

## Collection of Fines and Fees by Commonwealth's Attorneys Form 100

Report to the Compensation Board and Pursuant to 19.2-349 B Code of Virginia

Commonwealth's Attorney for: \_\_\_\_\_ (city/county) FY04 Ending:  6-30-04

<b>COURT</b>	<b>Column A</b> <small>Total of delinquent fines, costs &amp; penalties assessed in this period</small>	<b>Column B</b> <small>Accounts manually deleted or removed</small>	<b>Column C</b> <small>Accounts reported "paid" by Department of Taxation's Debt Set-off Program</small>	<b>Column D</b> <small>Subtotal (Col A minus (-) Col B minus (-) Col C)</small>	<b>Column E</b> <small>Total of fines costs, penalties collected and deposited in this period</small>	<b>Column F</b> <small>Total fee for service on collections</small>	<b>Column G</b> <small>Net deposit to court (Col E minus (-) Col F)</small>
Circuit	\$	\$	\$	\$	\$	\$	\$
General District	\$	\$	\$	\$	\$	\$	\$
J & DR	\$	\$	\$	\$	\$	\$	\$
Combined	\$	\$	\$	\$	\$	\$	\$
<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>COURT</b>	<b>Column H</b> <small>% of Deposits to be assessed (Col E divided by Col D)</small>	<small>Complete if Collecting "in-House" program ONLY</small>		<small>Based on information provided to me by the courts and my collection program, I certify that this report is a true and accurate statement of the total fines and costs collected and deposited by me or on my behalf for the period stated above.</small>
Circuit	%	Total from column F above	\$	Signature: _____ Date: _____ Print Name: _____ Collection Method: (Check only one box) <input type="checkbox"/> LOCAL ATTORNEY <input type="checkbox"/> DEPART OF TAXATION <input type="checkbox"/> IN -HOUSE <input type="checkbox"/> CITY / COUNTY TREASURER <input type="checkbox"/> COLLECTION AGENT <b>FIRM:</b> _____
General District	%	Expenses for collection efforts	\$	
J & DR	%	Surplus/(deficit)	\$	
Combined	%	To locality date _____	\$	
<b>Totals</b>	%	To state date _____	\$	

**Instructions for Collection of Fines and Fees Form 100**  
**Reported to the Compensation Board and Pursuant to 19.2-349 B Code of Virginia**

***While you may, at your discretion, delegate the authority to prepare the fines and fees report to your collection agent, or an employee of your office, you are ultimately responsible for the content of the report. The Auditor of Public Accounts reviews these reports on an annual basis; therefore, all information used to prepare the report should be kept available.***

*For General District Court reporting, please combine separate divisions into one general district amount and submit one form. For localities that used more than one collection method during the year, please combine the amounts and submit one form.*

**Column A:** Enter the total amount of delinquent fines, costs and penalties assessed in this period. What was the total amount of delinquencies as taken from The Supreme Court's FMSBR022 "Receivable Balances, Total Sent to Collections and Collections Ratios for Courts June, 2003" report.

**Column B:** Enter the amount of accounts manually removed by the Clerk of the Court. The Commonwealth's Attorney should approve amounts manually removed for removal and supporting documentation including the reason for the removal should be maintained for auditing purposes.

**Column C:** Enter the amount of accounts reported as "paid" by Department of Taxation Debt Set-Off program. (Provided by the Clerk of Court).

**Column D:** Enter the Subtotal. Column A "minus (-)" Column B "minus (-)" Column C. ( $A - B - C = D$ )

**Column E:** Enter the total amount of fines, costs, and penalties collected and deposited in the reporting period. (Provided by your collection program)

**Column F:** Enter the total fee for service on collections. If your office is charged a flat fee for collecting fines and fees, enter that amount in this column.

**Column G:** Enter the net deposit to the court. (Column F "minus (-)" Column E = Column G). Reconcile to the Clerk of Court records.

**Column H:** Calculate the percentage of deposits collected versus the amount assessed to your office. Column E "Divided" by column D = Column H.

**Sign, Date, Print Name, and enter collection method. Be aware that a new collection method is available in FY04: City/County Treasurer. Forward to the Compensation Board by Monday, August 16 via fax at (804) 371-0235 or mail to the Compensation Board, Attention: Lisa Carson, P. O. Box 710, Richmond, VA 23218-0710.**