

BOARD OF SUPERVISORS
 COUNTY OF MADISON
 PROPOSED SUPPLEMENTAL APPROPRIATION
 DATE: 1/11/2022

FY2022

Type of Supplement
Interdepartmental transfer (same fund)
Interfund transfer
Revenue/Expense offset
Use of contingency
Other use of fund balance not in original budget

PURPOSE:

Supplement for Commonwealth and Deputy Commonwealth Attorney Conference reimbursed by CASC

GL Account Reference	Account Type	Fund Name	Department	Object Code/Source	Debit	Credit
10-02-22-22100-5530	Exp	GF	C/W Attorney	Mileage	33.60	
10-02-22-22100-5530	Exp	GF	C/W Attorney	Lodging & Meals	853.04	
10-180301	Rev	GF	N/A	Rebates and Refunds		886.64

886.64 886.64

Amount for Board to vote on

Note: A debt charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Upon approval by the Board of Supervisors, the County Administrator shall forward a signed copy of the proposed supplement appropriation to the County Finance Director.

Jonathon R. Weakley, County Administrator

1/2/2022
Date

Michele Thacker

From: Stephanie Murray
Sent: Monday, December 13, 2021 8:19 AM
To: Clarissa Berry; Patricia Messa; Accounts Payable
Subject: RE: Madison County 2021 Executive Program Reimbursement Reuqest

Clarissa,

Thank you for letting me know. I will let you know when the funds are received.

Have a great week.

Stephanie

From: Clarissa Berry <cberry@madisonco.virginia.gov>
Sent: Friday, December 10, 2021 3:47 PM
To: Patricia Messa <pmessa@madisonco.virginia.gov>; Stephanie Murray <smurray@madisonco.virginia.gov>; Accounts Payable <accountspayable@madisonco.virginia.gov>
Subject: FW: Madison County 2021 Executive Program Reimbursement Reuqest

All – Attached is the reimbursement request I sent to the state for Wade & I to attend the conference last week. Just sending it to you to let you know it’s hopefully going to show up as a random wire/deposit in the next month or so. When it does, we’ll ask for the Board to move the funds back into the office’s budget.

Thank you!
Clarissa

Clarissa T. Berry
Commonwealth’s Attorney
Madison County, Virginia

From: Clarissa Berry
Sent: Friday, December 10, 2021 3:46 PM
To: mmheard@wm.edu
Subject: Madison County 2021 Executive Program Reimbursement Reuqest

Marian –

Good afternoon! Hope you’re recovering from the conference! I’ve attached the reimbursement request for my office. Please let me know if you need anything else!

Thanks so much!
Clarissa

Clarissa T. Berry
Commonwealth’s Attorney
Madison County, Virginia

Reimbursement Request 2021 Executive Program

DEADLINE January 14, 2022

Requested by (Jurisdiction):

Madison County

Total Reimbursement Requested:

\$886.64

(Total will autofill based on input on Detail Page)

We hereby certify that the Madison County Commonwealth's Attorneys' Office accepts responsibility for the integrity and accuracy of the financial transactions reported to the Commonwealth's Attorneys' Services Council (CASC) on the CATF Reimbursement Worksheet (Worksheet). We certify that the data provided on the attached Worksheet are true and accurate and only include actual expenses related to the attendance of the listed office personnel at CASC's 2021 Executive Program. Internal controls of the Madison Commonwealth's Attorney's Office adequately provide assurance as to the proper recording of these transactions.

We understand that CATF Reimbursement Worksheets will be subject to random audit by CASC and are subject the Freedom of Information Act (FOIA). We understand that failure to accurately report actual expenses may have both ethical and legal implications.

Both the completed and signed Certification and the Reimbursement Worksheet must be returned to CASC by email, fax, or mail no later than 5:00 p.m. on January 14, 2022. This is a hard deadline and will not be extended.

Reimbursement Coordinator Signature: _____

Name: None

Title:

Jurisdiction: Madison County

Date: _____

Commonwealth's Attorney Signature: _____ 

Name: Clarissa T. Berry

Jurisdiction: Madison County

Date: December 10, 2021

Email: mmheard@wm.edu

Fax: 757-253-7159

Mail: CASC, P.O. Box 3549, Williamsburg, VA 23187

- **Michele Thacker**

From: Stephanie Murray
Sent: Friday, December 17, 2021 8:38 AM
To: Michele Thacker; Patricia Messa; Clarissa Berry
Subject: RE: Madison County 2021 Executive Program Reimbursement Reuqest
Attachments: Comm Atty EDI 121721.pdf

Good Morning,

Attached is the EDI for the reimbursement. I've posted the funds to revenue line item 10-240107-Other Programs and Grants.

Michele: Per Clarissa's email below, she requests that the funds be put back in her office's budget. Clarissa or Patricia should be able to provide you with the expenditure line item that they want the funds restored to.

Thanks,

Stephanie

From: Clarissa Berry <cberry@madisonco.virginia.gov>
Sent: Friday, December 10, 2021 3:47 PM
To: Patricia Messa <pmessa@madisonco.virginia.gov>; Stephanie Murray <smurray@madisonco.virginia.gov>; Accounts Payable <accountspayable@madisonco.virginia.gov>
Subject: FW: Madison County 2021 Executive Program Reimbursement Reuqest

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Madison County, Virginia

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Thanks so much!
Clarissa

Commonwealth of Virginia

EDI Remittance Detail

Total Amount: 886.64

Deposit Date: 12/17/2021

Trace Number 81725197

Agy No	Amount	Offset Amount	Invoice Number	Invoice Date	Customer Number	Voucher Number	Description
957	886.64	0.00	2021 Exec Pr	12/03/2021		00003698	Commonwealth's Attorne
Tot 957	886.64						

MADISON COUNTY
VENDOR PAYMENTS PAYMENT ADVICE
Executed By: aberry

PAGE: 4
TIME: 12:45:59
DATE: 12/15/2021

Vendor ID: BERRY CLARISSA (BERRY CLARISSA)
Address: PO BOX 71 MADISON, VA 22727

Invoice: DECEMBER 2021 Invoice Date: 12/10/2021 Due Date: 12/30/2021 Bank ID: CKING-UNION 1ST Check/EFT #: 10165181 12/15/2021

YEAR	TRANS#	MAN	ETF	PURCHASE ORDER	VOUCHER DESCRIPTION	AMOUNT
2021	1	No	No		REIMBURSEMENT-HOTEL	\$ 426.52
2021	2	No	No		REIMBURSEMENT-MILEAGE	\$ 16.80
INVOICE TOTAL (INVOICE ID: DECEMBER 2021) = \$						443.32
CHECK TOTAL (CHECK #: 10165181) = \$						443.32



REIMBURSEMENT REQUEST

Name: Clarissa T. Berry

Dept.: CWA: 22100

Address: P.O. Box 71, Madison, VA 22727

Mileage	<u>30</u> miles @ <u>.56¢</u> per mile	\$ <u>16.80</u>
Items Purchased	Price	Amount
<u>Hotel for two nights</u>	<u>\$126 + tax</u>	<u>\$299.02</u>
Other (dues, gas, postage, etc.)		
<u>Per Diem calculated by federal formula</u>	<u>\$127.50</u>	<u>\$127.50</u>
CK# <u>10165781</u> <u>12/15/21</u>		
TOTAL REIMBURSEMENT		\$ <u>443.32</u>

FUNDING SOURCE(S)/ACCOUNT NUMBER(S)	AMOUNT
<u>10-02-22-22100-5530</u> Lodging & Meals	\$426.52
<u>10-02-22-22100-5510</u> Mileage	\$16.80

APPROVAL SIGNATURES	DATE
EMPLOYEE:	12/9/2021
SUPERVISOR:	12/9/2021
Interim FINANCE DIRECTOR/Accounts Mgr <u>Michelle B. Shackley</u>	<u>12/10/21</u>
Attach receipts for all requested reimbursements.	

MADISON COUNTY
VENDOR PAYMENTS PAYMENT ADVICE
Executed By: aberry

PAGE: 38
TIME: 12:45:59
DATE: 12/15/2021

Vendor ID: GELBERTWADE (WADE GELBERT)
Address: 714 HAWKSHEAD CT CULPEPER, VA 22701

Invoice: DECEMBER 2021 Invoice Date: 12/10/2021 Due Date: 12/30/2021 Bank ID: CKING-UNION 1ST Check/EFT #: 10165215 12/15/2021

YEAR	TRANS#	MAN	ETF	PURCHASE ORDER	VOUCHER DESCRIPTION	AMOUNT
2021	1	No	No		REIMBURSEMENT- HOTEL	\$ 426.52
2021	2	No	No		REIMBURSEMENT-MILEAGE	\$ 16.80
INVOICE TOTAL (INVOICE ID: DECEMBER 2021) = \$						443.32
CHECK TOTAL (CHECK #: 10165215) = \$						443.32



REIMBURSEMENT REQUEST

Name: Wade A. Gelbert Dept.: CWA: 22100

Address: 714 Hawkshead Court, Culpeper, VA 22701

Mileage	<u>30</u> miles @ <u>.56¢</u> per mile	\$ <u>16.80</u>
Items Purchased	Price	Amount
<u>Hotel for two nights</u>	<u>\$126 + tax</u>	<u>\$299.02</u>
Other (dues, gas, postage, etc.)		
<u>Per Diem calculated by federal formula</u>	<u>\$127.50</u>	<u>\$127.50</u>
<u>CK# 10165215 12/15/21</u>		
TOTAL REIMBURSEMENT		\$ 443.32

FUNDING SOURCE(S)/ACCOUNT NUMBER(S)	AMOUNT
<u>10-02-22-22100-5530 Lodging & Meals</u>	\$426.52
<u>10-02-22-22100-5510 Mileage</u>	\$16.80

APPROVAL SIGNATURES	DATE
EMPLOYEE: <u>Wade A. Gelbert</u>	12/10/2021
SUPERVISOR: <u>[Signature]</u>	12/10/2021
Interim FINANCE DIRECTOR: <u>Acct g mgr</u> <u>Nichelle B. Chandler</u>	12/10/21
Attach receipts for all requested reimbursements.	