SAMPLE DATA 1—CURRENT PERIOD SECTION

Non-delinquent: One (1) citation filed, individual agreed to $30/month installment agreement, six payments received by court. Delinquent: One (1) citation is filed and individual fails to appear in court or make a payment on the due date. A $648 case, including $300 civil assessment is established as delinquent. Individual fails to respond to the courts' two delinquency notices and three attempted telephone calls. Case is referred to a private vendor for collections. Individual is located via skip tracing, signs a 12-month, $25.00 installment payment agreement. Individual made three installment payments during the reporting period and submits a request for an ability to pay determination. The court reduces $648 initial fine amount to $225. At year end, the plan is current and $150 remains unpaid.

At the end of the fiscal year, report data on the Collections Reporting Template as follows:

Step by Step:	Worksheet:	Column/Category:	What to Input?
Step 1 Individual fails to appear in court or make a payment on the due date. Civil assessment is added, case with $648 fine is established as delinquent.	Annual Financial Report	Col. B, Row 6 Col. C, Row 6	Report one (1) Report $648
Step 2 Individual fails to respond to two delinquency notices and three attempted telephone calls. **In Item 6a: report one (1) in <u>each</u> Category regardless of the number of notices mailed or telephone calls attempted.**	Contact and Other Information Sheet Annual Financial Report	Item 6a, Category 1 Item 6a, Category 2 Item 7, Category 1 Item 7, Category 2 Column F, Row 4	Report <u>one</u> (1) Report <u>one</u> (1) Report -$13* Report -$20* Report -$33
Step 3 Case is referred to a private vendor for collections, 15% commission. **In Item 6b: report <u>one</u> (1) in Category 3, regardless of the number of cases reported in 6a.**	Contact and Other Information Sheet Annual Financial Report	Item 6a, Category 8 Item 6b, Category 3 Item 7, Category 8 Column F, Row 6	Report one (1) Report one (1) Report -$11 Report -$11
Step 4 Individual is located via skip tracing, agrees to an installment agreement.	Contact and Other Information Sheet		No entry needed. Skip tracing costs included in private vendor costs.
Step 5 As signed, the individual agrees to a $25.00, 12-month installment plan. Individual makes <u>three</u> installment payments during the reporting period to the private vendor.	Contact and Other Information Sheet Annual Financial Report	Item 5, Category 8 Col. D, Row 6 Col. E, Row 6	Report $75 **Report <u>one</u> (1), NOT 3.** Report $75
Step 6 Court-ordered adjustment. *Step 7* At year end, the installment payment plan is *current* (payments being made timely).	Annual Financial Report Annual Financial Report	Col. G, Row 6 Col. J, Row 6 Col. K, Row 6	Report $423 Report $648 Report $0

SAMPLE DATA 2—PRIOR PERIOD SECTION

Delinquent: Private vendor's reported ending balance for FY2019-20 is 34 cases with corresponding value of $9,399.

FY2020-21 transactions:
Non-delinquent: Court collected a total of $2,823 from 23 cases in inventory.
Delinquent: Private vendor collected $1,948 from 15 delinquent cases in inventory.
Total of $292.00 in operating costs recovered (15% commission)
Total adjustments of $729 approved by the court (includes ability to pay determinations, community service, etc.)
Total court-ordered debt discharged from accountability $2,739, nine (9) associated cases classified as "closed".
At year end, $895 in payments received from accounts with unpaid balance of $3,194 carried over from prior year.

At the end of the fiscal year, report data on the Collections Reporting Template as follows:

Step by Step:	Worksheet:	Column/Category:	What to Input?
Step 1 Non-delinquent revenue collected and associated number of cases	Annual Financial Report	Row 11, Column O Row 11, Column P	Report 23 Report $2,823
Step 2 Use FY2019-20 CRT for Ending Balances, Columns AE and AF.	Annual Financial Report	Col. M, Row 14 Col. N, Row 14	Report 34 Report $9,399
Step 3 As part of collection efforts, vendor used various collections activities as authorized by PC 1463.007. **In Item 6b: report <u>fifteen</u> (15) in Category 3, regardless of the number of cases reported in 6a.**	Contact and Other Information Sheet Annual Financial Report	Item 5, Category 8 Item 6a, Category 8 Item 6b, Category 3 Item 7, Category 8 Col. O, Row 14 Col. P, Row 14 Column Q, Row 14	Report $1,948 Report 15 Report 15 Report -$292.00 Report 15 Report $1,948 Report -$292.00
Step 4 As part of the activities, vendor adjusted debt amounts as ordered by the court. Total of $2,739 written off through discharge process.	Annual Financial Report	Col. R, Row 14 Col. S, Row 14	Report $729 Report $2,739
Step 5 At year end, $3,194 installment plan balance carried over from prior period reduced to by $895 in payments received during the reporting period (72% default rate.)	Annual Financial Report	Col. U, Row 14 Col V, Row 14	Report $3,194 Report $2,299

*For the purpose of this training, mock amount of $33 used as court's total operating costs, which includes staff salary, paper, postage, and phone bill. To the extent possible, costs should be reported separately by activity (category) on Contact and Other Information sheet. Operating costs are reported in lump sum in the Annual Financial Report.