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COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

July 20, 2010

EMAIL MEMORANDUM

TO: County Administrators and City Managers Addressed
Regional Jail Authority Chairmen Addressed

CC: Sheriffs and Regional Jail Superintendents Addressed
Treasurers and Finance Directors Addressed

FROM: Robyn M. de Socio, Executive Secretary

RE: Conversion of FY10 Reimbursements to Federal Monies

I write in follow up to my memo to you dated July 8 to provide you with further information regarding the transfer of FY10 reimbursement expenses from Commonwealth general fund dollars to federal stimulus dollars pursuant to the American Recovery and Reinvestment Act (ARRA), specifically State Fiscal Stabilization Funds – Government Services (SFSF).

In my last correspondence, I provided you with specific dollar amounts reimbursed for the months of July 2009 through April, 2010, and the portion of those reimbursements that were converted to federal funds. Available on the Compensation Board website is a database providing details of these converted amounts. This database will identify, for each month and at the position level, how much of the reimbursement is to be considered federal funding.

To download the Access database, please go to our website's [ARRA page](#) and under the FY10 section, click the link entitled "FY10 ARRA State Stabilization Funds Database". Please choose the option to SAVE the database to your own computer, instead of opening the file directly from the website. This will prevent concurrent viewers of the database from corrupting the data for others when viewing individual locality information. After you open the Access database saved to your computer, open the query on the Queries tab, and when prompted, enter your locality code.

Please note that the spreadsheet provided with my last correspondence identified the total reimbursement payment to the locality for each month for the Sheriff's Office or Jail. This was to assist you in identifying the payments that have been partially converted. As reimbursements converted to federal funds included salaries only, the database details contain information at the individual position level and will total to the amount of the reimbursement for salaries for each given month, and not to the total reimbursement payment for all expenses for each given month.

The detailed information in the database is being used to report on the number of positions covered by federal stimulus funds to meet the federal quarterly reporting requirements of the ARRA. Please note that the Commonwealth, as the Prime Recipient of the federal stimulus grant funds, will maintain responsibility for fulfilling the federal reporting requirements for this distribution. However, you must maintain this detailed disbursement information for your records.

Please ensure you provide this communication to the appropriate finance personnel, so that funds originally received in FY10 as Commonwealth revenues can be properly identified as federal funds as a part of closing out your FY10 finances. For additional information previously provided by the Compensation Board regarding the use of federal stimulus funds for Sheriffs' Offices and Regional Jails, please visit the [ARRA link](#) from the Budgets and Salaries page of the Compensation Board website (www.scb.virginia.gov).

If you have any difficulties accessing your locality details in the Access database, please contact Charlotte Lee via email at charlotte.lee@scb.virginia.gov. If you have any other questions regarding this communication, or need additional information, please feel free to contact me at robyn.desocio@scb.virginia.gov or 804.225.3439, or contact Charlotte Lee at charlotte.lee@scb.virginia.gov or 804.225.3366.

C: Compensation Board Members
Lisa Hicks-Thomas, Secretary of Administration
David A. Von Moll, State Comptroller
Daniel S. Timberlake, Director, Department of Planning and Budget
Anne Wilmoth, Chief Information Officer
Charlene Rollins, Customer Service Manager
Charlotte Lee, Budget Manager
Regina Hill, Senior Fiscal Technician, Sheriffs and Regional Jails