



RICO Report Training

Arizona Criminal
Justice Commission

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RICO Report Training

Arizona Criminal
Justice Commission



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Housekeeping

- ✓ Restrooms
- ✓ Vending Machines
- ✓ Emergency Exits





Schedule

- ❖ Introductions and Welcome
- ❖ RICO Overview
- ❖ RICO Requirements
 - ❖ Legislation
 - ❖ Report Due Dates
- ❖ Reporting Types and Completing the RICO Report
 - ❖ Master Account
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- BREAK --
- ❖ Reporting Types and Completing the RICO Report (Cont.)
 - ❖ Individual Account
- ❖ Most Common Reporting Problems
- ❖ Questions





Welcome

Introductions

- Name
- Agency
- Favorite Color
- Favorite Dessert
- What do you expect to get out of this training?





NAME GAME

- What are the different names of RICO?





RICO Overview

- What does RICO stand for?
 - Racketeer Influenced & Corrupt Organizations
 - Federal Act – 1951
 - Generated by both state and federal activity
 - Tool used by law enforcement





State Legislation

- **ARS 13-2314.01 – Attorney General Fund**

Any monies received by any department or agency of this state or any political subdivision of this state from any department or agency of the United States or another state as a result of participation in any investigation or prosecution, whether by final judgment, settlement or otherwise, shall be deposited in the fund established by this section or, if the recipient is a political subdivision of this state, may be deposited in the fund established by section 13-2314.03.





State Legislation

- **ARS 13-2314.03 – County Attorney Fund**

Any monies obtained as a result of a forfeiture by the county attorney under this title or under federal law shall be deposited in the fund established by this section.





Reporting

Individual Agency Activity Reports Due to County Attorneys

Reporting Period	Due Date
• Jul.1st – Sept. 30	Oct 15
• Oct.1st – Dec. 31	Jan 15
• Jan.1st – Mar. 31	Apr 15
• April 1 – June 30	Jul. 15





Reporting

County Attorney/AG Reports Due to ACJC

Reporting Period	Due Date
• Jul.1st – Sept. 30	Oct 25
• Oct.1st – Dec. 31	Jan 25
• Jan.1st – Mar. 31	Apr. 25
• April 1 – June 30	Jul. 25





Reporting Requirements

- ARS 13-2314.01 
- Requires ACJC to compile the reports into a single comprehensive report and submit to the Governor and the Legislature by January 30, April 30, July 30 and October 30 of each year.
- Statewide Comprehensive RICO Report is posted to the ACJC website.



Sanctions For Not Reporting

State law authorizes County Attorneys and the AG to suspend funds until such time delinquent reports are received.





RICO Report Requirements

- All funds (State and Federal) must be reported by the County Attorney or Attorney General's office by law.
- An Individual Agency Activity Report must be submitted by all agencies receiving money (transfers) from the County Attorney or Attorney General's Pooled or Master account.
- Transfers In/Out must balance with the reports from the County Attorney or Attorney General.



Definitions

- Monies Obtained – The nature of receipts (i.e. cash, sale of forfeited property, or interest). These are “new” money as a result of forfeiture activities.
- Transfers In/Out – Amount of money that is transferred to and from an agency.
 Ex: The County Attorney transfers \$10,000 to an individual agency.
 The County Attorney reports a Transfer Out
 The Individual Agency reports a Transfer In
- Encumbrances – A legal obligation or reservation of monies in anticipation of expenditure.
- Commitments – A future plan for expenditure (not a legal obligation).

Reporting Types

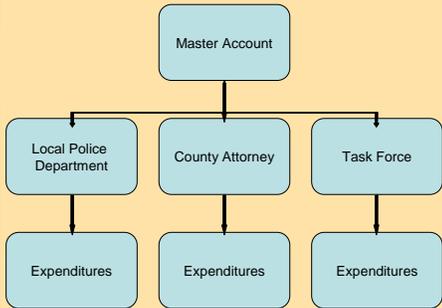
- Master Account
- Pooled Account
- Individual Agency Account

Master Account Summary Report



- Used by some County Attorneys and the Attorney General's Office
- One main holding account with individual accounts (sub account) responsible for reporting expenditures.
- No expenditures are made from the Master Account – only transfers in and out (expenditures are reported on the Individual Agency Activity Report).
- Individual Agency Activity Report must be filled out in tandem with this report.

Example – Master Account



```

graph TD
    MA[Master Account] --> LPD[Local Police Department]
    MA --> CA[County Attorney]
    MA --> TF[Task Force]
    LPD --> LPD_Ex[Expenditures]
    CA --> CA_Ex[Expenditures]
    TF --> TF_Ex[Expenditures]
  
```



Master Account Summary Report



Cover Sheet (Same for all reports)

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT**

ACCOUNT SUMMARY REPORT
Report Description

REPORTING PERIOD: _____ THRU _____

COUNTY: _____

AGENCY: _____

DIVISION/SECTION: _____

ADDRESS: _____

Type of Government Entity Reporting:

Municipality County State

Type of Forfeited Monies Reported:

Anti-Racketeering Other Both

PREPARED BY: _____
Type Name/Title/Telephone

APPROVED BY: _____
Type Name/Title/Telephone

SIGNATURE / DATE: _____



Master Account Summary

	STATE	FEDERAL	TOTAL
A. BEGINNING CASH BALANCE			
	Ending Balance from last Quarters Report		
B. MONIES OBTAINED			
1. CASH RECEIPTS/FORFEITURES			
2. SALE OF FORFEITED PROPERTY			
3. INTEREST EARNED			
SUBTOTAL (B4) (B1+B2+B3)			
C. TRANSFERS IN (FROM SCHEDULE A)			
D. TOTAL MONIES ON HAND (A+B4+C)			
E. TRANSFERS OUT (FROM SCHEDULE A)			
F. ENDING CASH BALANCE (D-E)			



Pooled Account Summary Report

- Used by most County Attorney Offices
- One Pooled fund reporting on behalf of all participating agencies.
- Expenditures normally occur at the Pooled Account level.
- In some cases individual agencies may receive money from the Pooled account and are required to submit an Individual Agency Activity Report.



Example – Pooled Account

```

    graph TD
      PA[Pooled Account] --> LPD[Local Police Department]
      PA --> E1[Expenditures]
      LPD --> E2[Expenditures]
  
```



Pooled Account Summary Report

Section II – Expenditures (Cont.)

SECTION II - EXPENDITURES (cont.)

I. EQUIPMENT

Office Furniture/Equip			
Data Processing			
Surveillance			
Communications			
Transportation			
Other (list)			
Subtotal Equipment Only			

J. CONSTRUCTION

--	--	--

K. TOTAL EXPENDITURES

--	--	--

Schedule A

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT - QUARTERLY**

POOLED ACCOUNT SUMMARY REPORT

TRANSFERS IN:

	STATE	FEDERAL	TOTAL
TOTAL TRANSFERS IN			

TRANSFERS OUT:

	STATE	FEDERAL	TOTAL
TOTAL TRANSFERS OUT			

Schedule B

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT - QUARTERLY**

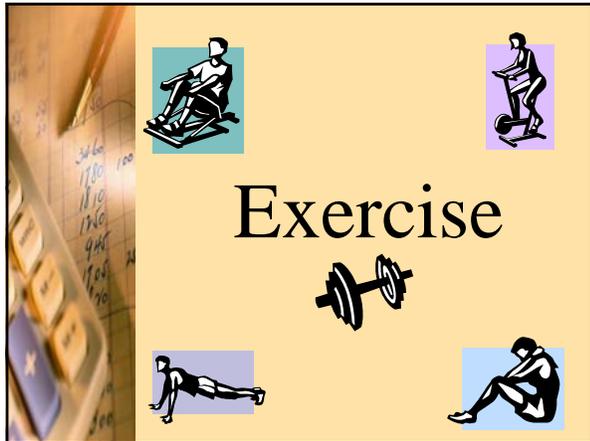
POOLED ACCOUNT SUMMARY REPORT

**GANG & SUBSTANCE ABUSE
PREVENTION & EDUCATION**

PROGRAM:

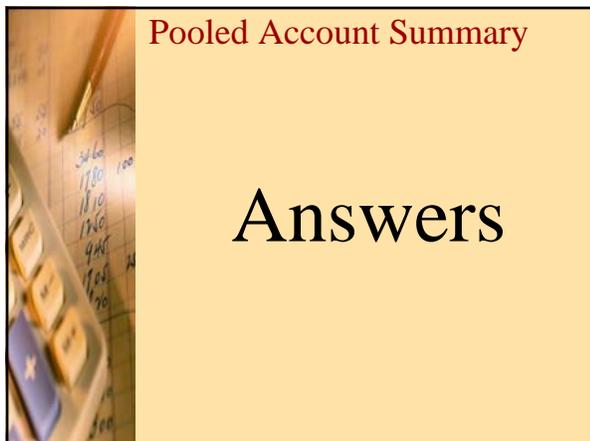
	STATE	FEDERAL	TOTAL
TOTAL			

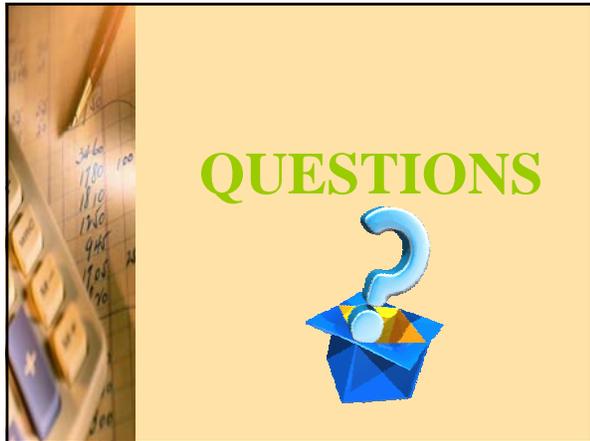
PROGRAM DESCRIPTION:

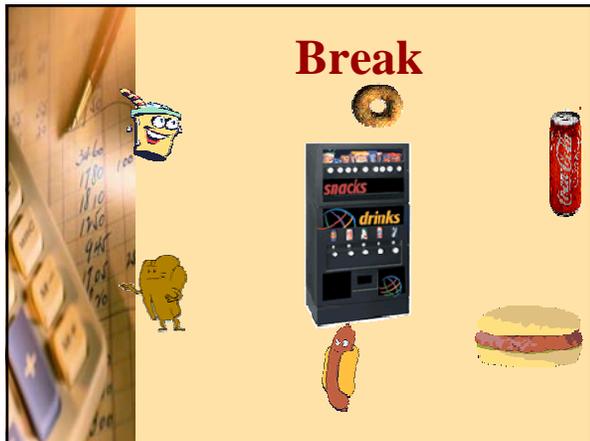


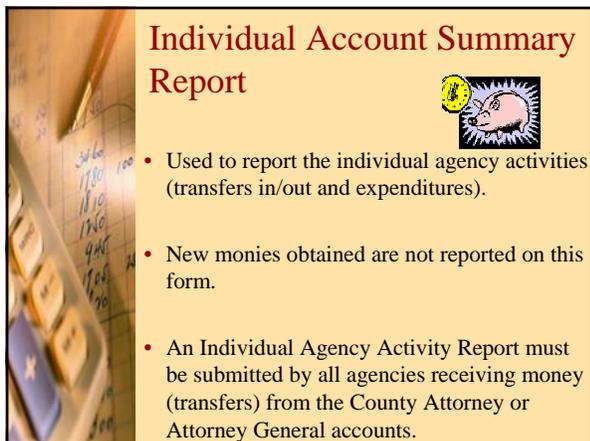
Pooled Account Summary

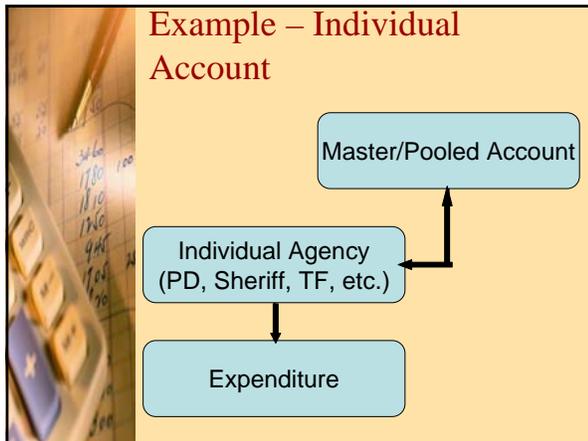
	STATE	FEDERAL	TOTAL
A. BEGINNING CASH BALANCE			
B. MONIES OBTAINED	Ending Balance from Last Quarters Report		
1. CASH RECEIPTS/FORFEITURES			
2. SALE OF FORFEITED PROPERTY			
3. INTEREST EARNED			
SUBTOTAL (B4) (B1+B2+B3)			
C. TRANSFERS IN (FROM SCHEDULE A)			
D. TOTAL MONIES ON HAND (A+B4+C)			
E. TOTAL QTRLY EXPENDITURES			
F. TRANSFERS OUT (FROM SCHEDULE A)			
G. TOTAL DISBURSEMENTS (E+F)			
H. ENDING QTRLY BALANCE (D-G)			
I. ENCUMBRANCE			
J. COMMITMENTS			
K. AVAILABLE PROGRAM MONIES (H-I-J)			











Individual Account Summary Report

Individual Account Summary

	STATE	FEDERAL	TOTAL
A. BEGINNING CASH BALANCE			
<small>Ending Balance from Last Quarters Report</small>			
B. TRANSFERS IN FROM: <small>(From Schedule A)</small>			
1. ATTORNEY GENERAL FUND			
2. COUNTY ATTORNEY FUND			
C. INTEREST EARNED			
D. TOTAL MONIES ON HAND	$(A+B1+B2+C)$		
E. TOTAL QTRLY EXPENDITURES			
F. TRANSFERS OUT <small>(FROM SCHEDULE A)</small>			
G. TOTAL DISBURSEMENTS	$(E+F)$		
H. ENDING QTRLY CASH BALANCE	$(D-G)$		
I. ENCUMBRANCE			
J. COMMITMENTS			
K. AVAILABLE PROGRAM MONIES	$(H-I-J)$		

Individual Account Summary

	STATE	FEDERAL	TOTAL
A. BEGINNING CASH BALANCE			
<small>Ending Balance from Last Quarters Report</small>			
B. TRANSFERS IN FROM: <small>(From Schedule A)</small>			
1. ATTORNEY GENERAL FUND			
2. COUNTY ATTORNEY FUND			
C. INTEREST EARNED			
D. TOTAL MONIES ON HAND	<small>(A + B1 + B2 + C)</small>		
E. TOTAL QTRLY EXPENDITURES			
F. TRANSFERS OUT <small>(FROM SCHEDULE A)</small>			
G. TOTAL DISBURSEMENTS	<small>(E + F)</small>		
H. ENDING QTRLY CASH BALANCE	<small>(D - G)</small>		
I. ENCUMBRANCE			
J. COMMITMENTS			
K. AVAILABLE PROGRAM MONIES	<small>(H - I - J)</small>		

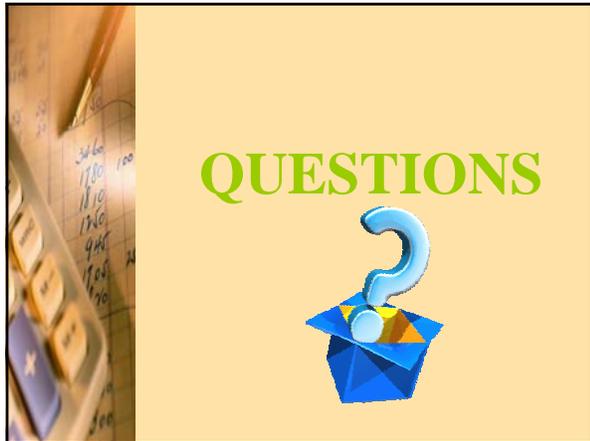
Individual Account Summary

Answers

Most Common Reporting Problems

- Untimely Reports
- Beginning Balances do not match previous report's Ending Balance.
- Mathematical/Calculation errors.
- Transfer In/Out do not balance to Master or Pooled accounts.
- Individual Agency Activity Reports not submitted for all agencies that receive transfers.





Additional Resources

- ACJC web-site – online RICO forms
<http://azcjc.gov/finance/onlineforms.asp>
- Statewide Comprehensive Report
<http://www.azcjc.gov/finance/ricomain.asp>
- Arizona Revised Statutes
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>
- Link to Federal manual
<http://www.usdoj.gov/criminal/publicdocs/11-1prior/crm06.pdf>
- Arizona Prevention Resource Center
[http://www.azprevention.org/Prevention_In_Practice/Intro%20to%20Prevention/Introduction to Prevention system_agoffice.htm](http://www.azprevention.org/Prevention_In_Practice/Intro%20to%20Prevention/Introduction%20to%20Prevention%20system_agoffice.htm)

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT
MASTER ACCOUNT SUMMARY REPORT**

INSTRUCTIONS

MASTER ACCOUNT SUMMARY REPORT: This form is to be used by the Attorney General's Office and County Attorney's Offices that utilized the "subaccount" method of reporting forfeiture monies. For the purposes of this report Subaccount is defined as an accounting system that accounts for monies entirely separate (revenues & expenditures), by and for other entities. The Master Account Summary Report is used to report the activities (revenues & transfers in and out) of the main account held by the Attorney General or the County Attorney. All monies obtained (by way of forfeiture) and monies disbursed (transferred in/out) to other entities are reported on the "Master Account Summary Report". Expenditures are not reported at this level, expenditures are to be reported by each entity on the "Individual Agency Activity Report". The "Individual Agency Activity Report(s)" must balance to the "Master Account Summary Report" with regards to monies being transferred in and out. The "Individual Agency Activity Report(s)" must be filled out in tandem with this report. Participating entities must fill out the "Individual Agency Activity Report" and file it with the Attorney General Office or the County Attorney. The Individual Agency Activity Report is to be sent to the Commission with the Master Report Summary.

A. BEGINNING CASH BALANCE: The beginning balance is equal to the "Ending Cash Balance" (Line F) from the last reporting period. Enter the balance of state/local monies, federal monies and combined totals in the appropriate columns.

B. MONIES OBTAINED: The nature of receipts (i.e. cash, sale of forfeited property, or interest) must be indicated in the appropriate section. Enter the total amount of state/local monies and federal monies obtained. Only report the amount of "new" monies deposited to the master account.

C. TRANSFERS IN: Enter the total amount of state/local monies and the total amount of federal monies received from another agency that is not considered "new" monies. This amount is from "Schedule A".

Example: County ABC is "holding funds" for XYZ Police Department. ABC transfers \$100 to XYZ for spending. XYZ only spends \$50 and decides to "transfers back" the balance of \$50. The \$50 being transferred back would be a "Transfer In".

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. TRANSFERS OUT: Enter the total amount of state/local monies and the total amount of federal monies (actual cash) that was passed through to another entities from the master. This amount is from "Schedule A".

Example: County ABC is "holding funds" for XYZ Police Department. ABC transfers \$100 to XYZ for spending. The \$100 transfer to XYZ Police Department is a "Transfer Out".

F. ENDING CASH BALANCE: Subtract "Transfers Out" (Line E) from "Total Monies on Hand" (Line D) and enter the amounts in the appropriate columns.

SCHEDULE A:

TRANSFER IN: List the agencies and the amount of state/local and federal monies that your agency received monies from in the form of a transfer (refer to the examples above). 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 above). Use additional sheets as necessary. Enter the total amount of Transfers Out on page 1 of the report.

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT**

MASTER ACCOUNT SUMMARY REPORT

The Master Account Summary is supported by the Individual Agency Activity Reports for each entity that the reporting entity is holding funds for. Individual Agency Activity Reports must be submitted with the Master Account Summary Report.

REPORTING PERIOD: _____ **THRU** _____

COUNTY: _____

AGENCY: _____

DIVISION/SECTION _____

ADDRESS: _____

Type of Government Entity Reporting:

Municipality

County

State

Type of Forfeited Monies Reported:

Anti-Racketeering

Other

Both

PREPARED BY _____

Type Name/Title/Telephone

APPROVED BY: _____

Type Name/Title/Telephone

SIGNATURE/DATE: _____

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT**

MASTER ACCOUNT SUMMARY REPORT

The Master Account Summary is supported by the Individual Agency Activity Reports for each entity that the reporting entity is holding funds for. Individual Agency Activity Reports must be submitted with the Master Account Summary Report.

ATTORNEY GENERAL

COUNTY ATTORNEY

COUNTY: _____

REPORTING PERIOD: _____ THRU _____

	STATE	FEDERAL	TOTAL
A. BEGINNING CASH BALANCE			
B. MONIES OBTAINED			
1. CASH RECEIPTS/FORFEITURES			
2. SALE OF FORFEITED PROPERTY			
3. INTEREST EARNED			
SUBTOTAL			
C. TRANSFERS IN (FROM SCHEDULE A)			
D. TOTAL MONIES ON HAND			
E. TRANSFERS OUT (FROM SCHEDULE A)			
F. ENDING CASH BALANCE			

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT**

**POOLED ACCOUNT SUMMARY REPORT
INSTRUCTIONS**

POOLED ACCOUNT SUMMARY REPORT: This form is to be used by the County Attorney's Offices that utilized the "pooled" method of maintaining forfeiture monies. For the purposes of this report, "Pooled Account" is defined as monies held in "one account" and not separated into subaccounts. Pooled Accounts are shared by eligible entities within the county and are "normally" governed by a board whose members are comprised of eligible entities. Although expenditures can occur at both the county and the local level, expenditures "normally" occur at the pooled account level and for reporting purposes recorded at this level.

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.

B. **MONIES OBTAINED:** The nature of receipts (i.e. cash, sale of forfeited property, or interest) must be indicated in the appropriate section. Enter the total amount of state/local monies and federal monies obtained. Only report the amount of "new" monies deposited to the pooled account.

C. **TRANSFERS IN:** Enter the total amount of state/local monies and the total amount of federal monies (actual cash) received from another agency that is not considered "new" monies. This amount is from "Schedule A".

Example: Expenditure of \$100 was approved/awarded to XYZ Police Department. The \$100 is transferred to XYZ for spending rather than the spending being at the pooled level. XYZ only spends \$50 and decides to "transfers back" the balance of \$50. The \$50 being transferred back would be a "Transfer In".

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 from the pooled account (Section II, Line K).

F. **TRANSFERS OUT:** Enter the total amount of state/local monies and the total amount of federal monies (actual cash) that was passed through to another entities from the pooled account. This amount is from "Schedule A".

Example: Expenditure of \$100 was approved/awarded to XYZ Police Department. \$100 is transferred to XYZ for spending. The \$100 transfer to XYZ Police Department is 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.

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT - QUARTERLY**

POOLED ACCOUNT SUMMARY REPORT

The Pooled Account Summary Report is a compilation of "all" revenues and expenditures from the fund and reports all from participating entities. This is the only report necessary to be submitted.

REPORTING PERIOD: _____ **THRU** _____

COUNTY: _____

AGENCY: _____

DIVISION/SECTION _____

ADDRESS: _____

Type of Government Entity Reporting:

Municipality

County

State

Type of Forfeited Monies Reported:

Anti-Racketeering

Other

Both

PREPARED BY _____

Type Name/Title/Telephone

APPROVED BY: _____

Type Name/Title/Telephone

SIGNATURE/DATE: _____

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT - QUARTERLY**

POOLED ACCOUNT SUMMARY REPORT

The Pooled Account Summary Report is a compilation of "all" revenues and expenditures from the fund and reports all from participating entities. This is the only report necessary to be submitted.

COUNTY ATTORNEY REPORTING: _____

REPORTING PERIOD: _____ THRU _____

	STATE	FEDERAL	TOTAL
A. BEGINNING CASH BALANCE			
B. MONIES OBTAINED			
1. CASH RECEIPTS/FORFEITURES			
2. SALE OF FORFEITED PROPERTY			
3. INTEREST EARNED			
SUBTOTAL			
C. TRANSFERS IN (FROM SCHEDULE A)			
D. TOTAL MONIES ON HAND			
E. TOTAL QTRLY EXPENDITURES			
F. TRANSFERS OUT (FROM SCHEDULE A)			
G. TOTAL DISBURSEMENTS			
H. ENDING QTRLY BALANCE			
I. ENCUMBRANCE			
I. COMMITMENTS			
J. AVAILABLE PROGRAM MONIES			

SECTION II - EXPENDITURES (cont.)

G. TRAVEL

In State			
Out of State			
Subtotal Travel Only			

H. OTHER OPERATING EXPENSES

Evidence Acquisition			
Office Supplies			
Training			
Communications			
Postage			
Bank Charges			
Advertising			
Printing			
Rental Fees			
Publications/Books			
Lease/Purchase			
Maintenance-Auto/Aircraft			
Maintenance-Furniture/Equip			
Maintenance-Police Dog			
Software			
Utilities			
Property Maintenance			
Towing			
Insurance			
Other (list)			

Subtotal Other Operating Only			

SECTION II - EXPENDITURES (cont.)

I. EQUIPMENT

Office Furniture/Equip

Data Processing

Surveillance

Communications

Transportation

Other (list)

Subtotal Equipment Only

J. CONSTRUCTION

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K. TOTAL EXPENDITURES

--	--	--

**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.

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.

**ARIZONA CRIMINAL JUSTICE COMMISSION
QUARTERLY
FORFEITURE MONIES REPORT**

INDIVIDUAL AGENCY ACTIVITY REPORT

The Individual Agency Activity Report is a report of "all" revenues and expenditures at the individual agency level. This report must be filled out by those agencies participating in a Master Account held by the Attorney General or County Attorney and must accompany the Master Account Summary report when filed with the Commission. It may also be utilized by County Attorney Pooled accounts to assist in collecting information if desired.

REPORTING PERIOD: _____ **THRU** _____

COUNTY: _____

AGENCY: _____

DIVISION/SECTION _____

ADDRESS: _____

Type of Government Entity Reporting:

Municipality

County

State

Type of Forfeited Monies Reported:

Anti-Racketeering

Other

Both

PREPARED BY _____

Type Name/Title/Telephone

APPROVED BY: _____

Type Name/Title/Telephone

SIGNATURE/DATE: _____

**ARIZONA CRIMINAL JUSTICE COMMISSION
 QUARTERLY
 FORFEITURE MONIES REPORT**

INDIVIDUAL AGENCY ACTIVITY REPORT

The Individual Agency Activity Report is a report of "all" revenues and expenditures at the individual agency level. This report must be filled out by those agencies participating in a Master Account held by the Attorney General or County Attorney and must accompany the Master Account Summary report when filed with the Commission. It may also be utilized by County Attorney Pooled accounts to assist in collecting information if desired.

COUNTY ATTORNEY REPORTING: _____

REPORTING PERIOD: _____

THRU _____

STATE	FEDERAL	TOTAL
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A. BEGINNING CASH BALANCE

--	--	--

B. TRANSFERS IN FROM: (From Schedule A)

1. ATTORNEY GENERAL FUND

--	--	--

2. COUNTY ATTORNEY FUND

--	--	--

C. INTEREST EARNED

--	--	--

D. TOTAL MONIES ON HAND

--	--	--

E. TOTAL QTRLY EXPENDITURES

--	--	--

F. TRANSFERS OUT

(FROM SCHEDULE A)

--	--	--

G. TOTAL DISBURSEMENTS

--	--	--

H. ENDING QTRLY CASH BALANCE

--	--	--

I. ENCUMBRANCE

--	--	--

I. COMMITMENTS

--	--	--

J. AVAILABLE PROGRAM MONIES

--	--	--

**ARIZONA CRIMINAL JUSTICE COMMISSION
 QUARTERLY
 FORFEITURE MONIES REPORT**

SECTION II - EXPENDITURES

	STATE	FEDERAL	TOTAL
A. MATCH MONIES TO GRANT			
B. GANG & SUBSTANCE ABUSE PREVENTION & EDUCATION (FROM SCHEDULE B)			
C. WITNESS PROTECTION			
D. CIVIL REMEDIES - COURT COSTS & ATTORNEY FEES			
E. PERSONNEL SERVICES			
Salaries			
Emp Related Exp			
Overtime			
Subtotal Personnel Svs Only			
F. PROFESSIONAL/OUTSIDE SERVICES			
Financial Auditing			
Court Reporting			
Expert Witness			
Filing Fees			
Appraisal Costs			
Lien Payments			
Title Search			
Auction Fees			
Subpoena Services			
Temporary Clerical Svs			
Property Management			
Other (list) _____			

Subtotal Profess/Outside Only			

SECTION II - EXPENDITURES

Data Processing

Surveillance

Communications

Transportation

Other (list)

Subtotal Equipment Only

STATE	FEDERAL	TOTAL

J. CONSTRUCTION

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K. TOTAL EXPENDITURES

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13-2314.01. Anti-racketeering revolving fund; use of fund; reports

A. There is established an anti-racketeering revolving fund to be administered by the attorney general under the conditions and for the purposes provided by this section. Monies in the fund are exempt from the lapsing provisions of section 35-190.

B. Any prosecution and investigation costs, including attorney's fees, recovered for the state by the attorney general as a result of enforcement of civil and criminal statutes pertaining to any offense included in the definition of racketeering in section 13-2301, subsection D, paragraph 4 or section 13-2312, whether by final judgment, settlement or otherwise, shall be deposited in the fund established by this section.

C. Any monies received by any department or agency of this state or any political subdivision of this state from any department or agency of the United States or another state as a result of participation in any investigation or prosecution, whether by final judgment, settlement or otherwise, shall be deposited in the fund established by this section or, if the recipient is a political subdivision of this state, may be deposited in the fund established by section 13-2314.03.

D. Any monies obtained as a result of a forfeiture by any department or agency of this state under this title or under federal law shall be deposited in the fund established by this section. Any monies or other property obtained as a result of a forfeiture by any political subdivision of this state or the federal government may be deposited in the fund established by this section. Monies deposited in the fund pursuant to this section or section 13-4315 shall accrue interest and shall be held for the benefit of the agency or agencies responsible for the seizure or forfeiture to the extent of their contribution. Except as provided in subsections F and G of this section the monies and interest shall be distributed within thirty days of application to the agency or agencies responsible for the seizure or forfeiture.

E. Monies in the fund may be used for the funding of gang prevention programs, substance abuse prevention programs, substance abuse education programs and witness protection pursuant to section 41-196 or for any purpose permitted by federal law relating to the disposition of any property that is transferred to a law enforcement agency. Monies in the fund may be transmitted by the attorney general on behalf of a department or agency of this state or any political subdivision of this state to the Arizona drug and gang policy council for the funding of gang prevention programs, substance abuse prevention programs and substance abuse education programs. Monies in the fund may be used for the investigation and prosecution of any offense included in the definition of racketeering in section 13-2301, subsection D, paragraph 4 or section 13-2312, including civil enforcement.

F. On or before January 15, April 15, July 15 and October 15 of each year, each department or agency of this state receiving monies pursuant to this section or section 13-2314.03 or 13-4315 or from any department or agency of the United States or another state as a result of participation in any investigation or prosecution shall file with the

attorney general a report for the previous calendar quarter. The report shall be in a form that is prescribed by the Arizona criminal justice commission and approved by the director of the joint legislative budget committee. The report shall set forth the sources of all monies and all expenditures. The report shall not include any identifying information about specific investigations. If a department or agency of this state fails to file a report within forty-five days after the report is due and there is no good cause as determined by the Arizona criminal justice commission, the attorney general shall make no expenditures from the fund for the benefit of the department or agency until the report is filed. The attorney general is responsible for collecting all reports from departments and agencies of this state and transmitting the reports to the Arizona criminal justice commission at the time that the report required pursuant to subsection H of this section is submitted.

G. On or before January 25, April 25, July 25 and October 25 of each year, the attorney general shall cause to be filed with the Arizona criminal justice commission a report for the previous calendar quarter. The report shall be in a form that is prescribed by the Arizona criminal justice commission and approved by the director of the joint legislative budget committee. The report shall set forth the sources of all monies and all expenditures. The report shall not include any identifying information about specific investigations. If the attorney general fails to file a report within sixty days after the report is due and there is no good cause as determined by the Arizona criminal justice commission, the attorney general shall make no expenditures from the fund for the benefit of the attorney general until the report is filed. If a political subdivision of this state fails to file a report with the county attorney pursuant to section 13-2314.03 within forty-five days after the report is due and there is no good cause as determined by the Arizona criminal justice commission, the attorney general shall make no expenditures from the fund for the benefit of the political subdivision until the report is filed.

H. On or before January 30, April 30, July 30 and October 30 of each year, the Arizona criminal justice commission shall compile the attorney general report and the reports of all departments and agencies of this state into a single comprehensive report and shall submit a copy of the report to the governor, with copies to the director of the department of administration, the president of the senate, the speaker of the house of representatives and the director of the joint legislative budget committee.

13-2314.03. County anti-racketeering revolving fund; use of fund; reports

A. The board of supervisors of a county shall establish a county anti-racketeering revolving fund administered by the county attorney under the conditions and for the purposes provided by this section.

B. Any prosecution and investigation costs, including attorney fees, recovered for the county as a result of enforcement of civil and criminal statutes pertaining to any offense included in the definition of racketeering in section 13-2301, subsection D, paragraph 4 or section 13-2312, whether by final judgment, settlement or otherwise, shall be deposited in the fund established by the board of supervisors.

C. Any monies received by any department or agency of this state or any political subdivision of this state from any department or agency of the United States or another state as a result of participation in any investigation or prosecution, whether by final judgment, settlement or otherwise, shall be deposited in the fund established by this section or in the fund established by section 13-2314.01.

D. Any monies obtained as a result of a forfeiture by the county attorney under this title or under federal law shall be deposited in the fund established by this section. Any monies or other property obtained as a result of a forfeiture by any political subdivision of this state or the federal government may be deposited in the fund established by this section or in the fund established by section 13-2314.01. Monies deposited in the fund pursuant to this section or section 13-4315 shall accrue interest and shall be held for the benefit of the agency or agencies responsible for the seizure or forfeiture to the extent of their contribution. Except as provided in subsections F and G of this section the monies and interest shall be distributed to the agency or agencies responsible for the seizure or forfeiture within thirty days of application.

E. Monies in the fund may be used for the funding of gang prevention programs, substance abuse prevention programs, substance abuse education programs, and witness protection pursuant to section 11-536 or for any purpose permitted by federal law relating to the disposition of any property that is transferred to a law enforcement agency. Monies in the fund may be transmitted by the county attorney on behalf of any political subdivision of this state to the Arizona drug and gang policy council for the funding of gang prevention programs, substance abuse prevention programs and substance abuse education programs. Monies in the fund may be used for the investigation and prosecution of any offense included in the definition of racketeering in section 13-2301, subsection D, paragraph 4 or section 13-2312, including civil enforcement.

F. On or before January 25, April 25, July 25 and October 25 of each year, the county attorney shall cause to be filed with the Arizona criminal justice commission a report for the previous calendar quarter. The report shall be in a form that is prescribed by the Arizona criminal justice commission and approved by the director of the joint legislative budget committee. The report shall set forth the sources of all monies and all expenditures. The report shall not include any identifying information about specific

investigations. If the county attorney fails to file a report within sixty days after it is due and there is no good cause as determined by the Arizona criminal justice commission, the county attorney shall make no expenditures from the fund for the benefit of the county attorney until the report is filed.

G. On or before January 15, April 15, July 15 and October 15 of each year, each political subdivision of this state receiving monies pursuant to this section or section 13-2314.01 or 13-4315 or from any department or agency of the United States or another state as a result of participating in any investigation or prosecution shall cause to be filed with the county attorney of the county in which the political subdivision is located a report for the previous calendar quarter. The report shall be in a form that is prescribed by the Arizona criminal justice commission and approved by the director of the joint legislative budget committee. The report shall set forth the sources of all monies and all expenditures. The report shall not include any identifying information about specific investigations. If a political subdivision of this state fails to file a report within forty-five days after the report is due and there is no good cause as determined by the Arizona criminal justice commission, the county attorney shall make no expenditures from the fund for the benefit of the political subdivision until the report is filed. The county attorney shall be responsible for collecting all reports from political subdivisions within that county and transmitting the reports to the Arizona criminal justice commission at the time that the county report required pursuant to subsection F of this section is submitted.

H. On or before January 30, April 30, July 30 and October 30 of each year, the Arizona criminal justice commission shall compile all county attorney reports into a single comprehensive report and all political subdivision reports into a single comprehensive report and submit a copy of each comprehensive report to the governor, the president of the senate, the speaker of the house of representatives and the director of the joint legislative budget committee.

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT****MASTER ACCOUNT SUMMARY REPORT**

The Master Account Summary is supported by the Individual Agency Activity Reports for each entity that the reporting entity is holding funds for. Individual Agency Activity Reports must be submitted with the Master Account Summary Report.

REPORTING PERIOD: Jul-05 **THRU** Sep-05

COUNTY: Arizona County

AGENCY: County Attorney's Office

DIVISION/SECTION _____

ADDRESS: 123 Main Street, Arizona, AZ 12345

Type of Government Entity Reporting:

Municipality County State

Type of Forfeited Monies Reported:

Anti-Racketeering Other Both

PREPARED BY: (Name)
Type Name/Title/Telephone

APPROVED BY: (Manger)
Type Name/Title/Telephone

SIGNATURE/DATE: (Signature)

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT**

MASTER ACCOUNT SUMMARY REPORT

The Master Account Summary is supported by the Individual Agency Activity Reports for each entity that the reporting entity is holding funds for. Individual Agency Activity Reports must be submitted with the Master Account Summary Report.

ATTORNEY GENERAL

COUNTY ATTORNEY

COUNTY: County Attorney's Office

REPORTING PERIOD: Jul-05 THRU Sep-05

	STATE	FEDERAL	TOTAL
	1	1	
A. BEGINNING CASH BALANCE	20,000	40,000	60,000
B. MONIES OBTAINED			
	2	3	
1. CASH RECEIPTS/FORFEITURES	5,000	5,000	10,000
	4	5	
2. SALE OF FORFEITED PROPERTY	80,000	50,000	130,000
	6		
3. INTEREST EARNED	1,000	-	1,000
SUBTOTAL	86,010	55,005	141,015
C. TRANSFERS IN (FROM SCHEDULE A)	6,000	2,000	8,000
D. TOTAL MONIES ON HAND	112,010	97,005	209,015
E. TRANSFERS OUT (FROM SCHEDULE A)	50,000	30,000	80,000
F. ENDING CASH BALANCE	62,010	67,005	129,015

ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT - QUARTERLY

POOLED ACCOUNT SUMMARY REPORT

The Pooled Account Summary Report is a compilation of "all" revenues and expenditures from the fund and reports all from participating entities. This is the only report necessary to be submitted.

REPORTING PERIOD: Jul-05 THRU Sep-05

COUNTY: Cactus County

AGENCY: Cactus County Attorney

DIVISION/SECTION _____

ADDRESS: 4678 N. Central Ave, Cactus, AZ 98765

Type of Government Entity Reporting:

- Municipality County State

Type of Forfeited Monies Reported:

- Anti-Racketeering Other Both

PREPARED BY: (Name)
Type Name/Title/Telephone

APPROVED BY: (Manager)
Type Name/Title/Telephone

SIGNATURE/DATE: (Signature)

**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT - QUARTERLY**

POOLED ACCOUNT SUMMARY REPORT

The Pooled Account Summary Report is a compilation of "all" revenues and expenditures from the fund and reports all from participating entities. This is the only report necessary to be submitted.

COUNTY ATTORNEY REPORTING: Cactus County

REPORTING PERIOD: Jul-05 THRU Sep-05

	STATE	FEDERAL	TOTAL
	1	1	
A. BEGINNING CASH BALANCE	35000	15500	50500
B. MONIES OBTAINED			
	2		
1. CASH RECEIPTS/FORFEITURES	4000	0	4000
	3	4	
2. SALE OF FORFEITED PROPERTY	80000	40000	120000
	5	5	
3. INTEREST EARNED	1000	500	1500
SUBTOTAL	85000	40500	125500
C. TRANSFERS IN (FROM SCHEDULE A)	1000	2000	3000
D. TOTAL MONIES ON HAND	121000	58000	179000
E. TOTAL QTRLY EXPENDITURES	68000	0	68000
F. TRANSFERS OUT (FROM SCHEDULE A)	6000	0	6000
G. TOTAL DISBURSEMENTS	74000	0	74000
H. ENDING QTRLY BALANCE	47000	58000	105000
I. ENCUMBRANCE	0	0	0
I. COMMITMENTS	0	0	0
J. AVAILABLE PROGRAM MONIES	47000	58000	105000

SECTION II - EXPENDITURES

		STATE	FEDERAL	TOTAL
A. MATCH MONIES TO GRANT	10a	50000	0	50000
B. GANG & SUBSTANCE ABUSE PREVENTION & EDUCATION (FROM SCHEDULE B)		5000	0	5000
C. WITNESS PROTECTION				0
D. CIVIL REMEDIES - COURT COSTS & ATTORNEY FEES				0
E. PERSONNEL SERVICES				
Salaries				0
Emp Related Exp				0
Overtime	10b	1000		1000
Subtotal Personnel Svs Only		1000	0	1000
F. PROFESSIONAL/OUTSIDE SERVICES				
Financial Auditing				0
Court Reporting				0
Expert Witness				0
Filing Fees				0
Appraisal Costs				0
Lien Payments				0
Title Search				0
Auction Fees	10d	500		500
Subpoena Services				0
Temporary Clerical Svs				0
Property Management				0
Other (list)				0
_____				0
_____				0
_____				0
Subtotal Profess/Outside Only		500	0	500

SECTION II - EXPENDITURES (cont.)

		STATE	FEDERAL	TOTAL
G. TRAVEL				
In State				0
Out of State				0
Subtotal Travel Only		0	0	0
H. OTHER OPERATING EXPENSES				
Evidence Acquisition				0
Office Supplies				0
Training				0
Communications				0
Postage				0
Bank Charges				0
Advertising				0
Printing				0
Rental Fees				0
Publications/Books				0
Lease/Purchase				0
Maintenance-Auto/Aircraft				0
Maintenance-Furniture/Equip				0
Maintenance-Police Dog				0
Software	10c	1000		1000
Utilities				0
Property Maintenance				0
Towing				0
Insurance				0
Other (list)				0
CAMERA	8	5000		5000
_____				0
_____				0
Subtotal Other Operating Only		6000	0	6000

ARIZONA CRIMINAL JUSTICE COMMISSION
QUARTERLY
FORFEITURE MONIES REPORT

INDIVIDUAL AGENCY ACTIVITY REPORT

The Individual Agency Activity Report is a report of "all" revenues and expenditures at the individual agency level. This report must be filled out by those agencies participating in a Master Account held by the Attorney General or County Attorney and must accompany the Master Account Summary report when filed with the Commission. It may also be utilized by County Attorney Pooled accounts to assist in collecting information if desired.

REPORTING PERIOD: Jul-05 THRU Sep-05

COUNTY: Arizona County

AGENCY: Desert Police Department

DIVISION/SECTION _____

ADDRESS: 100 N. Main St., Desert, AZ 00025

Type of Government Entity Reporting:

- Municipality County State

Type of Forfeited Monies Reported:

- Anti-Racketeering Other Both

PREPARED BY: (Name)
Type Name/Title/Telephone

APPROVED BY: (Manager)
Type Name/Title/Telephone

SIGNATURE/DATE: (Signature)

**ARIZONA CRIMINAL JUSTICE COMMISSION
QUARTERLY
FORFEITURE MONIES REPORT**

INDIVIDUAL AGENCY ACTIVITY REPORT

The Individual Agency Activity Report is a report of "all" revenues and expenditures at the individual agency level. This report must be filled out by those agencies participating in a Master Account held by the Attorney General or County Attorney and must accompany the Master Account Summary report when filed with the Commission. It may also be utilized by County Attorney Pooled accounts to assist in collecting information if desired.

COUNTY ATTORNEY REPORTING:

Desert Police Department

REPORTING PERIOD:

Jul-05

THRU

Sep-05

	STATE	FEDERAL	TOTAL
	1	1	
A. BEGINNING CASH BALANCE	21000	2000	23000
B. TRANSFERS IN FROM: (From Schedule A)			
1. ATTORNEY GENERAL FUND	0	0	0
	see schedule a		
2. COUNTY ATTORNEY FUND	12500	0	12500
	4		
C. INTEREST EARNED	1000	0	1000
D. TOTAL MONIES ON HAND	34500	2000	36500
E. TOTAL QTRLY EXPENDITURES	29000	0	29000
F. TRANSFERS OUT (FROM SCHEDULE A)	5500	2000	7500
G. TOTAL DISBURSEMENTS	34500	2000	36500
H. ENDING QTRLY CASH BALANCE	0	0	0
I. ENCUMBRANCE	0	0	0
I. COMMITMENTS	0	0	0
J. AVAILABLE PROGRAM MONIES	0	0	0

**ARIZONA CRIMINAL JUSTICE COMMISSION
 QUARTERLY
 FORFEITURE MONIES REPORT**

SECTION II - EXPENDITURES

		STATE	FEDERAL	TOTAL
A. MATCH MONIES TO GRANT	6a.	5000		5000
B. GANG & SUBSTANCE ABUSE PREVENTION & EDUCATION (FROM SCHEDULE B)		0	0	0
C. WITNESS PROTECTION				0
D. CIVIL REMEDIES - COURT COSTS & ATTORNEY FEES				0
E. PERSONNEL SERVICES				
Salaries				0
Emp Related Exp				0
Overtime	6b.	2000		2000
Subtotal Personnel Svs Only		2000	0	2000
F. PROFESSIONAL/OUTSIDE SERVICES				
Financial Auditing				0
Court Reporting				0
Expert Witness				0
Filing Fees				0
Appraisal Costs				0
Lien Payments				0
Title Search				0
Auction Fees				0
Subpoena Services				0
Temporary Clerical Svs				0
Property Management				0
Other (list)				0
_____				0
_____				0
Subtotal Profess/Outside Only		0	0	0

SECTION II - EXPENDITURES

STATE	FEDERAL	TOTAL
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G. TRAVEL

In State	6c.	500		500
Out of State				0
Subtotal Travel Only		500	0	500

H. OTHER OPERATING EXPENSES

Evidence Acquisition				0
Office Supplies	6g.	500		500
Training	6h.	300		300
Communications				0
Postage				0
Bank Charges				0
Advertising				0
Printing				0
Rental Fees				0
Publications/Books				0
Lease/Purchase				0
Maintenance-Auto/Aircraft				0
Maintenance-Furniture/Equip				0
Maintenance-Police Dog	6f.	200		200
Software	6f.	5000		5000
Utilities				0
Property Maintenance				0
Towing				0
Insurance				0
Other (list)				0
_____				0
_____				0
_____				0
Subtotal Other Operating Only		6000	0	6000

SECTION II - EXPENDITURES

STATE	FEDERAL	TOTAL
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I. EQUIPMENT

Office Furniture/Equip	6e.	15500		15500
Data Processing				0
Surveillance				0
Communications				0
Transportation				0
Other (list)				0
_____				0
_____				0
_____				0
Subtotal Equipment Only		15500	0	15500

J. CONSTRUCTION

				0
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K. TOTAL EXPENDITURES

29000	0	29000
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**ARIZONA CRIMINAL JUSTICE COMMISSION
FORFEITURE MONIES REPORT**

INDIVIDUAL AGENCY ACTIVITY REPORT

SCHEDULE B

**GANG & SUBSTANCE ABUSE
PREVENTION & EDUCATION**

PROGRAM:

	STATE	FEDERAL	TOTAL
_____			0
_____			0
_____			0
_____			0
_____			0
_____			0
TOTAL	0	0	0

PROGRAM DESCRIPTION:

Exercise 1

RICO Training Examples Master Account

Today is October 15, 2005, and you are the budget officer for the Arizona County, County Attorney's Office at 123 Main Street, Arizona, AZ 12345. The County Attorney's Office of Arizona County is compiling there quarterly RICO report. This county is utilizing the "sub account" method of reporting forfeiture monies and utilizing the Master Account Forfeiture Monies Report.

Your manager has asked that you submit the quarterly Forfeiture Monies Report to the Arizona Criminal Justice Commission (ACJC) for the period ending September 30, 2005. This is the first quarterly report you have submitted. The following is the information provided for you to complete your report:

Ending Cash Balances for FY05:

1. April, 2005 – June, 2005 - State \$20,000 and Federal \$40,000

The following activities took place in the 1st quarter:

2. Case I-05-123 resulted in a forfeiture award to the county for \$5,000, State funds
3. Palm Police Department participated in a federal case and received \$5,000 in forfeitures.

Proceeds from items sold at auction:

4. Arizona County – State funds
 - a. House - \$77,000
 - b. Car - \$2,000
 - c. Guns - \$1,000
5. Desert Police Department – (DEA investigation - split the following 50/50)
 - a. Cars - \$10,000
 - b. House - \$90,000
6. Earned \$1,000, State funds, in Interest in the 1st Quarter of FY06.
7. Desert Police Department reported earning interest of \$1000 in State funds.
8. Desert Police Department is returning \$5,000 State and \$2,000 Federal that was transferred to them and not used.
9. Saguaro Police Department is returning \$1000 State that was transferred to them and not used.
10. Desert Police Department requested money for the following expenses, federal:
 - a. Overtime - \$10,000
11. Saguaro Police Department requested \$20,000, federal, to purchase new radios
12. Arizona County Attorney's Office requested \$50,000, state, for match.

Exercise 2

RICO Training Examples Pooled Account

Today is October 15, 2005, and you are the budget officer for the County of Cactus, County Attorney's Office at 4678 N. Central Ave, Cactus, AZ 98765.

Your manager has asked that you submit the quarterly Forfeiture Monies Report to the Arizona Criminal Justice Commission (ACJC) for the period ending September 30, 2005. This is the first quarterly report you have submitted. The following is the information provided for you to complete your report:

Ending Cash Balances for FY05:

1. April, 2005 – June, 2005 - State \$35,000 and Federal \$15,500

The following activities took place in the 1st quarter:

2. Case I-05-456 resulted in a forfeiture award to the county for \$4,000, state funds

Proceeds from items sold at auction:

3. Cactus County – State funds
 - a. House - \$77,000
 - b. Jewelry - \$2,000
 - c. Guns - \$1,000
4. Rock City – (DEA investigation - split the following 50/50)
 - a. Cars - \$20,000
 - b. House - \$60,000
5. Cactus County earned \$1000 State and \$500 Federal Interest in the 1st Quarter of FY06.
6. Rock City is returning \$1000 State and \$2,000 Federal that was transferred to them and not used.
7. Rock requested money for the following expenses, State:
 - a. Salary and Fringe Benefits - \$4,000
 - b. Overtime - \$2,000
8. Purchased cameras for Wren City in the amount of \$5,000
9. Purchased computers for Rock City in the amount of \$5,500
10. Cactus County Attorney expenditures for 1st Quarter FY06, State:
 - a. Match for BYRNE/JAG - \$50,000
 - b. Overtime - \$1,000
 - c. Software - \$1,000
 - d. Auction Fees - \$500
11. Cactus County expended \$5,000, State, for the Boys and Girls Club for their drug prevention and education program.

Exercise 3

RICO Training Examples Individual Account

Today is October 10, 2005, and you are the budget officer for Desert Police Department of Arizona County at 100 N. Main Street, Desert, AZ 00025.

Your manager has asked that you submit the quarterly Forfeiture Monies Report to Arizona County, Arizona for the period ending September 30, 2005. This is the first quarterly report you have submitted. The following is the information provided for you to complete your report:

Ending Cash Balances for FY05:

1. April, 2005 – June, 2005 - State \$21,000 and Federal \$2,000

The following activities took place in the 1st quarter:

2. Returned \$5,500 State and \$2,000 Federal that was transferred to them for the purchase of some new computers and was not all used:
3. Proceeds from items sold at auction (DEA investigation – 50/50 split):
 - a. Cars - \$10,000
 - b. House - \$80,000
4. Reported earning interest of \$1000 in State funds.
5. Received \$12,500 from the County Attorney for the following categories, State:
 - a. Match
 - b. Personnel Services
 - c. Travel
 - d. Other Operating Expenses
 - e. Equipment
6. Desert Police Department expenditures for 1st Quarter FY06, State:
 - a. Match for BYRNE/JAG - \$5,000
 - b. Overtime - \$2,000
 - c. Travel In-State - \$500
 - d. Software - \$5,000
 - e. Computers - \$15,500
 - f. Dog Food - \$200
 - g. Office Supplies - \$500
 - h. CPR Training - \$300