**Example County Third Quarter Financial Information**

Complete the preparer’s information and county profile information on the first tab. Mark the “chief”, “self-insured” and the “office” box.

Chief Public Defender (1.0) $40,966.94 Salaried  
Benefits (excl health ins) $8,288.03  
Self-Insured Health Care Exp (f) $6,904.80

Enter the attorney information on the Form II tab. Make sure to use correct FTE! Use the Self-Insurance tab to determine how much of the health care expenses are eligible. (s = single, f = family)

Attorney 1 (1.0) $32,777.96 Salaried  
Benefits (excl health ins) $6,631.32  
Self-Insured Health Care Exp (f) $514.00  
  
Attorney 2 (.41) $13,438.96 Salaried  
Benefits (excl health ins) $2,719.81  
Self-Insured Health Care Exp (s) $18,000

Attorney 3 (1.0) $17,565.66 Contract  
Benefits (excl health ins) $0  
Self-Insured Health Care Exp (s) $0

Attorney 4 (1.0) $17,565.66 Contract  
Benefits (excl health ins) $0  
Self-Insured Health Care Exp (s) $0

Enter the support staff FTEs into lines 25-31 on the Form I tab. Enter the compensation and benefits into Section A where applicable. Use the self-insurance worksheet tab to determine amount of health care expenses eligible and the non-reimbursable percentage worksheets on the Additional Information tab as needed

Administrative Assistant (1.0) $10,000 Salaried  
Benefits (excl health ins) $2,000  
Self-Insured Health Care Exp (s) $2,500

Paralegal (1.0) $10,000 Salaried  
Benefits (excl health ins) $2,000  
Self-Insured Health Care Exp (f) $64

Investigator (.5) $6,500 Contract  
Benefits (excl health ins) $0  
Self-Insured Health Care Exp (f) n $0

Investigator (.5) $8,000 Contract  
Benefits (excl health ins) $0  
Self-Insured Health Care Exp (f) $0

Enter the supply and service expense in sections B and C on the Form I tab. Enter the non-reimbursable portions as needed

Copier lease $300  
Pens $20  
Depositions $596.20 – Deposition expenses for non-reimbursable cases $0  
Transcripts $900 – Transcript expenses for non-reimbursable cases $395  
CLE $290.91

Case Assignments:

Because the chief takes no cases, enter Chief compensation/benefits into A5 on Form I tab (use self-insurance worksheet to determine amount of health care expenses are eligible)

Chief – takes no cases

On the Form II tab, select the appropriate qualifications. On the Form III tab, select “adequate” staffing for each attorney and enter their 3Q case assignments. (1Q, 2Q, and 4Q cases remain reported). Review any compliance issues and provide an explanation on the “Additional Information” tab. The forms will calculate and populate the non-reimbursable portion of attorney compensation.

Attorney 1 (Quals: Adult Murder & below, TPR, CHINS, Murder Appeals): 20 CM, 10 Guilty Plea   
Attorney 2(Quals: L5, Other Juv): 10 L6, 10 CM, 10 CHINS  
Attorney 3(Quals: Other Juv): 10 L6, 20 CM  
Attorney 4 (Quals: Adult Murder & below, TPR, CHINS, Murder Appeals): 10 L5, 20 CM

Review/update board information (meeting data and members)

Review/update public contact information

Review/update chief information

Review final calculations of totals and non-reimbursable expenses

Obtain signature

Submit to [information@pdcom.in.gov](mailto:information@pdcom.in.gov)