

**ARIZONA CRIMINAL JUSTICE COMMISSION  
FORFEITURE MONIES REPORT  
INDIVIDUAL AGENCY ACTIVITY REPORT  
INSTRUCTIONS**

INDIVIDUAL AGENCY ACTIVITY REPORT: This form is to be utilized by all agencies participating in a Master Account (excludes County Attorney Pooled Accounts). This report is used to report the individual agency activities (transfers in/out and expenditures). This report would accompany the Master Account Summary Report. The Transfer In and the Transfer Outs would balance to each other.

**SECTION ONE – TRANSFERS IN/OUT:**

A. BEGINNING CASH BALANCE: The beginning balance is equal to the “Ending Cash Balance” (Line H) from the last reporting period. Enter the balance of state/local monies, federal monies and combined totals in the appropriate columns. Only report the amount held by your agency, not monies held by the Attorney General or County Attorney on your behalf.

B. TRANSFERS IN: Enter the total amount of state/local monies and the total amount of federal monies (actual cash) received from (1) the Attorney General Master Account and/or (2) the County Attorney Master Account, in the appropriate columns (From Schedule A). Only report the actual cash received by your agency, not monies held or expended on your behalf.

Example: \$100 was transferred to XYZ Police Department. XYZ would record the \$100 as a “Transfer In”.

C. INTEREST EARNED: Enter only the amount of interest earned on state/local and federal monies held by your agency.

D. TOTAL MONIES ON HAND: Add lines A, B and C of state/local monies, federal monies and combined total and enter in the appropriate column.

E. TOTAL QUARTERLY EXPENDITURES: Enter in the appropriate column the total amount of state/local expenditures and the total amount of federal expenditures in the appropriate column (Section II, Line K).

Only report the amount expended by your agency, not the amount expended by the Attorney General or County Attorney on your behalf.

F. TRANSFERS OUT: Enter the total amount of state/local monies and the total amount of federal monies (actual cash) that your agency passed through to other eligible entities, where you have no control or tracking method of reporting on the use of these funds. This amount is from “Schedule A”.

Example: \$100 was transferred to XYZ Police Department. The \$100 transfer to XYZ Police Department would be recorded as a “Transfer Out”.

G. TOTAL DISBURSEMENTS: Add line E and F of state/local and federal monies and enter in the appropriate column.

H. ENDING CASH BALANCE: Subtract “Total Disbursements” (Line G) from “Total Monies on Hand” (Line D) and enter the amounts in the appropriate columns.

I. ENCUMBRANCES: Enter the total encumbrance pending in the appropriate columns. Encumbrance is an obligation or reservation of monies in anticipation of expenditure for a project, commodities, or services not yet rendered or received.

J. COMMITMENTS: Enter the total commitment pending in the appropriate columns.

K. AVAILABLE PROGRAM MONIES: Subtract Line I and Line J from Line H and enter the amounts of state/local and federal monies in the appropriate column.

## **SECTION II - EXPENDITURES:**

A. Match Monies to Grants: Enter in the appropriate column the total amount of state/local monies and federal monies expended for this purpose during the report period. May be reported in a lump sum.

B. Gang & Substance Abuse Prevention & Education: Pursuant to A.R.S. 41-618 enter in the appropriate column the total amount of state/local monies and federal monies expended for this purpose during the report period. May be reported in a lump sum (refer to Schedule B).

C. Witness Protection: Pursuant to A.R.S. 13-2314 enter in the appropriate column the total amount of state/local monies and federal monies expended for this purpose during the report period.

D. Civil Remedies-Court Costs & Attorney Fees: Pursuant to A.R.S. 13-2314 enter in the appropriate column the total amount of state/local monies and federal monies expended for this purpose during the report period.

E. Personnel Services: Enter in the appropriate row and column of state/local monies and federal monies expended for the subcategories of salaries, employee related expenses, and overtime paid to state, county, or local employees. Do not include temporary employees.

F. Professional & Outside Services: This category must be broken down into subcategories. Subcategories listed may be expanded if necessary. The subcategory "Other" should only be used if there are minimal expenses that do not fall under the subcategories listed.

G. Travel Expenses: Enter in the appropriate column the total amount of state/local monies and federal monies expended relating to travel, e.g. air travel, ground transportation (gas, auto rental, mileage, reimbursement, etc.)

Per diem, and lodging. May be reported as a lump sum but must be broken down into In-State and Out-of-State subcategories.

H. Other Operating Expenses: 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 of federal monies expended in the appropriate column for the following subcategories. The subcategory "Other" should only be used if there are minimal expenses that do not fall under the subcategories listed.

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

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

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

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

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

Bank Charges: Expenses related to bank service charges, etc.

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

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

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

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

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

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

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

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

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

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

I. 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.

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

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

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

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

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

J. Construction: Expenditures for construction of new building or building improvements. Enter the total amount of state/local monies and the total amount of federal monies in the appropriate column.

K. Total Expenditures: Enter the total amount of state/local monies and the total amount of federal monies expended for the reporting quarter. These figures are shown in Section I, Line E.

**SCHEDULE A:**

TRANSFER IN: List the agencies and the amount of state/local and federal monies (actual cash) that your agency received monies from in the form of a transfer (refer to the examples from page 1). Use additional sheets as necessary. Enter the total amount of Transfers in on page 1 of the report. Do not report new monies on Schedule A.

TRANSFER OUT: List the agencies and the amount of state/local and federal monies (actual cash) your agency passed through to those agencies (refer to the examples from page 1). Use additional sheets as necessary. Enter the total amount of Transfers Out on page 1 of the report.

**SCHEDULE B:**

PROGRAM: List the specific Gang & Substance Abuse Prevention & Education programs and amount of state/local and federal monies your agency funded during the report period. Use additional sheets as necessary. Enter the total amount of monies expended for this purpose on page 2, Section II B of the report.

PROGRAM DESCRIPTION: Provide a brief description and purpose of the funded program. Use additional sheets as necessary.

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