

January 3, 2011

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, 2012 (FY12)

This communication is to notify you of the requirement to complete a budget request for Fiscal Year 2012 (FY12). The Fiscal Year Budget Request for the Fiscal Year ending June 30, 2012 is available beginning **January 1st 2011**.

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, 2012. 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, 2011**.

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.cfm>. 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 (CBIO) 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 docket request is required in order to change the July 1, 2011 base budget amounts.

Please ensure that your Budget Request submission is completed and available to the Compensation Board no later than February 1, 2011, 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, 2011 and that all appropriate career development program criteria are certified and related salary increases are requested.

We realize there are budget proposals pending before the 2011 General Assembly that could significantly affect your FY12 Budgets, but until all legislative actions have been taken and funding decisions are made, we must all follow the current procedures for submitting the FY12 budget request as specified in Code. If additional budget information is needed from you prior to setting FY12 budgets after adjournment of the legislature, a supplemental budgetary process may become necessary at a later date.

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

Regina Hill, Senior Fiscal Technician for Sheriffs and Superintendents: 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

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

Customer Service staff will be **available** on the upcoming Holidays to assist you with your budget request submissions; please see the schedule below for the dates staff will be in the office. ALL staff may be able to answer your Budget questions, so please do not hesitate to contact them should you require assistance.

Paige Christy – Friday, January 14th

Regina Hill – Friday, January 14th

Bill Fussell – Monday, January 17th

Charlene Rollins – Friday, January 14th and Monday, January 17th