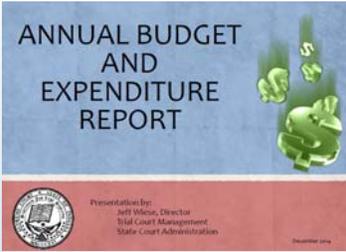


# COURT EMPLOYEE CONFERENCE

July 12, 2016  
State Court Administration  
Jeff Wiese, Director, Trial Court Management  
Angie James, Court Analyst

## FINANCIAL REPORTS



ANNUAL BUDGET  
AND  
EXPENDITURE  
REPORT

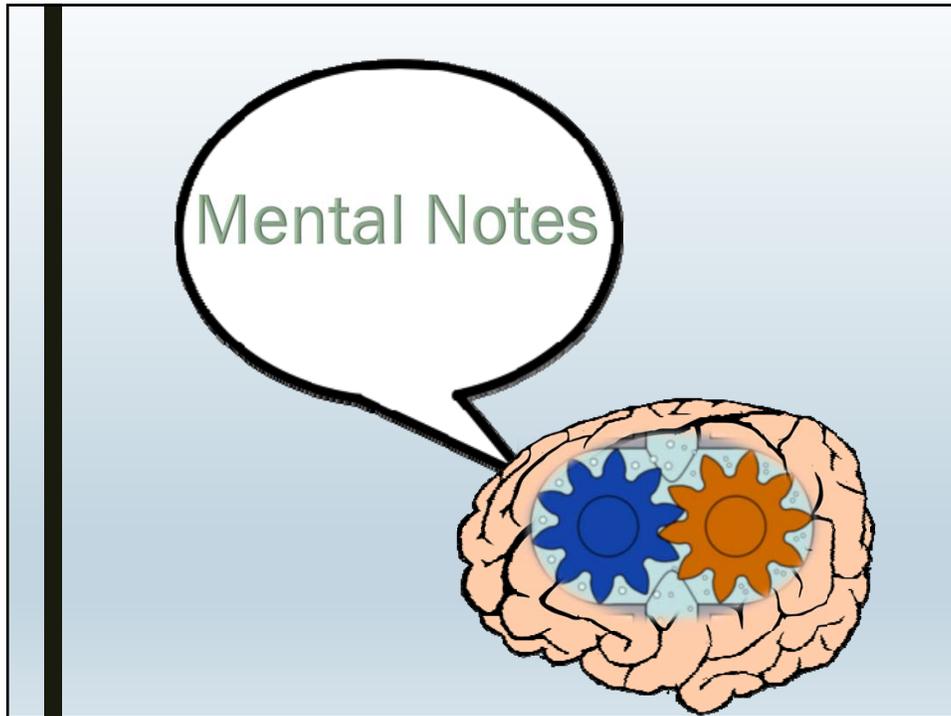
Presentation by:  
Jeff Wiese, Director  
Trial Court Management  
State Court Administration



REVENUE REPORT

FOLLOW  
THE MONEY

Presentation by:  
Jeff Wiese  
Director, Trial Court Management  
State Court Administration



## FINANCIAL REPORTS

### BUDGET AND EXPENDITURE REPORT

- Due January 20 after prior calendar year
- Itemizes all \$\$\$ spent such as salaries, office supplies, professional services



### REVENUE REPORT

- Due January 20 after prior calendar year
- Itemizes all \$\$\$ collected such as court costs, recordkeeping fees, probation user fees



# BUDGET AND EXPENDITURE REPORT



## □ REPORT SECTIONS

- *Section I – Personal Services – 10000 series*
  - Subsection A – Salaries and Wages
  - Subsection B – Fringe Benefits
  - Subsection C – Other Personal Services
  - Subsection D – Travel
- *Section II – Supplies – 20000 series*
- *Section III – Professional Services and Charges – 30000 series*
- *Section IV – Capital Outlays – 40000 series*
- *Mandated Funds*

Mental Notes

# BUDGET AND EXPENDITURE REPORT

## □ SECTION I – SUBSECTION A - SALARIES AND WAGES

- *Salary employees are defined as employees receiving same pay each pay period*
- *If courts share an employee, report the employee in only one of the court reports (if filing separately)*
- *If employee has two job duties, report under the line item with given title or under title with the majority of job responsibility*
- *If probation department or public defender office reports separately from court, do not report their expenditures on your report*
- *If two or more employees make same salary, they can be reported on one line*

Mental Notes

## BUDGET AND EXPENDITURE REPORT

Worksheet

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

SUBSECTION A: SALARIES AND WAGES

|  | Number of Employees | Actual 2015 Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|--|---------------------|--------------------------|-----------------------|----------------------|
| Judge(s) salary (part paid by local level) |                     |                          |                       |                      |
| Circuit Court                              |                     |                          |                       |                      |
| Superior Court                             |                     |                          |                       |                      |
| Probate Court                              |                     |                          |                       |                      |
| City, Town, Small Claims Court             |                     |                          |                       |                      |
| <b>1. Total Judge Salaries</b>             | 0                   | 0                        | 0                     | 0                    |

ICOR Online screen

BUDGET AND EXPENDITURES - MARION COMMISSIONERS COURT - 2015 ANNUAL

10000 - SubSection A: Salaries, Wages, And Fringe Benefits Save Close

Part 1

Subsection A: Salaries, Wages, And Fringe Benefits

1. Judge(s) salary (part paid by local level)

| Personnel Type | Additional Description | Number of Employees | 2015 Actual Expenditures | Total Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|----------------|------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|
| Select...      |                        | 0                   | \$0.00                   |                    | \$0.00                | \$0.00               |

Add Additional Salary

Mental Notes

## BUDGET AND EXPENDITURE REPORT

Right Way

Subsection A: Salaries, Wages, And Fringe Benefits

1. Judge(s) salary (part paid by local level)

| Personnel Type | Additional Description | Number of Employees | 2015 Actual Expenditures | Total Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|----------------|------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|
| Select...      |                        | 0                   | \$0.00                   |                    | \$0.00                | \$0.00               |

Add Additional Salary

2. Magistrate(s), Commissioner(s), Referee(s), Hearing Officer(s)

| Personnel Type  | Additional Description | Number of Employees | 2015 Actual Expenditures | Total Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|-----------------|------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|
| Commissioner(s) |                        | 2                   | \$60,000.00              | \$120,000.00       | \$120,000.00          | \$120,000.00         |
|                 |                        | 2                   | \$60,000.00              | \$120,000.00       | \$120,000.00          | \$120,000.00         |

Add Additional Salary

3. Court Reporter(s)

| Personnel Type               | Additional Description | Number of Employees | 2015 Actual Expenditures | Total Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|------------------------------|------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|
| Court Reporter               |                        | 3                   | \$90,000.00              | \$270,000.00       | \$90,000.00           | \$90,000.00          |
| <b>Court Reporter Totals</b> |                        | 3                   | \$90,000.00              | \$270,000.00       | \$90,000.00           | \$90,000.00          |

Add Additional Salary

Wrong Way

# BUDGET AND EXPENDITURE REPORT

## SECTION I – SUBSECTION A - SALARIES AND WAGES

- *Judicial Salaries paid at local level*
- *Judicial Officers*
  - Magistrates
  - Commissioners
  - Hearing Officers
- *Court Reporters*
- *Bailiffs*
- *Jury Commissioner and Staff*
- *Administrator and Staff*
- *Court Secretaries*
- *GAL/CASA*
- *Law Clerks and Interns*
- *Public Defender and staff*
- *Court Clerks*
- *Probation Officers*
- *Probation Office Staff*
- *Detention Center Staff*
- *Information Technology Staff*
- *Other Salaried Employees*

# BUDGET AND EXPENDITURE REPORT

## SECTION I – SUBSECTION B – FRINGE BENEFITS

- *Fringe benefits include:*
  - Vacation
  - Sick
  - PERF
  - Insurance
  - FICA
  - Training/subscriptions (this used to be separate line item in prior year reports)

**Benefits**  
Benefits provided to non-wage compens. Examples of these employer-provided benefits ca



# BUDGET AND EXPENDITURE REPORT

One Way

Subsection B: Fringe Benefits

17. Salaried Personnel - Fringe Benefits Paid

| Personnel Type  | Additional Description | Number of Employees | 2013 Actual Expenditures | Total Expenditures | 2014 Requested Budget | 2014 Approved Budget |
|---|------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|
| Courts - Salaried Personnel Fringe Benefits (specify benefit)         | Overtime               | 0                   | \$2,519.00               | \$2,519.00         | \$10,000.00           | \$10,000.00          |
| Courts - Salaried Personnel Fringe Benefits (specify benefit)         | FICA                   | 0                   | \$70,396.00              | \$70,396.00        | \$77,000.00           | \$77,000.00          |
| Courts - Salaried Personnel Fringe Benefits (specify benefit)         | PERF                   | 0                   | \$117,327.00             | \$117,327.00       | \$115,704.00          | \$115,704.00         |
| Courts - Salaried Personnel Fringe Benefits (specify benefit)         | Insurance              | 0                   | \$321,600.00             | \$321,600.00       | \$375,300.00          | \$375,300.00         |
| Administration - Salaried Personnel Fringe Benefits (specify benefit) | FICA                   | 0                   | \$5,432.00               | \$5,432.00         | \$5,432.00            | \$5,432.00           |
| Administration - Salaried Personnel Fringe Benefits (specify benefit) | PERF                   | 0                   | \$9,053.00               | \$9,053.00         | \$8,165.00            | \$8,165.00           |
| Administration - Salaried Personnel Fringe Benefits (specify benefit) | Insurance              | 0                   | \$12,864.00              | \$12,864.00        | \$15,012.00           | \$15,012.00          |
| Fringe Benefit Totals   |                        |                     | 0                        | \$538,191.00       | \$608,881.00          | \$608,881.00         |

Another Way

Subsection B: Fringe Benefits

17. Salaried Personnel - Fringe Benefits Paid

| Personnel Type  | Additional Description    | Number of Employees | 2013 Actual Expenditures | Total Expenditures | 2014 Requested Budget | 2014 Approved Budget |                |
|---|---------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|----------------|
| Courts - Salaried Personnel Fringe Benefits (specify benefit)             | Memberships               | 0                   | \$45,767.50              | \$45,767.50        | \$54,030.00           | \$54,030.00          |                |
| Courts - Salaried Personnel Fringe Benefits (specify benefit)             | Periodicals/Subscriptions | 0                   | \$77,598.04              | \$77,598.04        | \$55,536.87           | \$55,536.87          |                |
| Probation Dept. - Salaried Personnel Fringe Benefits (specify benefit)    | Health, FICA, PERF, Life  | 227                 | \$6,487.12               | \$1,472,876.24     | \$1,542,452.46        | \$1,100,506.46       |                |
| Juvenile Detention - Salaried Personnel Fringe Benefits (specify benefit) | Health, FICA PERF, Life   | 78                  | \$5,524.63               | \$430,921.54       | \$388,764.33          | \$388,764.33         |                |
| Courts - Salaried Personnel Fringe Benefits (specify benefit)             |                           | 342                 | \$7,550.63               | \$2,882,315.46     | \$1,748,420.23        | \$1,748,420.23       |                |
| Fringe Benefit Totals   |                           |                     | 647                      | \$143,027.92       | \$4,609,279.30        | \$2,800,091.89       | \$2,418,268.89 |

# BUDGET AND EXPENDITURE REPORT

SECTION I – SUBSECTION C – OTHER PERSONAL SERVICES

- *Per Diem – for Cases Venued Out*
- *Judge(s) Pro Tem/Temp Judges*



## BUDGET AND EXPENDITURE REPORT

### SECTION I – SUBSECTION D – TRAVEL

- Per Diem – Travel*
- Transportation*
- Lodging*
- Public Defense Travel Expenditures*
- Other Travel Expenditures*



## BUDGET AND EXPENDITURE REPORT

### SECTION II – SUPPLIES

- Office Supplies*
- Operating Supplies*
- Repair and Maintenance Supplies*
- Other Material and Supplies*



## BUDGET AND EXPENDITURE REPORT

### SECTION III – PROFESSIONAL SERVICE AND CHARGES

- Per Diem – Grand Jurors
- Per Diem – Petit Jurors
- Juror Lodging and Meals
- Witness Fees
- Medical and Psychiatric Services
- Pauper Attorney on Case by Case Basis
- Court Interpreter Fees (other than indigent cases)
- Other Indigent Expenses
- Other Probation Expenses
- Other Juvenile Expenses
- Telephone Services
- Utility services (other than telephone)
- Contract Printing Costs
- Insurance (other than group employee benefits)
- Rentals (include leasing and service for office equip. do not include computers)
- Rental of Computers/Hardware (include service contracts)
- Software (licensing/purchasing)
- Postage
- Shipping and Freight



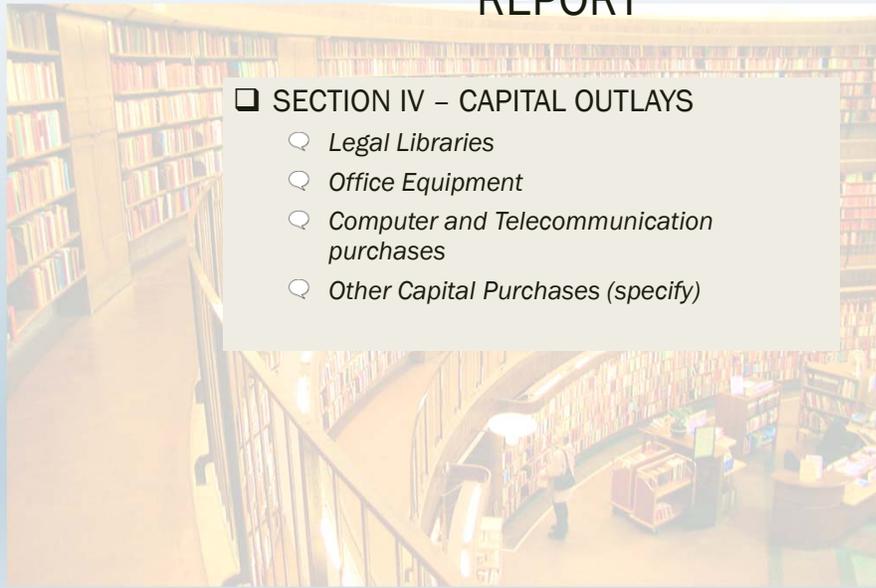
## BUDGET AND EXPENDITURE REPORT

### SECTION III – OTHER PROFESSIONAL SERVICES AND CHARGES

- Line 20 - Other:
  - Hourly employees that work different hours each pay period
  - Emergency employees
  - Any other service or charge not listed already in this section



## BUDGET AND EXPENDITURE REPORT



- ❑ SECTION IV – CAPITAL OUTLAYS
  - *Legal Libraries*
  - *Office Equipment*
  - *Computer and Telecommunication purchases*
  - *Other Capital Purchases (specify)*

## BUDGET AND EXPENDITURE REPORT



- ❑ MANDATED FUNDS
  - *Expenditures authorized through a mandate because the amount was not covered by the original budget*
    - Not a mandate if judge requests the amount and the council says ok
    - Is a mandate if Trial Rule 60.5 is followed
    - Report actual amount mandated and list line item of budget report for the expenditure
    - List any attorney fees incurred by the county or court



## REVENUE REPORT

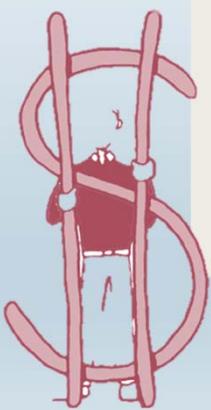


### □ REPORT SECTIONS

- *Fees assessed by statute and distributed to the level required depending on the case type, the decision by the Judge and the programs within your county*
  - State Level Funds
  - County Level Funds
  - Local Level Funds

Mental Notes

## REVENUE REPORT



- **COURT COSTS – LINE 1**
  - *Basic expense for filing a case and the basic cost assessed by court upon a conviction in a criminal case or judgment in an infraction or ordinance violation*
    - Instances where court costs are not charged include post conviction relief, certain estate cases and certain miscellaneous cases

Mental Notes

## REVENUE REPORT

- **COURT COSTS – LINE 1**
  - *Court Costs collected in circuit and superior courts are distributed as follows:*
    - 70% to State Level
    - 27% to County Level
    - 3% to Local Level

- **COURT COSTS – LINE 1**
  - *Court Costs collected in city or town courts are distributed as follows:*
    - 55% to State Level
    - 20% to County Level
    - 25% to Local Level

## REVENUE REPORT

REVENUE FEES (CONT.)

- Judicial Salaries Fee*
  - State Portion
  - Local Portion
- Fines and Forfeitures*
- Vehicle License Fee*
- Judicial Insurance Adjustment Fee*
- Public Defense Admin. Fee*
- Reimbursements to DNR*
- Drug Abuse, Prosecution, Interdiction Fee*
  - State Portion
  - County Portion
- Countermeasures Fee*
  - State Portion
  - County Portion
- Domestic Violence and Treatment Fee*
- Document Storage Fee*

Mental Notes

## REVENUE REPORT

LINE 4 - INFRACTION JUDGMENT COLLECTIONS

- Penalties collected for *infractions* with statewide applicability

LINE 33 - CIVIL PENALTIES FOR LOCAL ORDINANCE VIOLATION

- Penalties collected for local *ordinance violations* whether county wide or city/town



Mental Notes

## REVENUE REPORT

**LINE 14 - PRETRIAL DIVERSION FEE**

- ☞ *Pretrial Diversion fee - \$120 is reported on line 1 as court cost*
- ☞ *The initial user fee of \$50 and the \$10 monthly fee are totaled and reported on line 14*
- ☞ *Don't forget to assess automated record keeping fee - reported on line 27*

**LINE 15 - DEFERRAL PROGRAM FEE**

- ☞ *Deferral fee is assessed in lieu of standard court costs when there is a deferral program for infractions and ordinance violations. Report initial user fee and monthly fee on this line*
- ☞ *If it is a moving traffic violation, additional cost of \$70 which is considered court cost - reported on line 1*
- ☞ *Don't forget to assess automated record keeping fee - reported on line 27*

## REVENUE REPORT

**REVENUE FEES (CONT.)**

- ☞ *Problem Solving Court Services Fee*
- ☞ *Small Claims Service Fee*
- ☞ *Pro Bono Legal Services Fee*
- ☞ *Additional Garnishee Defendants Service Fee*
- ☞ *Adult Probation User Fee*
- ☞ *Highway Work Zone Fee*
- ☞ *Juvenile Probation User Fee*
- ☞ *Safe School Fee*
- ☞ *Supplemental Public Defender Fee*
- ☞ *Civil Action Service Fee*

Mental Notes

## REVENUE REPORT

- ▣ **LINE 27 – AUTOMATED RECORDKEEPING FEE**
  - *Starting July 1, 2015 to June 30, 2017, fee is \$19*
  - *Three lines for reporting automated recordkeeping fees*
    - Line A - record keeping fees other than pretrial and diversion fees
    - Line B - Pretrial and deferral fees
    - Line C - \$2 of the \$7 automated recordkeeping fees collected in each case other than deferral program and pretrial diversion cases through May 7, 2015 (non-Odyssey system users)
    - All automated recordkeeping fees collected after May 7, 2015 will be reported on lines A or B

Mental Notes

## REVENUE REPORT

Odyssey Users

- ▣ **LINE 27 – AUTOMATED RECORDKEEPING FEES**
  - *Report 100% of Automated Recordkeeping Fees collected in all cases other than deferral and pretrial diversion*

Non - Odyssey Users

- ▣ **LINE 27 – AUTOMATED RECORDKEEPING FEES**
  - *Report \$5 of \$7 Automated Recordkeeping Fees collected in all cases other than deferral and pretrial diversion through May 7, 2015*
  - *After May 7, 2015, report all recordkeeping fees on this line other than deferral and pretrial diversion (\$7 from May 7, 2015 to June 30, 2015 and \$19 after July 1, 2015)*



Line A

## REVENUE REPORT

**Mental Notes**

| Odyssey Users  | Non - Odyssey Users  |
|--|--|
| <input type="checkbox"/> <b>LINE 27 –<br/>AUTOMATED<br/>RECORDKEEPING<br/>FEES</b><br><br><i>Report \$5 of<br/>Automated<br/>Recordkeeping Fees<br/>collected in all cases<br/>for deferral and<br/>pretrial diversion</i> | <input type="checkbox"/> <b>LINE 27 –<br/>AUTOMATED<br/>RECORDKEEPING<br/>FEES</b><br><br><i>Report \$5 of<br/>Automated<br/>Recordkeeping Fees<br/>collected in all cases<br/>for deferral and<br/>pretrial diversion</i> |

## REVENUE REPORT

**Mental Notes**

| Odyssey Users   | Non - Odyssey Users  |
|---|--|
| <input type="checkbox"/> <b>LINE 27 –<br/>AUTOMATED<br/>RECORDKEEPING<br/>FEES</b><br><br><i>Do not use</i> | <input type="checkbox"/> <b>LINE 27 –<br/>AUTOMATED<br/>RECORDKEEPING<br/>FEES</b><br><br><i>Report \$2 of \$7 of<br/>Automated<br/>Recordkeeping Fees<br/>collected in all cases<br/>through May 7,<br/>2015.</i><br><br><i>After May 7, 2015,<br/>use this line only for<br/>reporting fees<br/>assessed before July<br/>1, 2015</i> |

## REVENUE REPORT

REVENUE FEES (CONT.)

- DNA Sample Processing Fee
- Sexual Assault Victims Assistance Fee
- Support Fee
- Guardian Ad Litem/Special Advocate Fee
- Alternative Dispute Resolution Fee
- Bond Administration Fee
- Late Surrender Fee
- Late Payment Fee
- Document Fee
- Document Storage Fee
- Marijuana Eradication Program Fee
- Jury Fee
- Alcohol and Drug Services Fee
- Law Enforcement Continuing Ed. Fee
- Special Death Benefits Fee
- Interest on Investment
- IntraState Transfer Probation Fee
- Youth Tobacco Civil Penalty
- Other

## REVENUE REPORT

Mental Notes

ODYSSEY USERS AND THE REVENUE REPORT

- Similar to QCSR reporting, import available from Odyssey to Revenue Report for all courts of record in county under the Circuit Court reporting ID
  - Only the Circuit Court reports Revenue in the county
  - City/Town Courts report their own Revenue
  - A detailed Excel document reports
    - what fee was collected for each court
    - the line it was imported to – state, county or local level
    - the case number for the revenue collected
- Court Technology Staff gets the thank you




# REVENUE REPORT



| Court Cod | NodeID | Court                    | CaseID   | CaseNum   | FeeCode | Column      | Amount | ReportLine   |
|-----------|--------|--------------------------|----------|-----------|---------|-------------|--------|--|
| 46C01     | 4611   | LaPorte Superior Court 3 | 21577034 | 46003-15C | IFJDGCR | State Porti | 5      | 4. Infraction Judgement Collections                  |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | HWZCR   | State Porti | 0.5    | 24. Highway Work Zone Fee                            |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | CCSCR   | State Porti | 49     | 1. Court Costs A) State Portion                      |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | CCSCR   | County Po   | 18.9   | 1. Court Costs B) County Portion                     |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | CCLCR   | Local Porti | 2.1    | 1. Court Costs C) City Portion                       |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | IFJDGCR | State Porti | 31.5   | 4. Infraction Judgement Collections                  |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | ARKCR   | State Porti | 7      | 27. A) Automated Recordkeeping Fee                   |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | CAFCR   | State Porti | 5      | 7. Court Administration Fee                          |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | DSFCR   | County Po   | 2      | 38. Document Storage Fee                             |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | JIACR   | State Porti | 1      | 6. Judicial Insurance Adjustment Fee                 |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | JISCR   | State Porti | 20     | 2. Judicial Salaries Fee A) State Portion            |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | PDACR   | State Porti | 5      | 8. Public Defense Administration Fee                 |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | DNACR   | State Porti | 2      | 28. DNA Sample Processing Fee                        |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | JURYCR  | County Po   | 2      | 40. Jury Fee   |
| 46C01     | 4611   | LaPorte Superior Court 3 | 10361788 | 46003-04C | LAPRT   | County Po   | 4      | 42. Law Enforcement Continuing Education Program Fee |
| 46C01     | 4611   | LaPorte Superior Court 4 | 21569188 | 46004-15C | IFJDGCR | State Porti | 31.5   | 4. Infraction Judgement Collections                  |
| 46C01     | 4611   | LaPorte Superior Court 4 | 21759251 | 46004-15C | DSFCV   | County Po   | 5      | 38. Document Storage Fee                             |
| 46C01     | 4611   | LaPorte Superior Court 4 | 21759251 | 46004-15C | ARKCV   | State Porti | 19     | 27. A) Automated Recordkeeping Fee                   |
| 46C01     | 4611   | LaPorte Superior Court 4 | 21759251 | 46004-15C | PDACV   | State Porti | 5      | 8. Public Defense Administration Fee                 |

Mental Notes

# FINANCIAL REPORTS

## 2016 Forms & Instructions

### ICOR Administrative Forms and Application Guides

Document/Form

[Report on Court Revenue Application Guide](#) REVISED DECEMBER 2014

[Marion County Small Claims Courts' Report on Court Revenue Application Guide](#) REVISED OCTOBER 2015

[Report on Court Budget & Expenditures Application Guide](#) REVISED JANUARY 2016

[Judicial Authorization for Court Report Preparation](#) FILLABLE FORM

### QCSR & Statistical Reporting Forms

*(Covering the 2016 Calendar Year)*

Document/Form

[QCSR Form](#)

[Small Claims QCSR Form](#)

[Report on Court Revenue](#)

[Small Claims Report on Court Revenue](#)

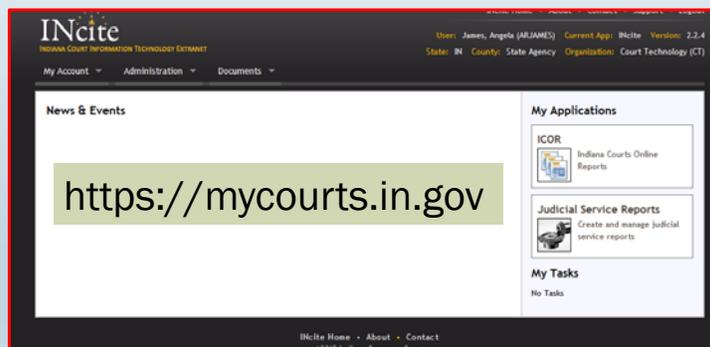
[Report on Court Budget and Expenditures](#)

<http://www.in.gov/judiciary/admin/3314.htm>

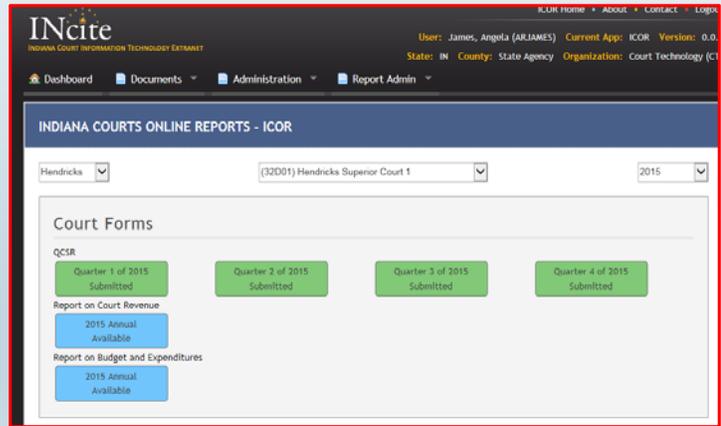
# ICOR INDIANA COURTS ONLINE REPORTS



# ICOR INDIANA COURTS ONLINE REPORTS



# ICOR INDIANA COURTS ONLINE REPORTS



Mental Notes

# ICOR INDIANA COURTS ONLINE REPORTS

☐ REVENUE

☐ BUDGET AND EXPENDITURE



☉ Person who saves report last will have their preparer information listed

# ICOR

## INDIANA COURTS

### ONLINE REPORTS

Mental Notes

- ✓ Preparer
- ✓ 10000 - SubSection A: Salaries, Wages, and Fringe Benefits Part 1
- ✓ 10000 - SubSection A: Salaries, Wages, and Fringe Benefits Part 2

#### 20000 - Supplies Close

**Section II - Supplies (20000 Series)**

|                                    | 2015 Actual Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|------------------------------------|--------------------------|-----------------------|----------------------|
| 1. Office Supplies                 | \$2,459.85               | \$2,500.00            | \$2,500.00           |
| 2. Operating Supplies              | \$0.00                   | \$1,000.00            | \$1,000.00           |
| 3. Repair and Maintenance Supplies | \$472.26                 | \$1,000.00            | \$1,000.00           |
| 4. Other Materials and Supplies    | \$6,000.00               | \$6,000.00            | \$6,000.00           |
| <b>Total Supplies</b>              | <b>\$8,962.11</b>        | <b>\$10,500.00</b>    | <b>\$10,500.00</b>   |

Step Back
Step Forward

# ICOR

## INDIANA COURTS

### ONLINE REPORTS

Mental Notes

- ✓ Preparer
- ✓ 10000 - SubSection A: Salaries, Wages, and Fringe Benefits Part 1
- ✓ 10000 - SubSection A: Salaries, Wages, and Fringe Benefits Part 2
- ✓ 10000 - SubSection B: Fringe Benefits
- ✓ 10000 - SubSection C: Other Personal Services
- ✓ 10000 - SubSection D: Travel
- ✓ 20000 - Supplies
- ✓ 30000 - Professional Services and Charges
- ✓ 40000 - Capital Outlays and Summary

#### Review

Submit
Close

Report on Budget and Expenditures - Hendricks Superior Court 1 - 2015 Annual

**REPORT ON BUDGET AND EXPENDITURES**

This is due for the reporting year: Jan 1, 2015 - Dec 31, 2015  
Due: January 20, 2016

|  |  |   |
|--|--|---|
| <b>Court Information</b>               | Hendricks Superior Court 1   |  <p style="font-size: x-small;">STATE COURT ADMINISTRATION</p> |
| Court Code                             | 12201  |   |
| County                                 | Hendricks  |   |
| <b>Preparer Information</b>            | Updated By: <u>Angela R. Jones</u><br>Updated Date: <u>Friday, April 08, 2016 11:25:04 AM</u><br>Report Status: <u>Draft</u><br>Email Address: <u>angela.james@courts.in.gov</u> |   |
| <b>Report Verification Information</b> | Name of Presiding Judge: <u>SSJ</u><br>Courts (select all that apply): _____   |   |

**Note 1:** Each county's Probation Department, Juvenile Detention Center or Public Defender's Office **MUST** submit individual reports.

**Note 2:** Include ALL expenditures regardless of the source of the 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.

**Subsection A: Salaries, Wages, And Fringe Benefits**

1. Judge(s) salary (part paid by local level)

| Personnel Type | Additional Description | Number of Employees | 2015 Actual Expenditures | Total Expenditures | 2016 Requested Budget | 2016 Approved Budget |
|----------------|------------------------|---------------------|--------------------------|--------------------|-----------------------|----------------------|
| No Selection   |                        | 0                   | \$0.00                   | \$0.00             | \$0.00                | \$0.00               |

20

Mental Notes

## ICOR INDIANA COURTS ONLINE REPORTS

- Your report can be submitted with warning icons
- Reports with errors – red entry cells – cannot be submitted until all entries have been corrected

Warning icons

- Preparer
- Criminal Part 1
- Criminal Part 2, Civil Violations
- Juvenile
- Civil Part 1
- Civil Part 2
- Part V
- Part VI
- Review

Entry errors

- Preparer
- Section 1
- Review

Mental Notes

## ICOR INDIANA COURTS ONLINE REPORTS

Preparer

**REPORT ON COURT REVENUE**  
For Use By Circuit, Superior, Probate, City & Town Courts  
This is due for the reporting year: Jan 1, 2015 - Dec 31, 2015  
Due: January 20, 2016

Court Information: Hendricks Circuit Court, 22C01, Hendricks

Preparer Information: Prepared Date, Report Status, Email Address (chaines@co.hendr...

Report Verification Information: Name of Presiding Judge (Judge Daniel Zielinski, Judge Robert Freese, Judge Rhett Stuard, Judge Karen Love, Judge Mark Smith, Judge Stephanie LeMay-Luken)

Courts (select all that apply): Hendricks Circuit Court, Hendricks Superior Court 1, Hendricks Superior Court 2

STATE COURT ADMINISTRATION

## NEED HELP?

Jeff Wiese  
[jeffrey.wiese@courts.in.gov](mailto:jeffrey.wiese@courts.in.gov)  
317-232-2542

Angie James  
[angela.james@courts.in.gov](mailto:angela.james@courts.in.gov)  
317-232-2542

Helpdesk  
[helpdesk@courts.in.gov](mailto:helpdesk@courts.in.gov)  
1-888-275-5822



## FINANCIAL REPORTS

Great session  
on Stats today!!



# REPORT ON COURT REVENUE

(For use by Circuit, Superior, Probate, City & Town Courts)  
**THIS REPORT COVERS THE PERIOD OF: JAN. 1 – DEC. 31, 2016**  
[www.courts.in.gov](http://www.courts.in.gov)



STATE COURT ADMINISTRATION

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

| Fee   | To State Level Funds<br>(General & Specific) | To County Level Funds<br>(General & Specific) | To City/Town/Township Level Funds<br>(General & Specific) |
|---|--|---|---|
| 1. Court Costs  |  |   |   |
| A) State Portion  |  |   |   |
| B) County Portion   |  |   |   |
| C) City/Town/Township Portion                                 |  |   |   |
| 2. Judicial Salaries Fee                                      |  |   |   |
| A) State Portion  |  |   |   |
| B) Local Portion  |  |   |   |
| 3. Fines and Forfeitures                                      |  |   |   |
| 4. Infraction Judgment Collections                            |  |   |   |
| 5. Vehicle License Fee  |  |   |   |
| 6. Judicial Insurance Adjustment Fee                          |  |   |   |
| 7. Court Administration Fee                                   |  |   |   |
| 8. Public Defense Administration Fee                          |  |   |   |
| 9. Reimbursements to DNR                                      |  |   |   |
| 10. Drug Abuse, Prosecution, Interdiction, and Correction Fee |  |   |   |
| A) State Portion*   |  |   |   |
| B) County Portion**   |  |   |   |

| Fee   | To State Level Funds<br>(General & Specific) | To County Level Funds<br>(General & Specific) | To City/Town/Township Level Funds<br>(General & Specific) |
|---|--|---|---|
| 11. Countermeasures Fee   |  |   |   |
| A) State Portion*   |  |   |   |
| B) County Portion**   |  |   |   |
| 12. Child Abuse Prevention Fee                                  |  |   |   |
| 13. Domestic Violence and Treatment Fee*                        |  |   |   |
| 14. Pretrial Diversion Fee**                                    |  |   |   |
| 15. Deferral Program Fee**                                      |  |   |   |
| 16. Problem Solving Court Services Fee**                        |  |   |   |
| 17. Pro Bono Legal Services Fee                                 |  |   |   |
| 18. Adult Probation User Fee                                    |  |   |   |
| 19. Juvenile Probation User Fee                                 |  |   |   |
| 20. Supplemental Public Defender Fee                            |  |   |   |
| 21. Civil Action Service Fee                                    |  |   |   |
| 22. Small Claims Service Fee                                    |  |   |   |
| 23. Additional Garnishee Defendants Service Fee                 |  |   |   |
| 24. Highway Work Zone Fee*                                      |  |   |   |
| 25. Worksite Speed Limit Judgment                               |  |   |   |
| 26. Safe School Fee*  |  |   |   |
| 27. A) Automated Recordkeeping Fee*                             |  |   |   |
| B) Automated Recordkeeping Fee*<br>(Deferred/Diverted Program)  |  |   |   |
| C) Automated Recordkeeping Fee*<br>(Kept by non-Odyssey County) |  |   |   |
| 28. DNA Sample Processing Fee                                   |  |   |   |
| 29. Sexual Assault Victims Assistance Fee                       |  |   |   |
| 30. Support Fee   |  |   |   |

| Fee  | To State Level Funds (General & Specific) | To County Level Funds (General & Specific) | To City/Town/Township Level Funds (General & Specific) |
|--|---|--|--|
| 31. Guardian Ad Litem or Special Advocate Fee          |   |  |  |
| 32. Alternative Dispute Resolution Fee                 |   |  |  |
| 33. Civil Penalties for Local Ordinance Violations     |   |  |  |
| 34. Bond Administration Fee                            |   |  |  |
| 35. Late Surrender Fee                                 |   |  |  |
| 36. Late Payment Fee                                   |   |  |  |
| 37. Document Fee                                       |   |  |  |
| 38. Document Storage Fee                               |   |  |  |
| 39. Marijuana Eradication Program Fee**                |   |  |  |
| 40. Jury Fee**   |   |  |  |
| 41. Alcohol & Drug Services Fee**                      |   |  |  |
| 42. Law Enforcement Continuing Education Program Fee** |   |  |  |
| 43. Special Death Benefits Fee                         |   |  |  |
| 44. Interest on Investments                            |   |  |  |
| 45. Mortgage Foreclosure Fee                           |   |  |  |
| 46. IntraState Probation Transfer Fee                  |   |  |  |
| 47. Youth Tobacco Civil Penalty                        |   |  |  |
| 48. Other ***  |   |  |  |
| <b>GRAND TOTALS</b>                                    |   |  |  |

\*State User Fee Fund

\*\*County or Local User Fee Fund

\*\*\* Other - Please Specify: \_\_\_\_\_

**Copies of this form and instructions are available on-line at:**

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

**To obtain your password, please contact the Court Technology Helpdesk at 1-888-275-5822**

**REPORT ON COURT BUDGET AND EXPENDITURES WORKSHEET**  
**THIS REPORT COVERS THE PERIOD OF: JAN. 1ST - DEC. 31ST, 2016**

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



STATE COURT ADMINISTRATION

**NOTE 1:** Each county's Probation Department, Juvenile Detention Center or Public Defender's Office **MUST** submit individual reports.

**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<br>Employees | Actual 2016<br>Expenditures | 2017<br>Requested<br>Budget | 2017<br>Approved Budget |
|--|------------------------|-----------------------------|-----------------------------|-------------------------|
| Judge(s) salary (part paid by local level)   |                        |                             |                             |                         |
| Circuit Court  |                        |                             |                             |                         |
| Superior Court   |                        |                             |                             |                         |
| Probate Court  |                        |                             |                             |                         |
| City, Town, Small Claims Court   |                        |                             |                             |                         |
| <b>1. Total Judge Salaries</b>   | 0                      | 0                           | 0                           | 0                       |
| Magistrate(s)  |                        |                             |                             |                         |
| Commissioner(s)  |                        |                             |                             |                         |
| Referee(s)   |                        |                             |                             |                         |
| Hearing Officer(s)   |                        |                             |                             |                         |
| <b>2. Total Magistrate(s),<br/>Commissioner(s), Referee(s),<br/>Hearing Officer(s)</b> | 0                      | 0                           | 0                           | 0                       |

|   | Number of Employees | Actual 2016 Expenditures | 2017 Requested Budget | 2017 Approved Budget |
|---|---------------------|--------------------------|-----------------------|----------------------|
| Court Reporter                              |                     |                          |                       |                      |
| Court Reporter                              |                     |                          |                       |                      |
| Court Reporter                              |                     |                          |                       |                      |
| <b>3. Total Court Reporters</b>             | 0                   | 0                        | 0                     | 0                    |
| Bailiff                                     |                     |                          |                       |                      |
| Bailiff                                     |                     |                          |                       |                      |
| <b>4. Total Bailiffs</b>                    | 0                   | 0                        | 0                     | 0                    |
| Jury Commissioner                           |                     |                          |                       |                      |
| Jury Commissioner Staff                     |                     |                          |                       |                      |
| <b>5. Total Jury Commissioner and Staff</b> | 0                   | 0                        | 0                     | 0                    |
| Administrator                               |                     |                          |                       |                      |
| Administrator Staff                         |                     |                          |                       |                      |
| <b>6. Total Administrator Staff</b>         | 0                   | 0                        | 0                     | 0                    |
| Court Secretary                             |                     |                          |                       |                      |
| Court Secretary                             |                     |                          |                       |                      |
| <b>7. Total Court Secretaries</b>           | 0                   | 0                        | 0                     | 0                    |
| GAL/CASA Director                           |                     |                          |                       |                      |
| GAL/CASA Staff                              |                     |                          |                       |                      |
| <b>8. Total GAL/CASA</b>                    | 0                   | 0                        | 0                     | 0                    |
| Law Clerk(s)                                |                     |                          |                       |                      |
| Intern(s)                                   |                     |                          |                       |                      |
| <b>9. Total Law Clerk(s)/Intern(s)</b>      | 0                   | 0                        | 0                     | 0                    |

|   | Number of Employees | Actual 2016 Expenditures | 2017 Requested Budget | 2017 Approved Budget |
|---|---------------------|--------------------------|-----------------------|----------------------|
| Chief Public Defender                             |                     |                          |                       |                      |
| Deputy Public Defender                            |                     |                          |                       |                      |
| Deputy Public Defender                            |                     |                          |                       |                      |
| Public Defender Staff                             |                     |                          |                       |                      |
| <b>10. Total Public Defender and Staff</b>        | 0                   | 0                        | 0                     | 0                    |
| Court Clerk                                       |                     |                          |                       |                      |
| Court Clerk                                       |                     |                          |                       |                      |
| Court Clerk                                       |                     |                          |                       |                      |
| <b>11. Total Court Clerks</b>                     | 0                   | 0                        | 0                     | 0                    |
| Chief Probation Officer                           |                     |                          |                       |                      |
| Probation Officer                                 |                     |                          |                       |                      |
| Probation Officer                                 |                     |                          |                       |                      |
| Probation Officer                                 |                     |                          |                       |                      |
| Probation Officer                                 |                     |                          |                       |                      |
| Probation Officer                                 |                     |                          |                       |                      |
| Probation Officer                                 |                     |                          |                       |                      |
| <b>12. Total Probation Officers*</b>              | 0                   | 0                        | 0                     | 0                    |
| Probation Office Staff                            |                     |                          |                       |                      |
| Probation Office Staff                            |                     |                          |                       |                      |
| Probation Office Staff                            |                     |                          |                       |                      |
| <b>13. Total Probation Office*</b>                | 0                   | 0                        | 0                     | 0                    |
| 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         |                     |                          |                       |                      |

|  | Number of Employees | Actual 2016 Expenditures | 2017 Requested Budget | 2017 Approved Budget |
|--|---------------------|--------------------------|-----------------------|----------------------|
| Juvenile Detention Center Activity/Program Staff |                     |                          |                       |                      |
| Juvenile Detention Center Other (specify)        |                     |                          |                       |                      |
| <b>14. Total Detention Center Staff</b>          | 0                   | 0                        | 0                     | 0                    |
| Information Technology Officer                   |                     |                          |                       |                      |
| Information Technology Staff                     |                     |                          |                       |                      |
| <b>15. Total Information Technology</b>          | 0                   | 0                        | 0                     | 0                    |
| Other Salaried Employee (Specify)                |                     |                          |                       |                      |
| Other Salaried Employee (Specify)                |                     |                          |                       |                      |
| Other Salaried Employee (Specify)                |                     |                          |                       |                      |
| <b>16. Total Other Salaried Employee</b>         | 0                   | 0                        | 0                     | 0                    |
| <b>Total Salaries and Wages</b>                  | 0                   | 0                        | 0                     | 0                    |

**SUBSECTION B: FRINGE BENEFITS**

|   |   |   |   |   |
|---|---|---|---|---|
| Salaried Personnel Fringe Benefits-Courts (specify benefit)             |   |   |   |   |
| Salaried Personnel Fringe Benefits-Administration (specify benefit)     |   |   |   |   |
| Salaried Personnel Fringe Benefits-Probation Dept. (specify benefit)    |   |   |   |   |
| Salaried Personnel Fringe Benefits-Juvenile Detention (specify benefit) |   |   |   |   |
| Salaried Personnel Fringe Benefits-Public Defender (specify benefit)    |   |   |   |   |
| Other Non-Salaried Personnel Fringe Benefits (specify benefit)          |   |   |   |   |
| <b>Total Employee Fringe Benefits Paid</b>                              | 0 | 0 | 0 | 0 |

|  |   |   |   |   |
|--|---|---|---|---|
| <b>Total Personal Salaries, Wages and Fringe Benefits (add Totals for Subsections A and B)</b> | 0 | 0 | 0 | 0 |
|--|---|---|---|---|

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

**SUBSECTION C: OTHER PERSONAL SERVICES**

|                                      | Actual 2016<br>Expenditures | 2017<br>Requested<br>Budget | 2017<br>Approved Budget |
|--------------------------------------|-----------------------------|-----------------------------|-------------------------|
| 1. Per Diem - for Cases Venued Out   |                             |                             |                         |
| 2. Judge(s) Pro Tem/Temp. Judge(s)   |                             |                             |                         |
| <b>Total Other Personal Services</b> | 0                           | 0                           | 0                       |

**SUBSECTION D: TRAVEL**

|                                       | Actual 2016<br>Expenditures | 2017<br>Requested<br>Budget | 2017<br>Approved Budget |
|---------------------------------------|-----------------------------|-----------------------------|-------------------------|
| 1. Per diem - travel                  |                             |                             |                         |
| 2. Transportation                     |                             |                             |                         |
| 3. Lodging                            |                             |                             |                         |
| 4. Public Defense Travel Expenditures |                             |                             |                         |
| 5. 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 |
|--|---|---|---|

**SECTION II: SUPPLIES (20000 series)**

|                                    | Actual 2016<br>Expenditures | 2017<br>Requested<br>Budget | 2017<br>Approved Budget |
|------------------------------------|-----------------------------|-----------------------------|-------------------------|
| 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 2016<br/>Expenditures</b> | <b>2017<br/>Requested<br/>Budget</b> | <b>2017<br/>Approved Budget</b> |
|---|-------------------------------------|--------------------------------------|---------------------------------|
| 1. Per Diem - Grand Jurors  |                                     |                                      |                                 |
| 2. Per Diem - Petit Jurors  |                                     |                                      |                                 |
| 3. Juror lodging and meals  |                                     |                                      |                                 |
| 4. Witness Fees   |                                     |                                      |                                 |
| 5. Medical and Psychiatric Services   |                                     |                                      |                                 |
| 6. Pauper Attorney on Case-by-Case Basis/<br>Contract Basis   |                                     |                                      |                                 |
| 7. Court Interpreter Fees (other than indigent<br>criminal defense cases)                                       |                                     |                                      |                                 |
| 8. Other Indigent Expenses (Depositions,<br>Transcripts, Investigations, Language<br>Interpretation, etc.)      |                                     |                                      |                                 |
| 9. Other Probation Department Office<br>Expenses (contract, drug testing, etc.)                                 |                                     |                                      |                                 |
| 10. Other Juvenile Detention Center Expenses  |                                     |                                      |                                 |
| 11. Telephone Services  |                                     |                                      |                                 |
| 12. Utility services other than telephone   |                                     |                                      |                                 |
| 13. Contract printing costs   |                                     |                                      |                                 |
| 14. Insurance other than group employee benefits  |                                     |                                      |                                 |
| 15. Rentals (include leasing and service contracts<br>for office equipment; exclude computers and<br>software.) |                                     |                                      |                                 |
| 16. Rental of computers/hardware (Include<br>service contracts)   |                                     |                                      |                                 |
| 17. Software - licensing/purchasing (Include<br>service contracts)  |                                     |                                      |                                 |
| 18. Postage   |                                     |                                      |                                 |
| 19. Shipping and Freight  |                                     |                                      |                                 |
| 20. Other services and charges (Please specify)   |                                     |                                      |                                 |
| <b>TOTAL PROFESSIONAL SERVICES AND<br/>CHARGES</b>  | 0                                   | 0                                    | 0                               |

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

|  | <b>Actual 2016<br/>Expenditures</b> | <b>2017<br/>Requested<br/>Budget</b> | <b>2017<br/>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 |
|---|---|---|---|

**MANDATED FUNDS**

Please indicate below how much of the actual expenditures reported in the foregoing categories was a result of the court mandating such expenditures by written order. To do so, list each specific item for which funds were mandated and the amount mandated.

| Section, Subsection (if applicable), Line item number | FUNDS MANDATED IN 2016 |                       |                   |
|---|------------------------|-----------------------|-------------------|
|   | Amount                 | Court Attorney's Fees | County Attorney's |
| _____   | \$ _____               | \$ _____              | \$ _____          |
| _____   | \$ _____               | \$ _____              | \$ _____          |
| _____   | \$ _____               | \$ _____              | \$ _____          |
| _____   | \$ _____               | \$ _____              | \$ _____          |
| _____   | \$ _____               | \$ _____              | \$ _____          |

**NOTE:** Please be sure that the mandated funds are reflected in the Expenditures portion of the Report under the appropriate category.

**Copies of this worksheet are also available on-line at:**  
[www.courts.in.gov](http://www.courts.in.gov)

**To obtain your password, please contact the Court Technology Helpdesk at 1-888-275-5822**