

**REPORT ON COURT BUDGET AND EXPENDITURES WORKSHEET  
 PROBATION DEPARTMENT/JUVENILE DETENTION CENTER  
 THIS REPORT COVERS THE PERIOD OF: JAN. 1, 2024 - DEC. 31, 2024**

COUNTY: \_\_\_\_\_  
 COURT(S): \_\_\_\_\_  
 COURT ID(S): \_\_\_\_\_  
 DATE PREPARED: \_\_\_\_\_  
 PREPARED BY: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_



INDIANA OFFICE OF COURT SERVICES

**NOTE 1:** If the probation department operates on a distinct budget separate from the court, they must file a separate report on budget and expenditures for the department.

**NOTE 2:** Include ALL expenditures regardless of the source of funds.

**NOTE 3:** Please list all positions or entries separately and provide a total when indicated. Additional lines are available, if needed, when submitting this form on ICOR. For the Personal Services section, the first column should identify the number of employees filling each position at the salary indicated.

**SECTION I: PERSONAL SERVICES - SALARIES, WAGES, FRINGE BENEFITS AND TRAVEL  
 (10000 series)**

**SUBSECTION A: SALARIES AND WAGES**

	Number of Employees	Actual 2024 Expenditures	2025 Requested Budget	2025 Approved Budget
Chief Probation Officer				
Probation Officer				
Probation Officer				
Probation Officer				
Probation Officer				
Probation Officer				
Probation Officer				
<b>1. Total Probation Officers*</b>	0	0	0	0
Probation Office Staff				
Probation Office Staff				
Probation Office Staff				
<b>2. Total Probation Office*</b>	0	0	0	0

	Number of Employees	Actual 2024 Expenditures	2025 Requested Budget	2025 Approved Budget
Juvenile Detention Center Director/Superintendent				
Juvenile Detention Center Supervision Staff				
Juvenile Detention Center Medical Staff				
Juvenile Detention Center Facility/Support Staff				
Juvenile Detention Center Education Staff				
Juvenile Detention Center Activity/Program Staff				
Juvenile Detention Center Other (specify)				
<b>3. Total Detention Center Staff</b>	0	0	0	0
Information Technology Officer				
Information Technology Staff				
<b>4. Total Information Technology</b>	0	0	0	0
Other Salaried Employee (Specify)				
Other Salaried Employee (Specify)				
Other Salaried Employee (Specify)				
<b>5. Total Other Salaried Employee</b>	0	0	0	0
<b>Total Salaries and Wages</b>	0	0	0	0

\*All probation expenditures must be reflected, including those funded from probation user fees and grant funding.

**SUBSECTION B: FRINGE BENEFITS**

	Actual 2024 Expenditures	2025 Requested Budget	2025 Approved Budget
Salaried Personnel Fringe Benefits- Probation Dept. (specify benefit)			
Salaried Personnel Fringe Benefits- Juvenile Detention (specify benefit)			
Other Non-Salaried Personnel Fringe Benefits (Overtime, Longevity, etc) (specify benefit)			
<b>Total Employee Fringe Benefits Paid</b>	0	0	0

<b>Total Personal Salaries, Wages and Fringe Benefits (add Totals for Subsections A and B)</b>	0	0	0
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**SUBSECTION C: OTHER PERSONAL SERVICES**

	Actual 2024 Expenditures	2025 Requested Budget	2025 Approved Budget
<b>This subsection does not apply to probation/juvenile detention center expenditures</b>			
<b>Total Other Personal Services</b>	0	0	0

**SUBSECTION D: TRAVEL**

	<b>Actual 2024 Expenditures</b>	<b>2025 Requested Budget</b>	<b>2025 Approved Budget</b>
1. Per diem - travel			
2. Transportation			
3. Lodging			
4. Other Travel Expenses			
<b>Total Travel</b>	0	0	0

<b>TOTAL PERSONAL SERVICES (add totals for Subsections A, B, C, and D)</b>	0	0	0
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**SECTION II: SUPPLIES (20000 series)**

	<b>Actual 2024 Expenditures</b>	<b>2025 Requested Budget</b>	<b>2025 Approved Budget</b>
1. Office Supplies			
2. Operating Supplies			
3. Repair and Maintenance Supplies			
4 Other Materials and Supplies			
<b>TOTAL SUPPLIES</b>	0	0	0

**SECTION III: PROFESSIONAL SERVICES AND CHARGES (30000 series)**

	<b>Actual 2024 Expenditures</b>	<b>2025 Requested Budget</b>	<b>2025 Approved Budget</b>
<b>1.</b> Medical and Psychiatric Services			
<b>2.</b> Other Probation Department Office Expenses (contract, drug testing, etc.)			
<b>3.</b> Other Juvenile Detention Center Expenses			
<b>4.</b> Telephone Services			
<b>5.</b> Utility services other than telephone			
<b>6.</b> Contract printing costs			
<b>7.</b> Insurance other than group employee benefits			
<b>8.</b> Rentals (include leasing and service contracts for office equipment; exclude computers and software.)			
<b>9.</b> Rental of computers/hardware (Include service contracts)			
<b>10.</b> Software			
a) Probation Case Management System Expense			
b) Juvenile Detention Case Management System Expense			
c) Other Software Expenses other than (a and b) listed above.			
<b>11.</b> Postage			
<b>12.</b> Shipping and Freight			
<b>13.</b> Other services and charges (Please specify)			
<b>TOTAL PROFESSIONAL SERVICES AND CHARGES</b>	0	0	0

**SECTION IV: CAPITAL OUTLAYS (40000 series)**

	<b>Actual 2024 Expenditures</b>	<b>2025 Requested Budget</b>	<b>2025 Approved Budget</b>
1. Legal Libraries			
2. Office Equipment			
3. Computer and Telecommunications Equipment (purchases)			
4. Other Capital Purchases (such as land, buildings, and other capital improvements. Please specify)			
<b>TOTAL CAPITAL OUTLAYS</b>	0	0	0

<b>TOTAL EXPENDITURES/BUDGET (Add Totals from Sections I, II, III and IV)</b>	0	0	0
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**Copies of this worksheet are also available on-line at:**

[www.courts.in.gov](http://www.courts.in.gov)

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