

COMPENSATION BOARD

**TECHNOLOGY TRUST FUND
BUDGET & REIMBURSEMENT**

Manual for Online Procedures
Fiscal Year 2005

Circuit Court Clerks of Virginia
August 1, 2004

Technology Trust Fund Budget and Reimbursement Procedures

Step 1 - Complete online TTF **progress survey and certification process** for Compensation Board at <http://www.scb.virginia.gov/clerks%20ttf/TTFsurveydirectory.cfm>.

Step 2 - Download and **print** *Technology Trust Fund Budget and Reimbursement Manual*.

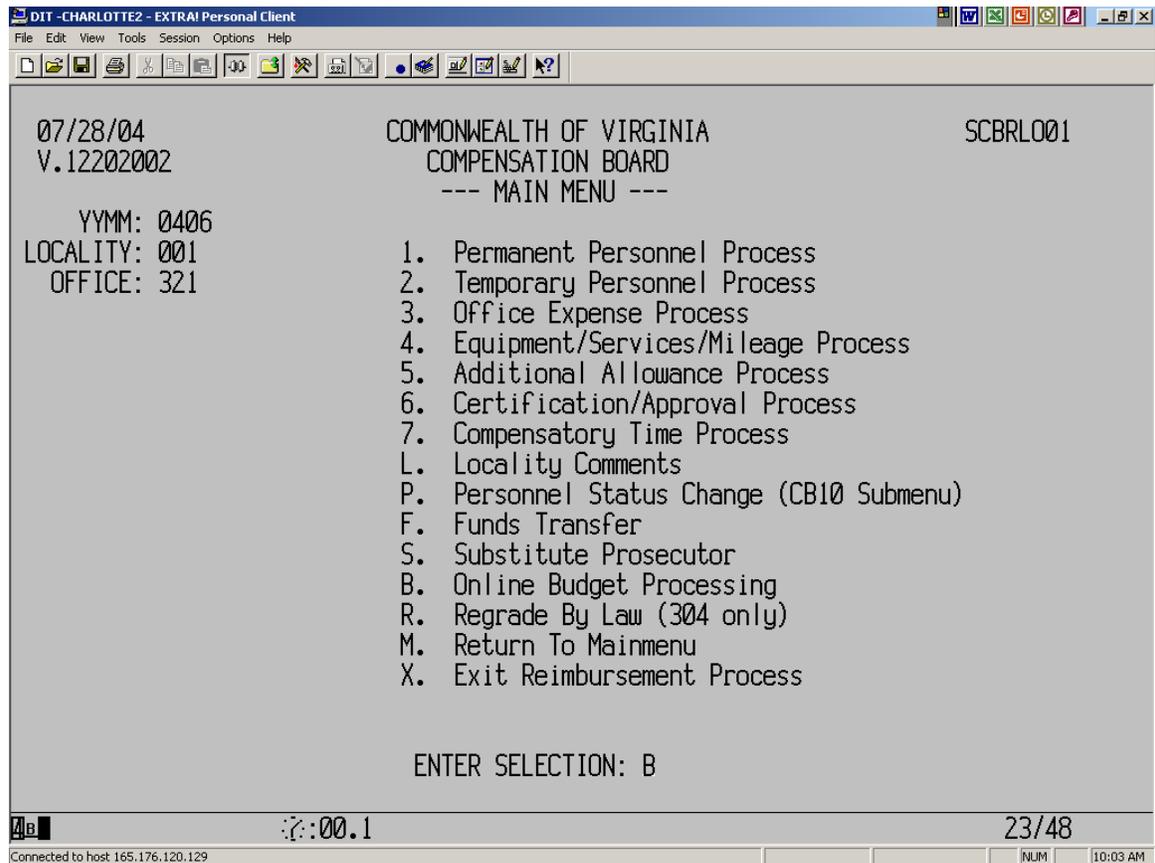
Step 3 – Logon to **SNIP** for Technology Trust Fund budget and reimbursement process.

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SNIP Logon

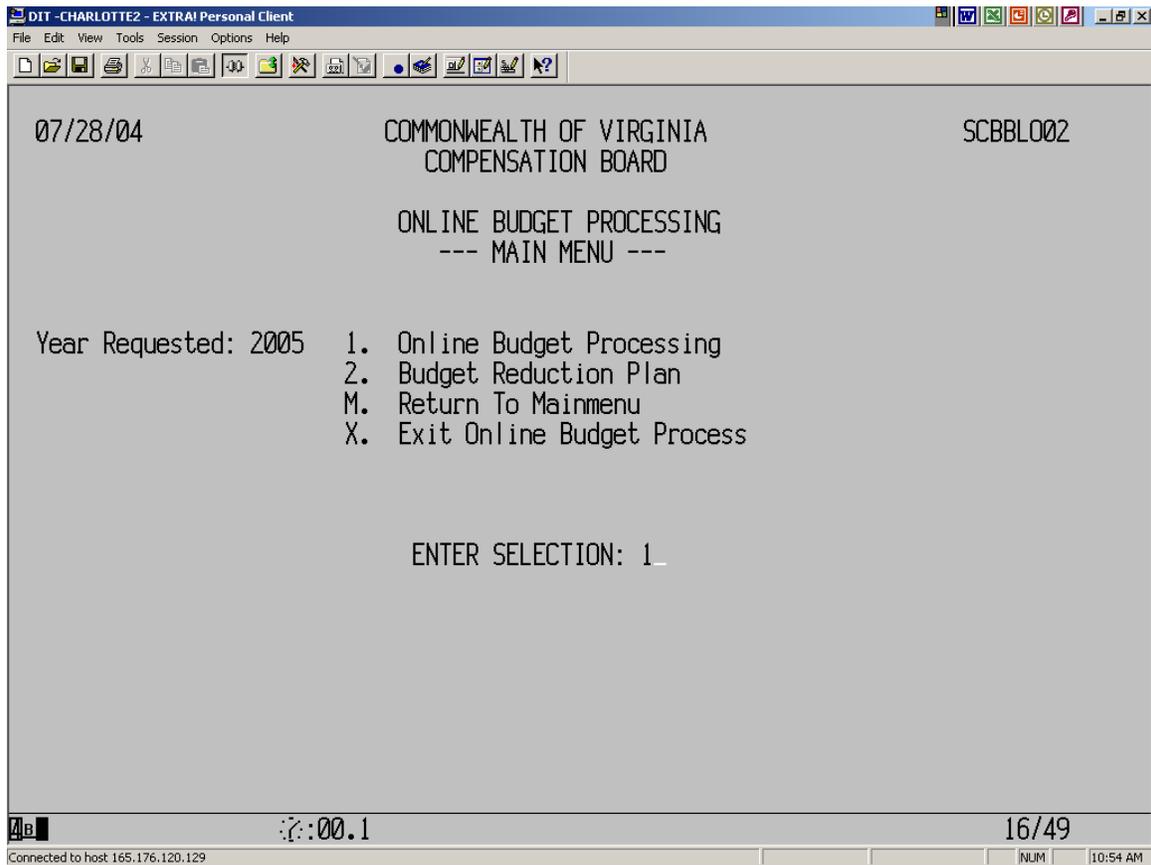
Screen 1 Compensation Board Main Menu



| FIELD | ACTION |
|-------------------------|--------------------------|
| YYMM: | Leave blank |
| LOCALITY: | Enter Locality FIPS Code |
| OFFICE: | Enter 321 |
| ENTER SELECTION: | Enter B |

Press **ENTER** to proceed to the next screen.

Screen 2 Online Budget Main Menu



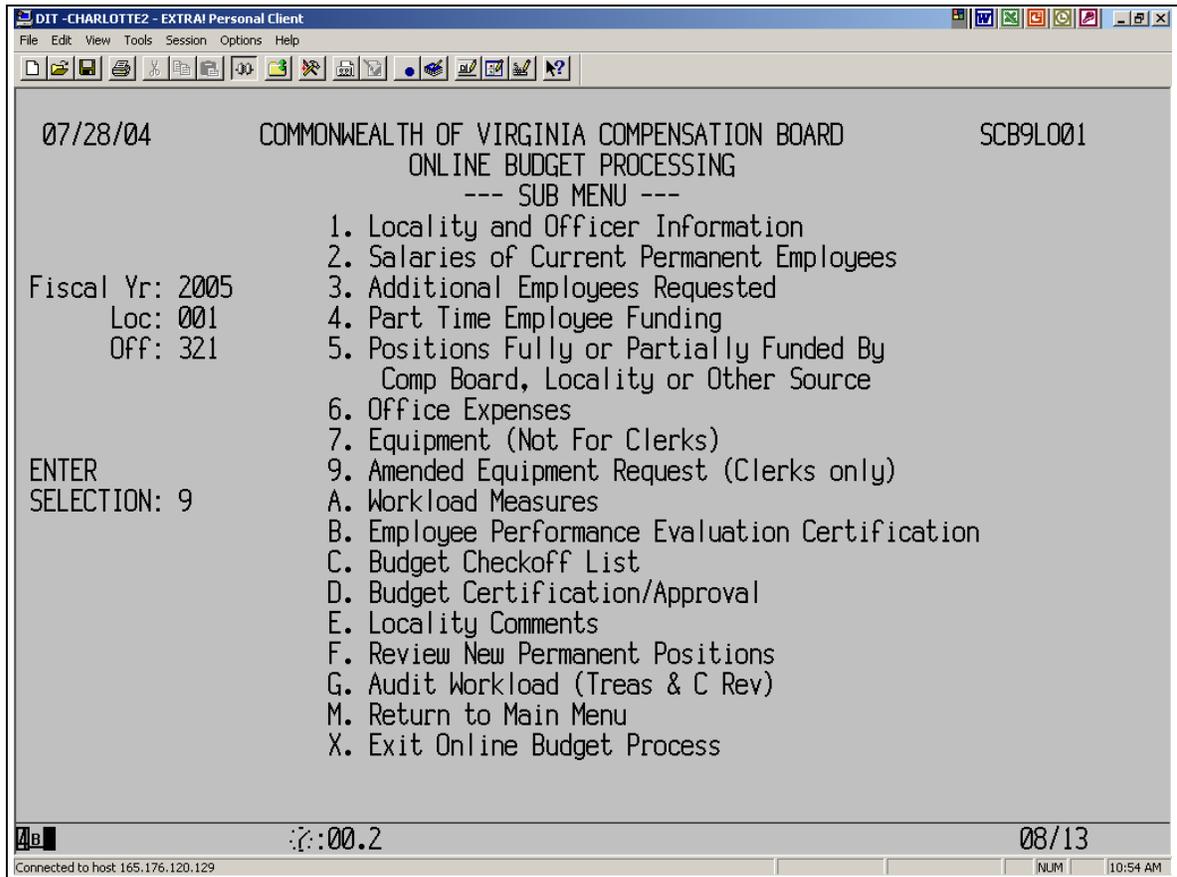
| <i>FIELD</i> | <i>ACTION</i> |
|------------------|---------------|
| ENTER SELECTION: | Enter 1 |

Press **ENTER** to proceed to the next screen.

Reminder for Screen 2:

- The current fiscal year will be entered for you. If you wish to view information for prior years, simply type over the fiscal year with the year that you wish to view.

Screen 3 Online Budget Sub-Menu



| <i>FIELD</i> | <i>ACTION</i> |
|-------------------------|---------------------------------------|
| Fiscal Yr: | Current fiscal year will be displayed |
| Loc: | Locality number will be displayed |
| Off: | Office number will be displayed |
| ENTER SELECTION: | Enter 9 |

Press **ENTER** to proceed to the next screen.

Reminder for Screen 3:

- This menu provides access to all screens related to the online budget system. Selection “9” must be completed by **August 31**.

PART A: Technology Trust Fund Budget Requests

Screen 4 Technology Trust Fund Request

SCB9L001
V.08022002

TOTAL TECHNOLOGY TRUST FUNDS AVAILABLE: 40579.60

Please answer the following questions with a 'Y' for YES or a 'N' for NO:

1. Do you want to carryover Technology Trust Funds to a future fiscal year? _
(Y/N)
Note: NO indicates that you wish to request funds for this fiscal year. You will be provided screens for detailing your budget request.
YES indicates that you do not wish to request funds for this fiscal year.

2. If you have fully implemented secure remote access for land records, do you wish to budget the TTF for automation and technology improvements in the law and chancery or criminal divisions? _ (Y/N)
Note: Please refer to the Amended Online Budget Manual for instructions.

Certification Date of Automation Plan: 02/22/1999

RETURN TO MENU _ (M/C)
CERTIFICATION

16/65

10:55 AM

| <i>FIELD</i> | <i>ACTION</i> | |
|---------------------|---|--|
| Question 1: | “Yes” answer indicates that you do wish to carry over FY05 technology funds to FY06. | “No” answer indicates that you wish to budget TTF for technology improvements in this fiscal year, FY05. |
| Question 2: | “Yes” answer indicates that you have implemented secure remote access for land records in your locality that will accommodate statewide access AND you wish to use TTF for technology improvements in the law and chancery or criminal divisions. | “No” answer indicates that you have or have not implemented secure remote access for land records in your locality that will accommodate statewide access AND you do not wish to use TTF for technology improvements in the law or chancery or criminal divisions. |

Press **ENTER** to proceed to the next screen.

Explanation of Screen 4:

- Pursuant to §17.1-279 (amended by SB241 on April 12, 2004) section D, *the individual circuit court clerk's office or its designated application service provider (technology vendor) shall certify compliance with security standards developed by Virginia Information Technologies Agency (VITA). Such compliance shall be certified to VITA and the Compensation Board.* The security standards are located on VITA Web site at http://www.vita.virginia.gov/docs/psg/Rem_Accs_on_Crt-Contrd_Webs-revision1.pdf.
- Question 1 asks each clerk to make a choice between one of two options. A “No” answer indicates the choice to make a request from TTF in FY05 (available in August 2004). FY03 unbudgeted TTF cash balances and FY04 collections were reverted to offset general fund budget reductions to Clerks’ offices. For this reason available funds from TTF in FY05 have been adjusted. The amount shown includes the unexpended \$2 portion of the technology trust funds budgeted in FY04 plus the \$2 portion of FY04 collections, minus the transfer of TTF money to offset FY05 general fund budget reductions. A “Yes” answer indicates the choice to carry over any unspent funds to the next fiscal year. If TTF funds are carried-over they will be added to \$4 collections in FY05 and will comprise the available funds for the clerk’s office in FY06 (available in August 2005).
- Question 2 applies to the Code of Virginia §17.1-279 (amended by SB241 on April 12, 2004) section F, *if a circuit court clerk has implemented an automation plan for land records that will accommodate secure remote access on a statewide basis **then** that clerk may apply to the Compensation board for an allocation from TTF for automation and technology improvements in the law and chancery divisions, or the criminal division of this office. Such a request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board in approval of such an application shall consider what local funds have been spent by the jurisdiction to accelerate the implementation of the technology plan approved by VITA in each circuit court clerks’ office.*

Reminders for Screen 5:

- Use “Tab” key to maneuver between columns.
- If your vendor is providing your equipment as part of a service or lease agreement, your request should be made on the **Services Request** screen.
- When requesting funds for equipment, please make sure that the amount does not exceed the TTF monies available to your locality.
- Please refer to the online Compensation Board Operating Manual for minimum specifications for reimbursement of personal computers, located online at <http://www.scb.state.va.us/policies.html>.

Purpose Codes for Requests of Equipment and Services from TTF:

- Bi** Developing and updating individual land records automation plans for individual circuit court clerks’ offices;
- Bii** Implementing automation plans to modernize land records in individual circuit court clerks’ offices and provide secure remote access to land records throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology equipment, including software and conversion services;
- Biv** Preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts and system upgrades: and
- Bv** Improving public access to court records.

Reminders for Screen 6:

- Use “Tab” key to maneuver between columns.
- If your vendor is providing your equipment as part of a service or lease agreement, your request should be made on the **Services Request** screen.
- When requesting funds for equipment, please make sure that the amount does not exceed the TTF monies available to your locality.
- Pursuant to §17.1-279 (amended by SB241 on April 12, 2004) Section B, *funds shall not be used for personnel costs within the circuit court clerks’ offices*. Funding to hire employees to perform technology trust fund services, such as in-house indexing and scanning, should be requested under services with the locality listed as vendor and hiring agent. TTF reimbursements will be made to the locality not the circuit court clerk’s office.

Purpose Codes for Requests of Equipment and Services from TTF:

- Bi** Developing and updating individual land records automation plans for individual circuit court clerks’ offices;
- Bii** Implementing automation plans to modernize land records in individual circuit court clerks’ offices and provide secure remote access to land records throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology equipment, including software and conversion services;
- Biv** Preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts and system upgrades: and
- Bv** Improving public access to court records.

Screen 7 Certificate of Request for Funding

Sel: (9)
07/28/04

Certification of Amended
Technology Trust Fund Budget Request
For Fiscal Year Ending June 30, 2005

SCB9U027
V.08031999

YY: 2005 Loc: 001 Off: 321 Officer: SAMUEL H. COOPER, JR

I certify to the best of my knowledge and belief that the process utilized to procure any goods or services for which payment will be made using funds requested herein is in conformance with the Virginia Public Procurement Act, section 11-35 et. seq., Code of Virginia. This request represents anticipated equipment funding needs for the current Fiscal Year. I have provided the Governing Body of my Locality with a copy of all Documentation and Justification forwarded to the Compensation Board.

Approval

Loc Approval: _____
CB Approval: _____

—

02/07

Connected to host: 165.176.120.129 NUM 10:56 AM

| <i>FIELD</i> | <i>ACTION</i> |
|----------------------|----------------------|
| Loc Approval: | Enter USER ID |

Press **ENTER** to exit budget process.

Reminder for Screen 7:

- Offices not requesting technology trust funding will certify their request to carryover funding to a future year.

Screen 8 Certificate of Request for Carry-Over

Sel: _ (9)
07/28/04

Certification of Amended
Technology Trust Fund Budget Request
For Fiscal Year Ending June 30, 2005

SCB9U003
V.06262000

YY: 2005 Loc: 001 Off: 321 Officer: SAMUEL H. COOPER, JR

Election has been made to:
CARRYOVER FUNDS TO ANOTHER YEAR

Approval

Loc Approval: _____
CB Approval: _____

-

02/07

Connected to host: 165.176.120.129 NUM 10:58 AM

| <i>FIELD</i> | <i>ACTION</i> |
|----------------------|---------------|
| Loc Approval: | Enter USER ID |

Press **ENTER** to exit budget process.

Reminder for Screen 8:

- Offices not requesting technology trust funding will certify their request to carryover funding to a future year.

PART B: e-Docket Mid-Year Requests

Clerks may wish to submit an amended budget request after August 31 by using the Compensation Board e-Docket system. The following forms, one for equipment and the other for services, are located at <http://www.scb.state.va.us/cbdocket1.cfm>. The Board will review requests at monthly board meetings. **Clerks still need to complete the online SB241-TTF certification and the online TTF budget process by August 31.**

Reasons to submit an amended budget request after August 31 in the e-Docket system:

- You originally elected to “carryover” Technology Trust Funds to the next fiscal year and would now like to request funds for this fiscal year.
- You need to request additional funds (not exceeding the available amount).
- You requested specific equipment or services, but have since decided to use the funds for something different. A letter should accompany this request explaining that you are changing your original request.

Purpose Codes for Requests of Equipment and Services from TTF:

- Bi** Developing and updating individual land records automation plans for individual circuit court clerks’ offices;
- Bii** Implementing automation plans to modernize land records in individual circuit court clerks’ offices and provide secure remote access to land records throughout the Commonwealth;
- Biii** Obtaining and updating office automation and information technology equipment, including software and conversion services;
- Biv** Preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts and system upgrades: and
- Bv** Improving public access to court records.

Screen 9 Mid-Year Equipment Request from e-Docket

| Technology Trust Funds - Equipment | | | | |
|---|--------------|---------------------|------------------------|-----------------|
| Docket Request | | | | |
| Date: _____ | | Officer Name: _____ | | FIPS Code: ____ |
| Locality Name: _____ | | | Funds Available: _____ | |
| Description | Purpose Code | Unit Cost | Quantity | Total Cost |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| Total Costs: | | | | _____ |

Screen 10 Mid-Year Services Request from e-Docket

| Technology Trust Funds - Services | | | |
|--|-------------------------|------------------------|------------|
| Docket Request | | | |
| Date: _____ | | Officer Name: _____ | |
| Locality Name: _____ | | Funds Available: _____ | |
| Vendor Name | Description of Services | Purpose Code | Total Cost |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Total Costs: | | | _____ |

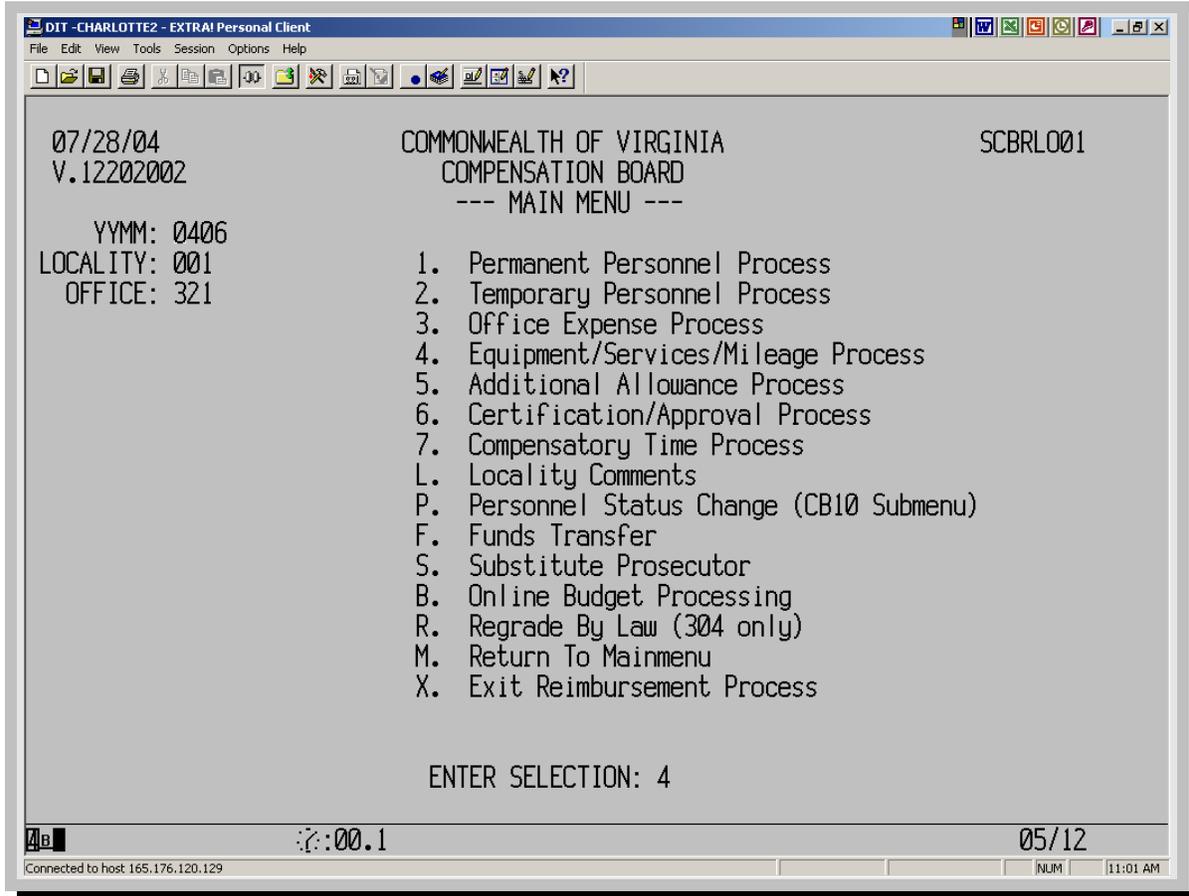


PART C: Reimbursement Procedures

Request for reimbursement of expenses for Technology Trust Fund equipment and services should be submitted online through the monthly SNIP reimbursement process. Once funding is approved at the Compensation Board's August meeting (or through docket approval, September through June), it will appear on the September expense reimbursement, which will be available on October 1. Expenses incurred during the months of July, August, and September can be reimbursed at that time.

Requests for reimbursement should be for the same category as originally requested and approved on the Amended Online Budget. For example, if you were originally approved for funds to pay for services provided by a vendor, you should request reimbursement under the services portion of the reimbursement screen. Pursuant to §17.1-279 (amended by SB241 on April 12, 2004) Section B, *funds shall not be used for personnel costs within the circuit court clerks' offices*. Funding to hire employees to perform technology trust fund services, such as in-house indexing and scanning, should be requested under services with the locality listed as vendor and hiring agent. TTF reimbursements will be made to the locality not the circuit court clerk's office.

Screen 11 Compensation Board Main Menu



| <i>FIELD</i> | <i>ACTION</i> |
|-------------------------|--|
| YYMM: | The current fiscal year/month will be displayed. |
| LOCALITY: | Enter the LOCALITY FIPS CODE. |
| OFFICE: | Enter 321. |
| ENTER SELECTION: | Enter 4. |

Press **ENTER** to proceed to the next screen.

Screen 12 Equipment/Services Reimbursement Request

DIT - CHARLOTTE2 - EXTRA! Personal Client

File Edit View Tools Session Options Help

07/28/04 Sel: _ Clerks Equipment/Service 757-787-5779 SCBRUM23
 YY/MM: 04/06 Loc: 001 Off: 321 Officer Name: SAMUEL H. COOPER, JR.

| IT | Equipment Description | Quantity | Unit Cost | Gross Cost |
|-------|-----------------------|---------------------|-----------------------|-------------------|
| - | _____ | ___ | _____ | |
| - | _____ | ___ | _____ | |
| - | _____ | ___ | _____ | |
| - | _____ | ___ | _____ | |
| - | Service Vendor | Service Description | | |
| - | _____ | _____ | | |
| - | _____ | _____ | | |
| - | _____ | _____ | | |
| - | _____ | _____ | | |
| - | Equipment | Services | | |
| Totl: | 0.00 + | 0.00 | = LOC Combined Total: | 0.00 |
| Totl: | 0.00 + | 0.00 | = CB Combined Total: | 0.00 |
| Aut: | 0.00 | Aut: 29936.26 | Authorized: 29936.26 | Exp to Date: 0.00 |
| YTD: | 0.00 | YTD: 0.00 | | Balance: 29936.26 |
| Bal: | 0.00 | Bal: 29936.26 | | 0.00 |
| | | | | 29936.26 |
| | | | | 02/18 |

Connected to host: 165.176.120.129 NUM | 11:02 AM

| <i>FIELD</i> | <i>ACTION</i> |
|-------------------------------|---|
| Equipment Description: | Enter the description of the equipment. You may enter up to 20 alphabetic and/or numeric characters. Do not enter commas, periods, or slashes. |
| Quantity: | Enter the quantity of the equipment Item. This field is limited to 3 numeric characters. |
| Unit Cost: | Enter the unit cost of the equipment item. This field has two decimal places. |
| Service Vendor: | Enter the service vendor name. You may enter up to 20 alphabetic and/or numeric characters. Do not enter special characters such as commas, periods or slashes. |
| Service Description: | Enter the service vendor name. You may enter up to 20 alphabetic and/or numeric characters. Do not enter special characters such as commas, periods or slashes. |
| Cost: | Enter the cost of the service. This field has two decimal places. These fields are required for each service item. A cost must be entered to proceed. |

Press **ENTER** to proceed to the next screen.

Directions for Screen 12:

- This is a two-part screen, you may request reimbursement for either Equipment or Services or both. **However, please make sure you request reimbursement for the same categories as requested and approved on the Amended Budget Request.** For example, if you requested Equipment on the online budget, enter your reimbursement request on the upper portion of the screen. If your request was for Services on the Amended Budget Request enter your reimbursement request under “Service Vendor” on the lower portion of the screen.
- If you wish to enter a request for reimbursement for services use the “TAB” key to move the cursor to the first Service Vendor Field.
- Repeat the entries above until you have completed your request or until you reach the last line entry on this screen.

Press **ENTER** after completing the information requested.



Receiving Reimbursement from Technology Trust Funds

Technology Trust Funds will be sent along with your monthly reimbursement. There are three different types of offices. Please follow the procedure pertaining to your office.

- 1. Circuit Court Clerks receives reimbursement checks directly from the Compensation Board.**
 - a) Clerk receives invoice for payment from the vendor.
 - b) Clerk will enter a request for the amount invoiced or budgeted into the SNIP system
 - c) Compensation Board will remit the check to the Clerk's Office.
 - d) Clerk's Office will receipt the Technology Trust Funds portion of the check into a liability code (420-424), as these funds should not appear on the monthly Fee Report.
 - e) Clerk will then write the check to the vendor
 - f) Keep a copy of the paid invoice.

- 2. Circuit Court Clerk's Reimbursement Check is sent directly to Treasurer of the Locality**
 - a) Clerk receives invoice from vendor for payment.
 - b) Clerk will forward invoice to Locality for payment.
 - c) Clerk will enter the amount of the invoice or the budgeted amount for reimbursement into the SNIP system.
 - d) Payment will be sent directly to the Treasurer of your locality. The Treasurer may need to setup up a special account for the Technology Trust Funds for tracking purposes.

- 3. Circuit Court Clerks Offices that do not receive reimbursement from the Compensation Board. (Newport News, Richmond City, and Roanoke City)**
 - a) Clerk will receive invoice for payment.
 - b) Treasurer or Director of Finance will pay the invoice.
 - c) Clerk will send a copy of the paid invoice to the Compensation Board to the attention of Paige Curtis.
 - d) Compensation Board staff will enter the paid invoice into the expense field (01) to create payment.
 - e) Compensation Board will submit payment directly to the Treasurer or Director of Finance of the locality

Code of Virginia - §17.1-279

§ 17.1-279. Additional fee to be assessed by circuit court clerks for information technology.

A. In addition to the fees otherwise authorized by this chapter, the clerk of each circuit court shall assess a \$5 fee, known as the "Technology Trust Fund Fee," in each law and chancery action, upon each instrument to be recorded in the deed books, and upon each judgment to be docketed in the judgment lien docket book. Such fee shall be deposited by the State Treasurer into a trust fund. The State Treasurer shall maintain a record of such deposits.

B. Four dollars of every \$5 fee shall be allocated by the Compensation Board from the trust fund for the purposes of: (i) developing and updating individual land records automation plans for individual circuit court clerks' offices; (ii) implementing automation plans to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth; (iii) obtaining and updating office automation and information technology equipment including software and conversion services; (iv) preserving, maintaining and enhancing court records, including, but not limited to, the costs of repairs, maintenance, service contracts and system upgrades; and (v) improving public access to court records. The Compensation Board in consultation with circuit court clerks and other users of court records shall develop and update policies governing the allocation of funds for these purposes. However, such funds shall not be used for personnel costs within the circuit court clerks' offices. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will accommodate secure remote access to those land records on a statewide basis.

The annual budget submitted by each circuit court clerk pursuant to §/n [15.2-1636.7](#) may include a request for technology improvements in the upcoming fiscal year to be allocated by the Compensation Board from the trust fund. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board shall allocate the funds requested by the clerks in an amount not to exceed the deposits into the trust fund credited to their respective localities.

C. The remaining \$1 of each such fee may be allocated by the Compensation Board from the trust fund (i) for the purposes of funding studies to develop and update individual land-records automation plans for individual circuit court clerks' offices, at the request of and in consultation with the individual circuit court clerk's offices, and (ii) for the purposes enumerated in subsection B to implement the plan to modernize land records in individual circuit court clerks' offices and provide secure remote access to land records throughout the Commonwealth. The allocations pursuant to this subsection may give priority to those individual clerks' offices whose deposits into the trust fund would not be sufficient to implement its modernization plan. The Compensation Board policies governing the allocation of funds shall require that a clerk submit to the Compensation Board a written certification that the clerk's proposed technology improvements of his land records will accommodate secure remote access to those land records on a statewide basis.

D. Secure remote access to land records shall be by paid subscription service through individual circuit court clerk's offices pursuant to § [17.1-276](#), or through designated application service providers. Compliance with security standards developed by the Virginia Information Technologies Agency pursuant to § [2.2-3808.2](#) shall be certified by the individual circuit court clerks' offices to the Virginia Information Technologies Agency and the Compensation Board. The individual circuit court clerk's office or its designated application service provider shall certify compliance with such security standards. Nothing in this section shall prohibit the Compensation

Board from allocating trust fund money to individual circuit court clerks' offices for the purpose of complying with such security standards.

E. Such fee shall not be assessed to any instrument to be recorded in the deed books nor any judgment to be docketed in the judgment lien docket books tendered by any federal, state or local government.

F. If a circuit court clerk has implemented an automation plan for his land records that will accommodate secure remote access on a statewide basis, then that clerk may apply to the Compensation Board for an allocation from the Technology Trust Fund for automation and technology improvements in the law and chancery divisions, or the criminal division, of his office. Such request shall not exceed the deposits into the trust fund credited to that locality. The Compensation Board in approval of such application shall consider what local funds have been spent by the jurisdiction to accelerate the implementation of the technology plan approved by the Virginia Information Technologies Agency in each circuit court clerk's office.

G. Information regarding the technology programs adopted by the circuit court clerks shall be shared with the Virginia Information Technologies Agency, The Library of Virginia, and the Office of the Executive Secretary of the Supreme Court.

H. Nothing in this section shall be construed to diminish the duty of local governing bodies to furnish supplies and equipment to the clerks of the circuit courts pursuant to § [15.2-1656](#). Revenue raised as a result of this section shall in no way supplant current funding to circuit court clerks' offices by local governing bodies.

I. It is the intent of the General Assembly that all circuit court clerks provide secure remote access to land records on or before July 1, 2006.

(1996, c. 431, § 14.1-125.2; 1997, c. 675; 1998, c. 872; 2000, cc. 440, 446; 2002, cc. 140, 250, 637; 2003, cc. 205, 865, 981, 1021; 2004, c. 676.)

Available on the General Assembly Web site at

<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+17.1-279>