1	Court/County	SELECT COURT/COUNTY ▼

2	Court Contact:	
3	Telephone Number:	
4	E-mail Address:	

5	County Contact:	
6	Telephone Number:	
7	E-mail Address:	

8	List collection agencies or programs used by order in which debt is referred:	1. ⋯⋯ ▼
9		2. ⋯⋯ ▼
10		3. ⋯⋯ ▼
		4 ⋯⋯ ▼
		5 ⋯⋯ ▼

11	Does your court/county have a comprehensive collections program pursuant to Penal Code 1463.007?	⋯⋯⋯⋯ ▼

12	Which of the comprehensive collection program components, pursuant to Penal Code 1463.007, does your court/county currently use? If you indicated YES to question #11, you must check all in section I and at least 5 components in section II.	Components used by Court	Components used by County	Components used by Private Agency	Components used by FTB	Components used by Intra-branch
I.	**a.** Attempts telephone contact with delinquent debtors for whom the program has a phone number to inform them of their delinquent status and payment options.	☐	☐	☐	☐	☐
	b. Notifies delinquent debtors for whom the program has an address in writing of their outstanding obligation within 95 days of delinquency.	☐	☐	☐	☐	☐
	c. Generates internal monthly reports to track collections data, such as age of debt and delinquent amounts outstanding.	☐	☐	☐	☐	☐
	d. Uses Department of Motor Vehicles information to locate delinquent debtors.	☐	☐	☐	☐	☐
	e. Accepts payment of delinquent debt by credit card.	☐	☐	☐	☐	☐
II.	**a.** Sends delinquent debt to the Franchise Tax Board's Court-Ordered Debt Collections Program.	☐	☐	☐	☐	☐
	b. Sends delinquent debt to the Franchise Tax Board's Interagency Intercept Collections Program.	☐	☐	☐	☐	☐
	c. Initiates driver's license suspension or hold actions when appropriate.	☐	☐	☐	☐	☐
	d. Contracts with one or more private debt collectors to collect delinquent debt.	☐	☐	☐	☐	☐
	e. Sends monthly bills or account statements to all delinquent debtors.	☐	☐	☐	☐	☐
	f. Contracts with local, regional, state, or national skip tracing or locator resources or services to locate delinquent debtors.	☐	☐	☐	☐	☐
	g. Coordinates with the probation department to locate debtors who may be on formal or informal probation.	☐	☐	☐	☐	☐
	h. Uses Employment Development Department employment and wage information to collect delinquent debt.	☐	☐	☐	☐	☐
	i. Establishes wage and bank account garnishments where appropriate.	☐	☐	☐	☐	☐
	j. Places liens on real property owned by delinquent debtors when appropriate.	☐	☐	☐	☐	☐
	k. Uses an automated dialer or automatic call distribution system to manage telephone calls.	☐	☐	☐	☐	☐

13	Does the court impose a civil assessment for failure to appear on infraction cases?	⋯⋯⋯⋯ ▼

14	Does the court impose civil assessment for failure to pay on infraction cases?	⋯⋯⋯⋯ ▼

15	Does the court impose a civil assessment for failure to pay on misdemeanor cases?	⋯⋯⋯⋯ ▼
16	Does the court impose a civil assessment for failure to pay on felony cases?	⋯⋯⋯⋯ ▼
17	Does the court impose a civil assessment on any other case type? If yes, explain in the Program Report worksheet.	⋯⋯⋯⋯ ▼
18	Collection program to which the majority of delinquent debt is initially referred.	⋯⋯ ▼

Statewide Collection Services for Court-Ordered and Other Debt   **Appendix D - Collections Reporting Template**   **Request for Proposal No. ECU-2013-01**

Program Report

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. In the description please identify which of the twenty-five (25) Best Practices your collection program has not been implemented. Also, identify any new or additional practices that have improved your collections program.

Type here.

Please identify areas in collections (check all that apply) in which program staff would like to receive training, assistance, or additional information.

| ____ Civil Assessment | _____ Revenue Distribution | _____ Private Collection Vendor Selection |
| ____ Cost Recovery | _____ Discharge from Accountability | _____ Other Collections-Related Issues |

Additional comments:

Select court/county (see Contact Information worksheet #1)
Use the space below to discuss your collection program.

Please provide any comments on your Gross Recovery Rate or Success Rate.
Type here.

Additional operational information about your collection program for this Reporting Period.

Annual Financial Report

SELECT COURT/COUNTY

	REPORTING PERIOD		
		Reporting Period	
Row	Program	Col. A	
1	Beginning Date	01-Jul-12	First day of Reporting Period
2	Ending Date	30-Jun-13	Last day of Reporting Period

	FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS					
		Number of Cases Established/Referred/ Transferred in Period	Value of Cases Established/Referred/ Transferred in Period	Gross Revenue Collected During the Period	Cost of Collections (pursuant to Penal Code 1463.007)	Adjustments	Discharge from Accountability
Row	Program	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G
3	Non-Delinquent Collections						
4	Court Collection Program						
5	County Collection Program						
6	Private Agency						
7	FTB Court-Ordered Debt						
8	Intra-branch Program						
9	Other						
10	Total	-	-	-	-	-	-

Row	Quality Checklist	Quality Criteria
11	☐	Rows 3-9 include all fines, fees, forfeitures, penalties, and assessments except victim restitution and other justice related fees (see Row 46 for more information).
12	☐	Rows 3-9 include traffic, criminal, and juvenile delinquency case types.
13	☐	Rows 3-9 include infractions, misdemeanors and felonies.
14	☐	Row 3 includes all collections for cases that were paid in full on or before the due date, or current installment or accounts receivable (A/R) payment plan.
15	☐	Row, 3, Column D, includes all revenue collected for non-delinquent infraction, misdemeanor and felony cases.
16	☐	Rows 3-9 include cases referred/established, revenue collected, adjustments, or discharges posted during the reporting period.
17	☐	Rows 4-9, Columns B and C, represents new debt established or referred to collection programs.
18	☐	Column C also includes debt that is transferred or returned from one collection program to another during the reporting period.
19	☐	Rows 4-9 include all cases that were not paid in full on or before the due date.
20	☐	Rows 4-9, Column D includes all monies received towards the satisfaction of delinquent court-ordered debts.
21	☐	Column E includes 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 E as a negative number unless posting a reversal.
22	☐	Value reported in Column F includes all court-ordered suspensions, alternative sentences, dismissals, or other non-cash adjustments that decrease or increase the amount outstanding for individual debt items.
23	☐	Value reported in Column G includes all debt deemed uncollectible that has been discharged, per Government Code section 25257-25259.95.

	FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS: BEGINNING AND ENDING BALANCES					
		Number of Cases - Beginning Balance	Value of Cases - Beginning Balance	Change in Value (from above)	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Error Messages
Row	Program	Col. H	Col. I	Col. J	Col. K	Col. L	Col M
24	Court Collection Program			-			
25	County Collection Program			-			
26	Private Agency			-			
27	FTB Court-Ordered Debt			-			
28	Intra-branch Program			-			
29	Other			-			
30	Total	-	-	-	-	-	

Row	Quality Checklist	Quality Criteria
31	☐	Rows 24-29 include fines, fees, forfeitures, penalties, and assessments except victim restitution and other justice related fees.
32	☐	Rows 24-29 include cases that have been referred to a collection program.
33	☐	Columns I and L includes traffic, criminal, and juvenile delinquency case types.
34	☐	Number of cases and value reported in Columns I and L reconcile to figures reported from underlying systems and vendors.
35	☐	Number of cases and value reported in columns H and I match ending value reported in prior year.
36	☐	Value of cases at end of period (Column L) balances to value of cases at beginning of period (Column I), plus change in value reported in Column J (which is the sum of Column C less the amounts shown in Columns D, F, and G).
37	☐	No error messages shown in Column M. Note: An error message in Column M indicates that the beginning balance in Column I, plus the value of transactions reported in Column J (J = C- D - F- G) does not equal the ending balance reported in Column L.

VICTIM RESTITUTION AND OTHER JUSTICE RELATED REIMBURSEMENTS						
		Number of Cases Established/ Referred/ Transferred in Period	Value of Cases Established/ Referred/ Transferred in Period	Gross Revenue Collected During the Period	Adjustments	Victim Restitution (PC1202.4 (f))	Change in Value
Row	Program	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S
38	Non-Delinquent Collections						
39	Court Collection Program						-
40	County Collection Program						-
41	Private Agency						-
42	FTB Court-Ordered Debt						-
43	Intra-branch Program						-
44	Other						-
45	Total	-	-	-	-	-	-

Row	Quality Checklist	Quality Criteria
46	☐	Rows 38-44 include victim restitution and other justice related fees owed to other entities that were not included in Rows 4-9.
47	☐	Rows 38-44 include only cases referred/established, revenue collected, or adjustment posted during the reporting period.
48	☐	Column P includes gross revenue collected on other justice related fees and should be entered as a positive number unless posting reversal. Adjustments in Column Q are entered as a positive number if it causes the outstanding balance to decrease or as a negative number if it causes the outstanding balance to increase.
49	☐	Column R includes revenue collected on restitution owed to a victim by court order under Penal Code section 1202.4 (f).

VICTIM RESTITUTION AND OTHER JUSTICE RELATED REIMBURSEMENTS: BEGINNING AND ENDING BALANCES						
		Number of Cases - Beginning Balance	Value of Cases - Beginning Balance	Number of Cases - Ending Balance	Value of Cases - Ending Balance	Description of Items Included	Error Messages
Row	Program	Col. T	Col. U	Col. V	Col. W	Col. X	Col. Y
50	Court Collection Program						
51	County Collection Program						
52	Private Agency						
53	FTB Court-Ordered Debt						
54	Intra-branch Program						
55	Other						
56	Total	-	-	-	-		

Row	Quality Checklist	Quality Criteria
57	☐	Rows 50-55 include any victim restitution and other justice related fees owed to other entities that were not included in rows 24-29.

COLLECTIONS METRICS FOR FINES, FEES, FORFEITURES, PENALTIES AND ASSESSMENTS			
Metric	Current Performance	Formula	Definition
Col. Z	Col. AA	Col. AB	Col. AC
58 Gross Recovery Rate		(Collections + Adjustments + Discharges) / Referrals	Measures a collection program's ability to resolve delinquent court-ordered debt, including alternative sentences, community service, suspended sentences and discharges.
59 Success Rate		Collections / (Referrals - Adjustments - Discharges)	Measures the amount of revenue collected on delinquent court-ordered debt based on total delinquent accounts referred after adjustments and discharges, including NSF checks.

ERROR/WARNING MESSAGES	
60	
61	

Reviewed by Court

_____
Printed Name

_____
Signature

_____
Date

_____
Title (Court Executive or Presiding Judge)

Reviewed by County

_____
Printed Name

_____
Signature

_____
Date

_____
Title (County Auditor-Controller or other)

[Rev. June 22, 2012]