

# Collections Reporting Template Training

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Judicial Council, Funds and Revenues Unit



# Training Goals



Review reporting requirement



Provide walk-through of Collections Reporting Template (CRT)



Discuss 2024-25 reporting process



# Collections Reporting Requirement



# Penal Code § 1463.010

Penal Code § 1463.010 (c): Each superior court and county to jointly report to the Judicial Council, information requested, on reporting template (CRT) on or before September 1.

Judicial Council report annually, on or before December 31, to the Legislature and the Department of Finance all information required to be collected and reported pursuant to subdivision (a) of Section 68514 of the Government Code.



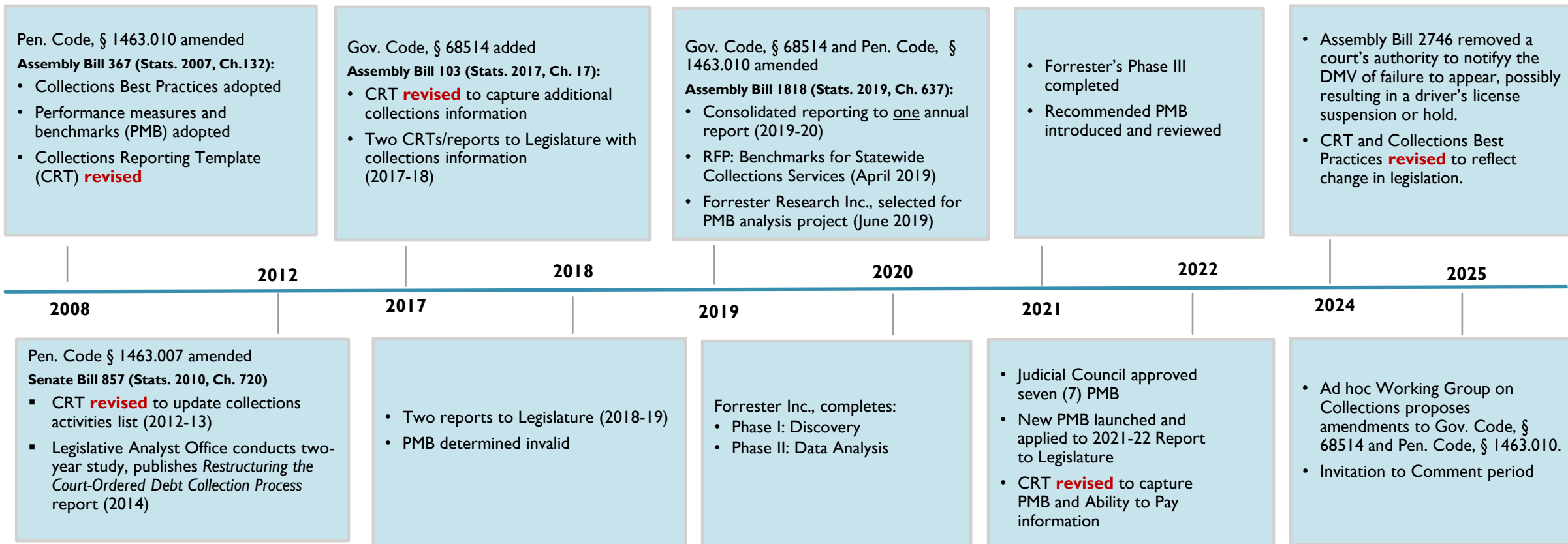
# GC § 68514(a)

- (1) Total non-delinquent revenue collected, and the number of cases associated with those collections.
- (2) Total delinquent revenue collected, and the number of cases associated with those collections, as reported by each superior court and county pursuant to section 1463.010 of the Penal Code.
- (3) Total amount of fines and fees dismissed, discharged, or satisfied by means other than payment.
- (4) A description of the collection activities used pursuant to section 1463.007 of the Penal Code.
- (5) The total amount collected per collection activity.
- (6) The total number of cases by collection activity and the total number of individuals associated with those cases.
- (7) Total operating costs per collection activity.
- (8) The percentage of fines or fees that are defaulted on.
- (9) The extent to which each court or county is meeting the collections best practices and **performance measures and benchmarks**, developed pursuant to subdivision (c) of Section 1463.010 of the Penal Code, for its collection program.
- (10) Any changes necessary to improve the performance of collection program statewide.



# STATEWIDE COLLECTIONS PROGRAM

## 2008 to 2025

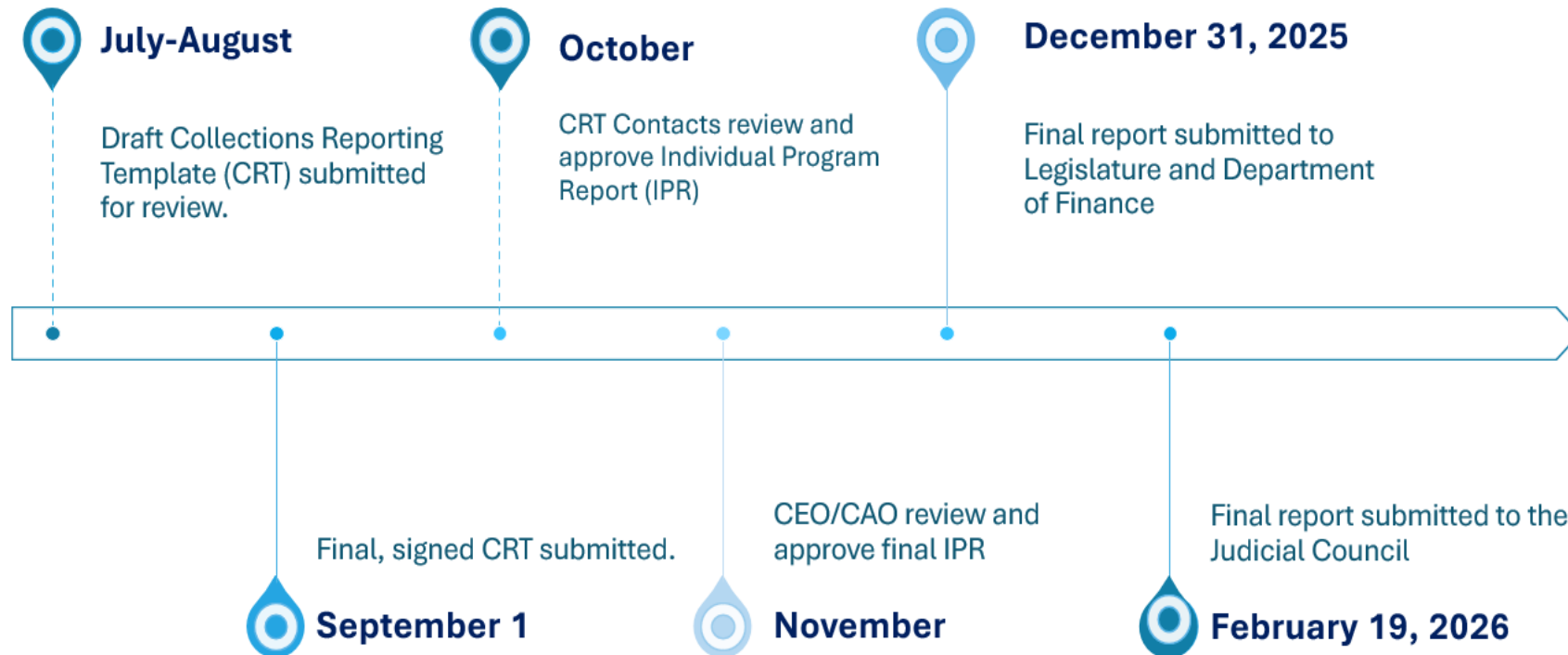


# Update: Collections Working Group

- Collections Best Practices updated
- Proposed amendments to Gov. Code § 68514 and Pen. Code § 1463.007
- Standardize discharge process
- Review and update collections practices and procedures



# Collections Reporting Template (CRT) Review and Approval Process





# CRT Workbook



# **Eight Worksheets:**

1. Collections Activities

2. Program Report

3. Performance Report

4. Annual Financial Report (AFR)

5. Performance Metrics tab

6. Transfers

7. Categories

8. Quality Checklist

# Collections Activities Sheet

1	Court/County	Select court/county (see Contact Info)
2	Court Contact:	
	Telephone Number:	
	E-mail Address:	
3	County Contact:	
	Telephone Number:	
	E-mail Address:	
4	List collection agencies or programs used by order in which debt is referred:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/>

Court/county Contacts

Case referral process

Pen. Code, § 1463.007  
components

5	Item 4	Category	Item 5	Item 6a	Item 6b	Item 7
Below is a description of the collections components (activities) authorized by Penal Code section 1463.007. As required by Government Code section 68514, for Items 4, 5, 6a, 6b and 7, input the requested information for each collection activity that the court/county program currently uses:						
6	a. Attempts telephone contact with delinquent debtors for whom the program has a telephone number to inform them of their delinquent status and payment options.	<input type="checkbox"/>	1		Enter data as part of Category 3, (activity c)	
	b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.	<input type="checkbox"/>	2			
	c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.	<input type="checkbox"/>	3			
9	d. Uses Department of Motor Vehicles information to locate delinquent debtors.	<input type="checkbox"/>	4			
10	e. Accepts payment of delinquent debt by credit card.	<input type="checkbox"/>	3	Enter data as part of Category 3, (activity c), Row 8 above.		
11	a. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.	<input type="checkbox"/>	5			
12	b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	<input type="checkbox"/>	6			
13	c. Initiates driver's license suspension or hold actions when appropriate for a failure to appear in court.	<input type="checkbox"/>	7			
14	d. Contracts with one or more private debt collectors to collect delinquent debt.	<input type="checkbox"/>	8			
15	e. Sends monthly bills or account statements to all delinquent debtors.	<input type="checkbox"/>	2	Enter data as part of Category 2 (activity b), Row 7 above.		
16	f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.	<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d) in Row 9 above.		
17	g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.	<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d) in Row 9 above.		
18	h. Uses Employment Development Department employment and wage information to collect delinquent debt.	<input type="checkbox"/>	4	Enter data part of Category 4, (activity d) Row 9 above.		
19	i. Establishes wage and bank account garnishments where appropriate.	<input type="checkbox"/>	9			
20	j. Places liens on real property owned by delinquent debtors when appropriate.	<input type="checkbox"/>	9	Enter data as part of Category 9, (activity i) Row 19 above.		
21	k. Uses an automated dialer or automatic call distribution system to manage telephone calls.	<input type="checkbox"/>	1	Enter data as part of Category 1, (activity a) Row 6 above.		
22	TOTAL:			\$0	0	0

Collections information

Category Key: (See Category tab for task/activities list)		
1= Telephone Contact	4= Skip tracing	7= DL Hold
2= Written Notice(s)	5= FTB-COD	8= Private agency
3= Lobby/counter	6= FTB-IC	9= Wage/bank garnishments and Liens



# Program Report

- 21 practices
- No benchmark

Select court/county (see Contact Information worksheet #1) Use the space below to describe your collection program.			
Describe the extent to which your collection program is meeting the Judicial Council approved Collections Best Practices and identify any obstacles or problems that prevent the collections program from meeting those objectives. Of the twenty-one (21) Best Practices listed below please check those which your collection program has implemented. Provide an explanation for the best practices currently not being met, below. Also, identify any new or additional practices that have improved your collections program.			
<input type="checkbox"/>	1	Develop plan and put in a written MOU that implements and enhances a program in which the court/county collaborate to collect court-ordered debt and monies owed to a court under court order.	
<input type="checkbox"/>	2	Establish and maintain a cooperative superior court and county collection committee responsible for compliance, reporting, and internal enhancements of the joint collection program.	
<input type="checkbox"/>	3	Meet the components of a comprehensive collection program as required under Penal Code section 1463.007 in order that the costs of operating the program can be recovered.	
<input type="checkbox"/>	4	Complete all data components in the Collections Reporting Template.	
<input type="checkbox"/>	5	Reconcile amounts placed in collection to the supporting case management and/or accounting systems.	
<input type="checkbox"/>	6	Retain the joint court/county collection reports and supporting documents for at least three years.	
<input type="checkbox"/>	7	Take appropriate steps to collect court-ordered debt locally before referring it to the Franchise Tax Board for collection.	
<input type="checkbox"/>	8	Participate in the Franchise Tax Board Court-Ordered Debt (COD) collection program.	
<input type="checkbox"/>	9	Participate in the Franchise Tax Board Interagency Intercept Collections (IIC) program.	
<input type="checkbox"/>	10	Establish a process for handling the discharge of accountability for uncollectible court-ordered debt.	
<input type="checkbox"/>	11	Conduct trials by written declaration under Vehicle Code section 40903 and, as appropriate in the context of such trials, impose a civil assessment.	
<input type="checkbox"/>	12	Evaluate the effectiveness and efficiency of external collection agencies or companies to which court-ordered debt is referred for collection.	
<input type="checkbox"/>	13	Accept payments via credit and debit card.	
<input type="checkbox"/>	14	Accept payments via the Internet.	
<input type="checkbox"/>	15	Include in a collection program all court-ordered debt and monies owed to the court under a court order.	
<input type="checkbox"/>	16	Include financial screening to assess each individual's ability to pay prior to processing installment payment plans and account receivables.	
<input type="checkbox"/>	17	Use restitution rebate, as authorized by Government Code section 13963(f), to further efforts for the collection of funds owed to the Restitution Fund.	
<input type="checkbox"/>	18	Participate in the statewide master agreement for collection services or renegotiate existing contracts, where feasible, to ensure appropriate levels of services are provided at an economical cost.	
<input type="checkbox"/>	19	Require private vendors to remit the gross amount collected as agreed and submit invoices for commission fees to the court or county on a monthly basis.	
<input type="checkbox"/>	20	Use collection terminology (as established in the glossary, instructions, or other documents approved for use by courts and counties) for the development or enhancement of a collection program.	
<input type="checkbox"/>	21	Require private vendors to complete the components of the Collections Reporting Template that corresponds to their collection programs.	
Please identify areas in collections or distribution (check all that apply) in which program staff would like to receive training, assistance, or additional information.			
<input checked="" type="checkbox"/>	Audits (Judicial Council)	<input checked="" type="checkbox"/>	Revenue Distribution
<input checked="" type="checkbox"/>	Audits (SCO)	<input checked="" type="checkbox"/>	Discharge from Accountability
<input checked="" type="checkbox"/>	Adjustments	<input checked="" type="checkbox"/>	Cost Recovery
<input checked="" type="checkbox"/>	Ability to Pay Program	<input checked="" type="checkbox"/>	Other Collections-Related Issues
Comments or explanations:			



# Performance Report

Select court/county (see Contact Information worksheet #1)
Use the space below to discuss your collection program.
Please provide any comments on your performance for the reporting period, by Current Period, Prior Period Inventory, and Combined, that you wish included in the Individual Program Report that will be attached in the Report to the Legislature.
<div>Comments summarized in Individual Program Report</div>
Please explain the extent of your reporting capabilities in terms of providing the information required by GC § 68514. If data cannot be provided at this time or if the reported data differs from the Instructions, please describe the submitted data and any plans for providing this information in the future.
Additional operational information about your collections program for the reporting period.

## Alameda: Summary of Collection Reporting Template Fiscal Year 2023–24

### Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Alameda County and the County of Alameda. This report contains available collections information as reported in the Collections Reporting Template for fiscal year 2023–24.

Information on the number of best practices and collection activities utilized by the program are displayed in the tables below.<sup>1</sup>

During the Alameda collections program, the gross revenue collected decreased by \$5.0 million from the prior period due to paid in full cases and ability-to-pay (ATP) cases recalled to the private agency. The court has been working with their private agency to correct case management issues due to the legislative changes for the Emergency Medical Air Transportation (EMAT) program that expired on December 31, 2023.

The Franchise Tax Board's Court-Ordered Debt (FTB-COD) program cannot report information on defaulted payment plans. The FTB-COD program line has been updated to tie to the correct ending balances of 59,161 cases valued at \$28.5 million. There was no discharge from accountability performed for the reporting period. However, the court plans to discharge eligible accounts in the near future.

The court was unable to claim any costs for ATP cases due to reporting challenges within its case management system. The court was able to provide data in all reporting categories.

<sup>1</sup> A dash (-) in the tables below represents data that is currently unavailable or is not provided by the program. This may include collection entities not engaged or practices not used, as well as data unavailable due to reporting limitations of the program's case management or accounting systems.



# Annual Financial Report

Current Period

Prior Period

Combined Total

Ability to Pay

Victim Restitution

REPORTING PERIOD		Col. A																			
1	Beginning Date-First day of Reporting Period	01-Jul-24																			
2	Ending Date-Last day of Reporting Period	30-Jun-25																			
CURRENT PERIOD (NEWLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS																					
Row	Program	Number of Cases Established or Referred or Delinquent	Value of Cases Established or Referred or Delinquent	Number of Cases with Payment(s) Received (Items 1 and 2)	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence (Item 3)	Discharge from Accountability (Item 3)	Net Value of Newly-Established Delinquent Debt at End of Period (Col. C - E - G - H)	Value of Cases on Installment Agreement (Item 8)	Default Balance Installment Agreement (Item 8)	Percentage of Debt Defaulted On (Installment Agmt.) (Col. K / Col. J)									
3	Non-Delinquent Collections	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H	Col. I	Col. J	Col. K	Col. L									
4	Court Collection Program																				
5	County Collection Program																				
6	Private Agency																				
7	FTB Court-Ordered Debt																				
8	FTB Interagency Intercept Collection																				
9	Intra-Branch Program																				
10	Other																				
11	Sub-total Delinquent																				
PRIOR PERIOD (PREVIOUSLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS																					
Row	Program	Number of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Value of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Number of Cases with Payment(s) Received	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability	Net Value of Previously-Established Delinquent Debt at End of Period (Col. M - P - R - S)	Value of Cases on Installment Agmt. (Ending Balance from Prior Year)	Default Balance Installment Agreement	Percentage of Debt Defaulted On (Installment Agmt.) (Col. V / Col. U)									
12	Non-Delinquent Collections	Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U	Col. V	Col. W									
13	Court Collection Program																				
14	County Collection Program																				
15	Private Agency																				
16	FTB Court-Ordered Debt																				
17	FTB Interagency Intercept Collection																				
18	Intra-Branch Program																				
19	Other																				
20	Sub-total Delinquent																				
COMBINED: BEGINNING AND ENDING BALANCES; FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS																					
Row	Program	Number of Cases Beginning Balance	Value of Cases Beginning Balance	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007)	Adjustments	Discharge from Accountability	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Messages										
21	Non-Delinquent Collections	Col. X	Col. Y	Col. Z	Col. AA	Col. AB	Col. AC	Col. AD	Col. AE	Col. AF	Col. AG										
22	Court Collection Program																				
23	County Collection Program																				
24	Private Agency																				
25	FTB Court-Ordered Debt																				
26	FTB Interagency Intercept Collection																				
27	Intra-Branch Program																				
28	Other																				
29	Total Delinquent																				
COLLECTIONS FROM CASES SUBJECT TO ABILITY TO PAY DETERMINATION																					
	Period	Online ATP Revenue: Nondelinquent	Online ATP Revenue: Delinquent	Online ATP Revenue: Combined	In-Person ATP Revenue: Nondelinquent	In-Person ATP Revenue: Delinquent	In-Person ATP Revenue: Combined	Online ATP Cases w/ Installment Payments: Nondelinquent	Online ATP Installment Costs Claimed: Nondelinquent	In-Person ATP Cases w/ Installment Payments: Nondelinquent	In-Person ATP Installment Costs Claimed: Nondelinquent										
Row		Col. AH	Col. AI	Col. AJ	Col. AK	Col. AL	Col. AM	Col. AN	Col. AO	Col. AP	Col. AQ										
30	Current Period																				
31	Prior Period																				
32	Combined Periods																				
VICTIM RESTITUTION (PC 1202.4)																					
Row	Program	Number of Cases - (Ending Balance from Prior Year)	Value of Cases - (Ending Balance from Prior Year)	Number of Cases Established/ Referred/ Transferred in Period	Value of Cases Established/ Referred/ Transferred in Period	Gross Revenue Collected	Balance Modifications	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Messages										
33	Non-Delinquent Collections	Col. AR	Col. AS	Col. AT	Col. AU	Col. AV	Col. AW	Col. AX	Col. AY	Col. AZ	Col. BA										
34	Court Collection Program																				
35	County Collection Program																				
36	Private Agency																				
37	FTB Court-Ordered Debt																				
38	FTB Interagency Intercept Collection																				
39	Intra-Branch Program																				
40	Other																				
41	Total Delinquent																				
Reviewed by Court												Reviewed by County									
Printed Name												Printed Name									
Signature												Signature									
Date												Date									
Title (Court Executive or Presiding Judge)												Title (County Auditor/Controller or other)									



# Transfers

	Number of Delinquent Cases at Period Beginning (Ending Balance from Prior Year – Col. AE)	Value of Delinquent Cases at Period Beginning (Ending Balance from Prior Year – Col. AF)	Number of Cases Transferred Between Programs	Value of Cases Transferred Between Programs	Adjusted Number of Delinquent Cases at Period Beginning (Enter in Col. M)	Adjusted Value of Delinquent Cases at Period Beginning (Enter in Col. N)
Program	Col. 1	Col. 2	Col. 3	Col. 4	Col. M	Col. N
<b>Non-Delinquent Collections</b>						
Court Collection Program					-	-
County Collection Program					-	-
Private Agency					-	-
FTB Court-Ordered Debt					-	-
FTB Interagency Intercept Collection					-	-
Intra-Branch Program					-	-
Other					-	-
<b>Sub-total Delinquent</b>	-	-	-	-	-	-

- Use of this form is optional.
- Use form to calculate the *net values of case* transfer between programs.
- Values in yellow highlighted columns, should be reported in Columns and N of the 2024-25 template.



# Categories

PC 1463.007 Collections Activity	Category	Task/Activity
3a. Attempts telephone contact with delinquent debtors for whom the program has a telephone number  k. Uses an automated dialer or automatic call distribution system to manage telephone calls.	1= Telephone Contact	Outbound Call Inbound Call  Dialer blast messaging
3b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 35 days of delinquency.  4e. Sends monthly bills or account statements to all delinquent debtors.		2= Written Notice(s)
3c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.  3e. Accepts payment of delinquent debt by credit card.	3= Lobby/Counter	Receive/post cash, check and credit card payments Provide case information to individuals Establish payment plan agreements including amendments to existing plan Schedule walk-in arraignment, upon individual's request to go before a judge Update DMV, if needed Enter notes on the case, etc. Work the Out of Court--Collection Queue (Judge orders case be handled in collections) Process all criminal and juvenile probation orders; update financials and establish payment plans. Process all criminal and juvenile DA forms; update financials and establish payment plans Process payments from Intra-branch, generate weekly payment report Process payments and commission credit adjustments from private agency. Assist vendor w/case info., account balances, email them any directives from Judge on case and prepare commission checks at the end of month. Process all payments and commission credit adjustments from FTB-COD. Contact FTB-COD for additional information such as account balances, levy actions, etc.
3d. Uses Department of Motor Vehicles information to locate delinquent debtors. 4f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.		4= Skip Tracing
4g. Coordinates with the probation department to locate debtors who may be on formal or informal probation. 4h. Uses Employment Development Department employment and wage information to collect delinquent debt.		Obtain debtor information from probation and/or EDD
4a. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.	5= FTB-COD	Refer case to FTB-COD
4b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	6= FTB-IIC	Refer case to FTB-IIC
4c. Initiates driver's license suspension or hold actions when appropriate for a failure to appear in court.	7= DL Hold/Suspension	Send abstract to DMV for Failure to Appear driver's license hold/suspension
4d. Contracts with one or more private debt collectors to collect delinquent debt.	8= Private Agency	Refer case to private collection agency
4i. Establishes wage and bank account garnishments where appropriate.  4k. Places liens on real property owned by delinquent debtors when appropriate.	9= Wage/bank Garnishments and Liens	Wage and/or bank accounts are garnished
		Place liens
Sample list of activities/tasks to be used to report activities utilized in the collection of delinquent court-ordered debt. See corresponding "Category" on the Contact and Other Information Sheet, Items 5, 6 and 7.		

**16** The number of collections activities required under Pen. Code, § 1463.007.

**9** The number of categories created to simplify Gov. Code, § 68514 reporting requirements.

**4** The *proposed* number of categories, reduction based on reporting limitations.





# Quality Checklist

- Use of checklist is recommended to reduce reporting omissions/errors.
- Each section of Annual Financial Report represented.
- Useful self-auditing tool.

Row	Quality Checklist	CURRENT PERIOD: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS
1	<input type="checkbox"/>	Row 3, Column D, includes revenues collected for non-delinquent infraction, misdemeanor, and felony cases that were paid in full on or before the due date, or current installment or accounts receivable (A/R) payment plan. Row 3, Column E includes the number of cases associated with non-delinquent revenue collections reported in Row 3, Column D.
2	<input type="checkbox"/>	Rows 4-10 include all fines, fees, forfeitures, penalties, and assessments on traffic, criminal, and juvenile delinquency case types (infraction, misdemeanors, and felony), except victim restitution (see Rows 33-41 for more information).
3	<input type="checkbox"/>	Rows 4-10, include newly established/referred/transferred cases, gross revenue collected, adjustments, or discharges posted during the reporting period.
4	<input type="checkbox"/>	Rows 4-10, Column B, include the total number of new cases established, referred, or transferred within the reporting period. Any cases that were previously established, but never referred or transferred to collections, are considered new cases and should be reported in this column (the corresponding value of these cases should be reported in Column C). If multiple cases were bundled into one case, only one (1) case should be reported in Column B.
5	<input type="checkbox"/>	Rows 4-10, Column C, include the total value of the corresponding cases in Column B, that were established, referred, or transferred during the reporting period only.
6	<input type="checkbox"/>	Rows 4-10, Column D, include the number of cases with payment(s) received during the reporting period. The number of cases reported may be equal to but not greater than the number of cases established in Column B.
7	<input type="checkbox"/>	Rows 4-10, Column E, include all monies received towards the satisfaction of delinquent court-ordered debt, including installment payments.
8	<input type="checkbox"/>	Rows 4-10, Column F, include the cost of collections that, pursuant to PC 1463.007, is allowable to offset revenue prior to distribution to other governmental entities. Cost of collections is entered in Column F as a negative number unless posting a reversal.
9	<input type="checkbox"/>	Value reported in Column G includes the total value of court-ordered debt satisfied by court-ordered dismissal, suspension, or by means other than payment. An amount satisfied by means other than payment includes alternative sentences (e.g., community service or time served in custody in lieu of fine) or non-cash adjustment that decreases or increases the amount outstanding for individual debt items.
10	<input type="checkbox"/>	Value reported in Column H includes all debt deemed uncollectible that was established and discharged in the reporting period, per Government Code section 25257-25253.35.
11	<input type="checkbox"/>	Column I is the change in value of Cases Referred/Established/Transferred minus (-) Gross Collections, Adjustments, and Discharged debt. (Column C - E - G - H).
12	<input type="checkbox"/>	Rows 4-10, Column J, includes the value of all cases set-up on an installment agreement (A/R or monthly installment payment plan) by the court or collecting entity.
13	<input type="checkbox"/>	Rows 4-10, Column K, includes the balances from delinquent cases where the individual is non-compliant with the terms of the agreement (i.e., payments have not been received) and the plan was not reinstated at the end of the fiscal year.
14	<input type="checkbox"/>	Column L is formula driven and calculates the percentage of fines and fees defaulted on by dividing the installment agreement balance (amount defaulted on) by the initial value of court-ordered debt set-up on payment plan (Col. K/Col. J).
PRIOR PERIODS INVENTORY: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS		
15	<input type="checkbox"/>	Row 12, Column P, includes revenues collected for non-delinquent infraction, misdemeanor and felony cases that were paid in full on or before the due date, or current installment or accounts receivable (A/R) payment plan. Row 12, Column Q includes the number of cases associated with non-delinquent revenue collections reported in Row 11, Column P.
16	<input type="checkbox"/>	Rows 13-19 include all fines, fees, forfeitures, penalties, and assessments on traffic, criminal, and juvenile delinquency case types (infraction, misdemeanors, and felonies), except victim restitution (see Row 33-41 for more information).
17	<input type="checkbox"/>	Rows 13-19 include all cases in inventory referred or transferred to a collections program in a prior period, and gross revenue collected, court-ordered adjustments, or discharges that were received and posted during the current reporting period.
18	<input type="checkbox"/>	Rows 13-19, Column Q, include the number of cases with payments received during the reporting period. Note: any late postings from prior year should be reported in Column M, and the case value should be reported in Column N as part of the ending balance from prior year.
19	<input type="checkbox"/>	Rows 13-19, Column P, include all monies received towards the satisfaction of delinquent court-ordered debt.
20	<input type="checkbox"/>	Rows 13-19, Column Q, include the cost of collections that, pursuant to PC 1463.007, is allowable to offset revenue prior to distribution to other governmental entities. Cost of collections is entered in Column Q as a negative number unless posting a reversal.
21	<input type="checkbox"/>	Rows 13-19, Column R, includes the total value of court-ordered debt satisfied by court-ordered dismissal, suspension, or by means other than payment. An amount satisfied by means other than payment includes alternative sentences (e.g., community service or time served in custody in lieu of fine) or non-cash adjustment that decreases or increases the amount outstanding for individual debt items.
22	<input type="checkbox"/>	Value reported in Column S includes all previously established debt deemed uncollectible and discharged in the reporting period, per Government Code section 25257-25253.35.
23	<input type="checkbox"/>	Value reported in Column T is the change in Value of Cases (Ending Balance from Prior Year) minus (-) Gross Collections, Adjustments, and Discharged debt. (Column N - P - R - S).
24	<input type="checkbox"/>	Column U is the value of cases carried over from the prior year for all cases on an installment agreement that remained unpaid at the end of the year.
25	<input type="checkbox"/>	Column V includes the balance from all cases on an installment agreement carried over where payment(s) were not received in the reporting period.
26	<input type="checkbox"/>	Column W captures the percentage of delinquent fines and fees payable in installments that were defaulted on. The cell is formula driven and calculates a percentage by dividing the rolling balance by the value of cases (carried over) on installment agreements. (Column V/Column U)
COMBINED: ENDING BALANCE FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS		
27	<input type="checkbox"/>	Row 21, Column Z, includes the combined total of non-delinquent gross revenue collected.
28	<input type="checkbox"/>	Rows 22-28, Columns X, Y, Z, AA, AB, AC and AD include the combined case number and value of new and prior period inventory, change in value, gross revenues, cost of collections, and adjustments, and discharge from accountability.
29	<input type="checkbox"/>	Rows 22-28, Columns X, Y, Z, AA, AB, AC and AD are formula driven, no input required. Value of Cases reported in Columns Y and AF reconciles to figures reported from underlying systems and vendors.
30	<input type="checkbox"/>	Value reported in Column AE includes the total number of cases at the end of the reporting period for each program.
31	<input type="checkbox"/>	Values reported in Column AF balance to value of cases at beginning of period (Col. Y), minus the change in value reported in Col. AD (which is the sum of the amounts shown in Col. Z, AB and AC.)
32	<input type="checkbox"/>	An Error Message in Column AG indicates that the beginning balance in Column Y, minus the value of transactions reported in Column AD does not equal the ending balance reported in Column AF.



# Performance Metrics

- Table is formula driven except for comments box.
- Space in comments box is limited. Provide brief explanation of low/high numbers.

Collector Effective Index	Current	Prior

First Year Resolution Rate

Spend Efficiency Score	Current	Prior	Combined
Court Collection Program			
County Collection Program			
Private Agency			
FTB Court-Ordered Debt			
FTB Interagency Intercept Collection			
Intra-Branch Program			
Other			

Cost to Referral Ratio	Current	Prior	Combined

Adjustment Score	Adjustments	Score
	\$0	

Discharge Score	Discharges	Score
	\$0	

Risk Monitor

Please provide any brief comments on your performance measures you wish included in the Dashboard for your program. (500 character maximum)

Table displays individual program averages for each metric. Cluster averages are displayed on dashboard.

Provide brief comment on performance.  
Use space to explain "questionable" numbers, (e.g., 0 or 100+ score, percent, or ratio)



Less  
is  
More

# METRICS



P

Identify  
**QUANTIFIABLE**  
WORK OUTPUTS



# Performance Metrics:

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Measure	Definition	Formula
Collector Effective Index (CEI)	Percentage of case referrals with payment received versus total referrals of that age, Current and Prior Period.	$\frac{\text{Number of cases with payment recieved (n)}}{\text{Number of cases referred (n)}}$
First-year Resolution Rate (FYR)	Percentage of “current” period referral balance resolved within the first year.	$1 - \left( \frac{\text{Change in Value(current)}}{\text{Value of Cases established,referred,transferred (current)}} \right)$
Spend Efficiency Score (SES)	Number of dollars spent to collect \$1 in delinquent referrals for the various programs.	$\frac{\text{Cost of Collections}_{pn}}{\text{Gross Revenue Collected}_{pn}}$
Cost to Referral Ratio	Average dollars spent per referral, of a specific age, Current and Prior Period.	$\frac{\text{Cost of Collections (n)}}{\text{Number of Cases Established (n)}}$



# Normalizing Metrics:

Measure	Definition	Formula
Adjustment Score	Represents the dollar value of adjustments against the total referral balance.	$\frac{\text{Adjustments (Combined)}}{\text{Value of Cases Beginning Balance (Combined)}} \times 1000$
Discharge Score	Represents the dollar value of discharges against the total referral balance.	$\frac{\text{Discharge from Accountability (Combined)}}{\text{Value of Cases Beginning Balance (Combined)}} \times 1000$
Risk Monitor	Number of cases which became delinquent as a percentage of total "current" period referrals, including non-delinquent referrals.	$\frac{\text{Number of Cases Established, Referred, Transferred(current)}}{\text{Number of Cases Established (current) + Number of Cases with Payments Recieved (non - delinquent, current)}}$





# Performance Metrics and Benchmarks (PMB) Takeaways

- Metrics use only CRT data
- No specified benchmarks
- Clean data *may* improve performance averages
- Recording of PMB trainings available online.



# Metrics and Dashboard

Collector Effective Index	Current	Prior	Combined
First Year Resolution Rate			
Spend Efficiency Score	Current	Prior	Combined
Court Collection Program			
County Collection Program			
Private Agency			
FTB Court-Ordered Debt			
FTB Interagency Intercept Collection			
Intra-Branch Program			
Other			
Cost to Referral Ratio	Current	Prior	Combined
Adjustment Score	Adjustments	Score	
	\$0		
Discharge Score	Discharges	Score	
	\$0		
Risk Monitor			
Please provide any brief comments on your performance measures you wish included in the Dashboard for your program. (500 character maximum)			

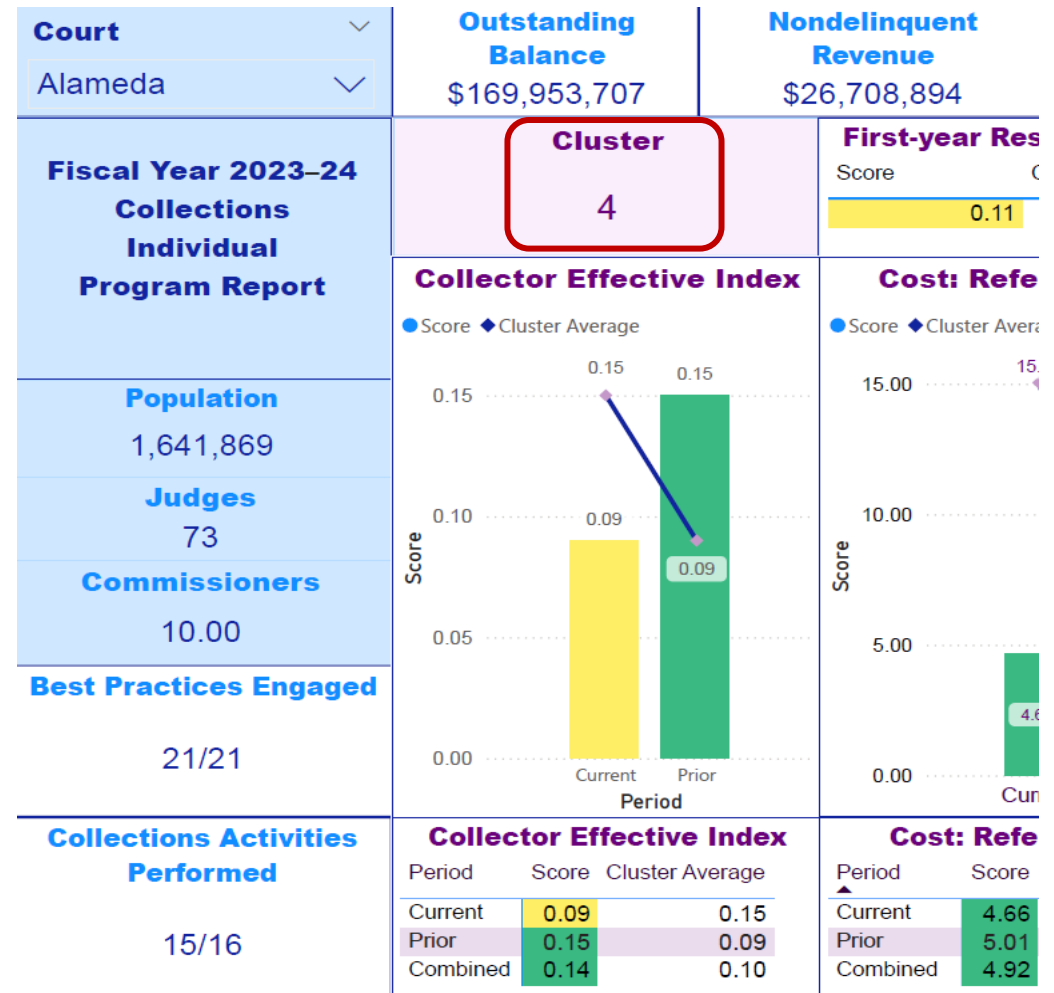
Court	Outstanding Balance	Nondelinquent Revenue	Delinquent Revenue	Administrative Cost	Adjustments	Discharge			
Alameda	\$169,953,707	\$26,708,894	\$13,561,013	\$2,119,526	\$6,365,840	\$0			
Fiscal Year 2023–24 Collections Individual Program Report	Cluster	First-year Resolution Rate	Risk Monitor	Adjustment Score	Discharge Score				
	4	Score Cluster Average	Score Cluster Average	Score Cluster Average	Score Cluster Average				
		0.11 0.11	0.65 0.52	33.53 19.97	0.00 32.54				
	Collector Effective Index	Cost: Referral Ratio	Spend Efficiency Score						
	Score Cluster Average	Score Cluster Average	Period Program Score Current Cluster Average Prior Cluster Average Combined Score Cluster Average						
Population	1,641,869	15.00	County	0.16	0.65	0.29	1.00	0.23	0.84
Judges	73	5.97	Private Agency	0.48	0.16	0.46	0.24	0.46	0.20
Commissioners	10.00	4.66	FTB-COD	0.14	0.15	0.14	0.22	0.14	0.21
Best Practices Engaged	21/21	5.01	FTB-IIC	0.03	0.04	0.05	0.04	0.05	0.04
Collections Activities	Collector Effective Index	Cost: Referral Ratio	Dashboard Comments						
Performed	Period Score Cluster Average	Period Score Cluster Average	The program did not comment on the dashboard. Please see page 1 of the Individual Program Report for other performance comments.						
15/16	Current 0.09 0.15 Prior 0.15 0.09 Combined 0.14 0.10	Current 4.66 15.03 Prior 5.01 5.97 Combined 4.92 7.62	Performance Metrics Key						
			Positive Needs Improvement No Data						





# Clusters and Dashboard

Cluster 1	Cluster 2		Cluster 3	Cluster 4
Alpine	Butte	Shasta	Contra Costa	Alameda
Amador	El Dorado	Siskiyou	Fresno	Los Angeles
Calaveras	Humboldt	Sutter	Kern	Orange
Colusa	Imperial	Tehama	Monterey	Riverside
Del Norte	Kings	Tuolumne	San Francisco	Sacramento
Glenn	Lake	Yolo	San Joaquin	San Bernardino
Inyo	Madera	Yuba	San Mateo	San Diego
Lassen	Marin		Santa Barbara	Santa Clara
Mariposa	Mendocino		Solano	
Modoc	Merced		Sonoma	
Mono	Napa		Stanislaus	
Plumas	Nevada		Tulare	
San Benito	Placer		Ventura	
Sierra	San Luis Obispo			
Trinity	Santa Cruz			





# Individual Program Report (sample)

## Summary:

### Alameda: Summary of Collection Reporting Template Fiscal Year 2023–24

#### Program Overview

The collection of delinquent court-ordered debt is a cooperative effort between the Superior Court of Alameda County and the County of Alameda. This report contains available collections information as reported in the Collections Reporting Template for fiscal year 2023–24.

Detailed information on the number of best practices and collection activities utilized by the program are displayed in the tables below.<sup>1</sup>

#### Performance

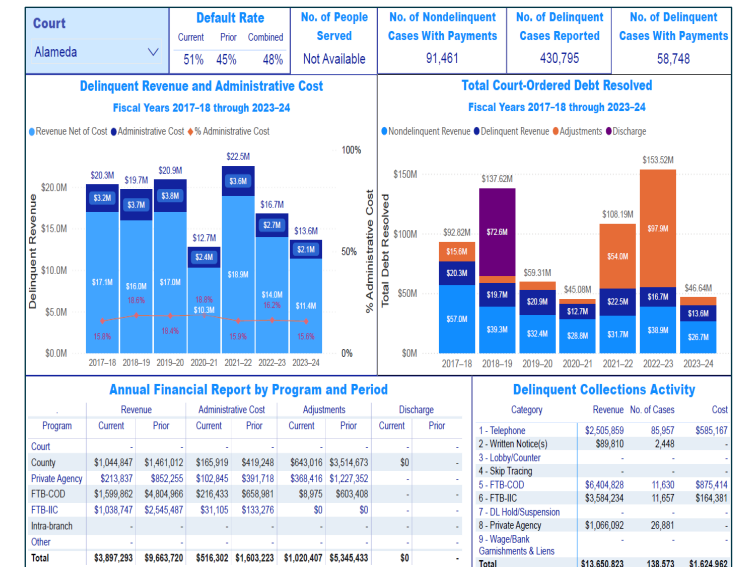
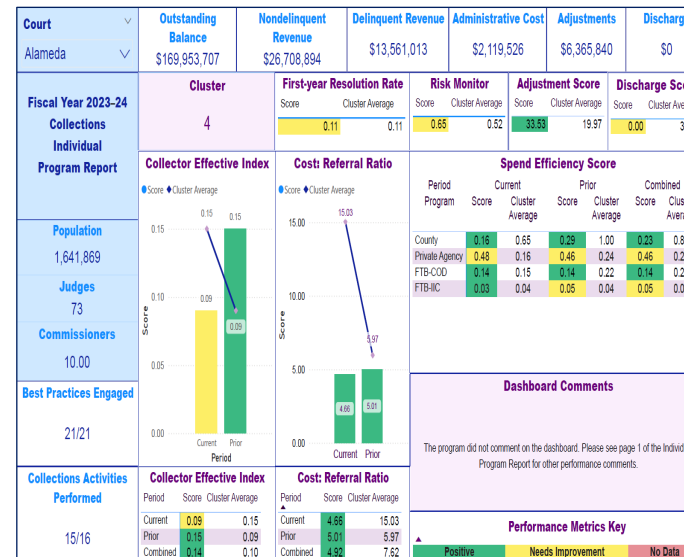
According to the Alameda collections program, the gross revenue collected decreased by \$5.0 million from the prior period due to paid in full cases and ability-to-pay (ATP) cases recalled from the private agency. The court has been working with their private agency to correct case balances due to the legislative changes for the Emergency Medical Air Transportation (EMAT) penalty that expired on December 31, 2023.

The Franchise Tax Board's Court-Ordered Debt (FTB-COD) program cannot report information on defaulted payment plans. The FTB-COD program line has been updated to tie to the correct ending balances of 59,161 cases valued at \$28.5 million. There was no discharge from accountability performed for the reporting period. However, the court plans to discharge eligible accounts in the near future.

The court was unable to claim any costs for ATP cases due to reporting challenges within its case management system. The court was able to provide data in all reporting categories.

<sup>1</sup> A dash (-) in the tables below represents data that is currently unavailable or is not provided by the program. This may include collection entities not engaged or practices not used, as well as data unavailable due to reporting limitations of the program's case management or accounting systems.

## Dashboard:



# Data Elements



# Collections Activities Sheet

1	Court/County	<input type="text"/>
2	Court Contact: Telephone Number: E-mail Address:	<input type="text"/> <input type="text"/> <input type="text"/>
3	County Contact: Telephone Number: E-mail Address:	<input type="text"/> <input type="text"/> <input type="text"/>
4	List collection agencies or programs used by order in which debt is referred:	<div>1. <input type="text"/></div> <div>2. <input type="text"/></div> <div>3. <input type="text"/></div> <div>4. <input type="text"/></div> <div>5. <input type="text"/></div>

**Court/County Contact:** Who should we contact for additional information and/or clarifications?

**Case referral process:** Tell us the order by which delinquent debt referred/transferred between collection program.

5			Item 4		Item 5	Item 6a	Item 6b	Item 7
Below is a description of the collections components (activities) authorized by Penal Code section 1463.007. As required by Government Code section 68514, for Items 4, 5, 6a, 6b and 7, input the requested information for each collection activity that the court/county program currently uses:			Check each collections activity performed by program	Category	Total amount collected per collection activity	Total number of cases by activity	Total number of individuals associated with those cases	Total administrative cost per collection activity
6	a. Attempts telephone contact with delinquent debtors for whom the program has a telephone number to inform them of delinquent status and payment options.		<input type="checkbox"/>	1			Enter data as part of Category 3, (activity c)	
7	b. Attempts written notice to delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.		<input type="checkbox"/>	2				
	c. Submits monthly reports to track collections data, such as age of debt and delinquent amounts.		<input type="checkbox"/>	3				
	d. Obtains Motor Vehicles information to locate delinquent debtors.		<input type="checkbox"/>	4				
	e. Attempts to collect delinquent debt by credit card.		<input type="checkbox"/>	3	Enter data as part of Category 3, (activity c), Row 9 above.			
	f. Refers delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.		<input type="checkbox"/>	5				
12	g. Refers delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.		<input type="checkbox"/>	6				
13	h. Initiates driver's license suspension or hold actions when appropriate for a failure to appear in court.		<input type="checkbox"/>	7				
14	i. Contracts with one or more private debt collectors to collect delinquent debt.		<input type="checkbox"/>	8				
15	j. Sends monthly bills or account statements to all delinquent debtors.		<input type="checkbox"/>	2	Enter data as part of Category 2 (activity b), Row 7 above.			
16	k. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.		<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d) in Row 9 above.			
17	l. Coordinates with the probation department to locate debtors who may be on formal or informal probation.		<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d) in Row 9 above.			
18	m. Uses Employment Development Department employment and wage information to collect delinquent debt.		<input type="checkbox"/>	4	Enter data as part of Category 4, (activity d) Row 9 above.			
19	n. Establishes wage and bank account garnishments where appropriate.		<input type="checkbox"/>	9				
20	o. Places liens on real property owned by delinquent debtors when appropriate.		<input type="checkbox"/>	9	Enter data as part of Category 9, (activity i) Row 19 above.			
21	p. Uses an automated dialer or automatic call distribution system to manage telephone calls.		<input type="checkbox"/>	1	Enter data as part of Category 1, (activity a) Row 6 above.			
22	TOTAL:				\$0	0	0	

**Penal Code, § 1463.007 components**

**Collections information:** Report amount collected, number of cases, number of individuals associated with those cases, and costs **per collection activity**.

Category Key: (See Category tab for task/activities list)		
1= Telephone Contact	4= Skip tracing	7= DL Hold
2= Written Notice(s)	5= FTB-COD	8= Private agency
3= Lobby/counter	6= FTB-ILC	9= Wage/bank garnishments and Liens



# Collections Activities Sheet (cont'd)

5		Item 4		Item 5	Item 6a	Item 6b	7
	Below is a description of the collections components (activities) authorized by Penal Code section 1463.007. As required by Government Code section 68514, for Items 4, 5, 6a, 6b and 7, input the requested information for each collection activity that the court/county program currently uses:	Check each collections activity performed by program	Category	Total amount collected per collection activity	Total number of cases by activity	Total number of individuals associated with the cases	
6	a. Attempts telephone contact with delinquent debtors for whom the program has a telephone number to inform them of their delinquent status and payment options.	<input checked="" type="checkbox"/>	1			Enter data as part of Category 3, (activity c)	
7	b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.	<input checked="" type="checkbox"/>	2				
8	c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.	<input checked="" type="checkbox"/>	3				
9	d. Uses Department of Motor Vehicles information to locate delinquent debtors.	<input checked="" type="checkbox"/>	4				
10	e. Accepts payment of delinquent debt by credit card.	<input checked="" type="checkbox"/>	3	Enter data as part of Category 3, (activity c), Row 8 above.			
11	a. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.	<input checked="" type="checkbox"/>	5				
12	b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	<input checked="" type="checkbox"/>	6				
13	c. Initiates driver's license suspension or hold actions when appropriate for a failure to appear in court.	<input type="checkbox"/>	7				
14	d. Contracts with one or more private debt collectors to collect delinquent debt.	<input checked="" type="checkbox"/>	8				
15	e. Sends monthly bills or account statements to all delinquent debtors.	<input checked="" type="checkbox"/>	2				
16	f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.	<input checked="" type="checkbox"/>					
17	g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.	<input checked="" type="checkbox"/>					
18	h. Uses Employment Development Department employment and wage information to collect delinquent debt.	<input checked="" type="checkbox"/>	4				
19	i. Establishes wage and bank account garnishments where appropriate.	<input checked="" type="checkbox"/>	9				
20	j. Places liens on real property owned by delinquent debtors when appropriate.	<input checked="" type="checkbox"/>	9	Enter data as part of Category 9, (activity i) Row 19 above.			
21	k. Uses an automated dialer or automatic call distribution system to manage telephone calls.	<input checked="" type="checkbox"/>	1	Enter data as part of Category 1, (activity a) Row 6 above.			
22	TOTAL:			\$0	0	0	\$0

Items 5, 6, and 7 capture financial information— the amount collected, number of cases, and associated costs, **by activity**.

Under Penal Code section 1463.007, a program is authorized to recover operating costs associated with the collection of delinquent court-ordered debt, if it meets 10 of 16 activities.

The required activities may be met **collectively** by the program; court, county, private agency, FTB, or IntraBranch.



# Program Report

- Check best practices met by program
- Reporting on the extent to which programs are meeting best practices.
- There is no benchmark or set number of practices that must be met.

Select court/county (see Contact Information worksheet #1) Use the space below to describe your collection program.			
Describe the extent to which your collection program is meeting the Judicial Council approved Collections Best Practices and identify any obstacles or problems that prevent the collections program from meeting those objectives. Of the twenty-three (23) Best Practices listed below please check those which your collection program has implemented. Provide an explanation for the best practices currently not being met below. Also, identify any new or additional practices that have improved your collections program.			
<input checked="" type="checkbox"/>	1 Develop plan and put in a written MOU that implements and enhances a program in which the court/county collaborate to collect court-ordered debt and monies owed to a court under court order.		
<input type="checkbox"/>	2 Establish and maintain a cooperative superior court and county collection committee responsible for compliance, reporting, and internal enhancements of the joint collection program.		
<input checked="" type="checkbox"/>	3 Meet the components of a comprehensive collection program as required under Penal Code section 1463.007 in order that the costs of operating the program can be recovered.		
<input checked="" type="checkbox"/>	4 Complete all data components in the Collections Reporting Template.		
<input checked="" type="checkbox"/>	5 Reconcile amounts placed in collection to the supporting case management and/or accounting systems.		
<input checked="" type="checkbox"/>	6 Retain the joint court/county collection reports and supporting documents for at least three years.		
<input checked="" type="checkbox"/>	7 Take appropriate steps to collect court-ordered debt locally before referring it to the Franchise Tax Board for collection.		
<input checked="" type="checkbox"/>	8 Participate in the Franchise Tax Board Court-Ordered Debt (COD) collection program.		
<input checked="" type="checkbox"/>	9 Participate in the Franchise Tax Board Interagency Intercept Collections (IIC) program.		
<input checked="" type="checkbox"/>	10 Establish a process for handling the discharge of accountability for uncollectible court-ordered debt.		
<input checked="" type="checkbox"/>	11 Participate in any program that authorizes the Department of Motor Vehicles to suspend or refuse to renew drive when appropriate for a failure to appear in court.		
<input checked="" type="checkbox"/>	12 Conduct trials by written declaration under Vehicle Code section 40903 and, as appropriate in the context of such trials, impose a civil assessment.		
<input checked="" type="checkbox"/>	13 Evaluate the effectiveness and efficiency of external collection agencies or companies to which court-ordered debt is referred for collection.		
<input checked="" type="checkbox"/>	14 Accept payments via credit and debit card.		
<input checked="" type="checkbox"/>	15 Accept payments via the Internet.		
<input checked="" type="checkbox"/>	16 Include in a collection program all court-ordered debt and monies owed to the court under a court order.		
<input checked="" type="checkbox"/>	17 Include financial screening to assess each individual's ability to pay prior to processing installment payment plans and account receivables.		
<input checked="" type="checkbox"/>	18 Use restitution rebate, as authorized by Government Code section 13963(f), to further efforts for the collection of funds owed to the Restitution Fund.		
<input checked="" type="checkbox"/>	19 Participate in the statewide master agreement for collection services or renegotiate existing contracts, where feasible, to ensure appropriate levels of services are provided at an economical cost.		
<input checked="" type="checkbox"/>	20 Require private vendors to remit the gross amount collected as agreed and submit invoices for commission fees to the court or county on a monthly basis.		
<input checked="" type="checkbox"/>	21 Use collection terminology (as established in the glossary, instructions, or other documents approved for use by courts and counties) for the development or enhancement of a collection program.		
<input checked="" type="checkbox"/>	22 Require private vendors to complete the components of the Collections Reporting Template that corresponds to their collection programs.		
Please identify areas in collections or distribution (check all that apply) in which program staff would like to receive training, assistance, or additional information.			
<input type="checkbox"/> Audits (Judicial Council)	<input type="checkbox"/> Revenue Distribution	<input type="checkbox"/> Adjustments	<input type="checkbox"/> Cost Recovery
<input type="checkbox"/> Audits (SCO)	<input type="checkbox"/> Discharge from Accountability	<input type="checkbox"/> Ability to Pay Program	<input type="checkbox"/> Other Collections-Related Issues
Comments or explanations:			
The number of best practices used is: 21			



# Performance Report

- Keep comments concise and to the point.
- Limit narrative to 2-3 short sentences.
- Include changes that may have impacted program performance.

Select court/county (see Contact Information worksheet #1)
Use the space below to discuss your collection program.
Please provide any comments on your performance for the reporting period, by Current Period, Prior Period Inventory, and Combined, that you wish included in the Individual Program Report that will be attached in the Report to the Legislature.
Please explain the extent of your reporting capabilities in terms of providing the information required by GC § 68514. If data cannot be provided at this time or if the reported data differs from the Instructions, please describe the submitted data and any plans for providing this information in the future.
Additional operational information about your collections program for the reporting period.



# Annual Financial Report:

REPORTING PERIOD		Col. A										
1	Beginning Date-First day of Reporting Period	01-Jul-24										
2	Ending Date-Last day of Reporting Period	30-Jun-25										
CURRENT PERIOD (NEWLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Row	Program	Number of Cases Established or Referred or Delinquent	Value of Cases Established or Referred or Delinquent	Number of Cases with Payment(s) Received (Items 1 and 2)	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence (Item 3)	Discharge from Accountability (Item 3)	Net Value of Newly-Established Delinquent Debt at End of Period (Col. C - E - G - H)	Value of Cases on Installment Agreement (Item 5)	Default Balance Installment Agreement (Item 5)	Percentage of Debt Defaulted On (Installment Agmt.) (Col. K / Col. J)
3	Non-Delinquent Collections	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H	Col. I	Col. J	Col. K	Col. L
4	County Collection Program								-			
5	Private Agency								-			
6	FTB Court-Ordered Debt								-			
7	FTB Interagency Intercept Collection								-			
8	Intra-Branch Program								-			
9	Other								-			
11	Sub-total Delinquent	-	-	-	-	-	-	-	-	-	-	-
PRIOR PERIOD (PREVIOUSLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Row	Program	Number of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Value of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Number of Cases with Payment(s) Received	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability	Net Value of Previously-Established Delinquent Debt at End of Period (Col. M - P - R - S)	Value of Cases on Installment Agmt. (Ending Balance from Prior Year)	Default Balance Installment Agreement	Percentage of Debt Defaulted On (Installment Agmt.) (Col. T / Col. U)
12	Non-Delinquent Collections	Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U	Col. V	Col. W
13	County Collection Program								-			
14	Private Agency								-			
15	FTB Court-Ordered Debt								-			
16	FTB Interagency Intercept Collection								-			
17	Intra-Branch Program								-			
18	Other								-			
20	Sub-total Delinquent	-	-	-	-	-	-	-	-	-	-	-
COMBINED: BEGINNING AND ENDING BALANCES; FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Row	Program	Number of Cases Beginning Balance	Value of Cases Beginning Balance	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007)	Adjustments	Discharge from Accountability	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Messages	
21	Non-Delinquent Collections	Col. X	Col. Y	Col. Z	Col. AA	Col. AB	Col. AC	Col. AD	Col. AE	Col. AF	Col. AG	
22	County Collection Program	-	-	-	-	-	-	-	-	-	-	
23	Private Agency	-	-	-	-	-	-	-	-	-	-	
24	FTB Court-Ordered Debt	-	-	-	-	-	-	-	-	-	-	
25	FTB Interagency Intercept Collection	-	-	-	-	-	-	-	-	-	-	
26	Intra-Branch Program	-	-	-	-	-	-	-	-	-	-	
27	Other	-	-	-	-	-	-	-	-	-	-	
29	Total Delinquent	-	-	-	-	-	-	-	-	-	-	
COLLECTIONS FROM CASES SUBJECT TO ABILITY TO PAY DETERMINATION												
Row	Period	Online ATP Revenue: Nondelinquent	Online ATP Revenue: Delinquent	Online ATP Revenue: Combined	In-Person ATP Revenue: Nondelinquent	In-Person ATP Revenue: Delinquent	In-Person ATP Revenue: Combined	Online ATP Cases w/ Installment Payments: Nondelinquent	Online ATP Installment Costs Claimed: Nondelinquent	In-Person ATP Cases w/ Installment Payments: Nondelinquent	In-Person ATP Installment Costs Claimed: Nondelinquent	
30	Current Period	Col. AH	Col. AI	Col. AJ	Col. AK	Col. AL	Col. AM	Col. AN	Col. AO	Col. AP	Col. AQ	
31	Prior Period											
32	Combined Periods	-	-	-	-	-	-	-	-	-	-	
VICTIM RESTITUTION (PC 1202.4)												
Row	Program	Number of Cases - (Ending Balance from Prior Year)	Value of Cases - (Ending Balance from Prior Year)	Number of Cases Established or Referred or Transferred in Period	Value of Cases Established or Referred or Transferred in Period	Gross Revenue Collected	Balance Modifications	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Messages	
33	Non-Delinquent Collections	Col. AR	Col. AS	Col. AT	Col. AU	Col. AV	Col. AW	Col. AX	Col. AY	Col. AZ	Col. BA	
34	County Collection Program							0		-		
35	Private Agency							0		-		
36	FTB Court-Ordered Debt							0		-		
37	FTB Interagency Intercept Collection							0		-		
38	Intra-Branch Program							0		-		
39	Other							0		-		
41	Total Delinquent	-	-	-	-	-	-	0	-	-	-	
Reviewed by Court						Reviewed by County						
Printed Name		Signature				Printed Name		Signature				
Date		Title (Court Executive or Presiding Judge)				Date		Title (County Auditor/Controller or other)				

# Annual Financial Report:

## Current Period Section

### CURRENT PERIOD (NEWLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS

		Number of Cases Established or Referred as Delinquent	Value of Cases Established or Referred as Delinquent	Number of Cases with Payment(s) Received (Items 1 and 2)	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) <i>enter as negative number</i>	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence (Item 3)	Discharge from Accountability (Item 3)	Net Value of Newly- Established Delinquent Debt at End of Period (Col. C - E - G - H)	Value of Cases on Installment Agreement (Item 8)	Default Balance Installment Agreement (Item 8)	Percentage of Debt Defaulted On (Installment Agmt.) (Col. K / Col. J)
Row	Program	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H	Col. I	Col. J	Col. K	Col. L
3	Non-Delinquent Collections											
4	Court Collection Program								-			
5	County Collection Program								-			
6	Private Agency								-			
7	FTB Court-Ordered Debt								-			
8	FTB Interagency Intercept Collection								-			
9	Intra-Branch Program								-			
10	Other								-			
11	Sub-total Delinquent	-	-	-	-	-	-	-	-	-	-	

Include activity and transactions for cases that became delinquent during the current reporting period: July 1 to June 30





$$\left. \begin{array}{l} \text{---} \\ \text{---} \\ \text{---} \end{array} \right\}$$

## DO:

- Report the number of cases assigned to each program where an activity occurred.
- Report the outstanding number of cases assigned to each program at year's end (June 30).

## DON'T:

- Report a number *less than* value reported in Column D.

$\}$ 

- Report the value of cases assigned to each program for cases reported in Column B.
- Report the value of cases reported in Column B assigned to each program at year's end (June 30).

- Report an amount *less than* value reported in Column J.

# Column D: Cases w/Payments Received

Number of Cases with  
Payment(s) Received  
(Items 1 and 2)

Col. D

## DO:

- In Row 3, report the number of **nondelinquent cases** associated to revenue reported in Column E.
- In Rows 4-10 report the number of **delinquent cases** associated with revenue in Column E.

## DON'T:

- Report the number of **payments** received.



# Column E: Gross Revenue Collected

Gross Revenue Collected
Col. E
-

## DO:

- Report revenue collected from **nondelinquent cases**, in Row 3.
- Report revenue collected from **delinquent cases** by program, in Rows 4-10.

## DON'T:

- Include revenue from cases referred to collections in prior periods.



# Column F: Cost of Collections

Cost of Collections  
(Penal Code 1463.007)  
*enter as negative number*

Col. F

## DO:

- Refer to authority: Penal Code, § 1463.007
- Recover costs for **delinquent** collections only.
- Track nondelinquent case activity separate from delinquent.
- Report recovered costs as a negative (-) number.
- Refer to [\*Guidelines and Standards for Cost Recovery\*](#)

## DON'T:

- Report costs in lump sum. Prorate costs by program, if necessary .
- Report costs as a positive number.
- Report \$35 claimed for nondelinquent ATP cases.



# Column G: Adjustments

Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence (Item 3)
Col. G
-

## DO:

- Include value of court-ordered suspensions, dismissals, and/or alternative non-cash modifications to ordered amount.
- Report amount as a positive number.

## DON'T:

- Use column for accounting adjustments; e.g., ending balance modifications.



# Column H: Discharge from Accountability

Discharge from  
Accountability  
(Item 3)

Col. H

## DO:

- Refer to authority: Gov. Code, § 25257 to § 25259.7.
- Report discharged amount as a positive number.
- Discharge debt annually to avoid residual outstanding balance.
- Refer discharged cases to FTB-IIC.
- Report collections transaction on a discharged case as any standard.

## DON'T:

- Discharge victim restitution, unless the victim is deceased.
- Include delinquent debt that has not been approved for discharge during the reporting period.



$$\left\{ \begin{array}{l} \\ \end{array} \right.$$

- Track delinquent installment plans.
- Report the value of all newly established delinquent cases placed on an installment agreement.
- Report the value on plans until paid in full.

- Track nondelinquent installment plans.





# Column K: Default Balance

Default Balance Installment Agreement (Item 8)	
Col. K	

## DO:

- Track all delinquent payment plans.
- Report cases that are in default on June 30, 2025 (i.e., at year end installment plan was ended/not reinstated, because of non-payment.
- Report the case value on installment plans until paid in full.

## DON'T:

- Include cases set up on installment plans before July 1, 2024.



# Annual Financial Report: Prior Period Section

PRIOR PERIOD (PREVIOUSLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Row	Program	Number of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Value of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Number of Cases with Payment(s) Received	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability	Net Value of Previously-Established Delinquent Debt at End of Period (Col. N - P - R - S)	Value of Cases on Installment Agmt. (Ending Balance from Prior Year)	Default Balance Installment Agreement	Percentage of Debt Defaulted On (Installment Agmt.) (Col. V / Col. U)
		Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U	Col. V	Col. W
12	Non-Delinquent Collections											
13	Court Collection Program											
14	County Collection Program											
15	Private Agency											
16	FTB Court-Ordered Debt											
17	FTB Interagency Intercept Collection											
18	Intra-Branch Program											
19	Other											
20	Sub-total Delinquent											

- Include activity and transactions for cases established as delinquent *before* July 1.
- Columns O, P, Q, R, S mirror data captured in Current Period, Columns D, E, F, G, H.
- Columns M, N, U, and V capture different data.



# Columns M and N: Value of Cases on Installment Agreements

PRIOR PERIOD (PREVIOUSLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
		Number of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Value of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Number of Cases with Payment(s) Received	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability	Net Value of Previously-Established Delinquent Debt at End of Period (Col. N - P - R - S)	Value of Cases on Installment Agmt. (Ending Balance from Prior Year)	Default Balance Installment Agreement	Percentage of Debt Defaulted On (Installment Agmt.) (Col. V / Col. U)
Row	Program	Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U	Col. V	Col. W
12	Non-Delinquent Collections											
13	Court Collection Program											
14	County Collection Program											
15	Private Agency											
16	FTB Court-Ordered Debt											
17	FTB Interagency Intercept Collection											
18	Intra-Branch Program											
19	Other											
20	Sub-total Delinquent											

- Column M: include the ending case count from the prior year (Column AE)
- Column N: include the ending balance from the prior year (Column AF)



# Columns U and V: Value of Cases on Installment Agreements

PRIOR PERIOD (PREVIOUSLY-ESTABLISHED) DELINQUENT DEBT: FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS												
Row	Program	Number of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Value of Delinquent Cases at Period Beginning (Ending Balance from Transfer Worksheet)	Number of Cases with Payment(s) Received	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007) enter as negative number	Adjustment: Amount satisfied by Court-ordered Suspension, Dismissal or Alternative Sentence	Discharge from Accountability	Net Value of Previously-Established Delinquent Debt at End of Period (Col. N - P - R - S)	Value of Cases on Installment Agmt. (Ending Balance from Prior Year)	Default Balance Installment Agreement	Percentage of Debt Defaulted On (Installment Agmt.) (Col. V / Col. U)
		Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U	Col. V	Col. W
12	Non-Delinquent Collections											
13	Court Collection Program											
14	County Collection Program											
15	Private Agency											
16	FTB Court-Ordered Debt											
17	FTB Interagency Intercept Collection											
18	Intra-Branch Program											
19	Other											
20	Sub-total Delinquent											

- Column U: include cases on installment agreement as of July 1, **plus** previously-delinquent cases (i.e., reported in Column N) put on installments during the reporting period.
- Column V: include value of cases reported in Column U that defaulted during the reporting period **only**.
- Balance on defaulted cases (Columns K and V) should not be carried forward year-to-year.



# Annual Financial Report: Combined Section

COMBINED: BEGINNING AND ENDING BALANCES; FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS

		Number of Cases Beginning Balance	Value of Cases Beginning Balance	Gross Revenue Collected	Cost of Collections (Penal Code 1463.007)	Adjustments	Discharge from Accountability	Net Change in Value	Number of Cases - Ending Balance	Value of Cases-Ending Balance	Error Messages
Row	Program	Col. X	Col. Y	Col. Z	Col. AA	Col. AB	Col. AC	Col. AD	Col. AE	Col. AF	Col. AG
21	Non-Delinquent Collections			-							
22	Court Collection Program	-	-	-	-	-	-	-		-	
23	County Collection Program	-	-	-	-	-	-	-		-	
24	Private Agency	-	-	-	-	-	-	-		-	
25	FTB Court-Ordered Debt	-	-	-	-	-	-	-		-	
26	FTB Interagency Intercept Collection	-	-	-	-	-	-	-		-	
27	Intra-Branch Program	-	-	-	-	-	-	-		-	
28	Other	-	-	-	-	-	-	-		-	
29	Total Delinquent	-	-	-	-	-	-	-	-	-	

- Yellow highlighted cells are formula driven, no data entry required.
- Columns AE and AF include formulas that can be replaced with actuals.
- If Column AG displays an error message, but amounts reported in Columns AE and AF reconcile to case management/accounting systems, explain error in Performance Report.



# Combined Section: Crosswalk

<b>Data Element:</b>	<b>Current Period Section</b>	<b>Prior Period Section</b>	<b>Combined Section</b>
Case Number	B	M	X
Case Value	C	N	Y
Cases w/Payment received	D	O	-
Gross Revenue	E	P	Z
Cost of Collections	F	Q	AA
Adjustments	G	R	AB
Discharge from Accountability	H	S	AC
Value of Cases on Installment Agreements	J	U	-
Default Balance	K	V	-



# Annual Financial Report: Ability to Pay (ATP) Section

COLLECTIONS FROM CASES SUBJECT TO ABILITY TO PAY DETERMINATION												
	Period	Online ATP Revenue: Nondelinquent	Online ATP Revenue: Delinquent	Online ATP Revenue: Combined	In-Person ATP Revenue: Nondelinquent	In-Person ATP Revenue: Delinquent	In-Person ATP Revenue: Combined		Online ATP Cases w/ Installment Payments: Nondelinquent	Online ATP Installment Costs Claimed: Nondelinquent	In-Person ATP Cases w/ Installment Payments: Nondelinquent	In-Person ATP Installment Costs Claimed: Nondelinquent
Row		Col. AH	Col. AI	Col. AJ	Col. AK	Col. AL	Col. AM		Col. AN	Col. AO	Col. AP	Col. AQ
30	Current Period						-					
31	Prior Period						-					
32	Combined Periods	-	-	-	-	-	-					

- Columns AH, AI, AK, AL: Report nondelinquent, delinquent, and combined revenue totals collected from ALL online and in-person (paper form) ATP determination requests.
- Columns AN, AO, AP and AQ: Report the number of cases and costs claimed for ALL **nondelinquent** cases, from Online and In-Person (paper form) ATP determination requests.
- Delinquent costs recoverable, up to actual, per standard collections practices (Penal Code, § 1463.007)



# Reporting ATP Costs: Cost Recovery Report Template (CRRT)

- Recover *actual* costs for collecting on delinquent ATP approved cases.
- Cost is pre-populated at the maximum \$35 rate. Adjust to *actual* claimed cost.
- CRRT is a different report, submitted monthly to Branch Accounting and Procurement (BAP).
- NOTE: All activity for cost recovery should be posted to Phoenix Fund 120007 Enhanced Collections

ADMINISTRATIVE SERVICES			
10% of Salaries and Wages as permitted under Trial Court Financial Policies and Procedures Manual and OMB Circular A-87	10%	0	
or			
Administrative Services (Use ICRP Rate)	Fiscal Year	ICRP Percentage	
*if using ICRP Rate, enter your rate in cell D69	YY/YY	\$	-
<b>Total Administrative Services</b>			<b>\$ -</b>
<b>ABILITY TO PAY DETERMINATION REQUESTS (ATP)</b>			
	Number of non-delinquent installment payment plans ordered	Fee (up to \$35.00) charged and waived by court	
Approved ATP Installment Plans		\$ 35.00	<b>\$ -</b>
All ATP Revenue should be recorded in Phoenix as follows:			
• GL 821203 Enhanced Collections - Cost Recovery for Installment Fees for Ability-to-Pay			
• Fund 120007 Enhanced Collections			
<b>Total Costs subject to recovery prior to any revenue distribution</b>			<b>\$ -</b>
All activity for cost recovery should be posted to Phoenix Fund 120007 Enhanced Collections			





# Annual Financial Report: Victim Restitution Section

VICTIM RESTITUTION (PC 1202.4)											
		Number of Cases - (Ending Balance from Prior Year)	Value of Cases - (Ending Balance from Prior Year)	Number of Cases Established/ Referred/ Transferred in Period	Value of Cases Established/ Referred/ Transferred in Period	Gross Revenue Collected	Balance Modifications	Net Change in Value	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Messages
Row	Program	Col. AR	Col. AS	Col. AT	Col. AU	Col. AV	Col. AW	Col. AX	Col. AY	Col. AZ	Col. BA
33	Non-Delinquent Collections										
34	Court Collection Program							0		-	
35	County Collection Program							0		-	
36	Private Agency							0		-	
37	FTB Court-Ordered Debt							0		-	
38	FTB Interagency Intercept Collection							0		-	
39	Intra-Branch Program							0		-	
40	Other							0		-	
41	Total Delinquent	-	-	-	-	-		0	-	-	

- Report victim restitution (VR) **only** in this section of AFR.
- Costs related to the collection of VR are not recoverable under Pen. Code, § 1463.007.
- Distribution of VR payments is **first** priority, under Pen. Code, § 1203.1(d).
- Collection of VR is typically the responsibility of County Probation Dept. or court.





## CRT: Data Errors



# Common Mistakes:

Missing data

Incorrect data

Repeated (carry over) balance

Dated (old) information

No comments on Performance



# Collection Activities

- ✓ Missing data (e.g., revenue, costs)
- ✓ Collections activities NOT reported
- ✓ Activities checked/un-checked NOT current
- ✓ Totals NOT reconciled with Annual Financial Report

E-mail Address: <input type="text" value="lfisher@alameda.court.ca.gov"/>	
3	County Contact: <input type="text" value="Matt Yankee"/> Telephone Number: <input type="text" value="(510) 272-6798"/> E-mail Address: <input type="text" value="matt.yankee@alameda.court.ca.gov"/>
4	List collection agencies or programs used by order in which debt is referred: <div> <div>1. <input type="checkbox"/> Courts</div> <div>2. <input type="checkbox"/> Private Agency</div> <div>3. <input type="checkbox"/> FTD-COD</div> <div>4. <input type="checkbox"/> Info-Link.com</div> <div>5. <input type="checkbox"/></div> </div>

5	Item 4	Item 5	Item 6a	Item 6b	Item 7
	Check each collection activity performed by program	Category	Total amount collected per collection activity	Total number of cases by activity	Total administrative cost per collection activity
6	<input checked="" type="checkbox"/> a. Attempts telephone contact with delinquent debtors for whom the program has a telephone number to inform them of their delinquent status and payment options.	1	850,365	27,062	-235,982
7	<input checked="" type="checkbox"/> b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.	2	233,361	16,343	-118,742
8	<input checked="" type="checkbox"/> c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.	3	231,666	212,853	
9	<input checked="" type="checkbox"/> d. Uses Department of Motor Vehicles information to locate delinquent debtors.	4	45,218	5,345	
10	<input checked="" type="checkbox"/> e. Accepts payment of delinquent debt by credit card.	3	Enter data as part of Category 3, (activity c), Row 8 above.		
11	<input checked="" type="checkbox"/> a. Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.	5	8,313,159	130,310	-1,245,266
12	<input checked="" type="checkbox"/> b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	6	457,261	60,248	-47,016
13	<input checked="" type="checkbox"/> c. Initiates driver's license suspension or hold actions when appropriate for a failure to appear in court.	7	1,141,434	13,338	
14	<input checked="" type="checkbox"/> d. Contracts with one or more private debt collectors to collect delinquent debt.	8			
15	<input checked="" type="checkbox"/> e. Sends monthly bills or account statements to all delinquent debtors.	2	Enter data as part of Category 2 (activity b), Row 7 above.		
16	<input checked="" type="checkbox"/> f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.	4	Enter data as part of Category 4, (activity d) in Row 3 above.		
17	<input checked="" type="checkbox"/> g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.	4	Enter data as part of Category 4, (activity d) in Row 3 above.		
18	<input checked="" type="checkbox"/> h. Uses Employment Development Department employment and wage information to collect delinquent debt.	4	Enter data as part of Category 4, (activity d) in Row 3 above.		
19	<input checked="" type="checkbox"/> i. Establishes wage and bank account garnishments where appropriate.	3			
20	<input checked="" type="checkbox"/> j. Places liens on real property owned by delinquent debtors when appropriate.	3	Enter data as part of Category 3, (activity i) Row 19 above.		
21	<input checked="" type="checkbox"/> k. Uses an automated dialer or automatic call distribution system to manage telephone calls.	1	Enter data as part of Category 1, (activity a) Row 6 above.		
22	<b>TOTAL:</b>		<b>\$11,047,462</b>	<b>605,538</b>	<b>-212,853</b>

Additional Information:	Number of	Value (\$)
23 If available, provide the total value of fines, fees, forfeitures, penalties, and assessments <b>initially imposed</b> , prior to any adjustments.		
24 If available, provide the total number and value of cases adjusted (e.g., bail or fine reduced or waived) based on an <b>ability to pay determination</b> .	1,290	\$ 385,423
25 If available, provide the total number and value of cases adjusted (e.g., bail or fine satisfied) with <b>custody credits</b> in lieu of cash payment.		
26 If available, provide the total number and value of cases adjusted (e.g., bail or fine satisfied) with <b>community service</b> in lieu of cash payment.		
27 If available, provide the total number and value of cases adjusted (e.g., bail or fine satisfied) by <b>dismissal of charges</b> in lieu of cash payment.		

Category Key: (See Category tab for task/activities list)		
1-Telephone Contact	4-Skip tracing	7-DL Held
2-Written Notice(s)	5-FTB-COD	8-Private agency
3-Lobby/counter	6-FTB-RO	9-Wage/bank garnishments and Liens

Is the program qualified as a comprehensive collection program? ☐ Yes

[illegible]

- 

# Performance Report

---

Comments are:

- ✓ NOT provided
- ✓ Lengthy
- ✓ Inconsistent with current performance

Court/County - Alameda
Use the space below to discuss your collection program.
Please provide any comments on your Gross Recovery Rate or Success Rate for the reporting period, by Current Period, Prior Periods Inventory, and Combined.
Please see attached addendum.
Please explain the extent of your reporting capabilities in terms of providing the information required by GC68514. If data cannot be provided at this time or if the reported data differs from the Instructions, please describe the submitted data and any plans for providing this information in the future.
Please see attached addendum.
Additional operational information about your collections program for the reporting period.
Please see attached addendum.



# Data Error Solutions



**Develop required  
report(s)**



**Double-check all  
entries**



**Reprogram system(s)**



**Request accurate data  
from third-party**



**Use available tools**



# Reminders and Resources





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Home > Funds and Revenue > Collections Resources

## Collections Resources

Funds and Revenue

Statewide Traffic Tickets /  
Infractions Amnesty Program

Collections Resources

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ASSEMBLY BILL 199: CIVIL ASSESSMENTS	▼
DISCHARGE FROM ACCOUNTABILITY	▼
IMPACT OF BANKRUPTCY FILING ON COURT-ORDERED DEBT	▼
ENFORCEMENT OF CIVIL MONEY JUDGEMENTS	▼
MEMORANDUM OF UNDERSTANDING (MOU)	▼
STATEWIDE MASTER VENDOR AGREEMENTS FOR COLLECTION SERVICES	▼
LEGISLATIVE REPORTS	▼

<https://courts.ca.gov/partners/funds-and-revenue/collections-resources>

# Collections Resources Webpage



# Questions?

## Funds and Revenues Unit:

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**Public Inbox for Questions:** [collections@jud.ca.gov](mailto:collections@jud.ca.gov)



- If data cannot be separated by Period, report it all in Prior Period section.
- If costs by program are unavailable, prorate total against all collection programs.
- If the reported data does not reconcile to accounting systems, the adjustments column should not be used to balance the numbers.
- If a discharged case includes victim restitution and court-ordered fines, payments received must be distributed to the victim first.
- If an error message pops up, check for use of cents and round to the nearest whole number.
- If FTB and the program's total do not reconcile, report the program's total.



WHAT IF ?





## Other reminders...

June 26: Q&A session

September 1: CRT due

August 8: Draft CRT due

Evaluation

