

May 15, 2009

**MEMORANDUM**

**To:** Constitutional Officers, Superintendents, City Managers and County Administrators

**From:** Robyn M. de Socio, Executive Secretary

**RE:** IMPORTANT DATES FOR MAY AND JUNE PAYROLL AND EXPENSE REIMBURSEMENTS

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This memo is to remind you of important dates for submitting payroll and expense information for the remainder of the fiscal year, and to remind you of changes to the reimbursement cycle approved by the 2002 General Assembly.

Each year the reimbursement of the June payroll will be made in the month of July (utilizing state appropriations from the new fiscal year). Actual reimbursements received by your locality from the Compensation Board, within the fiscal year time frame, will include June of the previous fiscal year and July through May of the current fiscal year. Because of this cycle, reimbursements for the months of June through May cannot exceed the total funds budgeted for constitutional offices for the current fiscal year. To ensure reimbursements for these months do not exceed your fiscal year budget, expenditures from June 2008 are debited against your FY09 budgeted funds.

In the event a disproportionate level of funds was reimbursed in June 2008, it is possible that not all requests for FY09 budgeted funds can be reimbursed with the May payroll. After the May payroll has been processed, funds will be available out of the FY10 appropriations to process the reimbursement of June 2009 expenditures and remaining unreimbursed budgeted funds. We ask that you certify the full amount of your reimbursement request and Compensation Board Staff will determine any adjusted amounts to be sent to your localities based on the period of June 2008 through May 2009, ensuring that reimbursements for this time period do not exceed authorized FY09 funds.

Additionally, some localities have chosen to achieve Aid to Localities savings (directed by the 2008 legislature and implemented by Virginia's Department of Planning and Budget) through reductions in Compensation Board reimbursements to the locality. These locality selected reduction amounts are also debited against your FY09 available funds. In the event that savings measures have not been taken during the year to reduce reimbursement requests to achieve this savings, it is possible that not all requests for FY09 budgeted funds will be reimbursed in the remaining months of the fiscal year.

The Compensation Board's COIN reimbursement system has been modified to ensure reimbursements for the June through May reimbursement cycle do not exceed FY09 authorized funds, especially in the case of reduced reimbursement levels required by Aid to Localities reductions. You may view your current authorized balances by selecting option 3 Reimbursement Processing from the COIN Main Menu, then option 5 Reimbursable Balance. For Aid to Localities reimbursement reductions, we ask that in the coming months you certify the adjusted amounts determined by COIN for your reimbursement request to avoid overspending authorized amounts.

Even with the shifting of the reimbursement cycle and the Aid to Localities reductions processing, the year-end time frame for May and June reimbursement processing must be completed prior to the end of the fiscal year. This ensures that June reimbursements are received by the locality as early as possible in the month of July. If you have any questions concerning the attached schedule, please call your program Technician.

**Please forward a copy of this document to the individual responsible for entering data and/or certifying your online Payroll and Expense Report (COIN).**

We sincerely appreciate your cooperation and assistance in adhering to these timelines.

Copy to: Charlene M. Rollins, Manager, Customer Service  
Charlotte Luck, Senior Budget Analyst  
Linda Gutshall, Fiscal Officer  
Paige Christy, Senior Fiscal Technician, Clerks/Commonwealth's Attorneys  
William Fussell, Senior Fiscal Technician, Treasurers/Commissioners of the  
Revenue/Finance Directors  
Regina Hill, Senior Fiscal Technician, Sheriffs/Regional Jails

## IMPORTANT DATES 2009

### MAY 2009

- **MAY 4, 2009-** April 2009 (COIN) Payroll & Expense Reimbursement screens will be available for certification
- **May 1-29, 2009-** Enter May 2009 Personnel Changes (CB10s); Minimal opportunity remains to use any accumulated turnover balances in accordance with Compensation Board salary policy, within turnover use restrictions. To view your turnover balances:
  - COIN Main Menu
  - Select Option 3 – Reimbursement
  - Option 5 – Vacancy/Savings/Turnover Details
- **May 8, 2009-** Officer & County/City Administrators must certify the April 2009 Payroll & Expense Reimbursements
- **May 13, 2009-** Last day to send docket requests requiring Compensation Board action
- **May 20, 2009-** Compensation Board Meeting
- **May 25, 2009-** Memorial Day Holiday

### JUNE 2009

- **June 1, 2009-** May 2009 Payroll & Expense Reimbursements available for certification
- **June 1-12, 2009-** Enter June 2009 Personnel Changes (CB10s); Last opportunity to use any accumulated turnover balances in accordance with Compensation Board salary policy, within turnover use restrictions. To view your turnover balances:
  - COIN Main Menu
  - Select Option 3 – Reimbursement
  - Option 5 – Vacancy/Savings/Turnover Details
- **June 5, 2009-** Last day to request reimbursement of all Approved FY09 Equipment funding (does not include Clerks' TTF)
- **June 5, 2009-** Officer & County/City Administrators must certify May 2009 Payroll & Expense Reimbursement.
- **June 10, 2009-** All Docket requests due for June Compensation Board Meeting
- **June 12, 2009-** This is the LAST day to enter June 2009 Personnel Changes (CB10s) in order that they are reflected in the June reimbursement
- **June 15, 2009** – June 2009 COIN Payroll & Expense Reimbursement screens will be available for certification

- **June 17, 2009-** Compensation Board Meeting.
- **June 19, 2009-** Officer & County/City Administrators must certify the June 2009 Payroll & Expense Reimbursements (include Clerks' FY09 Approved TTF)
- **June 22, 2009-** Send requests to transfer annual salary of "Vacant" full-time positions for the entire 2010 fiscal year for consideration at the July Compensation Board meeting.

### **JULY 2009**

- **July 1, 2009-** Due date for requests to transfer annual salary of "Vacant" full-time positions for the entire 2010 fiscal year for consideration at the July Compensation Board meeting.
- **July 2-6, 2009-** Circuit Court Clerks must certify June Excess Fee Information in COIN.