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COMMONWEALTH OF VIRGINIA

Compensation Board

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

August 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 memoranda to you dated July 8 and July 20 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 previous correspondence, I provided you with a spreadsheet identifying specific dollar amounts converted to federal funds, and access to a database identifying details of the conversions for each month at the position level. While the disbursement dollar amounts have not changed, we have updated the spreadsheet and database to reflect a few changes.

For all offices, we have updated the database to clarify the amounts paid with state and federal funds during the year for each position by also including the amount of federal ARRA Justice Assistance Grant (JAG) funds paid for each position in the year. This should better assist you in documenting allocation of funds for single audit purposes.

For four offices (Fairfax, Loudoun, and Chesapeake Sheriffs; Rappahannock Regional Jail), we have updated the individual position disbursement distribution to include salaries paid for May, 2010 in addition to the salaries paid for July, 2009 through April, 2010, as previously identified. This is reflected in the updated spreadsheet and updated database. For one office (Henrico Sheriff), we have reduced the disbursement distribution applicable to salaries, and identified a distribution amount also applicable to the fourth quarter jail per diem payment. This is reflected in the updated spreadsheet.

Please review the [updated spreadsheet by clicking here](#). To download the updated Access database, please go to our website's [ARRA page](#) and under the FY10-SFSF section, click the link entitled "FY10 ARRA State Stabilization Funds Database (revised 8/19/10)". 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 identifies the total reimbursement payment to the locality for each month for the Sheriff's Office or Jail. This is to assist you in identifying the payments that have been partially converted. As reimbursements converted to federal funds include 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 revised 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 robbyn.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
Anne Wilmoth, Chief Information Officer
Charlene Rollins, Customer Service Manager
Charlotte Lee, Budget Manager
Regina Hill, Senior Fiscal Technician, Sheriffs and Regional Jails