 (SNIP) Payroll & Expense Reimbursement screens will be available for certification.
- May 10, 2006- Officer & County/City Administrators must certify the April 2006 Payroll & Expense Reimbursements.
- May 15, 2006 – Last day to request a transfer of “Turnover” funds to another base budget category.
- May 16, 2006- Last day to send docket requests requiring Compensation Board action.
- May 17, 2006- May Docket Cut-off.
- May 24, 2006- Compensation Board Meeting.
- May 30, 2006- Memorial Day Holiday
- May 31, 2006- Last day to enter May 2006 CB10s (Personnel Changes).

JUNE 2006

- June 1, 2006- May 2006 Payroll & Expense Reimbursements available for certification.
- June 2, 2006- Send requests to transfer salaries of “Vacant” full-time positions you do not plan to fill for the entire 2007 fiscal year.
- June 5, 2006- You must request reimbursement of all Approved FY06 Equipment (May Reimbursement).
- June 6, 2006- Officer & County/City Administrators must certify May 2006 Payroll & Expense Reimbursement.
- June 9, 2006- This is the LAST day to enter June 2006 CB10s (personnel changes).
- June 12, 2006- The June 2006 SNIP Payroll & Expense Reimbursements will be available for certification.
- June 13, 2006 – Last day to request a transfer of “Turnover” funds to another base budget category
- June 14 2006- June Docket Cut-off.
- June 19, 2006- Officer & County/City Administrators must certify the June 2006 Payroll & Expense Reimbursements.
- June 21, 2006- Compensation Board Meeting.

IMPORTANT DATES 2006

MAY 2006

- MAY 1, 2006- April 2006 (COIN) Payroll & Expense Reimbursement screens will be available for certification.
- May 10, 2006- Officer & County/City Administrators must certify the April 2006 Payroll & Expense Reimbursements.
- May 15, 2006 – Last day to request a transfer of “Turnover” funds to another base budget category.
- May 16, 2006- Last day to send docket requests requiring Compensation Board action.
- May 17, 2006- May Docket Cut-off
- May 24, 2006- Compensation Board Meeting.
- May 30, 2006- Memorial Day Holiday
- May 31, 2006- Last day to enter May 2006 CB10s (Personnel Changes).

JUNE 2006

- June 1, 2006- May 2006 Payroll & Expense Reimbursements available for certification.
- June 2, 2006- Send requests to transfer salaries of “Vacant” full-time positions you do not plan to fill for the entire 2007 fiscal year.
- June 5, 2006- You must request reimbursement of all Approved FY06 Equipment (does not include Clerks TTF funds).
- June 6, 2006- Officer & County/City Administrators must certify May 2006 Payroll & Expense Reimbursement.
- June 9, 2006- This is the LAST day to enter June 2006 CB10s (personnel changes) and fund transfer requests not to exceed \$50,000.
- June 12, 2006- The June 2006 SNIP Payroll & Expense Reimbursements will be available for certification.
- June 13, 2006 – Last day to request a transfer of “Turnover” funds to another base budget category.
- June 14, 2006- June Docket Cut-off.
- June 19, 2006- Officer & County/City Administrators must certify the June 2006 Payroll & Expense Reimbursements.
- June 21, 2006- Compensation Board Meeting.
- July 6, 2006- Circuit Court Clerks check or enter supplements and/or Fees.

