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ASSISTANT EXECUTIVE SECRETARY

COMMONWEALTH OF VIRGINIA

Compensation Board

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

January 7, 2009

EMAIL MEMORANDUM

TO: Constitutional Officers, Directors of Finance, Regional Jail Superintendents and County/City Administrators

FROM: Robyn M. deSocio, Executive Secretary

SUBJECT: FISCAL YEAR BUDGET REQUEST FOR FISCAL YEAR ENDING JUNE 30, 2010 (FY10)

This communication is to notify you of the requirement to complete a budget request for Fiscal Year 2010 (FY10). The Fiscal Year Budget Request for the Fiscal Year ending June 30, 2010 is available beginning **January 1st 2009.** This is an online computer system accessed through the Constitutional Officer Information Network (COIN). The system was designed for all Constitutional Officers, Regional Jail Superintendents and Directors of Finance to submit requests for salaries and allowances for the fiscal year ending June 30, 2010. The provisions of § 15.2-1636.7, Code of Virginia (1950), as amended, require the Online Budget Request to be submitted to the Compensation Board **on or before February 1, 2009.**

The fiscal year budget request instruction manuals to access your COIN Online Budget Request are available under Users' Guides on our website at <http://www.scb.virginia.gov/coin.html>. The instruction manuals are officer specific, so please click on the drop-down menu and print your office specific Budget Request Manual to assist you in completing your budget request.

Please review the system-supplied data for accuracy. You should amend any inaccuracies that may appear. If the necessary change is a personnel action (CB10) that has not been entered into the COIN system, **please enter the online personnel action (CB10) immediately** so that accurate and up-to-date salary information will be included in your budget. If the necessary change is to the supplied data for Office Expenses or Temporary funds, please remember that previous board action on a monthly



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docket request is required in order to change the July 1, 2008 base budget amounts.

Please ensure that your Budget Request submission is completed and available to the Compensation Board no later than February 1, 2009, as required by § 15.2-1636.7, Code of Virginia, and that you notify the Governing Body of your locality when the Online Budget Request is available for their review.

For participants in Career Development Programs: Constitutional Officers seeking to gain or maintain salary increases associated with participation in Career Development Programs **must certify the Special Programs-Option 9 of the COIN Budget Request by February 1, as required by law.** If your budget request is not submitted by February 1, or you do not specifically request a career development salary increase in the on-line budget request submission, the Compensation Board cannot approve the increase. Please ensure that your budget request is submitted by February 1, 2009 and that all appropriate career development program criteria are certified and related salary increases are requested.

If you require assistance, please contact your program technician or, if unavailable, contact any of the Customer Service staff members below:

Gizella Jarrell, Senior Fiscal Technician for City Sheriffs and Regional Jail Superintendents: phone (804) 225-3463 or email gizella.jarrell@scb.virginia.gov;

Regina Hill, Senior Fiscal Technician for County Sheriffs: phone (804) 225-3435 or email regina.hill@scb.virginia.gov;

Paige Christy, Senior Fiscal Technician for Circuit Court Clerks and Commonwealth's Attorneys: phone 804-225-3442 or email paige.christy@scb.virginia.gov;

Bill Fussell, Senior Fiscal Technician for Treasurers, Commissioners of the Revenue and Finance Directors: phone (804) 225-3475 or email william.fussell@scb.virginia.gov;



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Charlene Rollins, Customer Service Manager: phone (804) 225-3321 or
email charlene.rollins@scb.virginia.gov