Office of Court Administration
Collection Improvement Program

Court Collection Report System

User Instructions

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Overview

The Office of Court Administration's (OCA) Collection Improvement Program is a set of principles and processes designed to assist cities and counties with collecting court costs, fees, and fines assessed against persons convicted of (or placed on deferred adjudication or deferred disposition for) misdemeanor or felony charges when they are not prepared to pay all court costs, fees, and fines at the time of assessment and when time to pay is requested.

Code of Criminal Procedure requires cities with a population of 100,000 or more and counties with a population of 50,000 or more to implement collection improvement programs based on OCA's model Collection Improvement Program. Article 103.0033 further requires mandated jurisdictions to report monthly collections activity and results to OCA. The programs must also report data that are used to analyze collection program processes, identify targets for future improvement, and identify best practices.

OCA collects the required data through its Court Collection Report System (CCRS). CCRS accepts data entry on **criminal** cases on a monthly basis. Because manual data entry of the monthly report requires a minimal time commitment, electronic transfer of data from software provider systems to the CCRS is not planned at this time.

Smaller cities and counties that wish to implement, or have implemented, voluntary programs can receive technical assistance from OCA. To be officially counted as a voluntary program, the city or county must report the same information that is reported by mandated programs through CCRS.

Regional Collection Specialists (RCS)

OCA's Collection Improvement Program has Regional Collection Specialists (RCS) located in five regions across the state. The Collection Specialists have first-hand experience running collection programs and are available to assist you with questions or concerns you may have about OCA's Collection Improvement Program. A listing of the CIP staff may be viewed at: http://www.txcourts.gov/cip-tech-support/contact-us. To make suggestions for improving the reporting system or this user manual, please contact either financial analyst listed on that webpage.

Authorization to Access Court Collection Report System (CCRS)

Initial Setup (New Programs)

Complete a Court Collection Report – New Program Form to start setup process. Contact your RCS for assistance in completing the form. The form is located at: http://www.txcourts.gov/cip-tech-support/collections-reporting.aspx and select "Court Collection Report-**New Program Form**."

This form and a copy of the Add/Delete Staff form explained below should be sent to your RCS.

Add/Delete Staff

Each individual should have his or her own username and password. *Note: User name and passwords should not be shared.* To request system access for initial or additional employees, complete a Court Collection Report – New User Form located at located at: http://www.txcourts.gov/cip-tech-support/collections-reporting.aspx and select "Court Collection

Report-**New User Form**.” Send the completed form to your RCS. After your RCS has entered the information on the form, you and/or others listed on the form will receive an email notification containing the User ID and Password to access the system.

Inform your RCS when an employee resigns. The account (User ID) of the previous employee needs to be deactivated.

Court Collection Report System Login

The link to access the Court Collection Reporting System (CCRS) is: https://www.collections.courts.state.tx.us/login.asp. **You must have a User ID and Password.**
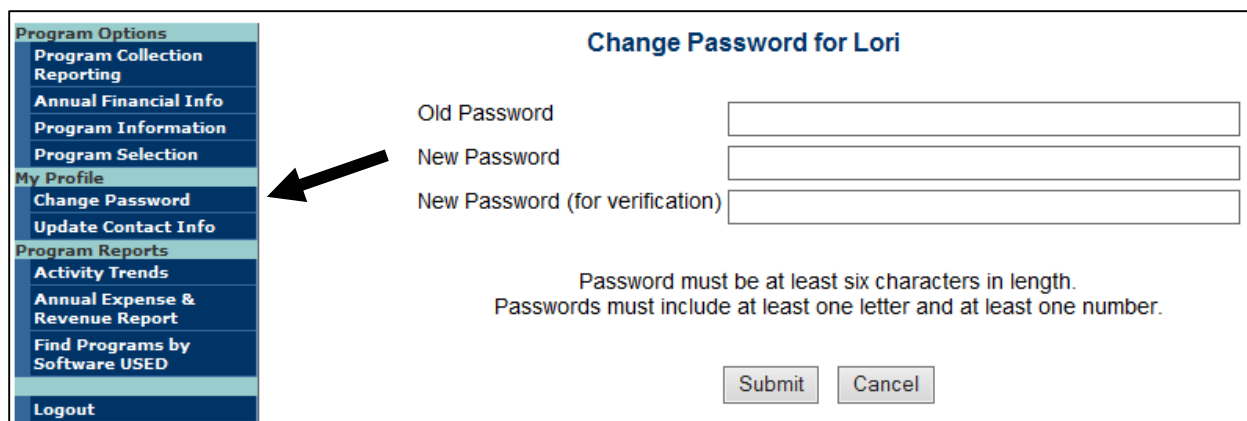
If a security alert pop-up box appears indicating that there is a problem with the website's security certificate, ignore the warning and click **Continue to this website (not recommended)**.

Enter your **User ID** and **Password**; click **Login**.

If you forget your user ID or password, contact Tech Support at CIPTechSupport@txcourts.gov or your RCS (refer to page 2).

Note: The **Tab** key moves the cursor to the next field. This function applies throughout the system. The **Enter** key will **not** move the cursor to the next field.

Change Password

To change your password, select **Change Password** under My Profile from the left toolbar. Your User ID is displayed in parentheses. Enter your **Old Password**, **New Password** and **New Password (for verification)**. *Your New Password must be at least 6 characters in length and contain at least one letter and one number (your new password cannot be all letters or all numbers).* Click **Submit** when complete.

Monthly Court Collection Reporting

Data must be entered monthly into the CCRS no later than the 20th day of the month following the reporting month, *i.e.* the June 2016 report must be entered on or before July 20, 2016.

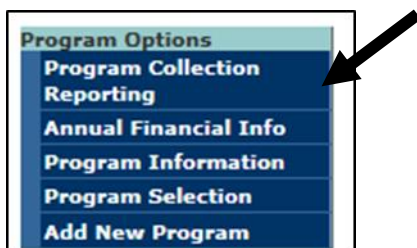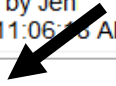## Program Collection Reporting

The monthly data entry page can be accessed by selecting **Program Collection Reporting** under Program Options from the left toolbar. A list of each monthly report for the current calendar year appears. The list also displays the Current Status, Dollars Collected, and 120-day Collection Rate for each monthly report in the chosen calendar year. To change the calendar year, select the desired year from the drop-down menu. Click **Go** next to the month, and court-level that has a status of "no entry" to enter the data. If a report has been submitted the name of the person who submitted the form and a date/time stamp is displayed next to the **Go** button. Reports that have been submitted can on be viewed by clicking on the **Go** button.

Month and year	Court Level	Select report	Current Status	Dollars Collected	120 Day Coll. Rate
January 2011	District Courts	Go	Submitted by Jen S 8/9/2012 11:03:58 AM	$19,142.94	
	County-level Courts	Go	Submitted by Jen S 8/9/2012 11:06 AM	$34,378.75	
	Justice Courts	Go	No Entry		
February 2011	District Courts	Go	Submitted by Jen S 8/9/2012 11:08:52 AM	$23,798.23	
	County-level Courts	Go	Submitted by Jen S 8/9/2012 11:14:20 AM	$46,401.36	
	Justice Courts	Go	No Entry		

Enter Number of New Cases

Enter the **number of new cases in which court costs, fees, and fines were <u>initially</u> assessed during the reporting period**. This is only for **new criminal** cases assessed during the month being reported (cases assessed/plead guilty or nolo contendere/found guilty this month). This figure *excludes* cases in which the primary assessment is one of the following:

- Restitution,
- Parking,
- Administrative fee for dismissing the case,
- Teen Court fee,
- Juvenile Court fee,
- Expungement fee, or
- Civil court case fees.

Number of new cases in which court costs, fees, and fines were assessed during the reporting period	1623	1417	1,500

Note: Not all cases involving juveniles are excluded from the CCRS. Truancy cases are considered "true juvenile cases." Cases such as speeding or other offenses that may be committed by an adult but are committed by a juvenile are included in the database.

Enter Court Costs, Fees, Fines and Aging Information

Dollar amount assessed – Enter the total dollar amount **assessed** during the month. This figure *includes* amounts that were initially assessed in a case as well as those that were assessed later due to the offender's actions or inactions (such as fees for failure to appear, warrants, time payment,

etc. or a fine for not taking a driver's safety course). For example, if the $2 transaction administrative fee is assessed, include it in the report in the month it was assessed.

Dollar amount collected – Enter the total dollar amount collected during the month. Generally, this amount will <u>not</u> equal the actual total dollars that have been collected by the court for the month because some cases are excluded from the monthly report.

Exclude the dollar amounts associated with a case if the primary assessment in the case is one of the following:

- Restitution,
- Parking,
- Administrative fee for dismissing the case,
- Teen court fee,
- Juvenile court fee,
- Expungement fee, or
- Civil court case fees.

Note: Not all cases involving juveniles are excluded from the CCRS. Truancy cases are considered "true juvenile cases." Cases such as speeding or other offenses that may be committed by an adult but are committed by a juvenile are included in the database.

Include the associated dollar amounts when additional fees such as Failure to Appear Fee, Time Payment Fee, Warrant Fee, etc. is added later and the case was counted in a previous month. (Note the case is not counted again.)

If the amount collected is greater than the amount assessed by $1,000 for the selected month, the system will require a response to the following question:

Dollar amount collected was greater than dollar amount assessed:
- ☐ Warrant roundup
- ☐ Increase in collection on old cases
- ☐ A portion of amount collected was assessed in previous period
- ☐ Other: _____

Dollar amount collected was greater than dollar amount assessed by $1,000 because:
- Warrant round-up – Payments were made due to warrants being issued, causing an increase in amount collected.
- Increase in collection on old cases – There has been a <u>large</u> increase in collections for monies owed on cases over 120 days. (Usually a new third party collection vendor was hired to collect on "old" cases.
- A portion of amount collected was assessed in the previous period – For example, a case was assessed on the last day of May. The payment was received in June within the 0-30 day time period. The case amount was assessed and accounted for in May; however, the amount collected for this case was accounted for in June.

- Other – Provide an explanation.

Note: Dollar amount collected **must equal** Total Dollars Collected (sum of aging schedule) for the report to submit. See page 9 for an illustration.

Dollar amount waived: Indigency - *(Costs & Fees Only)* **-** Enter the dollar amount waived for defendants determined to be indigent.

Dollar amount waived: Non-Indigency - *(Costs & Fees Only)* **-** Enter the dollar amount waived for reasons other than indigency.

Dollar amount of jail time served credit given - Enter the dollar amount credited for jail time served.

Dollar amount of community service credit given – Enter the dollar amount credited for community service performed.

Municipal Court: Court Costs and Fees	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ^{C}Total
Dollar amount assessed	$437,985.23	$398,860.61	$527,572.83	
Dollar amount collected *	$276,754.18	$272,224.91	$330,950.03	75.51%
* **Excludes** dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees. **Note:** Enter values in either Indigency or Non-Indigency or BOTH If cost waived has not been separated, enter value in Non-Indigency.				
Dollar amount waived: Indigency	$0.00	$0.00	$0.00	
Dollar amount waived: Non-Indigency	$0.00	$0.00	$0.00	
Dollar amount waived: Total = Indigency + Non-Indigency	$0.00	$0.00	$0.00	
Dollar amount of jail time served credit given	$113,833.55	$106,714.50	$98,539.00	22.48%
Dollar amount of community service credit given	$1,072.50	$495.10	$8,790.00	2.01%
^{C}Total of collections, waived amounts and credited amounts	$391,660.23	$379,434.51	$438,279.03	

The "**Dollar Amount Waived:** Total = Indigency + Non-Indigency**" and **"Total of Collections, Waived Amounts and Credited Amounts"** fields will be automatically calculated by the system.

Adjustments Assessed and Collected - Enter adjustments and reversals that effect previous month's reports. These figures can be either positive or negative. Below are a few examples of what should be accounted for in these fields. For more examples refer to Appendix B.

Dollar amount of adjustment assessed	$0.00	$0.00	$0.00	
Dollar amount of adjustment collected	$0.00	$0.00	$0.00	

The following are examples but not an exhaustive list of events that would cause adjustments should they occur in a different month than the original transaction:

- **Judge reverses a fine that was assessed** - (i.e. late acceptance of the Driver Safety Course documentation) the amount reversed is reflected in the Fine – "Dollar Amount of Adjustment Assessed" field.

- **Judge probates a portion of fine** - (this is different from the judge reducing/waiving a fine). Example: A case is assessed $1,000 and probated $750. Record the transaction as follows: "Dollar Amount Assessed" $1,000, "Dollar amount of adjustment assessed" -$750 (minus $750) which leaves $250 to be collected.

- **Insufficient Funds** - (bounced check) if the amount collected was reported in a previous month's report, the reversal is reported in "Dollar Amount of Adjustment Collected" in the month that the check was returned. This adjustment can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

- **Data Entry Error** - adjustments are accounted for in the applicable fields. An adjustment in "Dollar Amount Assessed" field is corrected in the "Dollar Amount of Adjustment Assessed" field in court Cost and Fees or Court Fines sections and an adjustment in "Dollar Amount Collected" field is corrected in "Dollar Amount of Adjustment Collected" field in Court Cost and Fees or Court Fines sections. These amounts can be both positive and negative. *Note: Generally, anything added in error will be an adjustment.*

Aging Schedule - Enter the dollars collected for each timeframe: 0-30 days, 31-60 days, 61-90 days, 91-120 days, and 120+days. The time span is calculated by your collection software from the date of assessment, which is usually the date of conviction/adjudication or the date of deferral (i.e., deferred disposition, driving safety course deferral, and deferred adjudication) shown in the court's docket through the date of payment.

Municipal Court Court Costs and Fees Aging Schedule				120 Day Coll. Rate 57.74%
Breakdown of Dollar amount collected from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected*	Percentage Collected
0-30 days	$226,453.68	$217,765.61	$267,525.83	50.71%
31-60 days	$25,556.20	$25,235.65	$28,747.60	7.21%
61-90 days	$9,066.00	$11,594.90	$12,230.25	2.79%
91-120 days	$4,623.85	$6,653.65	$5,907.15	1.28%
120+ days	$11,054.45	$10,975.10	$16,539.20	
Total Dollars Collected	$276,754.18	$272,224.91	$330,950.03	

Example: The Court Collection Report is for June 2016, the date of assessment was June 1, 2016 and the date the payment was received was June 1 through June 30, 2016, then the payment amount(s) would be added in the 0 to 30 days category. If a payment was received on that same case in July 2016, the July 2016 Court Collection Report would add the amount(s) received in the 31 to 60 days category.

"*Total Dollars Collected*" (*the sum of all of the 5 aging categories*) *for a month's collection must equal the 'Dollar Amount Collected" for the month.* An error message (shown below) will appear

if **Total Dollars Collected** <u>does not equal</u> **Dollar Amount Collected**. This must be true in the Court Costs and Fees section and the Fines section.

<div style="background-color: yellow; color: red; border: 1px solid black; padding: 8px;">
Total Dollars Collected (sum of 5 categories in aging schedule [**$340,950.03**]) must equal Dollar Amount Collected [**$330,950.03**]
</div>

Municipal Court: Court Costs and Fees

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ^{C}Total
Dollar amount assessed	$437,985.23	$398,860.61	$527,572.83	
Dollar amount collected *	$276,754.18	$272,224.91	$330,950.03	75.51%
* **Excludes** dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees. **Note:** Enter values in either Indigency or Non-Indigency or BOTH If cost waived has not been separated, enter value in Non-Indigency.				
Dollar amount waived: Indigency	$0.00	$0.00	$0.00	
Dollar amount waived: Non-Indigency	$0.00	$0.00	$0.00	
Dollar amount waived: Total = Indigency + Non-Indigency	$0.00	$0.00	$0.00	
Dollar amount of jail time served credit given	$113,833.55	$106,714.50	$98,539.00	22.48%
Dollar amount of community service credit given	$1,072.50	$495.10	$8,790.00	2.01%
^{C}Total of collections, waived amounts and credited amounts	$391,660.23	$379,434.51	$438,279.03	

Municipal Court: Court Costs and Fees Aging Schedule

120 Day Coll. Rate 57.74%

Breakdown of Dollar amount collected from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected*	Percentage Collected
0-30 days	$226,453.68	$217,765.61	$267,525.83	50.71%
31-60 days	$25,556.20	$25,235.65	$28,747.60	7.21%
61-90 days	$9,066.00	$11,594.90	$12,230.25	2.79%
91-120 days	$4,623.85	$6,653.65	$5,907.15	1.28%
120+ days	$11,054.45	$10,975.10	$16,539.20	
Total Dollars Collected	$276,754.18	$272,224.91	$330,950.03	

Total Court Costs, Fees, Fines and Aging Information

The amounts entered for court costs and fees will be automatically added to the amounts entered for fines, resulting in a total for court costs, fee, and fines for the month.

Municipal Court: Total Court Costs, Fees, and Fines

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ᵀTotal
Dollar amount assessed	$453,364.50	$370,117.78	$432,117.78	
Dollar amount collected	$303,926.14	$254,361.95	$272,803.03	53.65%
Dollar amount waived	$0.00	$0.00	$0.00	
Dollar amount of jail time served credit given	$179,860.83	$225,551.29	$233,634.82	45.94%
Dollar amount of community service credit given	$3,023.00	$772.00	$2,094.50	0.41%
ᵀTotal of collections, waived amounts and credited amounts	$486,809.97	$480,685.24	$508,532.35	

Municipal Court: Total Court Cost, Fee, and Fine Adjustments Assessed and Collected

	Previous Month 2	Previous Month 1	Dollar Amount	
Dollar amount of adjustment assessed	$0.00	$0.00	$0.00	
Dollar amount of adjustment collected	$0.00	$0.00	$0.00	

Municipal Court: Total Court Costs, Fees, and Fines Aging Schedule

120-Day Collection Rate 39.83%

Time span from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected *	Percentage Collected
0-30 days	$155,784.44	$122,895.80	$143,120.98	33.12%
31-60 days	$21,674.42	$20,886.10	$17,376.91	4.69%
61-90 days	$15,874.10	$14,153.64	$17,972.42	3.96%
91-120 days	$16,985.95	$15,600.32	$12,335.88	2.72%
120+ days	$93,607.23	$80,826.09	$81,996.84	
Total Dollars Collected	$303,926.14	$254,361.95	$272,803.03	

* DO NOT include the dollar amount of credits for jail time served or community service performed or the dollar amount of waived total court costs, fees, and fines.

Significant Changes

If your court had any significant changes during the month that would explain a variation in the data, provide an explanation of the changes. (Example: Lower cases reported for the month due to Judge being out for most of the month.)

Please describe, if applicable, any significant changes that have occurred during the month that might explain a variation in the collection rate.

Submit the Report
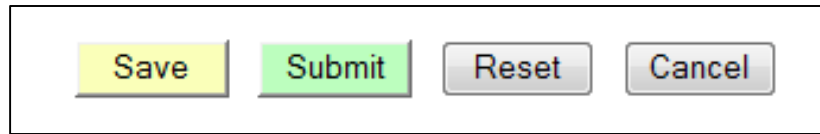
Click the **Save, Submit, Reset,** or **Cancel** as appropriate:

Save Temporarily saves the entered information. Click **Save** if you have entered data but have not completed the report. **Note:** *You must go back and submit the completed report later.*

Submit Permanently stores the information. If you **submit** the information by mistake, contact your RCS for assistance in correcting the information.

Troubleshooting: A warning message similar to the one below may appear if:

- **"Number of new cases", "Dollar amount assessed", 'Dollar amount collected", and "Dollar amount jail time served credit"** is greater than or less than 50 percent of the average of the previous 3 months. See example in the following section called System Message.
- **"Dollar amount collected"** is *greater than* **"Dollar amount assessed"** *by $1,000*. See page 6.
- **"Dollar amount collected"** *must equal* to the "**Total Dollars Collected"** in the Aging Schedule section. See page 9.

System Message

The system performs basic checks to help identify possible data entry errors. If **Number of new cases, Dollar amount assessed, Dollar amount collected, and Dollar amount of jail time served credit** increased or decreased by more than 50 percent of the average of the previous three months for that category, the system will issue the following message:
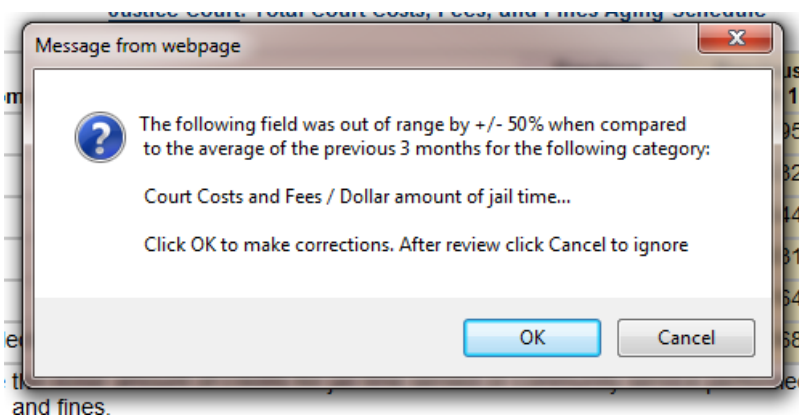
Click **OK** to review and correct the data or enter an explanation in the Significant Changes box. The system will direct the cursor to the field in question which will be highlighted in blue. Correct the data, if necessary.

Click **CANCEL** to move on. If additional fields need to be reviewed, the system will automatically advance to the next field.

Reset Clears all new Court Collection Report items that you entered during this session or *restores the original values of your last save*. You will remain in the Collection Reporting page and will receive the following warning message:
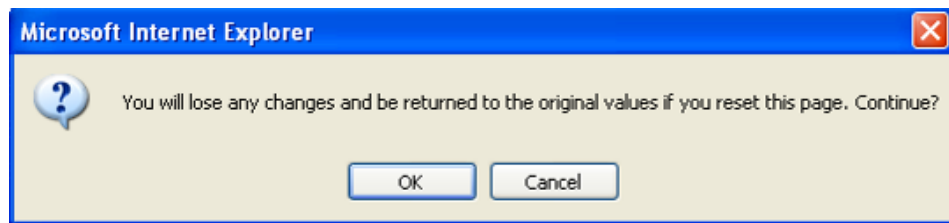
Click **OK** to Reset, or **Cancel** to exit the message.

Cancel Cancels the entry/entries and returns to the **Program Selection** page. You will receive the following warning message:
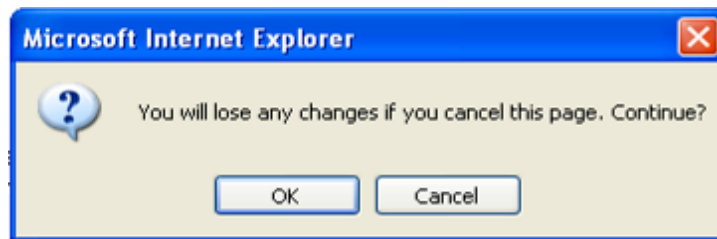
Click **OK** to cancel, or **Cancel** to exit the message.

Number of Reports Required

If your collection program has only one court level in your collection program and you have permanently stored the information (clicked submit), you have completed your report for the month.

If you have multiple court levels in your collection program, you must:

- Select **Program Collections Reporting** from the left menu to select the monthly data entry page.

- Find the **Month you want to report.**

- Select the Go button next to the **Court Level** for the next court level that you will be entering.

- Enter the **Court Costs, Fee and Fines** data for that court level.

- Repeat until you have entered data for all of the court levels served by your collection program.

- Verify that you have **submitted** the data for the court level(s) that you entered.

Data must be reported separately for each court level—district courts, county-level courts, and justice courts—even if one collection program serves courts from different levels. For example, if one collection program serves all the district and county-level courts in the county plus three justice courts (JP Precinct 1, 2, and 3), and two other justice courts in the county have separate collection programs, data are to be reported as follows:

Program 1 (serving all district and county-level courts):

- One report for all district courts in the county
- One report for all county-level courts in the county
- One report for the three participating justice courts (JP Precinct 1,2, and 3)

Program 2 (serving JP Precinct 4):

- One report for JP Precinct 4

Program 3 (serving JP Precinct5):

- One report for JP Precinct 5

Annual Financial Information (AFI)

The AFI captures annual expenses related to the Collection Improvement Program. All *administrative* expenses related to the collection program should be reported whether the expense is **paid from your court's budget or the county's budget**.

Select **Annual Financial Info** under Program Options from the left toolbar. *Annual information should be updated at the end of your county/city fiscal year and is <u>due sixty (60) days after the end of the fiscal year.</u>* For example, if the program's fiscal year is October 1 through September 30, then an Annual Financial Information Report (AFI) must be entered within 60 days of the close of the fiscal year or by November 30th.

<u>N*ew programs only* - the AFI will not be required until after the Collection Improvement Program's first full fiscal year after implementation.</u> For example, if the program was implemented in April 2015, and the county/city fiscal year is October 1 through September 30, then an AFI must be entered within 60 days of the close of the fiscal year or by November 30, 2015.

Refer to the following pages for instructions on updating the AFI. For a full example of how to complete the AFI refer to Appendix page 50.

To view the report without updating it, click Cancel when finished viewing or select another item from the left toolbar.

San Patricio County Clerk (San Patricio)
Annual Financial Information for FY2012

This page is for reporting certain program information on an annual basis.

Program Description   San Patricio County Clerk
County of Program   San Patricio

Help:

W   Step by step procedures

X   Help with FTE Calculations

Reporting Fiscal Year   2012 ▼

Exempt:

☐ The jurisdiction hereby acknowledges that any costs and expenditures incurred related to the CIP are extremely limited and not significant enough to declare.

NOTE: Exclude employees who spend less than 5% of their time on the Collections Improvement Program

Employee Information:	Head Count		Full-Time Equivalent	
Number of Full-time Court Collection Positions				
Number of Part-time Court Collection Positions				
Total:				

Expenses:	% of Total Expenses
FTE Salaries for Full Time Salaries	
FTE Salaries for Part Time Salaries	
Fringe Rate: % Fringe Benefits $:	
Total Direct Operating Expenses (i.e. supplies, software maintenance, and other recurring costs; Exclude start-up costs)	
Total Expenses:	

Other:

	Justice	County	District
What is the average jail time served credit per day?			

Indicate other areas for which collection services are provided.
(Select all that apply.)

☐ Airport Collections
☐ Alarm Ordinance Collections
☐ Animal Control Collections
☐ Bond Forfeiture Collections
☐ Child Support Collections
☐ Civil Fee Collections
☐ CSCD Supervision Fee Collections
☐ Hot Check Collections (Restitution)
☐ Library Collections
☐ Mental Health Collections
☐ Parking Collections
☐ Restitution Collections
☐ Other Collections

If other, describe:

Jail Information: (Optional)

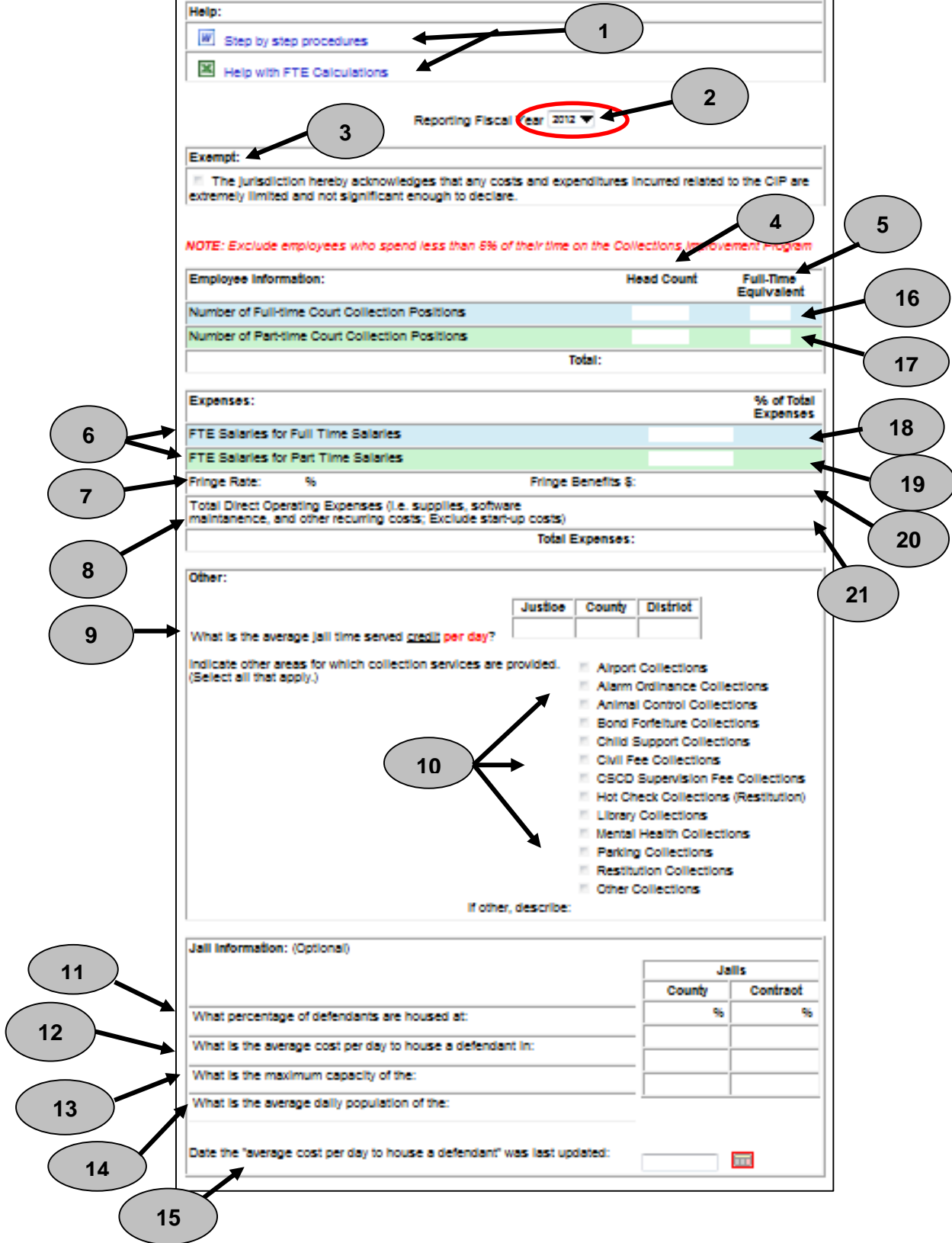|	Jails	
	County	Contract
What percentage of defendants are housed at:	%	%
What is the average cost per day to house a defendant in:		
What is the maximum capacity of the:		
What is the average daily population of the:		

Date the "average cost per day to house a defendant" was last updated: [   ] 🔲

Help

Step-by-Step Procedures – A document with examples on how to enter data for the Annual Financial Information Report. Refer to Appendix A, page 50, for a hard copy of the document

FTE Calculations – A revisable spreadsheet that contains formulas to assist the user in calculating FTEs for the Employee Information section and FTE Salaries for the Expenses section.

Reporting Fiscal Year - Select the correct fiscal year for the data being reported.

Exempt – Programs that have employees that spend less than 5 percent of their time on the CIP are exempt from reporting the AFI by checking the box next to the statement "The jurisdiction hereby acknowledges that any costs and expenditures incurred related to the CIP are extremely limited and not significant enough to declare." Note: This primarily applies to Community Supervision and Corrections Departments.

Employee Information

Employee Information is for staff associated with the CIP process.

Employees who assist with the CIP from another department should be included when calculating employee information. If your collection program does not have full-time employee(s) enter a "0" for full-time court collection positions head count. If your program does not have part-time employee(s), enter a "0" for part-time court collection positions head count.

Full-Time Employee refers to an employee who works 40 hours per week for the county, city or CSCD even though the employee does not devote their full time to the collection process. Part-Time Employee refers to an employee who works less than 40 hours per week for the county, city or CSCD. The part-time employee may devote all of their time to the collection process but is considered a part-time employee.

Include staff who:

1) obtain the application/contact information,
2) verify the application/contact information,
3) establish a payment plan and interview the defendant about the payment plan,
4) make phone calls and send out notices related to collections,
5) monitor compliance with payment plans or extensions, and
6) report CIP data to the OCA and other related CIP tasks.

Exclude:
1) Judges (Judges' salaries are considered judicial expenses and not administrative.)
2) The cashier function (Some of their costs may be counted if, for example, they take applications or fulfill other functions related to the CIP. If the only task of the employee is receiving money, do not count his or her position.)
3) Staff time associated with the collection of non-CIP monies. (The CIP includes collection of court costs, fees, and fines for criminal cases. Staff time associated with the collection of those items listed in the "Other" section of the AFI should not be included.)
4) Staff that spend less than 5% of their time on the CIP. (This includes supervisors that do not spend 5% of their time supervising CIP staff.)

NOTE: *Exclude employees who spend less than 5% of their time on the Collections Improvement Program*

Employee Information:	Head Count	Full-Time Equivalent
Number of Full-time Court Collection Positions		
Number of Part-time Court Collection Positions		
Total:		

4 **Number of Full-Time Court Collection Positions > Headcount** ─ Enter the number of full-time court employees who spend more than 5% of their time on the collections effort.

Number of Part-Time Court Collection Positions > Headcount ─ Enter the number of part-time court employees who spend more than 5% of their time on the collections effort.

5 **Full –Time Equivalent** ─ A full-time equivalent employee is a ratio that represents the number of hours that an employee works compared to 40 hours a week. One FTE is any combination of employees whose hours total 40 hours. FTEs do not equate to employee headcount.

Full-Time Example: There are two (2) full-time (40 hours per week) employees that work on collections. One full-time employee spends 75% of the time on collections-related work and the other full-time employee works 50% of the time on collections related work. The **Number of Full-time Court Collection**

Positions, Headcount is 2. The **Number of Full-time Court Collection Positions, Full-Time Equivalent** is .75 (75%) + .50 (50%) = 1.25.

Part-Time Example: There are two (2) part-time employees each working 20 hours per week that work on collections. Both part-time employees spend 50% of the time on collections related work. The **Number of Part-time Court Collection Positions, Headcount** is 2. The **Number of Part-time Court Collection Positions, Full-Time Equivalent** is (first employee) .50 (20 hours per week/40 hours per week) times .50 (50% time spent on collections) + (second employee) .50 (20 hours per week/40 hours per week) times .50 (50% time spent on collections) = .5.

Expenses

Note: A spreadsheet is provided to assist you in calculating the amounts for ⑥. The link to the spreadsheet can be found at the top of the Annual Financial Report screen.

Expenses:	% of Total Expenses
FTE Salaries for Full Time Salaries	
FTE Salaries for Part Time Salaries	
Fringe Rate: ___ % Fringe Benefits $:	
Total Direct Operating Expenses (i.e. supplies, software maintenance, and other recurring costs; Exclude start-up costs)	
Total Expenses:	

⑥ FTE Salaries for Full-Time Employees — Enter the sum of the *FTE* salaries for full-time employees whose primary job function is collections. *The figure is calculated from base salaries and does not include benefits.* If you have more than one full-time employee you should use the "Complete FTE Calculations Spreadsheet" on page 52.

FTE Salaries for Part-Time Employees — Enter the sum of the *FTE* salaries for part-time employees whose job function involves time spent on collections. If they work part time in the collection program but are paid by a different department, estimate the percentage of their time spent on collections and enter the appropriate portion of their annual salary. Do not include employees who spend less than 5% of their time on collections. *The figure is calculated from base salaries and do not include benefits.* If you have more than one part-time employee you should use the "Help with FTE Calculations" spreadsheet. Examples on completing this spreadsheet are on page 52 "Step 5 > Complete FTE Calculations Spreadsheet."

⑦ Fringe Benefits Rate — Enter the fringe benefits rate. The fringe benefit rate is the dollar amount of the fringe benefits divided by the gross salaries associated with the fringe dollar amount. This rate includes social security paid by the employer (not the employee), sick leave, health benefits, retirement, vacation, etc. You may need to *obtain this from your county/city auditor*. When the fringe benefits rate is entered, the computer will automatically calculate Fringe Benefits by multiplying the FTE salaries for both full-time and part-time employees by the rate. For examples on how to determine Fringe Benefits Rate refer to page 57 of Appendix A.

8 **Total Direct Operating Expenses** ─ Input the actual expenses for the **Reporting Fiscal Year**. Include software maintenance costs, supplies, and other recurring costs. **Do not include** indirect costs (office space) or any one-time, start-up costs such as the initial purchase of computer equipment, software, furniture, fringe benefits, or base salaries, etc. **Note:** Start-up costs are reported in the Program Information report, which is updated by your RCS. Refer to page 59 of Appendix A to see examples of direct operating expenses.

Other

Other:

	Justice	County	District
What is the average jail time served credit **per day**?			

Indicate other areas for which collection services are provided. (Select all that apply.)

- ☐ Airport Collections
- ☐ Alarm Ordinance Collections
- ☐ Animal Control Collections
- ☐ Bond Forfeiture Collections
- ☐ Child Support Collections
- ☐ Civil Fee Collections
- ☐ CSCD Supervision Fee Collections
- ☐ Hot Check Collections (Restitution)
- ☐ Library Collections
- ☐ Mental Health Collections
- ☐ Parking Collections
- ☐ Restitution Collections
- ☐ Other Collections

If other, describe: _____

9 **What is the average jail credit rate per day?** – Enter the average credit rate per day in your county/city/contract jail. (Example: $50/day, $100/day, etc.) Enter the rate for each court level serviced by your collection program. If the rate differs by court within the same court level, use the rate per day used most often.

10 **Indicate other areas for which collection services are provided. (Select all that apply.)** ─ Check the box for each type of collection services that apply. If you select **Other Collections**, complete the **If other, describe** box.

Jail Information

Jail information can be obtained from the *Sheriff's Office or County Auditor's Office for counties and the Chief of Police or City Auditors Office for cities*. This section provides OCA with information on city/county jail statistics. This section is optional for justice courts.

Jail Information: (Optional)

	Jails	
	County	Contract
What percentage of defendants are housed at:	%	%
What is the average cost per day to house a defendant in:		
What is the maximum capacity of the:		
What is the average daily population of the:		
Date the "average cost per day to house a defendant" was last updated:		

11 — **What percentage of defendants are housed at City/County Jail and Contract Jail?** Enter the percentages and make sure that the total is 100 percent.

12 — **What is the average cost per day to house a defendant in City/County Jail and Contract Jail?** Enter the cost per day for each facility used by your city/county.

13 — **What is the maximum capacity of the City/County Jail and Contract Jail?** Enter the maximum capacity of the facility. If your city/county contracts for space, enter only the **contracted capacity** (not the capacity of the facility).

14 — **What is the average daily population of the City/County Jail and Contract Jail?** Enter the average daily population of inmates in your city/county jail. Do **not** include the number of inmates from other jurisdictions that have contracted for space in your jail. For contracted jail space, indicate the average daily population your city/county uses in the contracted facility.

15 — **Date the "average cost per day to house a defendant rate" was last updated.** Enter the date the average cost per day to house a defendant in jail was last updated. Because this rate is updated infrequently, the date will verify when it last occurred.

Submit the Report

Save	Submit	Reset	Cancel

Click the **Save, Submit, Reset,** or **Cancel** as appropriate:

Save Temporarily saves the entered information. Click **Save** if you have entered data but have not completed the report. **Note:** *You must go back and submit the completed report later.*

Submit Permanently stores the information. If you **submit** the information by mistake, contact your RCS for assistance in correcting the information.

Percent of Total Expenses

This column indicates how much in <u>actual dollars</u> of the total expenses for the fiscal year consists of salaries, benefits, and operating expenses. The sum of the percentages under this heading should add up to 100% but may be slightly more or less due to rounding.

Expenses:		% of Total Expenses
FTE Salaries for Full Time Positions	$80,000.00	57.14%
FTE Salaries for Part Time Positions	$20,000.00	14.29%
Fringe Rate: 30 % Fringe Benefits $:	$30,000.00	21.43%
Total Direct Operating Expenses (i.e. supplies, software maintanence, and other recurring costs; Exclude start-up costs)	$10,000.00	7.14%
Total Expenses:	$140,000.00	

The following percentages are calculated by the computer and are not entered.

16   **Percent of Total Expenses > FTE Salaries for Full-time Employees:** This percentage is calculated by dividing the **FTE Salaries for Full-time Employees** for the selected fiscal year by the **Total Expenses** for the same fiscal year.

17   **Percent of Total Expenses > FTE Salaries for Part-time Employees:** This percentage is calculated by dividing the **FTE Salaries for Part-time Employees** for the selected fiscal year by the **Total Expenses** for the same fiscal year.

18   **Percent of Total Expenses > Fringe Benefits:** This percentage is calculated by dividing the dollar amount for **Fringe Benefits** for the selected fiscal year by the **Total Expenses** for the same fiscal year.

19   **Percent of Total Expenses > Total Direct Operating Expenses:** This percentage is calculated by dividing the **Total Direct Operating Expenses** for the selected fiscal year by the **Total Expenses** for the same fiscal year.

Program Information

Select **Program Information** under Program Options from the left toolbar to view information about your collections program, such as program contact information, important dates, and software being used. *Contact your RCS if any of the information is incorrect.*

Update Personal Contact Information

To update contact information for existing users, click on Update Contact Info in the left toolbar.

Required information is indicated with an asterisk (*). Click **Submit** when complete. **DO NOT** use this screen when a new employee replaces a previous employee. Submit a New User Form (http://www.txcourts.gov/media/64817/Court-Collection-Report-CCRS-New-User-Form.doc) to your RCS to add a new employee and inactivate a previous employee for security reason.

Find Program by Software Used

This report allows users to search participating collection programs by the type of collection software used in order to discuss software issues and best practices between users. Also, when a collection program is evaluating new collection software this option can be used to identify another program using the same software enabling both programs to discuss the software being evaluated. (When evaluating collection software, see "What Should You Look for in Collection Software?" at-http://www.txcourts.gov/cip-tech-support/collections-reporting/collection-software-evaluation.aspx.

To use this report, click **Find Program by Software Used** on the left toolbar. The screen will show a list of software. Select the software that you want to search for from the drop-down list and click **Submit**.

The results of the search include the Program Name, Contact Name, Title, Phone and Email. (**Note**: OCA makes no endorsement of any listed vendor's software.)

Using the Court Collection Report to Monitor and Improve Collections

Seasonal Nature of the Data

Dollar amount assessed is seasonal and depends on the location of the court and the court level. For example, an increase in citations issued and the resulting increase in court costs, fees, and fines assessed may be expected at municipal and justice courts located near the Gulf Coast during spring break.

Dollar amount collected is also seasonal. More defendants pay during the early part of the calendar year, when they have tax refunds. Fewer pay around the December holidays when they are spending for personal items. Because of this seasonal nature in the data, analyzing data from one month to the next may not present an accurate picture of trends in collections. A more accurate way to analyze trends would be to compare data from the same month in the previous year, rather than the previous month. However, one-time events, such as a hurricane or a warrant roundup not held in the same month every year, might make the comparison of the current month to the same month in the previous year unsuitable.

Program Reports
Program Reports allow collection improvement program participants to review and analyze the data collected by OCA. *Note: San Patricio is used as an example for the following sections.*

Activity Trends

Activity Trends allows the user to look for trends in collections activity over time. From the left toolbar under Program Reports, click on **Activity Trends**. Then select the time period, county, and program for the data you wish to view.

Then select a Court Level. There are 3 Court Level choices:
CC = County Courts
DC = District Courts
JC = Justice Courts

Then select a Costs Level. There are 4 Costs Level choices:

Court Costs and Fees – The system will only pull data for court costs and fees.
Court Fines – The system will only pull data for court fines.
Court Costs and Fines – The system will itemize data for both court costs, fees, and fines.
Total Court Costs Fees and Fines – The system will sum court costs and fees data with court fines
data by category.

Finally, after choosing a Costs Level, select the categories you wish to view for the costs level. The categories available can be seen in the picture below. Then click on **Get Data**.

After clicking **Get Data,** you can convert the data to an Excel spreadsheet by clicking **Open in Excel** and clicking on **Yes** to any warning messages. The "Open in Excel" icon should automatically appear next to the "Get Data" when the system pulls the data onto the screen.

The following screenshots show a sample of the data available through the Activity Trends Report. Once converted to Excel, many types of charts can be *manually* created from the data, shown below. The system can also *auto populate* charts from the data. Refer to Charts section of this manual. Again, reviewing **Activity Trends** is useful for evaluating the effectiveness of the collection program over time.

	Aug. 2010	Sept. 2010	Oct. 2010	Nov. 2010	Dec. 2010	Jan. 2011	Feb. 2011	Mar. 2011	Apr. 2011	May 2011	June 2011	July 2011
Report Date: 9/23/2011												
County: San Patricio												
Program Description: San Patricio County Clerk												
Court Levels Included: DC, CC, JC												
Number of Collection Programs Reporting	3	3	3	3	3	3	3	3	3	3	3	3
Number of Cases	1138	1071	1077	1067	881	1086	1070	1211	939	1005	1095	1033
Programs Not Separating	0	0	0	0	0	0	0	0	0	0	0	0
Programs Not Aging	0	0	0	0	0	0	0	0	0	0	0	0
Court Costs and Fees												
Dollar Amount Assessed	$212,159.18	$183,098.66	$210,381.83	$214,283.55	$183,280.06	$214,033.34	$196,699.64	$232,428.33	$169,724.60	$188,399.83	$192,089.36	$199,967.05
Dollar Amount Collected	$249,198.78	$222,478.36	$217,227.97	$170,283.65	$162,869.77	$200,083.92	$203,399.85	$221,828.17	$170,931.98	$164,802.80	$181,591.11	$167,710.73
Dollar Amount Waived Indigency	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Dollar Amount Waived Non-Indigency	$29,731.00	$31,941.90	$44,730.40	$603.40	$3,490.72	$455.50	$430.00	$1,748.80	$568.00	$500.00	$3,712.43	$480.00
Dollar Amount of Jail Time Served Credit	$30,414.40	$26,152.73	$23,303.59	$9,559.89	$12,052.37	$12,854.40	$10,223.26	$20,739.99	$23,231.98	$11,395.99	$8,065.96	$21,087.80
Dollar Amount of Community Service Credit	$10,228.55	$11,048.75	$8,640.95	$2,643.86	$4,465.64	$4,016.55	$2,394.50	$3,150.45	$3,586.39	$4,206.04	$3,466.94	$2,670.13

Choose the best chart to display the information being analyzed. For example, a simple line graph can be used to see trends and locate significant changes or errors in the data.

San Patricio County
District, County and Justice Court Collections
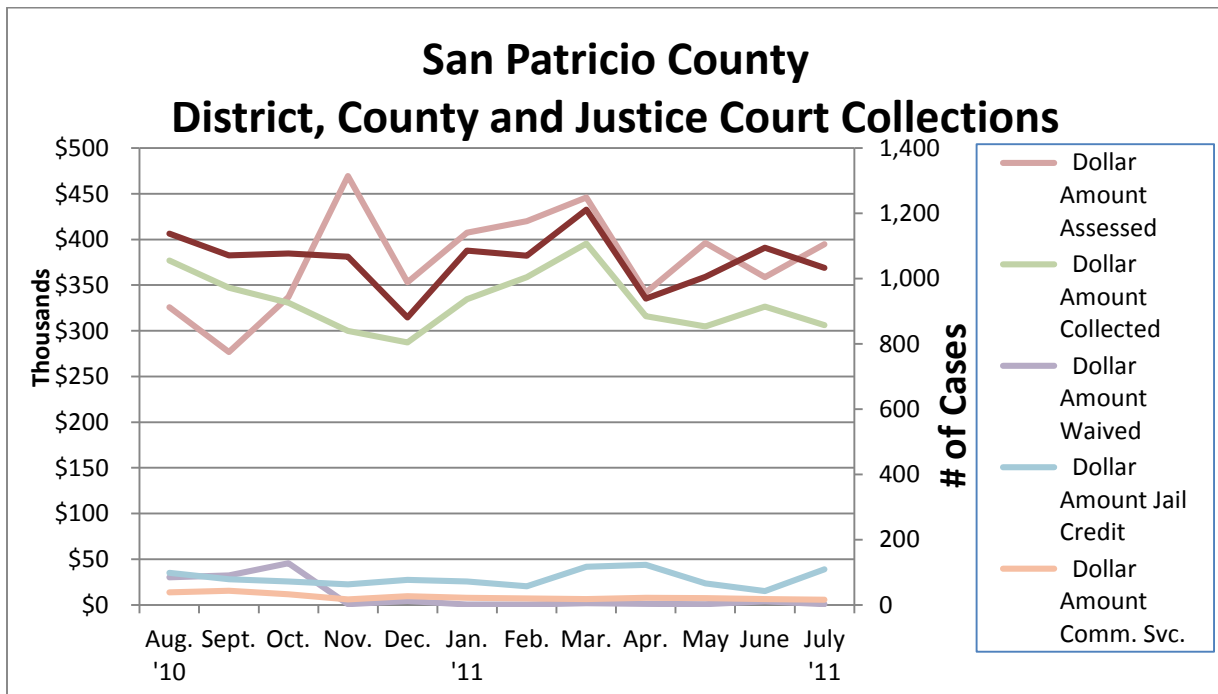
In the following bar chart, the data was used to calculate the average dollar amount assessed per case by *dividing the total courts costs, fines, and fees for District, County and Justice Courts by the number of cases*. The resulting average dollar amount assessed per case was then used to create the chart.

San Patricio County
Average Amount Assessed per Case

Month	Amount
Aug. '10	$286
Sept.	$258
Oct.	$313
Nov.	$440
Dec.	$401
Jan. '11	$375
Feb.	$393
Mar.	$368
Apr.	$364
May	$394
June	$328
July '11	$382
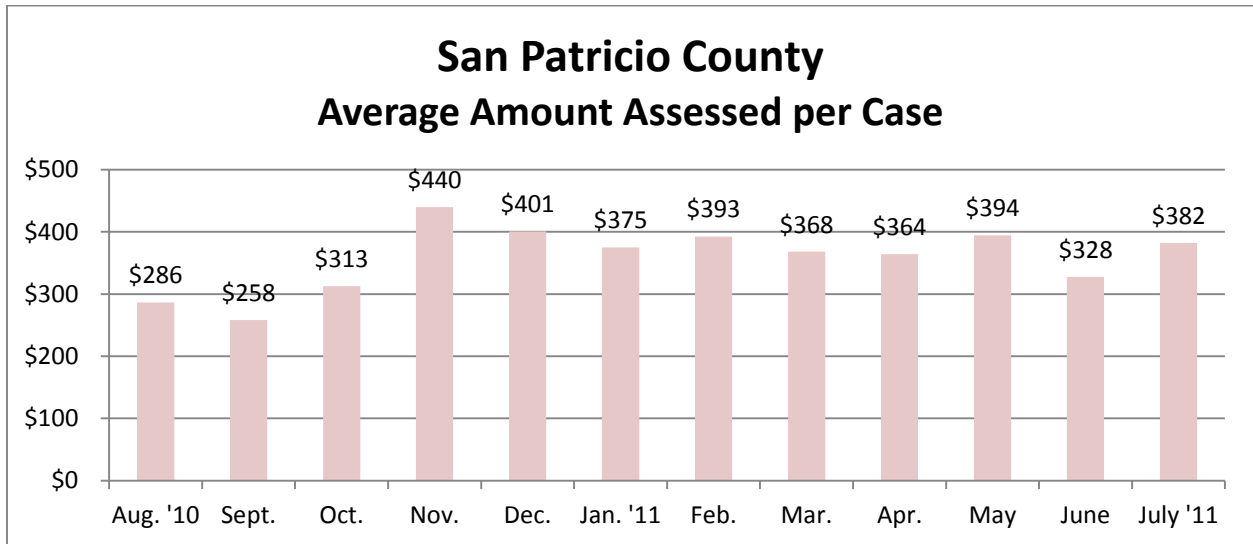
The aging schedule data from the Activity Trends Report can best be displayed in a pie chart.

San Patricio County
Percentage of Dollars Collected Over Time
(August 2010 - July 2011)

- 0-30 Days: 53%
- 31-60 Days: 3%
- 61-90 Days: 3%
- 91-120 Days: 3%
- 120+ Days: 38%
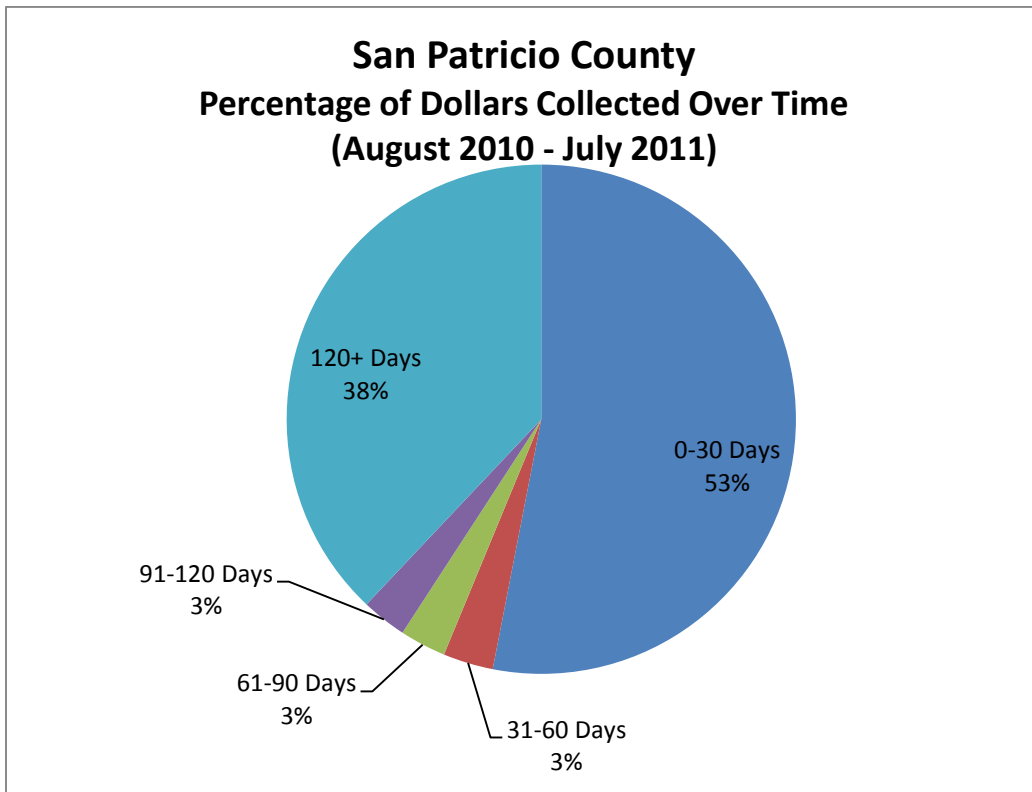
Charts

The CCRS can also automatically populate line and bar graphs and from submitted monthly reports. These graphs are useful in evaluating the effectiveness of the collection program over time.

From the left toolbar under Program Reports, click on **Charts**. A new screen will appear. At the top of the page, there are three options:

Collection Menu - Returns to the CCRS main page.

Chart by Totals – Court costs, fees, and fines are presented on the charts as a total rather than separated as courts costs and fees and court fines.

Chart by Cost per Case – Court costs, fees and fines are displayed as an average per case per month.

More detailed explanation of the charts are below.

Then choose the **Date Range** (Begin Date and End Date)**, County, Collection Program**, and **Court Level**. It will take few seconds to load.

There are three kinds of **Chart by Totals:**

Chart by Totals 1
Total Assessments, Collections, Credits
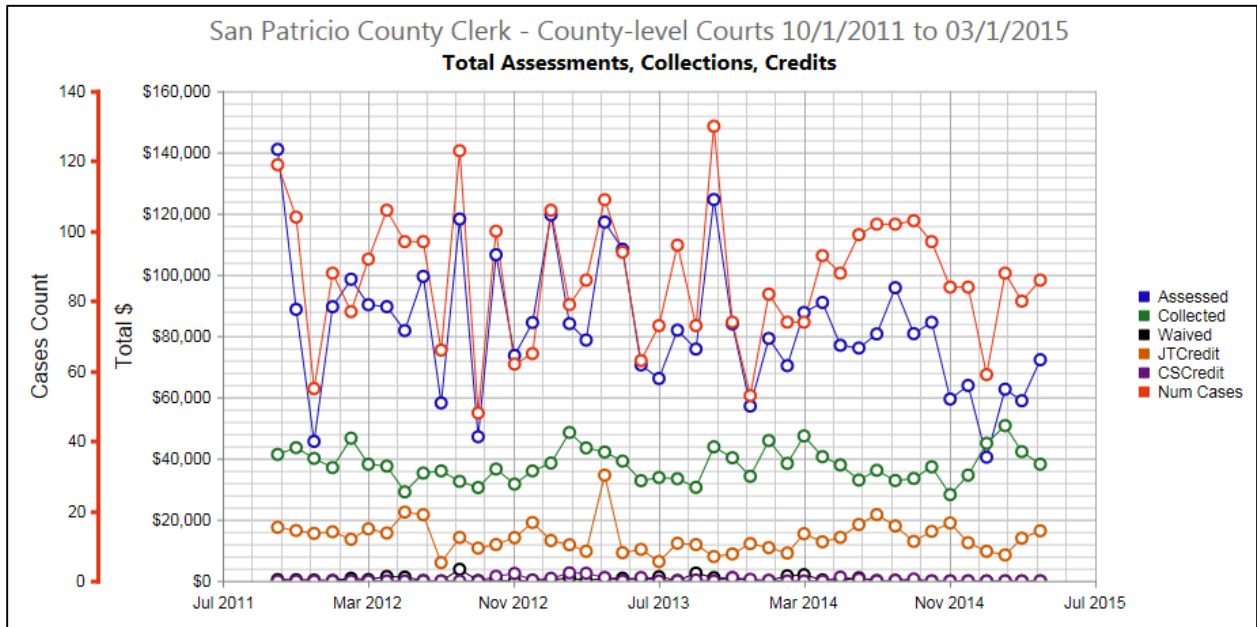
This chart displays Dollar Amount Assessed, Dollar Amount Collected, Dollar Amount Waived (sum of indigency and non-indigency), Dollar Amount Jail Time Served Credit, Dollar Amount Community Service Credit, and Number of New Cases in the month the transaction occurred. To determine Number of New Cases, use the red Y axis on the far left.

Chart by Totals 2
Timeliness of Collections (Dollar Amount)
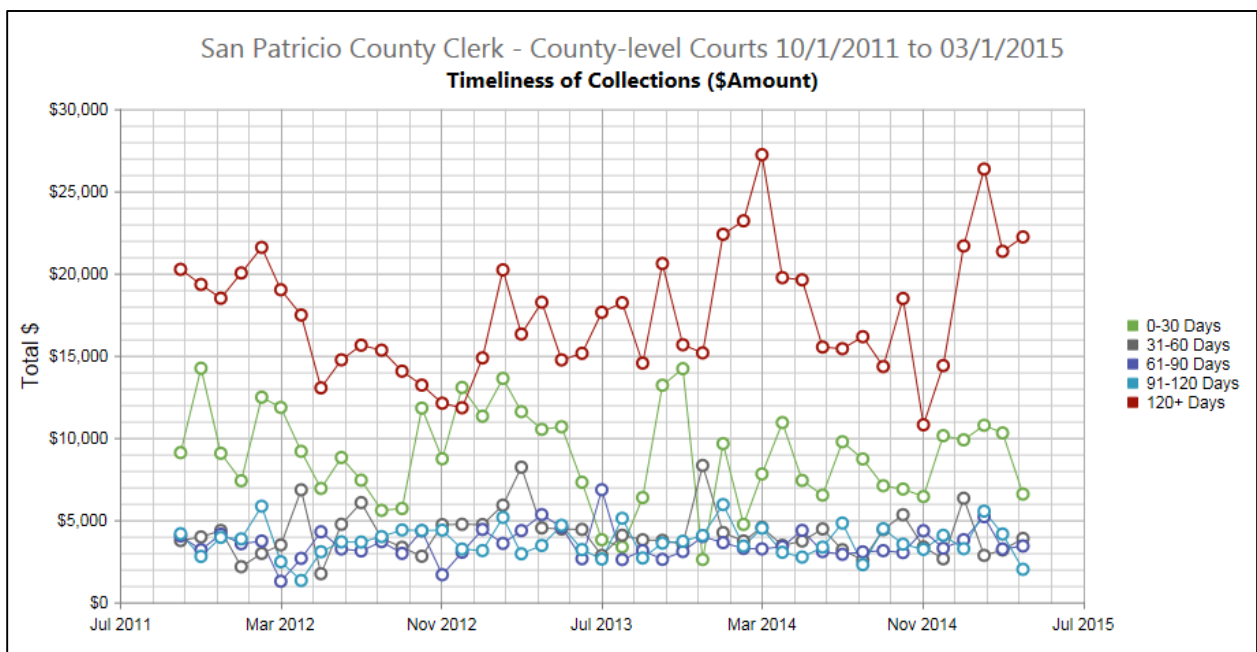
This chart separates Dollar Amount Collected into five time periods per month, 0-30 days, 31-60 days, 61-90 days, 91-120 days, and 120+ days based on the date the payment was received minus the date of assessment/adjudication/plea.

Chart by Totals 3
Timeliness of Collections (Percent of Total Collected)
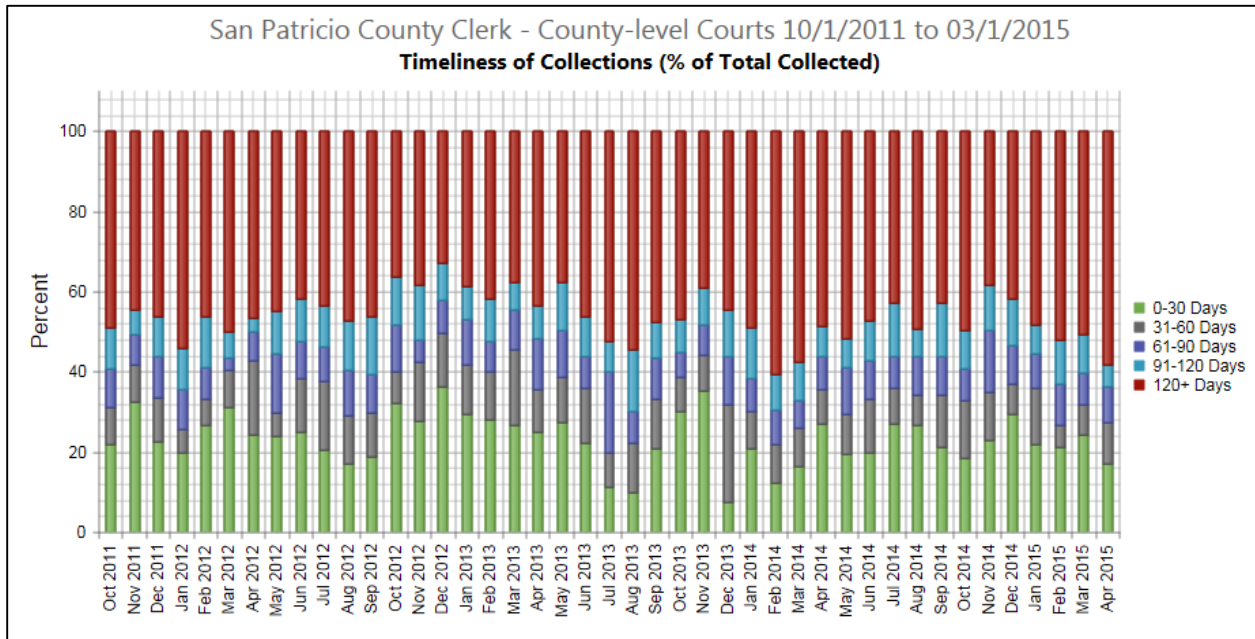
This chart displays Dollar Amount Collected as a percentage of total dollars collected by the five time periods per month, 0-30 days, 31-60 days, 61-90 days, 91-120 days, and 120+ days based on the date the payment was received minus the date of assessment/adjudication/plea.

Note: Each month should not exceed 100%. If so, the dollar amount collected is not being reported correctly by your case management system.

There are two kinds of **Chart by Cost per Case**

Cost per Case Chart 1
Average Court Costs and Fees and Court Fines per Case
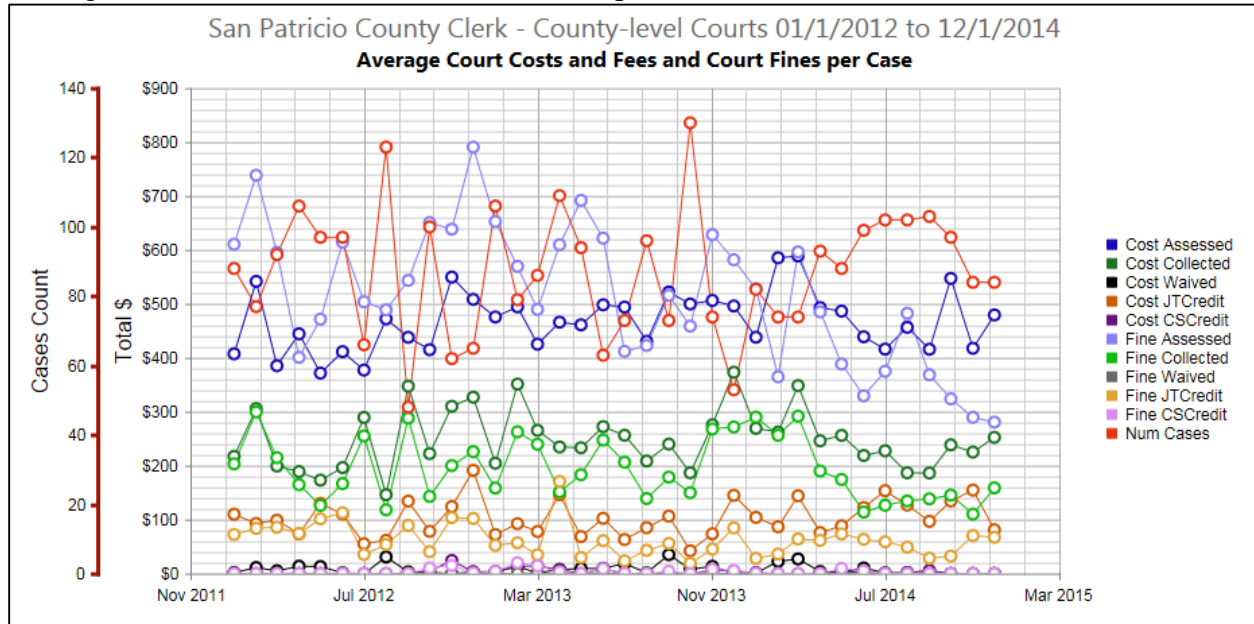
This chart separates Court Costs and Fees from Court Fines and displays the Average Dollar Amount per Case by Dollar Amount Assessed, Dollar Amount Collected, Dollar Amount Waived, Dollar Amount Jail Time Served Credit, and Dollar Amount Community Service Credit. To determine Number of New Cases, use the red Y axis on the far left.

Cost per Case Chart 2
Average Assessments, Collections, and Credits per Case
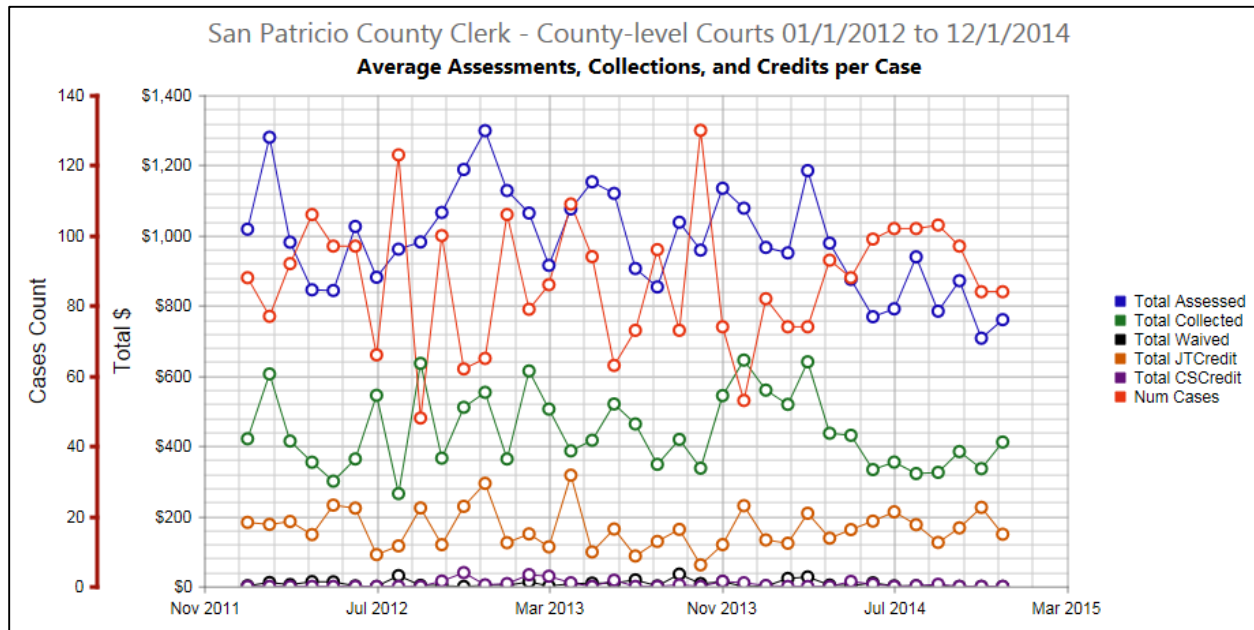
This chart is similar to Chart by Totals 1. It displays the sum of Court Costs, Fees and Court Fines per Case as Dollar Amount Assessed, Dollar Amount Collected, Dollar Amount Waived, Dollar Amount Jail Time Served Credit, and Dollar Amount Community Service Credit. To determine Number of New Cases, use the red Y axis on the far left.

Annual Expense & Revenue Report

The Annual Expense & Revenue Report can be used to run a return on expenditures analysis. This report combines the information from the Annual Financial Info report and the Monthly Collections reports into one report by fiscal year.

Click on **Annual Expense & Revenue Report** under Program Reports in the left toolbar. The program's expenses and revenues are listed by fiscal year. Click on **Open in Excel** to export the data into an Excel spreadsheet for further analysis.

Other Useful Rates

The following table shows additional rates that can be used to analyze your program's effectiveness for stakeholders such as the Court, the Budget Department, or Program Management.

Rate	Formula	Measure	Stakeholder
Compliance Rate	$\dfrac{\text{All \$ \& Credits}}{\text{All CF \& F}}$	Divides Total Dollars Collected plus Credits by all assessments for a given period	Court
Collections Rate	$\dfrac{\text{\$ Collected Only}}{\text{CF \& F}}$	Divides Total Dollars (excluding credits) Collected by All Assessments for a given period	Budget

		Divides Total Dollars (excluding credits) Collected by those assessed for the same cases less amounts not due or written off for a given period	
Payment Rate	$ Collected Only / CF & F – (Not Due/WO)	Divides Total Dollars (excluding credits) Collected by those assessed for the same cases less amounts not due or written off for a given period	Program Management

Definitions of Percentages on the Collections Reporting Screen

The Court Collection Report calculates percentages to capture a snapshot of the monthly reported data. The following screenshots show an example for a justice court; however, the same percentages are calculated for municipal, county, and district courts.

This symbol points to calculations on the sample screenshots on the following pages. The percentages for each type of assessment/collection are calculated the same way. The circles contain a number indicating the field being calculated and a letter referring to the type of assessment/collection:

C is for court costs and fees only,

F is for fines only, and

T is for total of court costs, fees, and fines.

See **APPENDIX A** for complete explanations of the calculations in the screenshot example.

Justice Court: Court Costs and Fees

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ^{C}Total	
Dollar amount assessed	$75,001.82	$94,477.95	$89,403.89		1C
Dollar amount collected *	$100,000.73	$113,358.58	$104,355.48	91.99%	

Excludes dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees.

Note: Enter values in either Indigency or Non-Indigency or BOTH. If cost waived has not been separated, enter value in Non-Indigency.

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ^{C}Total	
Dollar amount waived: Indigency	$0.00	$0.00	$0.00		
Dollar amount waived: Non-Indigency	$475.00	$2,800.00	$350.00		2C
Dollar amount waived: Total = Indigency + Non-Indigency	$475.00	$2,800.00	$350.00	0.31%	
Dollar amount of jail time served credit given	$1,260.30	$3,853.85	$6,701.63	5.91%	3C
Dollar amount of community service credit given	$1,658.59	$3,063.94	$2,038.13	1.80%	4C
^{C}Total of collections, waived amounts and credited amounts	$103,394.62	$123,076.37	$113,445.24		

Justice Court: Court Cost and Fee Adjustments Assessed and Collected

	Previous Month 2	Previous Month 1		
Dollar amount of adjustment assessed	$0.00	$0.00	$50.00	
Dollar amount of adjustment collected	$0.00	$0.00	($100.00)	5C

Justice Court: Court Costs and Fees Aging Schedule

120-Day Collection Rate 0%

Breakdown of Dollar amount collected from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected *	Percentage Collected	
0-30 days	$63,725.72	$86,034.00	$75,378.91	84.31%	6C
31-60 days	$417.00	$1,399.40	$749.10	0.79%	7C
61-90 days	$611.50	$414.50	$546.40	0.73%	8C
91-120 days	$44.00	$316.35	$238.00	0.26%	9C
120+ days	$35,202.51	$25,193.88	$27,443.07		
Total Dollars Collected	$100,000.73	$113,358.13	$104,355.48		

* *DO NOT include the dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees.*

Justice Court: Court Fines

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of FTotal
Dollar amount assessed	$55,563.48	$63,249.31	$58,464.43	
Dollar amount collected *	$69,032.42	$77,801.92	$73,759.67	92.12%
Excludes dollar amount of credits for jail time served or community service performed or the dollar amount of waived court costs and fees.				
Dollar amount waived	$75.96	$150.00	$192.00	0.24%
Dollar amount of jail time served credit given	$2,150.20	$3,303.85	$5,007.50	6.25%
Dollar amount of community service credit given	$100.01	$1,055.61	$1,109.37	1.39%
FTotal of collections, waived amounts and credited amounts	$71,358.59	$82,311.38	$80,068.54	

1F
2F
3F
4F

Justice Court: Court Fine Adjustments Assessed and Collected

	Previous Month 2	Previous Month 1	Dollar Amount
Dollar amount of adjustment assessed	$0.00	$0.00	($150.00)
Dollar amount of adjustment collected	$0.00	$0.00	$250.00

Justice Court: Court Fines Aging Schedule

120-Day Collection Rate 0%

5F

Time span from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected *	Percentage Collected
0-30 days	$41,835.02	$53,204.54	$44,875.44	76.76%
31-60 days	$683.10	$659.30	$692.90	1.10%
61-90 days	$1,341.50	$118.60	$857.80	1.54%
91-120 days	$970.10	$433.75	$982.10	
120+ days	$24,202.70	$22,385.73	$26,351.43	
Total Dollars Collected	$69,032.42	$76,801.92	$73,759.67	

6F
7F
8F
9F

*DO NOT include the dollar amount of credits for jail time served or community service performed or the dollar amount of waived court fines.

Justice Court: Total Court Costs, Fees, and Fines

	Previous Month 2	Previous Month 1	Dollar Amount	Percent of ^{T}Total	
Dollar amount assessed	$130,565.30	$157,727.26	$147,868.32		**1T**
Dollar amount collected	$169,033.15	$191,160.50	$178,115.15	92.04%	**2T**
Dollar amount waived	$550.96	$2,950.00	$542.00	0.28%	**3T**
Dollar amount of jail time served credit given	$3,410.50	$7,157.70	$11,709.13	6.05%	**4T**
Dollar amount of community service credit given	$1,758.60	$4,119.55	$3,147.50	1.63%	
^{T}Total of collections, waived amounts and credited amounts	$174,753.21	$205,387.75	$193,513.78		

Justice Court: Total Court Cost, Fee, and Fine Adjustments Assessed and Collected

	Previous Month 2	Previous Month 1	Dollar Amount
Dollar amount of adjustment assessed	$0.00	$0.00	($100.00)
Dollar amount of adjustment collected	$0.00	$0.00	$150.00

Justice Court: Total Court Costs, Fees, and Fines Aging Schedule

120-Day Collection Rate 0% — **5T**

Time span from date of assessment through date of payment	Previous Month 2	Previous Month 1	Dollars Collected *	Percentage Collected	
0-30 days	$105,560.74	$139,238.54	$120,254.35	81.33%	**6T**
31-60 days	$1,100.10	$2,058.70	$1,442.00	0.91%	**7T**
61-90 days	$1,953.00	$533.10	$1,404.20	1.08%	**8T**
91-120 days	$1,014.10	$750.10	$1,220.10	0.85%	**9T**
120+ days	$59,405.21	$47,579.61	$53,794.50		
Total Dollars Collected	$169,033.15	$190,160.05	$178,115.15		

* DO NOT include the dollar amount of credits for jail time served or community service performed or the dollar amount of waived total court costs, fees, and fines.
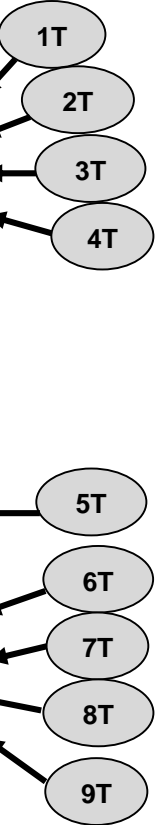
Percent of Total

The Percent of Total is displayed with a (**C**) for court costs and fees only, (**F**) for fines only, and a (**T**) for court costs, fees, and fines. The percentages in this column indicate how much of the "**Total of collections, waived amounts and credited amounts**" for the month consists of collections and credits such as waived, jail time served, and community service given. The sum of the percentages under this heading should add up to 100% but may be slightly more or less due to rounding. Refer to Appendix A for actual calculations from the example.

(1) *Percent of Total > Dollar Amount Collected*

This percentage is calculated by dividing the **Dollar amount collected** for *the selected* month by the **Total of collections, waived amounts and credited amounts** for *the same* month.

(2) *Percent of Total > Dollar Amount Waived: Total = Indigency + Non-Indigency*

This percentage is calculated by dividing the **Dollar amount waived: Total = Indigency plus Non-Indigency** for *the selected* month by the **Total of collections, waived amounts and credited amounts** for *the same* month.

(3) *Percent of Total > Dollar Amount of Jail Time Served Credit Given*

This percentage is calculated by dividing the **Dollar amount of jail time served credit given** for *the selected* month by the **Total of collections, waived amounts and credited amounts** for *the same* month.

This is a percentage that the collection program should work to reduce.

Why? Jail time served credit should be reserved for defendants who have the means to pay but do not pay or for those who refuse community service. On average, it costs $50 per day to house someone in jail. In addition, no court costs, fees, or fines are collected for the dollar amount of jail time served credit given. The collection program does not have a direct impact on jail time served, but program administrators need to coordinate with their judges and/or other officials to reduce credits for jail time served. The collection department can provide judges with impartial information on ability to pay based on the analysis of a completed request-for-time payment application.

Defendants who do not have the means to pay, even over time, should be declared indigent or be given community service. However, capias pro fine warrants and jail time may be the only methods that work with defendants who continually ignore payment opportunities.

(4) *Percent of Total > Dollar Amount of Community Service Credit Given*

This percentage is calculated by dividing the **Dollar amount of community service credit given** for *the selected* month by the **Total of collections, waived amounts and credited amounts** for *the same* month.

This is a percentage that the program should strive to increase relative to the dollar amount credited for jail time served.

Why? The cost to administer a community service program is usually much lower than the cost of sending a defendant to jail. Additionally, value is generated through the community service completed. The collection program does not have a direct impact on defendants performing community service; however, the collection department can provide judges with impartial information on the defendant's ability to pay from an analysis of a completed request-for-time payment application.

(5) *120-Day Collection Rate*

Because the collection of court costs, fees, and fines occurs over time, there is not a single statistic that correctly reflects the collection rate. The 120-day period was selected because this time period is used to determine the collection rate in the Pre and Post Rate Reviews for those entities required to implement a Collection Improvement Program. This percentage includes dollar collections associated with *the selected* month's assessments plus those associated with assessments for the past three (3) months. (The 120-Day Collection Rate will not be calculated correctly at the start-up of the collection program because there are insufficient data to go back the full three (3) months.)

This rate is calculated by **adding:**

- the amount collected in *the selected* month for the 0-30 day, 31-60 day, 61-90 day, and 91-120 day time span; and

- the amount collected in the previous month (one month ago) for the 0-30 day, 31-60 day, and 61-90 day time span; and

- the amount collected two months ago for the 0-30 day and 31-60 day time span; and

- the amount collected three months ago for the 0-30 day time span; and

and **dividing by**

- *the selected* month assessed + one month ago assessed + two months ago assessed + three months ago assessed.

The chart below illustrates the computation using simplistic collected values.

July Calculation

	Costs, Fees, & Fines **Assessed**	**Collected** 0-30 days	**Collected** 31-60 days	**Collected** 61-90 days	**Collected** 91-120 days	120 Day Rate					
July	$100.00	$65.00	$5.00	$5.00	$5.00	**78.75%**	=	$315.00	/	$400.00
June	$100.00	$70.00	$10.00	$5.00	$					
May	$100.00	$70.00	$10.00	$	$					
April	$100.00	$70.00	$	$	$					
120 + Days	$	$	$	$	$					
Total	$400.00	$275.00	$25.00	$10.00	$5.00	$315.00				

June Calculation

	Costs, Fees, & Fines **Assessed**	**Collected** 0-30 days	**Collected** 31-60 days	**Collected** 61-90 days	**Collected** 91-120 days	120 Day Rate					
June	$100.00	$70.00	$10.00	$5.00	$5.00	**81.25%**	=	$325.00	/	$400.00
May	$100.00	$70.00	$10.00	$5.00	$					
April	$100.00	$70.00	$10.00	$	$					
March	$100.00	$70.00	$	$	$					
120 + Days	$	$	$	$	$					
Total	$400.00	$280.00	$30.00	$10.00	$5.00	$325.00				

See **Appendix A** for detailed examples of the 120-Day Collection Rate calculation.

Aging Payments

The following percentages are calculated on the basis of the "age" of the payment from the date of the assessment. Generally, the sooner a payment comes in after the assessment date, the more effective the collection program. For every recorded payment, collections software subtracts the assessment date from the payment date and categorizes the payment within the appropriate 0–30 days, 31–60 days, 61–90 days, 91–120 days, or 120+ days category.

Percentage Collected 0 to 30 Days, 31 to 60 Days, 61 to 90 Days, and 91 to 120 Days *are very useful statistics in monitoring the effectiveness of the collection program.* As the effectiveness of the collection program improves (a larger amount is collected in an earlier time frame), the percentage collected in the 0 to 30 days timeframe should increase and the other aging percentages should decrease. This trend may not be very noticeable for district courts because their court costs, fees and fines are larger and collected over a longer period of time. The aging percentages for court costs and fees will generally be larger than their respective aging percentages for fines because court costs and fees are collected before fines.

6

Percentage Collected 0 to 30 Days

This percentage is one of the <u>*most useful*</u> statistics provided by the CCRS. *This percentage indicates what is collected in the first 30 days from assessment, as well as what is collected by the clerk for those who pay in full on the assessment date.* It is calculated by dividing the **Dollar amount collected: 0 to 30 days** from the date of assessment by the **Dollar amount assessed** for *the selected* month.

Some of the dollar amounts collected this month were assessed in the previous month, as illustrated in the following example.

Example 7: If the assessment date was the last day of the *selected* month and the assessed amount was not paid on the assessment day but paid within 30 days, the amount paid within the 30 days would be reported in the **Dollar amount collected: 0 to 30 days** *the next* month. To simplify the calculation of the **Percentage Collected** for the **Dollar amount collected: 0 to 30 days,** the calculation uses the **Dollar amount assessed** for *the next* month rather than the actual assessed amount associated with the payment, which in this example would have been part of the dollar amount assessed in the *selected* month.

Note: This percentage will be greater for municipal and justice courts than for county-level and district courts. Because municipal and justice courts generally have lower court costs and fees than higher level courts, the amounts assessed in municipal and justice courts are generally collected more quickly than in the higher level courts, resulting in the higher percentage collected in the 0 to 30 day time frame.

7

Percentage Collected 31 to 60 Days

This percentage is calculated by dividing the **Dollar amount collected: 31 to 60 days** from the date of assessment by the **Dollar amount assessed** for the *previous* month.

There is a similar timing problem in using the previous month's dollar amount assessed as noted in Example 7. To simplify the calculation of this percentage, the dollar amount assessed from the *previous month* is used. This same timing problem occurs in the following percentage calculations.

8

Percentage Collected 61 to 90 Days

This percentage is calculated by dividing the **Dollar amount collected: 61 to 90 days** from the date of assessment by the **Dollar amount assessed** *two months ago*.

Percentage Collected 91 to 120 Days

9 This percentage is calculated by dividing the **Dollar amount collected: 91 to 120 days** from the date of assessment by the **Dollar amount assessed** *three months ago*.

Dollars Collected 120+ Days

For municipal and justice courts, payment terms generally should be less than four (4) months; therefore, the amounts in this field should reflect efforts to collect past-due amounts. In county-level courts, generally acceptable payment terms are up to six (6) months; therefore, some of the collected amounts in the 120+ days field are for those defendants making their regular 5th and 6th monthly payment.

For district court cases, defendants are usually sent to prison or placed on community supervision (probation). For defendants sent to prison, there is no payment time limit for collections. For defendants placed on probation, there is a generally expected term of two months less than the term of probation; however, several collection departments have improved collections from probationers by coordinating the collection of court costs, fees, and fines with the collection of probation fees. Example: Probation fees are fully or partially deferred for up to four (4) months in an effort to get court costs, fees, and fines paid. After the court costs, fees, and fines are paid, the probation fees are increased for the next few months to accelerate the collection of probation fees. Probation departments using this technique have reported that probationers like this arrangement because it effectively satisfies the court collectors and is one less governmental entity that they have to deal with.

APPENDIX A

Explanation of Percentages Calculated on the Court Collection Report Screen

To assist in remembering the calculations of the percentages, they are highlighted on the screen in either yellow or green. The yellow highlighted percentages are calculated by dividing the dollar amount to the left of the percentage (not highlighted) by the <u>total</u> dollar amount that is highlighted in yellow at the bottom of that group for that group of percentages. The examples below use the screen shots pages 37 & 38.

Court Costs and Fees (C)

1C **Percent of Total > Collected**: Dollar amount collected ($104,355.48) divided by the total of collections, waived amounts and credited amounts ($113,445.24) to calculate the percent of total collected (91.99%)

$104,355.48/$113,445.24 = 91.99 Percent of Total: Collected

2C **Percent of Total > Waived**: Dollar amount waived total ($350.00) divided by the total of collections, waived amounts and credited amounts ($113,445.24) to calculate the percent of total waived (0.31%)

$350.00/$113,445.24 = 0.31 Percent of Total: Waived

3C **Percent of Total > Jail Time Served Credit**: Dollar amount of jail time served credit given ($6,701.63) divided by the total of collections, waived amounts and credited amounts ($113,445.24) to calculate the percent of total credited for jail time served (5.91%)

$6,701.63/$$113,445.24 = 5.91 Percent of Total: Jail Time Served Credit

4C **Percent of Total > Community Service Credit**: Dollar amount credited for community service ($2,038.13) divided by the total of collections, waived amounts and credited amounts ($$113,445.24) to calculate the percentage of total credited for community service (1.80%)

$2,038.13/$$113,445.24 = 1.80 Percent of Total: Community Service Credit

Note that (**1**) + (**2**) + (**3**) + (**4**) = **100%** (100.01% due to rounding error)

5C **120-Day Collection Rate:** See page 40 for detailed explanation.

6C **Percentage Collected 0 to 30 Days:** Dollars collected between 0 and 30 days of the assessment date ($75,378.91) divided by the dollar amount assessed for the selected month ($89,403.89) to calculate the percentage collected 0 to 30 days (84.31%)

$75,378.91/$89,403.89 = 84.31% Percentage Collected 0 to 30 Days

7C

Percentage Collected 31 to 60 Days: Dollars collected between 31 and 60 days of the assessment date ($749.10) divided by the dollar amount assessed for the previous month ($94,477.95) to calculate the percentage collected 31 to 60 days (0.79%). Because the screenshot example is for July 2011, the dollar amount assessed for the previous month was taken from the June 2011 Court Collection Report.

$749.10/$94,477.95 = 0.79% Percentage Collected 31 to 61 days

8C

Percentage Collected 61 to 90 Days: Dollars collected between 61 and 90 days of the assessment date ($546.40) divided by the dollar amount assessed two months ago ($75,001.85) to calculate the percentage collected 61 to 90 days (0.73%). Because the screenshot example is for July 2011, the dollar amount assessed two months ago was taken from the May 2011 Court Collection Report.

$546.40/$75,001.85 = 0.73% Percentage Collected 61 to 90 Days

9C

Percentage Collected 91 to 120 Days: Dollars collected between 91 and 120 days of the assessment date ($238.00) divided by the dollar amount assessed three months ago ($90,562.20) to calculate the percentage collected 91 to 120 days (0.26%). Because the screenshot example is for July 2011, the dollar amount assessed three months ago was taken from the April 2011 Court Collection Report.

$238.00/$90,562.20 = 0.26% Percentage Collected 91 to 120 Days

Court Fines (F)

1F

Percent of Total > Collected: Dollar amount collected ($73,759.67) divided by the total of collections, waived amounts and credited amounts ($80,068.54) to calculate the percent of total collected (92.12%)

$73,759.67/$80,068.54 = 92.12 Percent of Total Collected

2F

Percent of Total > Waived Dollar amount waived total ($192.00) divided by the total of collections, waived amounts and credited amounts ($80,068.54) to calculate the percent of total waived (0.24%)

$192.00/$80,068.54 = 0.08 Percent of Total Waived

3F

Percent of Total > Dollar Amount of Jail Time Served Credit Given: Dollar amount for jail time served credit given ($5,007.50) divided by the total of collections, waived amounts and credited amounts ($80,068.54) to calculate the percent of total credited for jail time served (6.25%)

$5,007.50/$80,068.54 = 6.25 Percent of Total Jail Time Served Credit

4F

Percent of Total > Dollar Amount of Community Service Credit Given: Dollar amount credited for community service ($1,109.37) divided by the total of collections, waived amounts

and credited amounts ($80,068.54) to calculate the percent of total credited for community service (1.39%).

$1,109.37/$80,068.54 = 1.39 Percent of Total Community Service Credit

5F

Percent of Total > Other Reduction: The collection program software for the court used in the example does <u>not</u> use the dollar amount of other reduction field; therefore, it is not calculated. For collection programs with software that uses this field, percent of total—other reduction would calculated by dividing the dollar amount of other reduction by the total of collections, waived amounts and credited amounts. **As this example shows, if dollar amount of other reduction is $0.00, no percentage calculation will appear.**

Note that (**1**) + (**2**) + (**3**) + (**4**) + (**5**) = **100%**

5F

120-Day Collection Rate: See page 40 for detailed explanation.

7F

Percentage Collected 0 to 30 Days: Dollars collected between 0 and 30 days of the assessment date ($44,875.44) divided by the dollar amount assessed for the selected month ($58,464.43) to calculate the percentage collected—0 to 30 days (76.76%)

$44,875.44/$58,464.43 = 76.76% Percentage Collected—0 to 30 Days

8F

Percentage Collected 31 to 60 Days: Dollars collected between 31 and 60 days of the assessment date ($692.90) divided by the dollar amount assessed for the previous month ($63,249.31) to calculate the percentage collected 31 to 60 days (1.10%). Because the screenshot example is for July 2011, the dollar amount assessed for the previous month was taken from the June 2011 Court Collection Report.

$692.90/$63,249.31 = 1.10% Percentage Collected—31 to 60 Days

9F

Percentage Collected 61 to 90 Days: Dollars collected between 61 and 90 days of the assessment date ($857.80) divided by the dollar amount assessed two months ago ($55,563.48) to calculate the percentage collected 61 to 90 days (1.54%). Because the screenshot example is for July 2011, the dollar amount assessed two months ago was taken from the May 2011 Court Collection Report.

$857.80/$55,563.48 = 1.54% Percentage Collected 61 to 90 Days

10

Percentage Collected 91 to 120 Days: Dollars collected between 91 and 120 days of the assessment date ($982.10) divided by the dollar amount assessed three months ago ($52,671.59) to calculate the percentage collected 91 to 120 days (1.86%). Because the screenshot example is for July 2011, the dollar amount assessed three months ago was taken from the April 2011 Court Collection Report.

$982.10/$52,671.59 = 1.86% Percentage Collected 91 to 120 Days

Total Court Costs, Fees, and Fines (T)

1T
Percent of Total > Collected: Dollar amount collected ($178,115.15) divided by the total of collections, waived amounts and credited amounts ($193,513.78) to calculate the percent of total collected (92.04%)

$178,115.15/$193,513.78 = 92.04 Percent of Total Collected

2T
Percent of Total > Waived: Dollar amount waived ($542.00) divided by the total of collections, waived amounts and credited amounts ($193,513.78) to calculate the percent of total waived (0.28%)

$542.00/$193,513.78 = 0.28 Percent of Total—Waived

3T
Percent of Total > Dollar Amount of Jail Time Served Credit Given: Dollar amount for jail time served credit given ($11,709.13) divided by the total of collections, waived amounts and credited amounts ($193,513.78) to calculate the percent of total credited for jail time served. (6.05%)

$11,709.13/$193,513.78 = 6.05% Percentage of Assessed Credited—Jail Time Served

4T
Percent of Total > Dollar Amount of Community Service Credit Given: Dollar amount credited for community service ($3,147.50) divided by the total of collections, waived amounts and credited amounts ($193,513.78) to calculate the percent of credited for community service (1.63%)

$3,147.50/$193,513.78 = 1.63% Percentage of Assessed Credited—Community Service

5T
120-Day Collection Rate: See page 40 for detailed explanation.

6T
Percentage Collected 0 to 30 Days: Dollars collected between 0 and 30 days of the assessment date ($120,254.35) divided by the dollar amount assessed for the selected month ($147,868.32) to calculate the percentage collected—0 to 30 days (81.33%)

$120,254.35/$147,868.32 = 81.33% Collected—0 to 30 Days

7T
Percentage Collected 31 to 60 Days: Dollars collected between 31 and 60 days of the assessment date ($1,442.00) divided by the dollar amount assessed for the previous month ($157,727.26) to calculate the percentage collected—31 to 60 days (0.91%). Because the screenshot example is for July 2011, the dollar amount assessed for the previous month was taken from the June 2011 Court Collection Report.

$1,442.00/$157,727.26 = 0.91% Percentage Collected—31 to 61 Days

8T
Percentage Collected 61 to 90 Days: Dollars collected between 61 and 90 days of the assessment date ($1,404.20) divided by the dollar amount assessed two months ago ($130,565.33) to calculate

the percentage collected—61 to 90 days (1.08%). Because the screenshot example is for July 2011, the dollar amount assessed two months ago was taken from the May 2011 Court Collection Report.

$1,404.20/$130,565.33 = 1.08% Collected—61 to 90 Days

9T

Percentage Collected 91 to 120 Days: Dollars collected between 91 and 120 days of the assessment date ($1,220.10) divided by the dollar amount assessed three months ago ($143,233.79) to calculate the percentage collected—91 to 120 days (0.85%). Because the screenshot example is for July 2011, the dollar amount assessed three months ago was taken from the April 2011 Court Collection Report.

$1,220.10/$143,233.79 = 0.85 % Collected—91 to 120 Days

120-Day Collection Rate

All of the 120-Day Collection Rate computations have been organized together since their calculations are similar.

5C

120-Day Collection Rate for Court Costs and Fees (C): The 120-Day collection rate is calculated using the formula and data provided below.

120-Day Collection Rate*—Court Costs and Fees				
Amount collected for:	**April**	**May**	**June**	**July**
0-30 days	**$76,643.62**	**$63,725.72**	**$86,034.45**	**$75,378.91**
31-60 days	$721.20	**$417.00**	**$1,399.40**	**$749.10**
61-90 days	$62.20	$611.50	**$414.50**	**$546.40**
91-120 days	$147.20	$44.00	$316.35	**$238.00**
Assessed	**$90,562.20**	**$75,001.85**	**$94,477.95**	**$89,403.89**
Calculating the Rate	Current month collected (0-30 days + 31-60 days + 61-90 days + 91-120 days) + one month ago collected (0-30 days + 31-60 days + 61-90 days) + two months ago collected (0-30 days + 31-60 days) + three months ago collected (0-30 days) / (current month assessed + one month ago assessed + two months ago assessed + three months ago assessed)			
*Must have three consecutive months of aging data before the current month to calculate the 120-Day collection rate.				

Calculating August 120-day collection rate: {July collected [$75,378.91 (0-30 days) + $749.10 (31-60 days) + $546.40 (61-90 days) + $238.00 (91-120 days)] + June collected [$86,034.45 (0-30 days) + $1,399.40 (31-60 days) +$414.50 (61-90 days)] + May collected [$63,725.72 (0-30 days) + $417.00 (31-60 days)] + April collected [$76,643.62 (0-30 days)]} / {July assessed $89,403.89 + June assessed $94,477.95 + May assessed $75,001.85 + April assessed $90,562.20} = **87.43%**

120-Day Collection Rate for Fines (F): The 120-Day collection rate is calculated using the formula and data provided below.

120-Day Collection Rate*—Court Fines				
Amount collected for:	**April**	**May**	**June**	**July**
0-30 days	**$44,366.01**	**$41,835.02**	**$53,204.54**	**$44,875.44**
31-60 days	$773.38	**$683.10**	**$659.30**	**$692.90**
61-90 days	$998.35	$1,341.50	**$1,118.60**	**$857.80**
91-120 days	$571.90	$970.10	$433.75	**$982.10**
Assessed	**$52,671.59**	**$55,563.48**	**$63,249.31**	**$58,464.43**
Calculating the Rate	Current month collected (0-30 days + 31-60 days + 61-90 days + 91-120 days) + one month ago collected (0-30 days + 31-60 days + 61-90 days) + two months ago collected (0-30 days + 31-60 days) + three months ago collected (0-30 days) / (current month assessed + one month ago assessed + two months ago assessed + three months ago assessed)			
*Must have three consecutive months of aging data before the current month to calculate the 120-Day collection rate.				

Calculating August 120-day collection rate: {July collected [$44,875.44 (0-30 days) + $692.90 (31-60 days) + $857.80 (61-90 days) + $982.10 (91-120 days)] + June collected [$53,204.54 (0-30 days) + $659.30 (31-60 days) +$1,118.60 (61-90 days)] + May collected [$41,835.02 (0-30 days) + $683.10 (31-60 days)] + April collected [$44,366.01 (0-30 days)]} / {July assessed $58,464.43 + June assessed $63,249.31 + May assessed $55,563.48 + April assessed $52,671.59} = **82.31%**

120-Day Collection Rate for Court Costs, Fees, and Fines (T): The 120-Day collection rate is calculated using the formula and data provided below.

120-Day Collection Rate*—Total Court Costs, Fees, and Fines				
Amount collected for:	**April**	**May**	**June**	**July**
0-30 days	**$121,009.63**	**$105,560.74**	**$139,238.99**	**$120,254.35**
31-60 days	$1,494.58	**$1,100.10**	**$2,058.70**	**$1,442.00**
61-90 days	$1,060.55	$1,953.00	**$1,533.10**	**$1,404.20**
91-120 days	$719.10	$1,014.10	$750.10	**$1,220.10**
Assessed	**$143,233.79**	**$130,565.33**	**$157,727.26**	**$147,868.32**
Calculating the Rate	Current month collected (0-30 days + 31-60 days + 61-90 days + 91-120 days) + one month ago collected (0-30 days + 31-60 days + 61-90 days) + two months ago collected (0-30 days + 31-60 days) + three months ago collected (0-30 days) / (current month assessed + one month ago assessed + two months ago assessed + three months ago assessed)			
*Must have three consecutive months of aging data before the current month to calculate the 120-Day collection rate.				

49

Calculating August 120-day collection rate: {July collected [$120,254.35 (0-30 days) + $1,442.00 (31-60 days) + $1,404.20 (61-90 days) + $1,220.10 (91-120 days)] + June collected [$139,238.99 (0-30 days) + $2,058.70 (31-60 days) +$1,533.10 (61-90 days)] + May collected [$105,560.74 (0-30 days) + $1,100.10 (31-60 days)] + April collected [$121,009.63 (0-30 days)]} / {July assessed $147,868.32 + June assessed $157,727.26 + May assessed $130,565.33 + April assessed $143,233.79} = **85.4%**

Explanation of Percentages Calculated on the Annual Financial Report Screen

The examples below use the screenshot on page 21.

16

Percent of Total Expenses > FTE Salaries for Full-time Employees
Percent = FTE Salaries for Full-time Employees ($) divided by Total Expenses ($)

17

Percent of Total Expenses > FTE Salaries for Part-time Employees
Percent = FTE Salaries for Part-time Employees ($) divided by Total Expenses ($)

18

Percent of Total Expenses > Fringe Benefits
Percent = Fringe Benefits ($) divided by Total Expenses ($)

19

Percent of Total Expenses > Total Direct Operating Expenses
Percent = Total Direct Operating Expenses ($) divided by Total Expenses ($)

Examples on How to Complete the Annual Financial Information (AFI) Report

Step 1 > Identify Employees Working in Collections

Number of Full-Time Court Collection Positions > Headcount – Court employees who work 40 hours per week and spend more than 5% of their time on the collections effort.

Number of Part-Time Court Collection Positions > Headcount - Court employees who work less than 40 hours per week and spend more than 5% of their time on the collections effort.

INCLUDE staff associated with:

- Obtaining the application/contact information,
- Verifying the application/contact information,
- Establishing a payment plan and interviewing the defendant about the payment plan,
- Making phone calls and sending out notices related to collections,
- Monitoring compliance with payment plans or extensions, and
- Reporting CIP data to the OCA and other related Collection Improvement Program (CIP) tasks.

EXCLUDE:

- Judges (Judges' salaries are considered judicial expenses and not administrative.),
- The cashiering function (Some costs may be counted if they, for example, take applications or do other functions related to the CIP but not if they only receipt money.),

- Staff time associated with the collection of non-CIP monies. (The CIP includes collection of court costs, fees, and fines for criminal cases. Staff time associated with the collection of non-CIP monies is excluded. The Other section of the AFI captures other collections duties performed, such as Civil Fee Collections, Restitution, etc.),
- Staff that spend less than 5% of their time on the CIP. (This includes supervisors that do not spend 5% of their time supervising CIP staff.)

Step 2 > Estimate the Percentage of Time Each Employee Spends on Collections

Example: A centralized county collection department is under the Commissioners Court and has 7 employees: Ann, Bob, Cathy, Debbie, Edward, Frank, and Gary. Harry, who works in another department, works in collections when Debbie is sick or on vacation and she reciprocates when Harry is sick or on vacation. Because none of the Commissioners Court spends at least 5% of their time on collections, they are not reported.

Employee	% Time Spent on CIP
Ann – Spends 100% of her time on criminal court collections	100%
Bob – Spends 100% on collections but 20% of his time is on civil fee collections	80%
Cathy – Spends 25% of her time cashiering when they are busy (See Item 2 under Exclude above)	75%
Debbie – Substitutes in another department for Harry when he is out	95%
Edward – Spends 100% of his time on collections	100%
Frank – Spends 100% of his time on collections	100%
Gary – Spends 100% of his time on collections	100%
Harry – Substitutes from another department for Debbie when she is out	5%

Step 3 > Identify Full-Time and Part-Time Employees

Full-time employees are employees that work 40 hours per week for the county or city. Part-time employees work less than 40 hours per week for the county or city.

Example:			
Employee	County Hours per Week	Full-Time	Part-Time
Ann	40	Yes	
Bob	40	Yes	
Cathy	32		Yes
Debbie	40	Yes	
Edward	20		Yes
Frank	40	Yes	
Gary	40	Yes	
Harry	40	Yes	
Total Headcount		6	2

Step 4 > Identify Salaries

From your accounting or budget department, determine the salaries paid for the fiscal year being reported. Note that this may include salaries from another department if a staff member works an average of 8 hours or more per month in collections.

Example	
Employee	Actual Salary Paid for previous Fiscal Year
Ann	$ 48,000
Bob	$ 36,000
Cathy (part-time)	$ 27,200
Debbie	$ 32,000
Edward (part-time)	$ 14,400
Frank	$ 57,600
Gary	$ 28,800
Harry	$ 32,000
Total	$ 276,000

Step 5 > Complete FTE Calculations Spreadsheet

A full-time equivalent (FTE) employee is a ratio that represents the number of hours that an employee works compared to 40 hours a week. One FTE is any combination of employees whose hours total 40 hours. FTEs do not equate to employee headcount.

To determine the equivalence of hours worked in comparison to full-time then you divide the number of hours worked in the week by 40 hours. If an employee works 16 hours of 40 hours on a project then the FTE would be 0.40.

For example, two employees who each work 20 hours a week together equal one FTE. The number of FTEs for a collection department is equal to the total hours paid divided by the total work hours in a quarter.

An editable Excel spreadsheet has been created to simplify the calculations for completing the "Employee Information" and "Expenses" salaries information. Click on the Excel link called "FTE Calculations" located near the top of the report in the Help section (see below).

	A	B	C	D	E	F	G	H	I	J	K
1	**Annual Expenses**										
2											
3	Directions: Enter information for all full-time employees who are working more than 5 percent of their time on the Collections Improvement Program into the highlighted fields.										
4	*The area shaded in blue are input fields.*										
5											
6											
7			**Full-Time Data**							**Part-Time Data**	
8	Employees	**Actual Paid Salary for Fiscal Year**	**% of Time Spent on CIP**	FTE Salary	**Hours Work Per Week**	FTE		Employees	**Actual Paid Salary for Fiscal Year**	**% of Time Spent on CIP**	FTE Sala
9				$ -	40	0.0					$ -
10				$ -	40	0.0					$ -
11				$ -	40	0.0					$ -
12				$ -	40	0.0					$ -
13				$ -	40	0.0					$ -
14				$ -	40	0.0					$ -
15				$ -	40	0.0					$ -
16				$ -	40	0.0					$ -
17				$ -	40	0.0		0	$ -		$ -
18				$ -	40	0.0		Part-time Headcount			Totals ma
19				$ -	40	0.0					
20				$ -	40	0.0					
21				$ -	40	0.0					
22				$ -	40	0.0					
23				$ -	40	0.0					
24				$ -	40	0.0					
25	0	$ -		$ -		0.0					
26	Full-time Headcount			Totals may not add up due to rounding							

Click on the Annual Expenses tab to enter your information into the Excel spreadsheet. The spreadsheet will look similar to the picture above. The blue fields are input fields where data can be entered. The "Terms" tab is where you can reference the definitions for the terms used in the spreadsheets.

Example:

Directions: Enter information for all full-time employees who are working more than 5 percent of their time on the Collections Improvement Program into the highlighted fields.

	Employees	Actual Paid Salary for Fiscal Year	% of Time Spent on CIP	FTE Salary	Hours Work Per Week	FTE
		Full-Time Data				
8	Ann	$ 48,000	100%	$ 48,000	40	1.0
9	Bob	$ 36,000	80%	$ 28,800	40	0.8
10	Debbie	$ 32,000	95%	$ 30,400	40	1.0
11	Frank	$ 57,600	100%	$ 57,600	40	1.0
12	Gary	$ 28,800	100%	$ 28,800	40	1.0
13	Harry	$ 32,000	5%	$ 1,600	40	0.1
14	6	$ 234,400.00		$ 195,200		4.8
15	Full-time Headcount			Totals may not add up due to rounding		

Enter the **full-time** employee information in the Full-Time Data table (orange table). The spreadsheet will calculate the Headcount, Full-Time Equivalent, and FTE Salary for the full-time employee(s). The data in the grey cells is the same example data from Step 1. If you have no full-time employees skip to the Part-Time data table (green table).

Part-Time Data					
Employees	Actual Paid Salary for Fiscal Year	% of Time Spent on CIP	FTE Salary	Hours Work Per Week	FTE
Cathy	$ 27,200	75%	$ 20,400	15	0.3
Edward	$ 14,400	100%	$ 14,400	20	0.5
2	$ 41,600		$ 34,800		0.8
Part-time Headcount			Totals may not add up due to rounding		

Enter the **part-time** employee(s) information. The spreadsheet will calculate the Headcount, Full-Time Equivalent, and FTE Salary for all the part-time employee(s) as shown above. Again, the data in the gray cells is the same example data from Step 1.

FTE and FTE Salary Summary Sheet

	Headcount	Full-Time Equivalent
Employee Information:		
Number of Full-time Court Collection Positions	0	0.00
Number of Part-time Court Collection Positions	0	0.00
Expenses:		
FTE Salaries for Full Time Positions	$ -	
FTE Salaries for Part Time Positions	$ -	
Fringe Rate	0.00%	

This information is entered into the "Annual Financial Info" screen.

To keep salaries confidential, print this summary sheet.

If the Auditor's or Treasurer's Office has given you a Fringe Benefit **Rate** enter that rate along with the information on the Summary tab, shown above, into the Annual Financial Info screen in the Court Collection Reporting System. If a Fringe Rate **Amount** was provided proceed to Step 6.

Note: You must enter zeros "0" in the Full-time and Part-time positions headcount, FTE, and FTE Salaries if you do not have Full-time or Part-time employees. (You cannot leave the fields blank.) An example of how to use the spreadsheet can be found on the Example tab.

Step 6 > Calculate Fringe Benefits

Scenario 1:
Your County/City Auditor, Accounting or Budget Department provides an average Fringe Rate for the county or city. Enter that percentage into the Fringe Rate box and the "Fringe Benefits $" field will be calculated.

Example: 36%

Scenario 2:
Your County/City Auditor, Accounting or Budget Department provides the Fringe Benefits Costs for the staff.

Example:

Fringe Benefits		
F.I.C.A,	$	20,493.00
Insurance	$	56,911.20
Retirement	$	20,700.00
Workers Compensation	$	800.40
Unemployment Insurance	$	469.20
Total	$	99,373.80

Enter the Fringe Benefit Amount in the blue cell of the Fringe Rate Calculation table (purple table). The FTE Fringe Rate will automatically populate. This rate (36.01%) is the figure that should be entered into the Annual Financial Info page.

Fringe Rate Calculation when Fringe Benefit <u>Amount</u> is Known

	Total Actual Paid Salary for Fiscal Year	Fringe Benefit Amount*	FTE Salary	% of FTE Salary to Total Actual Salary	FTE Fringe Benefit Amount	FTE Fringe Rate
Full-Time	$ 234,400		$ 195,200	71%		
Part-time	$ 41,600		$ 34,800	13%		
	$ 276,000	$ 99,374	$ 230,000	83%	$ 82,812	36.01%

* If the Auditor/Treasurer's Office gives a dollar amount instead of a rate enter dollar amount in this column.

To manually calculate the Fringe Rate divide the fringe costs above ($99,373.80) by the total FTE salaries calculated in Step 5 ($195,200 + $34,800 = $230,000) = 36.01%. Enter that percentage into the Fringe Rate box, shown below, and the "Fringe Benefits $" field will be calculated.

Reporting Fiscal Year [2013 ▾]

Exempt:

☐ The jurisdiction hereby acknowledges that any costs and expenditures incurred related to the CIP are extremely limited and not significant enough to declare.

NOTE: Exclude employees who spend less than 5% of their time on the Collections Improvement Program. If you do not have either full-time or part-time employee(s) a "0" is required in the headcount, FTE, & FTE Salaries fields.

Employee Information:	Head Count	Full-Time Equivalent
Number of Full-time Court Collection Positions		
Number of Part-time Court Collection Positions		
Total:		

Expenses:		% of Total Expenses
FTE Salaries for Full Time Positions		
FTE Salaries for Part Time Positions		
Fringe Rate: [ ] % Fringe Benefits $:		
Total Direct Operating Expenses (i.e. supplies, software maintanence, and other recurring costs; Exclude start-up costs)		
Total Expenses:		

The following scenarios are bit more complex. Please contact an OCA Financial Analyst for assistance.

Scenario 3:
Because insurance may vary based by an individual's status (individual, individual and children, family, etc.), your County/City Auditor, Accounting or Budget Department may provide a percentage for the fringe benefits exclusive of insurance and provide the cost for the insurance.

Example:

Insurance Costs = $56,911.20
Other Fringe Rate = 15.4%

Divide the Insurance Costs ($56,911.20) by the FTE salaries in Step 4 ($230,000) = 24.74%. Add that rate (24.74%) to the Other Fringe Rate (15.4%) = 40.14%. Enter that percentage into the Fringe Rate box and the "Fringe Benefits $" field will be calculated.

Scenario 4:

Your County/City Auditor, Accounting or Budget Department may provide the Fringe Benefit Rates for the staff and a dollar amount for health insurance. For example:

Fringe Benefits	
F.I.C.A.	0.0765
Retirement	0.0917
Workers Compensation	0.0046
Unemployment Insurance	0.0011
	0.1739

Health Insurance paid by the county is $462/month/full-time employee. A year of health insurance costs is $5,544 ($462*12) per employee. The annual health insurance cost for the 6 full-time employees is $33,264 ($5,544*6). The county does not pay health insurance for part-time employees. The fringe benefit rate for health insurance is 0.1446 ($33,264/$230,000).

The overall Fringe Benefit Rate = 0.3185 or 31.85% (0.1739 + 0.1446)

Step 7 > Calculate Total Direct Operating Expenses

Your Accounting or Budget Department should be able to provide the Total Direct Operating Expenses. The following is a general list of items included in direct operating costs. Sometimes these costs are broken out by a larger organization/entity other than the collections department. For example, a copy machine may be shared by the entire floor. When it is difficult to separate the cost of an item associated with the collections effort, exclude the cost of that item.

Example: General List of Direct Operating Expenses Categories
    Supplies
        Office Supplies, Stationery & Envelopes, Printed Forms & Materials,
        Other Supplies
    Operating Expenses
        Membership Dues, Books & Subscriptions, Telephone Charges & Long Distance,
        Postage, Express Mail, Copy Machine Expenses, Computer Software,
        Miscellaneous Repairs, Miscellaneous Equipment, Other Operating Expenses
    Contract Agreements
        Copy Machine Lease, Miscellaneous Contracts, Contract Agreements
    Other Services & Charges
        Professional Fees
        Travel Reimbursements
        Training Expenses

Appendix B

Adjustment Fields Specifications

Fields have been added to the OCA Monthly Collections Report to more accurately reflect adjustments and reversals that effect previous month's reports. Previously, these adjustments were captured by various software by adjusting the current month's "Dollar Amount Assessed," "Dollar Amount Collected," "Dollar Amount Waived" or "Dollar Amount of Other Reduction" fields. When implementing these fields into your software, please take into consideration that for various reasons the OCA Monthly Collection Report may be (re)run for any month in the past (even for a month in the previous year). The report run for a month in the past should approximate the originally run report. (The OCA Monthly Collection Report is required to be run and entered by the 20th of the following month.)

The two new fields being added in Court Costs and Fees section are; "Dollar Amount of Adjustments Assessed" and "Dollar Amount of Adjustments Collected." The one new field being added to Court Fines section is "Dollar Amount of Adjustments Collected." The "Dollar Amount of Other Reduction" field is being renamed to "Dollar Amount of Adjustments Assessed." These fields can be either positive or negative dollar amounts. (Note: All other fields on the report are always positive.)

The following are examples but not an exhaustive list of events that would cause adjustments: expiration of probation, data entry errors, overpayments, bounced (insufficient funds) checks, appeals, and administratively closing/inactivating cases. (Note there is no statute that allows for the administrative closing of cases. However, there is no penalty for doing so. A defendant continues to owe court costs, fees and fines until they are paid. We added the term "inactivating cases" which means that there is no continued effort to collect the amounts owed and that for accounting purposes of the jurisdiction the amount owed for these cases are no longer shown as Accounts Receivable on the jurisdiction's accounting balance sheet.)

When the events listed above (excludes administratively closing/inactivating cases) or similar types of transactions *occur in the same month* as the amount assessed or amount collected the events are accounted for immediately and nothing is placed in courts costs, fees, and fines adjustments assessed and/or collected fields.

When the events occur in the current month but affect a previous month, the following must occur: *Accounting for Adjustments in Dollar Amount **Assessed** for Previous Months:*

When cases are administratively closed/inactivated, the total amount assessed for the closed/ inactivated cases is reflected as a negative amount in "Dollar Amount of Adjustment Assessed" fields. This adjustment in the amount assessed can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount. Note: Administratively closed/inactivated case is when adjudicated cases are inactively/administratively closed for collection purposes and no additional effort will be made to collect what is owed.

When a Judge reverses a fine that was assessed (i.e. late acceptance of the Driver Safety Course documentation), the software reverses the amount assessed on a previous month's report by placing the assessed amount in the Fine – "Dollar Amount of Adjustment Assessed" field. Other

types of reversals in amount assessed can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

For probation cases where the defendant was placed on probation <u>before September 2013</u>: (This does not apply to defendants placed on probation on or after September 2013.)
When a person's probation expires no more monies can be collected on any court costs, fees, and fines previously assessed. All monies must be collected before probation expiration. This type of transaction is reflected as a negative amount in "Dollar Amount of Adjustment Assessed" fields. This adjustment in the amount assessed can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

*Accounting for Adjustments in Dollar Amount **Collected** <u>for Previous Months:</u>*
When a check bounces (insufficient funds) and the amount collected was reported in a previous month's report, the reversal is reported in "Dollar Amount of Adjustment Collected" in the month that the check was returned. This adjustment can occur in both Court Cost and Fees section and Court Fines section and are always a negative amount.

If an overpayment occurs, only the amount satisfying the assessment is reported. Therefore, whether the overpayment is kept or refunded no adjustment needs to occur to the OCA Monthly Collection Report. However, if your software is unable to identify the overpayment amount, the overpayment amount is recorded like a normal payment in the Fine – "Dollar Amount Collected" field. The overpayment amount is <u>not</u> added to the "Dollar Amount Assessed" field and, when refunded, is adjusted in the Fine – "Dollar Amount of Adjustment Collected" field when not occurring in the same month as the payment.

Note: Aging fields are not affected by the adjustments because aging is based on the "Dollar Amount Collected" field. In other words, adjustments that affect the amount collected are only reflected in the new field and do not effect on the "Dollar Amount Collected" field.

*Accounting for Adjustments in Dollar Amount **Assessed** and/or Dollar Amount **Collected** <u>for Previous Months:</u>*
When a data entry error occurs, adjustments are accounted for in the applicable fields. An adjustment in "Dollar Amount Assessed" field is corrected in the "Dollar Amount of Adjustment Assessed" field in court Cost and Fees or Court Fines sections and an adjustment in "Dollar Amount Collected" field is corrected in "Dollar Amount of Adjustment Collected" field in Court Cost and Fees or Court Fines sections. These amounts can be both positive and negative.

When an appeal overturns a conviction, the previously recorded "Dollar Amount Assessed" in both the Court Costs and Fees section and the Fines section are negatively adjusted in the "Dollar Amount of Adjustment Assessed" in both the Court Costs and Fees section and the Fines section. Any collected amounts are refunded and adjusted in the "Dollar Amount of Adjustment Collected" fields as appropriate for the Court Costs and Fees section and the Fines section.