RICO Definitions

Advertising – Expenses related to the cost of purchasing advertising space in newspapers, periodicals, media air time, etc.

Bank Charges: Expenses related to bank service charges, etc. periodicals, media air time, etc.

Communications: Expenses related to the rental of telephone, pages, modems, radios, etc.

Construction: Expenditures for construction of new building or building improvements.

Data Processing: Expenses related to the purchase of mainframes, peripheral equipment, modems, PC's, etc.

Equipment: This category must be broken down into subcategories. The subcategories may be expanded if necessary. Enter the total amount of state/local monies and the total amount of federal monies in the appropriate column for the following subcategories.

Evidence Acquisition: Expenses include informant payments, purchase of information, and purchase of evidence.

Insurance: Expenses related to insurance payments made on offices, building property, etc.

Lease/Purchase: Expenses related to the lease/purchase payments (principal and interest) for data processing equipment, communications, copiers, etc.

Maintenance - Auto/Aircraft: Expenses related to the operation of these forms of transportation including fuel, repairs, and inspections.

Maintenance - Furniture/Equipment: Expenses related to the maintenance of furniture and equipment, chairs, calculators, computers, typewriters, radios, pagers, etc.

Maintenance - Police Dog: Expenses related to the use of police animals.

Office Furniture/Equipment: Expenses related to the purchase of desks, chairs, bookcases, filing cabinets, tables, calculators, typewriters, copier, etc.

Office Supplies: Expenses related to standard office supplies, reproduction/printing supplies, forms/stationary, and data processing (tapes, disks, paper, etc.)

Other: This subcategory should only be used if there are minimal expenses that do not fall under the subcategories listed.

Postage/Delivery: Expenses related to the cost of mailing items via a post office or a central mailroom, delivery or courier services.

Printing: Expenses related to charges for all printing services provided by internal/external printers.

Property Maintenance: Expenses related to maintaining forfeited property, if the costs are paid directly, e.g. paining, repairs, etc. If costs are paid to a management company, use the subcategory Professional and Outside Services-property Management.

Publications/Books: Expenses related to the purchase of books, subscriptions, periodicals, publications, etc.

Rental Fees: Expenses related to charges for office space property, etc.

Software: Expenses related to the purchase of any software for PC's or mainframe computers.

Surveillance: Expenses related to the purchase of pen registers, radios, body bugs, etc.

Training: Expenses related to education/schools, conferences, seminars, and registration fees or dues.

Transportation: Expenses related to the purchase of, or lease purchase of, automobiles, pickups, trucks, aircraft, etc.

Towing: Expenses related to the costs of towing vehicles, etc.

Utilities: Expenses related to charges for water, gas, electric, etc.