

## MEMORANDUM

**TO:** Commonwealth's Attorneys  
**FROM:** Robyn M. de Socio, Executive Secretary  
**RE:** FY09 Reporting of Fines and Fees

The Code of Virginia, § 19.2-349, requires the Department of Taxation and the Compensation Board to annually report to the Governor and the General Assembly the total of fines, costs, forfeitures, penalties and restitution assessed, collected, and unpaid and those which remain unsatisfied.

**Commonwealth's Attorneys utilizing collection agents.** This correspondence is copied to collection agents. The Compensation Board recommends that collection agents forward to the Commonwealth's Attorney the Collection Form (# 1) completed with information on the assessment and collection of delinquent fines and fees.

**All Commonwealth's Attorneys.** Please review the documents linked to this email at [http://www.scb.virginia.gov/forms/cas\\_fines\\_and\\_fees\\_packet.pdf](http://www.scb.virginia.gov/forms/cas_fines_and_fees_packet.pdf) and complete with your signature, date, printed name and locality:

1. FY09 Collection of Fines and Fees Form and Instructions (July 1, 2008 to June 30, 2009) completed and forwarded to you from your collection agent;
2. FY09 Collection of Restitution by Commonwealth's Attorneys (July 1, 2008 to June 30, 2009);
3. FY10 Policy Statement for Fines and Fees: Commonwealth's Attorney;
4. FY10 Election for Collection Method of Fines and Fees: Commonwealth's Attorney;
5. Supreme Court Guidelines and Model Form Contract for the Collection of Unpaid Fines, Costs, Forfeitures, and Penalties by Private Contractors (dated January 14, 1999); and
6. Code of Virginia, § 19.2-349.

**All Commonwealth's Attorneys.** Please note that information regarding restitution has been moved to a separate form. As collection agents do not handle restitution, all Commonwealth's Attorneys must complete and submit the separate restitution form.

**Fax all four (4) completed forms to Joe Kimec at (804) 371-0235 not later than Friday, August 14, 2009.** A fax cover sheet has been provided for your convenience. If you have any questions or need additional information, please call or email Lisa Carson at (804) 225-3443 or [lisa.carson@scb.virginia.gov](mailto:lisa.carson@scb.virginia.gov).

If you fail to submit this data, the Compensation Board's report to the General Assembly will indicate a "did not report" status for your locality.

Thank you for your assistance.

