

INDIANA SUPREME COURT
INDIANA OFFICE OF COURT SERVICES



**Annual Operations Report
Application Guide
Revised APRIL 2022**

Indiana Court Information Technology Extranet
• INCite •

Indiana Courts Online Reports
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DATA ENTRY

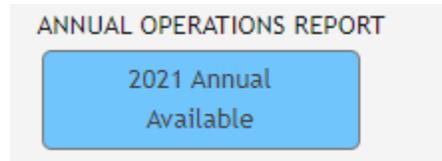
The reporting period for the Annual Operations report begins January 1 and ends on December 31. The probation salaries reflected on this report should be consistent with the probation expenditures reflected on the court's Report on Budget and Expenditures or the Probation's Report Budget and Expenditure.

Before submitting your report, please verify the figures reported on this form are consistent with the figures being reported by the court or probation department on the Budget and Expenditure report.

This report is a required submission by all Probation Departments even if the expenditures are submitted by the court on behalf of the department.

Below are the following steps for submitting the Annual Operations report via the ICOR application.

Click on the icon for Annual Operations Report for Probation.



The screen opens to the preparer page. The left pane of the screen lists the different sections of the report.

- Preparer
- Questions (1-3)
- Review

Preparer Information

The main section of the screen lists the name of the report, the reporting year, and the due date. It is also broken down into sections for **Court Information**, **Preparer Information**, and **Report Verification Information**.

Court Information and Preparer Information automatically populates the courts information (i.e. Court, Court Code, and County) and the preparers information (i.e. Name, Date, Report Status, and Email Address). Please check to see that this information is correct. If you find that this information is incorrect, contact the helpdesk at 317-234-2588 or 888-275-5822.

Report Verification

Name of Presiding Judge and Courts that apply should be filled out by the preparer.

Presiding Judge

The preparer must enter the relevant name of the Presiding Judge for the court or chief judge of a unified court system. The report cannot be submitted without the entry of the Judge's name. In accord with Administrative Rule 1 (C) (3), the trial judge or chief judge shall require the probation department to file the Annual Operations Report.

Type the Judge's name in the space provided. If the elected or appointed judge is temporarily not on the bench (i.e. lengthy illness, deployment), but intends to return, his or her name is entered. If the elected or appointed judge has retired, resigned, or otherwise left the bench permanently, the permanent judge *pro tem's* name is entered in the field.

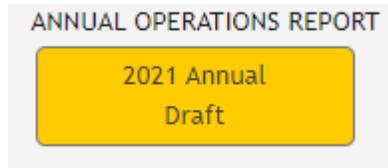
Courts That Apply

The "Courts (select all that apply)" section provides a drop-down box which lists all courts in your county. The preparer must choose the relevant court or courts for which the report is being submitted. Contact the Helpdesk if a court is missing from the list.

Also, the "I affirm this report is correct" box must be checked before moving forward to the next section of the report.

To move forward through each section of the report, click the Save and Step Forward button in the bottom right corner of the screen. If you start a report and choose to complete the report at another time, click the save and close button located in the top right corner of your screen and this will save your information and your report will now be in Draft status. If you decide to

leave your report in Draft status, the Annual Operations Report icon will now appear yellow (see below).



Questions 1

Question 1: Does your department request and submit to the county council a budget separate from your court?

Answer question 1 with either "YES" or "NO" by clicking on the drop-down box.

If your department maintains a separate and distinct budget from that of the courts for which you provide services, answer "YES" to question 1 by clicking and selecting "YES" in the drop-down box. Even if your department maintains only a portion of your department's operating budget, answer yes here. Two examples of a probation department maintaining only a portion of their budget include:

- Department maintains User Fee Fund budget
- Department maintains grant monies assigned

Below question 1 is a note which reminds you that if you indicated "YES" in this question, **you must submit a separate report on Court Budget and Expenditures with the Indiana Office of Court Services (IOCS)**, in accord with Administrative Rule 2, because the expenditures incurred by the department are on behalf of court ordered services. A copy of the worksheet for the additional report is located on the IOCS's website for your reference; however, must be filed on ICOR in the same manner as this report. Directions for entering data on the Report on Court Budget and Expenditures are provided in a similar application guide, available on the IOCS's website. There is a shortened version of the Budget and Expenditure Report for Probation/Juvenile Detention Centers which only lists the line items that pertain to a Probation Department and/or Juvenile Detention Center.

If you do not maintain a separate budget from the courts, select "NO".
Note: Questions 1 is required to submit this report. You must check the "YES" or "NO" box.

Question 2 (a-d)

Regardless of whether your department operates under its own budget or not, you will enter the data requested for Question 2. This section requests salaries for several different personnel types, and they are all reported in a separate grid section of their own.

- a. Chief Probation Officer
- b. Probation Officer
- c. Clerical Personnel
- d. Other Personnel

As you can see in the report, number 2 (a-d) requests five categories or columns of information in each section for each employee.

Column 1/ Personnel Type - you will choose the title or position of the employee from the drop-down listing.

Column 2/ Number of Employees - enter the number of employees who hold that title or position and earn the identical salary. If each employee earns a different salary, you will enter those employees separately, clicking "add" after each entry. ("Add" is located to the right of the last column.) Only combine employees on one line if they share both the position and the salary. Each entry will be recorded distinctly.

Column 3/ Salary - enter the salary relevant to the chosen employee position.

Column 4/ Total of Salaries/Benefits - The ICOR system automatically multiplies the salary amount from column 3 by the number of employees entered in column 2. Please check these totals in column 4 to make sure the correct total amount has been reported. You may also add lines as needed.

Column 5/ Full or Part-Time – Select from the drop-down box if the employee is full or part-time.

NOTE:: If you have two employees that both make \$40,000 each, do not put the total salary for both staff in column 3. (Incorrect 2 X \$80,000= \$160,000) (Correct 2 x \$40,000= \$80,000)

You can also enter the fringe benefit amount for all employees combined in the section after question 2. Not all departments pay these benefits from

their own budget, but to the extent the expense was incurred, indicate on the line provided as one entry. Fringe benefits include:

- Vacation Pay
- PERF
- FICA
- Medical insurance premiums paid

ICOR will calculate the total salary and total fringe benefits reported.

Question 3

What is the total amount of restitution collected in your county during the calendar year?

In many counties this information is only available from the circuit clerk and it may be impossible for the clerk to determine if the restitution was received from an adult or juvenile. Counties having both a juvenile probation department and an adult probation department should coordinate with each other to ensure they do not double report the amount of restitution collected.

Additional notes: Indiana code 35-50-5-3

Review

The Review Page offers the preparer a chance to review all entries made to the online Annual report. Please note the left side of the screen to see each category finalized with a green check mark. If any other symbol other than a checkmark is shown, go back to that entry screen and make any corrections necessary. Often the issue is resolved by clicking the "step forward" button at the bottom of the page which results in the appearance of the green check mark.

From the review page, the preparer can submit the Annual Operations report. A printing option is also available from the review page.

Note

As stated before, the probation salaries reflected on this report should be consistent with the probation expenditures reflected on either the Court

Budget and Expenditure Report or the Probation Department's Budget and Expenditure report.