



STATE OF TEXAS
OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION

RICK PERRY
GOVERNOR

December 15, 2008

MEMORANDUM

TO: Texas Crime Stoppers

FROM: Betty B. Bosarge, Director, Texas Crime Stoppers Advisory Council

SUBJECT: Annual Probation Fee and Repayment Report

Attached is the Annual Probation Fee and Repayment Report that all **certified** Crime Stoppers programs must complete by January 31 of each year for their **Restricted Funds Bank Account** and submit to the Texas Crime Stoppers Advisory Council, Office of the Governor. This report is mandated by Chapter 414.010(a), Texas Government Code.

All certified programs must submit the report by the deadline or risk losing certification. In addition, all programs that receive Crime Stoppers Assistance Funds grants will have grant funds withheld if the report is not sent in by the deadline. If your program did **not** receive any probation fees or restitution payments from the court system during 2008, **you still must submit the report**, filling the blanks with zeroes (\$0.00). The program's chair and financial officer must sign and date the report, and provide contact information.

In addition, the Texas Crime Stoppers Advisory Council now requires all certified programs to submit a **current membership list** each January along with their Probation Fee Report. This membership list must contain the program's mailing address and complete contact information for the board of directors and coordinator(s). This includes the program's Post Office box number, if applicable, and the mailing addresses, phone numbers, and email addresses for each person (with the exception of students in campus programs), along with their board positions (president, secretary, etc.) and their occupation.

If you need help completing this form, please call me or Byron Bullock at 512-463-1784 or the Texas Crime Stoppers Training office at 866-220-4357.

**TEXAS CRIME STOPPERS ADVISORY COUNCIL
RESTRICTED ACCOUNT: PROBATION FEE AND REPAYMENT REPORT**

Instructions are attached. **Due January 31, 2009.**

PROGRAM NAME: _____

ADDRESS: _____ **CITY/ZIP:** _____

1. **BEGINNING BALANCE, PROBATION FEES RESTRICTED ACCOUNT** \$ _____
(As of January 1, 2008)

2. **TOTAL PROBATION AND REPAYMENT FEES RECEIVED in 2008**
(January 1, 2008 to December 31, 2008)

_____ - _____ = \$ _____
A. TOTAL FEES RECEIVED IN 2008 B. TOTAL AMOUNT DISBURSED in 2008 to
another certified programs

3. **INTEREST RECEIVED ON ACCOUNT in 2008** \$ _____

4. **SUBTOTAL** (Add lines 1, 2, & 3) \$ _____

5. **AMOUNT ALLOCATED TO ADMINISTRATIVE ACCOUNT** \$ _____

(Not to exceed 20% of total probation and repayment fees received January 1, 2008-December 31, 2008; Line 2, above.)

6. **AMOUNT ALLOCATED TO CAMPUS UMBRELLA PROGRAMS FOR REWARDS** (January 1, 2008 - December 31, 2008) \$ _____

7. **EXCESS FUNDS ALLOCATED FOR LAW ENFORCEMENT PROJECTS RELATING TO CRIME STOPPERS OR JUVENILE JUSTICE** (see instructions, Chapter 414.010 (d)) \$ _____

* complete Attachment A if you have an excess funds account

8. **REWARDS ACTUALLY PAID in 2008 (restricted account)** \$ _____

9. **BANK FEES PAID in 2008 (restricted account)** \$ _____

10. **TOTAL EXPENDED** (Add lines 5, 6, 7, 8, & 9) \$ _____

11. **ENDING BALANCE, PROBATION FEES RESTRICTED ACCOUNT** \$ _____
(Subtract line 10 from line 4) (As of December 31, 2008)

12. **REWARDS PAID (if any) in 2008 with funds from Operational Account.** \$ _____

Don't forget to double-check your math!

Signature of Chairperson

Signature of Financial Officer

Name (print or type)

Name (print or type)

Date signed

Date signed

Phone/Email

Phone/Email

Send completed form to:
**Texas Crime Stoppers
Office of the Governor
PO Box 12428
Austin, Texas 78711**

TEXAS CRIME STOPPERS ADVISORY COUNCIL
RESTRICTED ACCOUNT: PROBATION FEE AND REPAYMENT REPORT

INSTRUCTIONS:

To complete this report, you will need 2008 bank statements for your restricted account and the 2006 PFRR form. For assistance, call 866-220-4357.

TEXAS GOVERNMENT CODE § 414.010. PAYMENTS FROM DEFENDANTS ON COMMUNITY SUPERVISION; REWARD REPAYMENTS. (a) Except as provided by Subsection (d), a crime stoppers organization certified by the council to receive money in the form of payments from defendants placed on community supervision under Article 42.12, Code of Criminal Procedure, or money in the form of repayments of rewards under Articles 37.073 and 42.152, Code of Criminal Procedure, may use not more than 20 percent of the money annually received to pay costs incurred in administering the organization and shall use the remainder of the money, including any interest earned on the money, only to reward persons who report information concerning criminal activity. Not later than January 31 of each year, a crime stoppers organization that receives or expends money under this section shall file a detailed report with the council.

(b) A crime stoppers organization shall establish a separate reward account for money received under this section.

(d) If the amount of funds received by a crime stoppers organization under this section exceeds three times the amount of funds that the organization uses to pay rewards during a fiscal year based on the average amount of funds used to pay rewards during each of the preceding three fiscal years, the organization may deposit the excess amount of funds in a separate interest-bearing account to be used by the organization for law enforcement purposes relating to crime stoppers or juvenile justice, including intervention, apprehension, and adjudication. An organization that deposits excess funds in an account as provided by this subsection may use any interest earned on the funds to pay costs incurred in administering the organization.

Restricted account - a reward account for money received from defendants on community supervision/probation and repayment fees. Separate from administrative/operations or donated fund accounts.

Line 1 - Enter the beginning balance on January 1, 2008. This should match the ending balance on the 2007 report. If they do not, please review your bookkeeping to locate the problem. If there is a discrepancy between the beginning balance on January 1, 2008 and the ending balance on the 2006 report, put an asterisk next to Line 1 along with an attached explanation explaining the discrepancy. For example:

1. Beginning Balance, Probation Fees Restricted Account \$_____ **See Attached Explanation

Line 2 - Enter the total amount of probation and repayment fees received from the Community Supervisions and Corrections Department (CSCD) from January 1 to December 31, 2008. If the CSCD sends a check in January for the December fees, report those funds on next year's form. Only report the funds that you **actually received and deposited** from the courts or CSCD during the 2008 calendar year. If two or more programs share court funds, record the total fees received from courts before disbursement on 2(A). Record the total amount disbursed to other certified Crime Stoppers programs on 2(B). Line 2 is the total amount of probation and repayment of fees your program retained after disbursing all fees to other Crime Stoppers programs, or 2(A) - 2(B). For example:


2. TOTAL PROBATION AND REPAYMENT FEES RECEIVED in 2008
 \$7500 - \$2500 = \$5000
A. TOTAL FEES RECEIVED IN 2008 B. TOTAL AMOUNT DISBURSED

Line 3 - Enter the amount of interest earned on the restricted account in 2008.

Line 4 - Enter the total of lines 1, 2, and 3.

Line 5 - Enter the amount allocated to the administrative/operations account from the restricted account in 2008. This is not to exceed 20% of line 2.

Line 6 - Enter the amount of restricted probation and repayment fees allocated to campus umbrella programs for rewards in 2008.

Line 7 - Enter the amount of excess funds from the restricted account allocated to juvenile justice and law enforcement projects. Read Chapter 414 of the Government Code above or contact the Office of the Governor for further explanation. Funds are considered excess if they exceed the total of the previous three years worth of rewards paid. For example, your program paid \$1,700 in 2004, \$1,900 in 2005, and \$2,225 in 2006, totaling \$5,825. If the program has \$7,500 in the restricted account, then the difference, \$1,675, is considered excess funds.  **If you have an excess funds account, you must complete Attachment A to the PFRR.**

Line 8 - The amount of rewards paid from the restricted account in 2008. Do **not** include rewards paid from donations or fundraising. If a reward was authorized, but not picked up by the informant, the money should still be in the account and should not be counted as part of the total rewards paid.

Line 9 - The amount of bank fees paid on the restricted account in 2008.

Line 10 - Enter the total of lines 5, 6, 7, 8, and 9.

Line 11 - Subtract line 10 (the total expended) from line 4. The ending balance should match your account balance on December 31, 2008. If it does not, please review.

Line 12 - Enter the dollar amount of rewards paid from non-restricted, donated, or fundraising funds. Do not include rewards paid from line 8 on this line.

**TEXAS CRIME STOPPERS ADVISORY COUNCIL
RESTRICTED ACCOUNT: PROBATION FEE AND REPAYMENT REPORT
ATTACHMENT A: EXCESS FUNDS ACCOUNT**

Instructions are attached. **Due January 31, 2009.**

PROGRAM NAME: _____

ADDRESS: _____ **CITY/ZIP:** _____

Only complete this form if you have an excess funds account.

GOVERNMENT CODE § 414.010. PAYMENTS FROM DEFENDANTS ON COMMUNITY SUPERVISION; REWARD REPAYMENTS.
(d) If the amount of funds received by a crime stoppers organization under this section exceeds three times the amount of funds that the organization uses to pay rewards during a fiscal year based on the average amount of funds used to pay rewards during each of the preceding three fiscal years, the organization may deposit the excess amount of funds in a separate interest-bearing account to be used by the organization for law enforcement purposes relating to crime stoppers or juvenile justice, including intervention, apprehension, and adjudication. An organization that deposits excess funds in an account as provided by this subsection may use any interest earned on the funds to pay costs incurred in administering the organization.

1. BEGINNING BALANCE, EXCESS FUNDS ACCOUNT \$ _____
(Enter the beginning balance as of January 1, 2008.)

2. FUNDS TRANSFERRED TO EXCESS FUNDS ACCOUNT IN 2008 \$ _____
(Enter the amount of excess funds from the restricted account allocated for law enforcement purposes relating to Crime Stoppers or juvenile justice projects in accordance with Chapter 414.010(d) (see above). This amount is the same amount as line 7 of the PFRR.)

3. INTEREST RECEIVED ON ACCOUNT in 2008 \$ _____
(Enter the amount of interest earned on the excess funds account in 2008.)

4. SUBTOTAL (Add lines 1, 2, & 3) \$ _____

5. AMOUNT EXPENDED IN 2008
(itemize the projects/items for which the excess funds were used in 2008, attach a separate page if you need more space)

a. \$ _____

b. \$ _____

c. \$ _____

d. \$ _____

e. \$ _____

f. total from attached page \$ _____

6. BANK FEES PAID IN 2008 \$ _____
(Enter the amount of bank fees paid on the excess funds account in 2008)

7. TOTAL EXPENDED (Add lines 5a through 5f and 6.) \$ _____

8. ENDING BALANCE, EXCESS FUNDS ACCOUNT \$ _____
(Subtract line 7 from line 4. The ending balance should match your account balance on December 31, 2008. If it does not, please review.)

Name & Signature of Chair

Name & Signature of Financial Officer

Send completed form to:
**Texas Crime Stoppers
Office of the Governor
PO Box 12428
Austin, Texas 78711**