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**Municipal Court State  
Reporting Audit**

September 7, 2018



**City of Fort Worth  
Department of Internal Audit**

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Fort Worth, Texas 76102

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**The Municipal Court State Reporting Audit was conducted as part of the Department of Internal Audit's Fiscal Year 2018 Annual Audit Plan.**

### **Audit Objectives**

The objectives of this audit were to:

- evaluate the effectiveness and efficiency of the Fort Worth Municipal Court's state reporting process; and,
- determine whether monthly and quarterly reports submitted to the State of Texas were accurate.

### **Audit Scope**

Our audit included a review of monthly and quarterly municipal court activity reports submitted to the State of Texas between October 1, 2014 and September 30, 2017.

### **Opportunities for Improvement**

Routine reconciliations of monthly and quarterly state reports

Written policies and procedures for report reconciliations

System-generated report with each state reporting component/category

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## **Executive Summary**

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As part of the Fiscal Year 2018 Annual Audit Plan, the Department of Internal Audit conducted an audit of the Fort Worth Municipal Court's state reporting process. Based on our audit results, the Fort Worth Municipal Court submits reports to the State of Texas on a monthly and quarterly basis, as required. Additionally, fines and fees were correctly calculated within CourtView. State-reported fines and fees (that supported cases filed during the three-year audit period) totaled \$9,484,503.97. Internal Audit's calculations of those fines and fees totaled \$9,489,888.95, resulting in immaterial rounding errors totaling \$5,384.98.

Internal Audit reconciled financial data included in quarterly reports to the City's general ledger without exception. However, we were unable to reconcile quarterly state reports to corresponding monthly state reports. Based on our audit results, variances between monthly and quarterly report totals ranged from approximately \$3,000.00 to approximately \$7,000.00 during our three-year audit period.

We also identified opportunities to increase the efficiency in which state reports are generated. The State of Texas makes a quarterly report template available on its website. For ease of reporting, CourtView is programmed to systematically generate a report that replicates the state's report template. However, CourtView is not programmed to produce the report in the format currently required by the state. For example, truancy totals are not listed on the CourtView system-generated report, although the state requires a separate line item for truancy reporting. As a result, Municipal Court staff must obtain truancy-related totals from CourtView, and then manually insert those totals onto a blank version of the state report, before submitting the report to the State of Texas.

These findings are discussed in further detail within the [Detailed Audit Findings](#) section of this report.

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## Background

The Fort Worth Municipal Court, the judicial branch of the government of the City of Fort Worth (CFW), has jurisdiction over Class C misdemeanor criminal cases brought under City ordinances and State law, and has magistration jurisdiction for every county into which the City of Fort Worth extends. The Texas Municipal Court Education Center states that while municipal courts serve the important function of preserving public safety, protecting quality of life, and deterring future criminal behavior, the courts also collect fines, fees, and costs in relation to court cases processed. The Texas Municipal Court Education Center further states that the bulk of court costs are remitted to the State of Texas, but fines generally remain with the City. Municipal court state reporting is filed with the Office of Court Administration (OCA) and the Texas State Comptroller.

### Monthly Reporting

The OCA is a state agency that operates under the direction and supervision of the Supreme Court of Texas and the Chief Justice of the Supreme Court. The OCA is tasked by the Texas Government Code to, among other things, collect statistics on all Texas courts. Courts in Texas are required to report various statistical data to the Texas Judicial Council on a monthly basis through the OCA. One monthly report that the CFW submits to the OCA is the Judicial Council Monthly Court Activity Report, which contains information including case status (e.g., pending active and inactive, added, inactivated, appealed, and case dispositions); warnings and warrants issued; and fines, court costs, and other amounts collected.

The Fort Worth Municipal Court produces the Judicial Council Monthly Court Activity Report from CourtView, based on case-related activity. The reporting information that is system-generated from within CourtView is placed in the format shown in Exhibit I of this audit report. The following table shows totals, which per monthly OCA reports, were collected by the Municipal Court during our audit period.

Month	FY2015			FY2016			FY2017		
	City Allocation	State Allocation	Total Amount Collected	City Allocation	State Allocation	Total Amount Collected	City Allocation	State Allocation	Total Amount Collected
Oct	\$1,078,075	\$527,970	\$1,606,045	\$1,174,794	\$417,795	\$1,592,589	\$945,414	\$306,607	\$1,252,021
Nov	\$919,894	\$385,262	\$1,305,156	\$899,434	\$333,990	\$1,233,424	\$774,104	\$275,297	\$1,049,401
Dec	\$1,069,717	\$420,873	\$1,490,590	\$1,091,725	\$362,046	\$1,453,771	\$711,250	\$240,686	\$951,936
Jan	\$1,123,926	\$430,522	\$1,554,448	\$990,214	\$368,094	\$1,358,308	\$724,574	\$272,191	\$996,765
Feb	\$1,371,797	\$484,424	\$1,856,221	\$1,413,800	\$593,507	\$2,007,307	\$1,294,334	\$514,019	\$1,808,353
Mar	\$1,532,435	\$525,896	\$2,058,331	\$1,447,063	\$573,514	\$2,020,577	\$1,303,652	\$512,602	\$1,816,254
Apr	\$1,091,736	\$471,697	\$1,563,433	\$1,303,296	\$424,627	\$1,727,923	\$784,188	\$345,347	\$1,129,535
May	\$982,802	\$396,596	\$1,379,398	\$1,020,055	\$392,282	\$1,412,337	\$906,834	\$349,737	\$1,256,571
Jun	\$1,137,299	\$433,185	\$1,570,484	\$1,068,497	\$352,474	\$1,420,971	\$885,236	\$333,923	\$1,219,159
Jul	\$1,139,167	\$459,854	\$1,599,021	\$809,329	\$328,658	\$1,137,987	\$718,192	\$316,989	\$1,035,181
Aug	\$861,263	\$436,112	\$1,297,375	\$984,635	\$361,489	\$1,346,124	\$896,107	\$417,789	\$1,313,896
Sept	\$970,706	\$451,584	\$1,422,290	\$851,062	\$341,748	\$1,192,810	\$765,097	\$323,064	\$1,088,161
<b>Totals</b>	<b>\$13,278,817</b>	<b>\$5,423,975</b>	<b>\$18,702,792</b>	<b>\$13,053,904</b>	<b>\$4,850,224</b>	<b>\$17,904,128</b>	<b>\$10,708,982</b>	<b>\$4,208,251</b>	<b>\$14,917,233</b>
	71%	29%	100%	73%	27%	100%	72%	28%	100%

Source: Fort Worth Municipal Court files

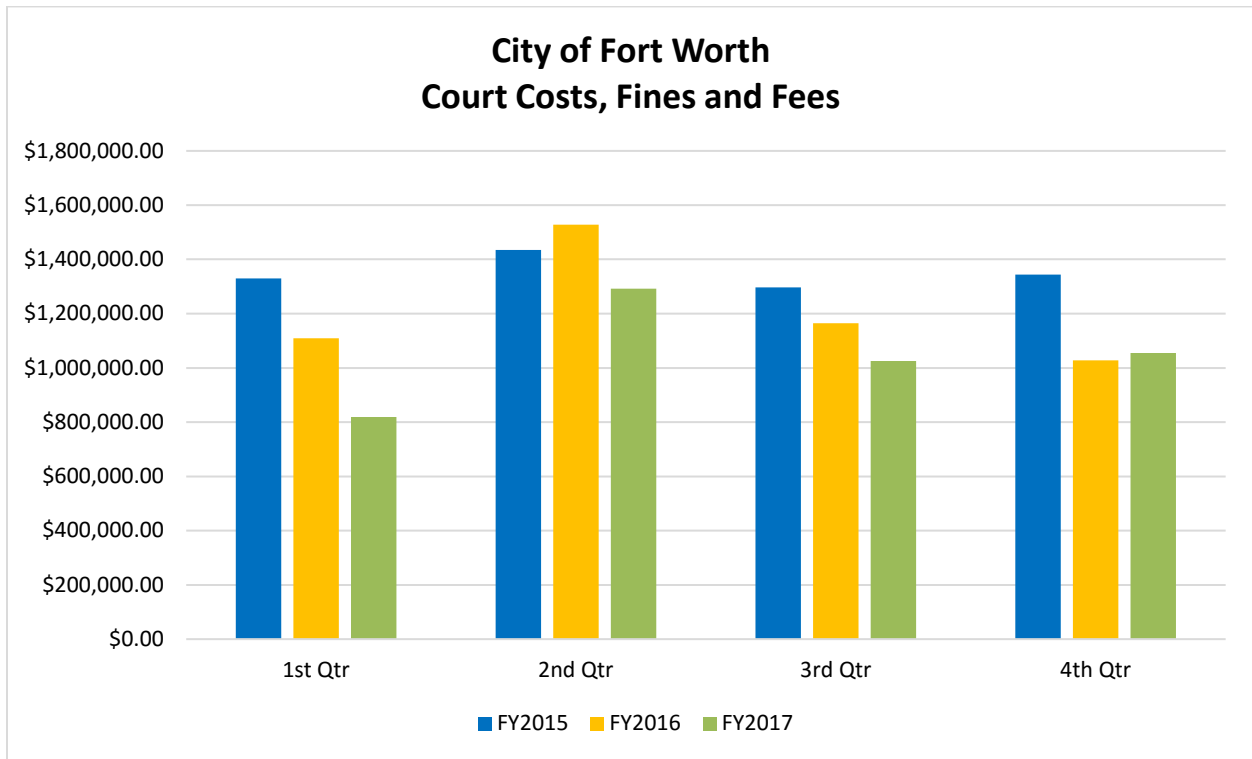


**Quarterly Reporting**

The Texas State Comptroller is ultimately responsible for the final distribution of court costs and for their final distribution. Municipal courts must report quarterly to the state Comptroller. The quarterly State Criminal Costs and Fees Report provides dollar amounts related to costs, fines, and fees collected for:

- Offense-related State Court Costs
- Jury Reimbursement Fees
- Indigent Defense Fund
- Moving Violations Fees
- State Traffic Fines
- Motor Carrier Weight Violations
- Time Payment Plan Fees
- Judicial Support Fees
- Truancy Prevention and Diversion Fund

The following chart shows quarterly court costs, fines and fee totals reported by the Fort Worth Municipal Court during our audit period. These totals are further detailed in Exhibit III of this report.



Source: CFW State Criminal Costs and Fees Reports



## Objectives

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The objectives of this audit were to:

- evaluate the effectiveness and efficiency of the Fort Worth Municipal Court's state reporting process; and,
- determine whether monthly and quarterly reports submitted to the State of Texas were accurate.

## Scope

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Our audit included a review of monthly and quarterly municipal court activity reports submitted to the State of Texas between October 1, 2014 and September 30, 2017.

## Methodology

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To achieve the audit objectives, the Department of Internal Audit performed the following:

- interviewed key personnel within the Fort Worth Municipal Court;
- reviewed CourtView fines and fees tables to verify calculations;
- reviewed monthly and quarterly state reports produced during the audit period;
- reconciled dollar amounts listed on quarterly reports to the general ledger;
- compared dollar amounts listed on quarterly reports to dollar amounts listed on corresponding monthly reports;
- contacted municipal courts in other cities regarding OCA reporting processes; and,
- evaluated internal controls related to the production and submittal of monthly and quarterly state municipal court activity reports.

We conducted this audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.



## Audit Results

Based on our audit results, fines and fees were correctly calculated within CourtView. State-reported fines and fees, that supported cases filed during the audit period, totaled \$9,484,503.97. However, Internal Audit’s calculations of those fines and fees totaled \$9,489,888.95, resulting in an immaterial difference of \$5,384.98 that was due to rounding errors over the three-year audit period.

The Municipal Court’s state reporting process results in the systematic production of state-required monthly and quarterly court activity reports. Financial information within the quarterly reports was traced to the general ledger without exception. However, the Department of Internal Audit was unable to reconcile monthly reports to corresponding quarterly reports. In addition, Municipal Court procedures for reconciling quarterly state reports are not documented.

The state’s version of the quarterly report includes a line for the reporting of truancy prevention and diversion. CourtView is programmed to systematically generate a report that resembles that of the state. However, the report (systematically-generated within CourtView) does not include a line for truancy, although citations and revenue collections related to truancy prevention and diversion are accounted for separately within CourtView. As a result, Municipal Court staff manually input amounts from the CourtView-produced report, along with the truancy prevention and diversion amount, onto a blank version of the state report.

During our audit, the Municipal Court Director expressed concerns regarding the reporting of cases with incorrect or missing information (e.g., date of birth [DOB], address, driver’s license number, etc.) to the state. The Department of Internal Audit contacted municipal court representatives from the Texas cities of Arlington, Austin, and Irving to confirm how each court handles the reporting of such cases. The results of those contacts are summarized in the following table.

City / Agency	Ticket Entry Type(s)	Ticket Processing
City of Arlington, Texas	Electronic and Paper	<ul style="list-style-type: none"> <li>Electronic ticket writer devices require specific fields before a ticket is created.</li> <li>Manual paper tickets, with missing data, are sent back to the officer for completion prior to ticket entry.</li> <li>If a defendant is a juvenile, but the DOB does not reflect a juvenile status, the DOB is changed when the defendant appears in court with sufficient proof to justify the change. Such corrections/changes could require OCA report(s) to be resent to the state, if necessary.</li> </ul>
City of Austin, Texas	Electronic and Paper	<ul style="list-style-type: none"> <li>Tickets (regardless of bad address, blank or bad DOB, no driver’s license, etc.) are entered.</li> <li>No default values are entered.</li> <li>If a defendant is a juvenile, but the DOB does not reflect a juvenile status, the DOB is changed when the defendant appears in court. Such corrections/changes could require OCA report(s) to be resent to the state, if necessary.</li> </ul>
City of Irving, Texas	Electronic and Paper	<ul style="list-style-type: none"> <li>Tickets with missing or incomplete information are entered.</li> <li>Default values are entered for fields that are missing information (e.g., “9998” is entered for an offense code if an offense code is not specified).</li> <li>If a defendant is a juvenile, but the DOB does not reflect a juvenile status, the DOB is changed when the person appears in court with sufficient proof to justify the change. Such corrections/changes could require OCA report(s) to be resent to the state, if necessary.</li> </ul>



The OCA was also contacted regarding reporting requirements. According to the OCA, municipal court activity is to be reported at an aggregate level (e.g., case counts and associated monies). The OCA indicated that the state is not concerned with case-level specific information such as addresses, DOB, driver's license numbers, and other case-specific information, nor with how each individual municipal court determines the validity of data fields entered into court systems.

Based on our feedback from other Texas cities and the OCA representative, we concluded that the reporting of cases with missing information, such as DOB, does not result in the falsification of information reported to the state. Not reporting this information to the state could, however, result in the underreporting of municipal court caseload and/or the need to resend reports to the State of Texas.





## Overall Evaluation

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High	Medium	Low
<a href="#">Quarterly State Comptroller reports and monthly OCA reports do not reconcile</a>		
		<a href="#">Inefficiencies in report-generating process</a>



## Detailed Audit Findings

### 1. Quarterly State Comptroller reports did not reconcile to corresponding monthly OCA reports.

Financial information included in quarterly State Comptroller reports did not reconcile to corresponding monthly OCA reports. As noted in the following table, quarterly totals were less than totals reported in corresponding monthly reports.

FY2015			
Month	OCA Report	Quarterly State Comptroller Report	Difference
OCT	\$527,970.00		
NOV	\$385,262.00		
DEC	\$420,873.00		
<b>Q1 Total</b>	<b>\$1,334,105.00</b>	<b>\$1,330,019.53</b>	<b>\$4,085.47</b>
JAN	\$430,522.00		
FEB	\$484,424.00		
MAR	\$525,896.00		
<b>Q2 Total</b>	<b>\$1,440,842.00</b>	<b>\$1,434,338.37</b>	<b>\$6,503.63</b>
APR	\$471,697.00		
MAY	\$396,596.00		
JUN	\$433,185.00		
<b>Q3 Total</b>	<b>\$1,301,478.00</b>	<b>\$1,296,539.68</b>	<b>\$4,938.32</b>
JUL	\$459,854.00		
AUG	\$436,112.00		
SEPT	\$451,584.00		
<b>Q4 Total</b>	<b>\$1,347,550.00</b>	<b>\$1,343,528.98</b>	<b>\$4,021.02</b>
FY2016			
Month	OCA Report	Quarterly State Comptroller Report	Difference
OCT	\$417,795.00		
NOV	\$333,990.00		
DEC	\$362,046.00		
<b>Q1 Total</b>	<b>\$1,113,831.00</b>	<b>\$1,109,092.47</b>	<b>\$4,738.53</b>
JAN	\$368,094.00		
FEB	\$593,507.00		
MAR	\$573,514.00		
<b>Q2 Total</b>	<b>\$1,535,115.00</b>	<b>\$1,527,757.55</b>	<b>\$7,357.45</b>
APR	\$424,627.00		
MAY	\$392,282.00		
JUN	\$352,474.00		
<b>Q3 Total</b>	<b>\$1,169,383.00</b>	<b>\$1,164,765.00</b>	<b>\$4,618.00</b>



FY2016 (continued)			
Month	OCA Report	Quarterly State Comptroller Report	Difference
JUL	\$328,658.00		
AUG	\$361,489.00		
SEPT	\$341,748.00		
<b>Q4 Total</b>	<b>\$1,031,895.00</b>	<b>\$1,027,860.53</b>	<b>\$4,034.47</b>
FY2017			
Month	OCA Report	Quarterly State Comptroller Report	Difference
OCT	\$306,607.00		
NOV	\$275,297.00		
DEC	\$240,686.00		
<b>Q1 Total</b>	<b>\$822,590.00</b>	<b>\$819,501.09</b>	<b>\$3,088.91</b>
JAN	\$272,191.00		
FEB	\$514,019.00		
MAR	\$512,602.00		
<b>Q2 Total</b>	<b>\$1,298,812.00</b>	<b>\$1,291,563.78</b>	<b>\$7,248.22</b>
APR	\$345,347.00		
MAY	\$349,737.00		
JUN	\$333,923.00		
<b>Q3 Total</b>	<b>\$1,029,007.00</b>	<b>\$1,025,339.96</b>	<b>\$3,667.04</b>
JUL	\$316,989.00		
AUG	\$417,789.00		
SEPT	\$323,064.00		
<b>Q4 Total</b>	<b>\$1,057,842.00</b>	<b>\$1,054,456.49</b>	<b>\$3,385.51</b>

The Department of Internal Audit attempted to identify the reason for the report variances. However, since CourtView is a “real time” system (i.e., the amounts change automatically whenever there is activity on a case) and Municipal Court staff did not retain supporting documentation, Internal Audit was unable to recreate case amounts necessary to reconcile the two reports. Upon Internal Audit inquiry, Municipal Court staff contacted their third-party contractor (NashWest, LLC) for an explanation. NashWest indicated that certain transaction types, such as community service, are included in monthly totals, but are not included in quarterly totals. Our subsequent review of community service transactions did not account for the variances.

According to interviews with Municipal Court staff, the State of Texas is paid based on the total amount in the quarterly State Comptroller reports. Municipal Court staff also indicated that the State looks at reported monthly OCA amounts for comparative purposes and could initiate an audit, depending on the differences between the monthly and quarterly reports, if any.

CFW Financial Directive FD02 states that reconciliations must be performed between subsidiary ledgers and the general ledger on a monthly or quarterly basis. Based on our audit results, Municipal Court staff perform a reconciliation of CourtView data to the general ledger. However, there is no



reconciliation of monthly OCA reports to quarterly State Comptroller reports. Furthermore, there was no documented reconciliation process.

Good business practice would dictate a routine reconciliation of monthly and quarterly reports to ensure that data contained within each report is accurate and to help ensure that steps are taken to identify and correct errors that could be recurring.

**Recommendation 1A:** *The Municipal Court Director should require reconciliations between monthly and state court reports, prior to the submitting quarterly reports to the State of Texas.*

**Auditee's Response:** Does Not Concur. The Office of Court Administration monthly report and the Comptroller State Quarterly report are not compatible for comparison. The Department performed a survey of the following high volume courts to which all stated they do not reconcile the two reports; Houston, Dallas, Austin, San Antonio, and Arlington.

**Target Implementation Date:** Not Applicable.

**Responsibility:** William F. Rumuly, Clerk of the Court

**Recommendation 1B:** *The Municipal Court Director should ensure that written state report reconciliation processes and procedures are developed, and that those written processes and procedures include requirements to properly document and retain support for routine reconciliations and report variances.*

**Auditee's Response:** Partially Concur. Department provided Internal Audit their current documented procedures, reconciliation process, and documentation retained for support in the shared audit folder on the State Comptrollers Quarterly Criminal Cost and Fees report. The Court had internal notes on running the Office of Court Administration report and is developing formal documentation to memorialize those procedures.

**Target Implementation Date:** December 31, 2018

**Responsibility:** William F. Rumuly, Clerk of the Court

**2. The quarterly State Comptroller report, systematically-generated within CourtView, does not fully conform to current State of Texas standards.**

The State Criminal Costs and Fees Report, systematically generated within and by CourtView, does not include a line entry to show dollar amounts to be paid to the state for truancy prevention and diversion. Truancy-related revenue is collected in CourtView, but does not show up on the CourtView report. Municipal Court staff, therefore, use a blank version of the State Criminal Costs and Fees Report template to enter truancy dollars on the appropriate line. Additionally, Court staff re-enter other dollar amounts (also systematically listed on the CourtView report) onto the blank form.

Truancy prevention and diversion was added to the Texas Code of Criminal Procedure on September 1, 2013, and was required to be reported to the State of Texas beginning January 1, 2014. The State Criminal Costs and Fees Report (form 40-144) was also updated to add a line for truancy prevention and diversion, so that the associated dollars could be reported. However, CourtView was not updated to include the truancy prevention and diversion dollars collected onto the form.



Section MEA01.03 of the Control Objectives for Information and Related Technologies (COBIT) states that data should be collected from defined and automated processes, and the data should be assessed for purposes of accuracy in reporting and data analysis.

**Recommendation 2:** *The Municipal Court Director should ensure that the Municipal Court's case management system is configured to produce a Criminal Costs and Fees Report that meets the State of Texas' reporting requirements, without manual intervention.*

**Auditee's Response:** Concur. Equivant CourtView, the Municipal Court case management system vendor, has ensured the newest truancy fee will be included in the February 2019 system updates. Until this time, Sandy Yu, the Senior Accountant for the Municipal Court, will manually complete the State of Texas Comptroller Quarterly Report, once the reconciliation is complete.

**Target Implementation Date:** March 1, 2019

**Responsibility:** Leah Huff, Assistant Director of Administrative Services  
Sandy Yu, Senior Accountant



## Acknowledgements

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The Department of Internal Audit would like to thank the Fort Worth Municipal Court for their cooperation and assistance during this audit.



## Exhibit I – Monthly OCA Report Template

### CRIMINAL SECTION

Court	Traffic Misdemeanors			Non-Traffic Misdemeanors		
	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
Month	Year					
<b>1. Total Cases Pending First of Month:</b>						
a. Active Cases						
b. Inactive Cases						
<b>2. New Cases Filed</b>						
<b>3. Cases Reactivated</b>						
<b>4. All Other Cases Added</b>						
<b>5. Total Cases on Docket</b> <i>(Sum of Lines 1a, 2, 3 &amp; 4)</i>						
<b>6. Dispositions Prior to Court Appearance or Trial:</b>						
a. Uncontested Dispositions <i>(Disposed without appearance before a judge (CCP Art. 27.14))</i>						
b. Dismissed by Prosecution						
<b>7. Dispositions at Trial:</b>						
a. Convictions:						
1) Guilty Plea or Nolo Contendere						
2) By the Court						
3) By the Jury						
b. Acquittals:						
1) By the Court						
2) By the Jury						
c. Dismissed by Prosecution						
<b>8. Compliance Dismissals:</b>						
a. After Driver Safety Course <i>(CCP, Art. 45.0511)</i>						
b. After Deferred Disposition <i>(CCP, Art. 45.051)</i>						
c. After Teen Court <i>(CCP, Art. 45.052)</i>						
d. After Tobacco Awareness Course <i>(HSC, Sec. 161.253)</i>						
e. After Treatment for Chemical Dependency <i>(CCP, Art. 45.053)</i>						
f. After Proof of Financial Responsibility <i>(TC, Sec. 601.193)</i>						
g. All Other Transportation Code Dismissals						
<b>9. All Other Dispositions</b>						
<b>10. Total Cases Disposed</b> <i>(Sum of Lines 6, 7, 8 &amp; 9)</i>						
<b>11. Cases Placed on Inactive Status</b>						
<b>12. Total Cases Pending End of Month:</b>						
a. Active Cases <i>(Equals Line 5 minus the sum of Lines 10 &amp; 11)</i>						
b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 11)</i>						
<b>13. Show Cause Hearings Held</b>						
<b>14. Cases Appealed:</b>						
a. After Trial						
b. Without Trial						



## Exhibit I (cont'd) – Monthly OCA Report Template

### CIVIL/ADMINISTRATIVE SECTION

Court		TOTAL CASES
Month	Year	
<b>1. Total Cases Pending First of Month:</b>		
a. Active Cases		
b. Inactive Cases		
<b>2. New Cases Filed</b>		
<b>3. Cases Reactivated</b>		
<b>4. All Other Cases Added</b>		
<b>5. Total Cases on Docket</b> <i>(Sum of Lines 1a, 2, 3 &amp; 4)</i>		
<b>DISPOSITIONS</b>		
<b>6. Uncontested Civil Fines or Penalties</b>		
<b>7. Default Judgments</b>		
<b>8. Agreed Judgments</b>		
<b>9. Trial/Hearing by Judge/Hearing Officer</b>		
<b>10. Trial by Jury</b>		
<b>11. Dismissed for Want of Prosecution</b>		
<b>12. All Other Dispositions</b>		
<b>13. Total Cases Disposed</b> <i>(Sum of Lines 6 through 12)</i>		
<b>14. Cases Placed on Inactive Status</b>		
<b>15. Total Cases Pending End of Month:</b>		
a. Active Cases <i>(Equals Line 5 minus the sum of Lines 13 &amp; 14)</i>		
b. Inactive Cases <i>(Equals Line 1b minus Line 3 plus Line 14)</i>		
<b>16. Cases Appealed:</b>		
a. After Trial		
b. Without Trial		





## Exhibit I (cont'd) – Monthly OCA Report Template

### JUVENILE/MINOR ACTIVITY

Court		TOTAL
Month	Year	
<b>1. Transportation Code Cases Filed</b>		
<b>2. Non-Driving Alcoholic Beverage Code Cases Filed</b>		
<b>3. Driving Under the Influence of Alcohol Cases Filed</b>		
<b>4. Drug Paraphernalia Cases Filed</b> ( <i>HSC, Ch. 481</i> )		
<b>5. Tobacco Cases Filed</b> ( <i>HSC, Sec. 161.252</i> )		
<b>6. Truancy Cases Filed</b> ( <i>Fam. Code, Sec. 65.003(a)</i> )		
<b>7. Education Code Cases Filed</b>		
<b>8. Violation of Local Daytime Curfew Ordinance Cases Filed</b> ( <i>Local Govt. Code, Sec. 341.905</i> )		
<b>9. All Other Non-Traffic Fine-Only Cases Filed</b>		
<b>10. Transfer to Juvenile Court:</b>		
a. Mandatory Transfer ( <i>Fam.Code, Sec. 51.08(b)(1)</i> )		
b. Discretionary Transfer ( <i>Fam.Code, Sec. 51.08(b)(2)</i> )		
<b>11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)</b> ( <i>CCP, Art. 45.050(c)(1) and Fam. Code, Sec. 65.251</i> )		
<b>12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)</b> ( <i>CCP, Art. 45.050(c)(2) and Fam. Code, Sec. 65.251</i> )		
<b>13. Juvenile Statement Magistrate Warning:</b>		
a. Warnings Administered		
b. Statements Certified ( <i>Fam.Code, Sec. 51.095</i> )		
<b>14. Detention Hearings Held</b> ( <i>Fam. Code, Sec. 54.01</i> )		
<b>15. Orders for Non-Secure Custody Issued</b>		
<b>16. Parent Contributing to Nonattendance Cases Filed</b> ( <i>Ed. Code, Sec. 25.093</i> )		



## Exhibit I (cont'd) – Monthly OCA Report Template

### ADDITIONAL ACTIVITY

Court		NUMBER GIVEN	NUMBER REQUESTS FOR COUNSEL
Month	Year		
<b>1. Magistrate Warnings:</b>			
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			
c. Felonies			
			<b>TOTAL</b>
<b>2. Arrest Warrants Issued:</b>			
a. Class C Misdemeanors			
b. Class A and B Misdemeanors			
c. Felonies			
<b>3. Capiases Pro Fine Issued</b>			
<b>4. Search Warrants Issued</b>			
<b>5. Warrants for Fire, Health and Code Inspections Filed</b> <i>(CCP, Art. 18.05)</i>			
<b>6. Examining Trials Conducted</b>			
<b>7. Emergency Mental Health Hearings Held</b>			
<b>8. Magistrate's Orders for Emergency Protection Issued</b>			
<b>9. Magistrate's Orders for Ignition Interlock Device Issued</b> <i>(CCP, Art. 17.441)</i>			
<b>10. All Other Magistrate's Orders Issued Requiring Conditions for Release on Bond</b>			
<b>11. Driver's License Denial, Revocation or Suspension Hearings Held</b> <i>(TC, Sec. 521.300)</i>			
<b>12. Disposition of Stolen Property Hearings Held</b> <i>(CCP, Ch. 47)</i>			
<b>13. Peace Bond Hearings Held</b>			
<b>14. Cases in Which Fine and Court Costs Satisfied by Community Service:</b>			
a. Partial Satisfaction			
b. Full Satisfaction			
<b>15. Cases in Which Fine and Court Costs Satisfied by Jail Credit</b>			
<b>16. Cases in Which Fine and Court Costs Waived for Indigency</b>			
<b>17. Amount of Fines and Court Costs Waived for Indigency</b>			
<b>18. Fines, Court Costs and Other Amounts Collected:</b>			
a. Kept by City			
b. Remitted to State			
c. Total			



# Exhibit II – State Criminal Costs and Fees Report Template

40-144  
(Rev. 9-13/6)

Please complete and sign this report and enter a telephone number that can be called if additional information is necessary.

PRINT FORM

CLEAR FIELDS

a. T Code ■ 32610

Do not write in shaded areas.

## State Criminal Costs and Fees

- CITY QUARTERLY REPORT - This report must be filed by the due date even if no payment is due. An amount or a zero (0) MUST be entered on all lines for Columns 1 and 3.

c. City identification number ■	f. Report for quarter ending QUARTER ENDING	g. ■	e. Due date of report
d. City name and mailing address			h. IMPORTANT Blacken this box if your address has changed. Show changes by the preprinted information. → 1 ■
			i. ■
			j. ■

See back for instructions.

Column 1 TOTAL COLLECTED <small>(State court costs only) Dollars and cents</small>	Column 2 SERVICE FEE <small>(See instructions)</small>	Column 3 AMOUNT DUE STATE <small>(Col. 1 minus Col. 2)</small>
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### SECTION I: Reports for offenses committed

1. 01-01-04 Forward	■ \$		\$
2. 09-01-01 --- 12-31-03	■		
3. 08-31-99 --- 08-31-01	■		
4. 09-01-97 --- 08-30-99	■		
5. 09-01-91 --- 08-31-97	■		
6. Jury Reimbursement Fee (JRF)	■		
7. Indigent Defense Fund (IDF)	■		
8. Moving Violation Fees (MVF)	■		
9. State Traffic Fine (STF)	■	(5%)	

### SECTION II: As applicable

10. Peace Officer Fees (Report 20% of fees from actions by state officers only.)	10. ■ \$
11. Failure to Appear/Pay Fees (FTA) (Report \$20 of the administrative fee.)	11. ■
12. Motor Carrier Weight Violations (MCW) (Report 50% of the fines collected.)	12. ■
13. Time Payment Fees (TP) (Report 50% of the \$25 fee.)	13. ■
14. Driving Records Fee (DRF) (Report 100% of fees collected.)	14. ■
15. Judicial Support Fee (JS)	15. ■
16. Truancy Prevention and Diversion Fund (TPD)	16. ■
17. TOTAL DUE FOR THIS PERIOD (Total of Items 1 through 16 in Column 3.)	17. ■ \$

\*\*\* DO NOT DETACH \*\*\*

18. TOTAL AMOUNT DUE AND PAYABLE (Same as Item 17) 18. ■ \$

City name	k. ■	l. ■
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T Code ■ City identification no. ■ Period

For assistance call 1-800-531-5441, ext. 3-4276 or 512-463-4276.

32600

Make the amount in Item 18 payable to: State Comptroller
Mail to: Comptroller of Public Accounts P.O. Box 149361 Austin, TX 78714-9361

I, (type or print name) _____ certify that the information above is true as shown in the records of the treasury of the city named.	
<b>sign here</b> ▶	
Title	Date
Phone number (Area code and number)	

40-144 (Rev. 9-13/6)

444



## Exhibit III – Court Costs, Fines and Fees

FY2015				
Account	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
State Court Costs	\$695,278.74	\$768,016.19	\$689,848.62	\$699,619.92
Traffic Fines	352,175.31	345,590.56	323,272.28	356,252.19
Judicial Support Fee	101,575.31	109,370.08	99,082.76	102,035.04
Time Payment Plan Fee	64,457.57	87,946.12	70,164.16	67,444.12
Jury Reimbursement Fee	68,383.63	74,212.07	67,035.79	68,804.29
Indigent Defense Fee	33,574.24	35,754.68	32,515.50	33,596.64
Truancy Prevention Fee	12,689.43	12,186.76	12,667.54	14,489.36
Moving Violation Fee	1,174.65	1,114.97	1,089.14	1,212.42
Motor Vehicle Weight Violations	710.65	146.94	863.89	75.00
<b>Totals:</b>	<b>\$1,330,019.53</b>	<b>\$1,434,338.37</b>	<b>\$1,296,539.68</b>	<b>\$1,343,528.98</b>

FY2016				
Account	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
State Court Costs	\$576,276.61	\$802,394.79	\$606,004.45	\$538,994.61
Traffic Fines	291,686.17	387,497.38	297,360.03	256,451.72
Judicial Support Fee	85,379.26	119,510.74	90,179.80	80,417.07
Time Payment Plan Fee	56,786.12	79,696.27	64,969.36	57,231.31
Jury Reimbursement Fee	57,508.69	80,212.62	60,362.85	53,882.09
Indigent Defense Fee	27,958.16	39,581.47	29,975.66	26,703.11
Truancy Prevention Fee	12,417.21	16,679.34	13,245.97	11,991.01
Moving Violation Fee	1,019.15	1,383.39	1,066.27	939.61
Motor Vehicle Weight Violations	61.10	801.55	1,763.90	1,250.00
<b>Totals:</b>	<b>\$1,109,092.47</b>	<b>\$1,527,757.55</b>	<b>\$1,164,928.29</b>	<b>\$1,027,860.53</b>

FY2017				
Account	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
State Court Costs	\$436,485.78	\$696,715.81	\$543,492.24	\$555,661.25
Traffic Fines	192,460.90	296,838.36	250,380.94	268,173.28
Judicial Support Fee	65,143.94	103,996.83	81,248.82	83,155.15
Time Payment Plan Fee	49,254.33	74,056.47	55,186.53	50,070.09
Jury Reimbursement Fee	43,638.62	69,653.60	54,343.89	55,553.92
Indigent Defense Fee	21,654.06	34,616.56	27,069.97	27,729.30
Truancy Prevention Fee	9,502.58	14,191.13	12,177.54	13,109.84
Moving Violation Fee	733.23	1,145.02	940.03	1,003.66
Motor Vehicle Weight Violations	627.65	350.00	500.00	0.00
<b>Totals:</b>	<b>\$819,501.09</b>	<b>\$1,291,563.78</b>	<b>\$1,025,339.96</b>	<b>\$1,054,456.49</b>

Source: State Criminal Costs and Fees Reports