



FARE COURT PROCEDURES

CHAPTER: 3.00 – Interim Backlog Procedures
SECTION: 3.04 – Operations

SUBJECT: Monthly and Quarterly Reporting		
PROCEDURE #: 3.04-H	EFFECTIVE DATE: 12/15/03	PAGE #: 1 of 3

MONTHLY REPORTING

Each court should balance their receipts daily, and confirm at end of month that the daily totals for each day during the month equal the end-of-month balance. Per the Minimum Accounting Standards for Arizona Courts, Section 12.00, the court or the treasurer of the jurisdiction must prepare a monthly remittance report identifying how court monies deposited in a bank account or with the city, county treasurer for the month are to be distributed.

State Remittance Report

The standard State Remittance Report (Figure 1) has been revised to include additional entry lines for the prescribed FARE fees, to include:

- ❖ General Services Fee
- ❖ Delinquency Fee
- ❖ Special Collections Fee
- ❖ Installment Fee

The General Services Fee and Installment Fee only apply in Full FARE and therefore no amounts should be reported on those lines during the Interim Backlog period.

General Procedures

In some jurisdictions, the city or county treasurer may prepare and transmit the State Remittance Report for the court. There is no need to change current approved accounting procedures for FARE, however if the court does not prepare its own report, court staff should work with the treasurer of the jurisdiction to assure that FARE Fees are properly reported.

1. Follow your court's standard procedure for month-end balancing and generate your monthly allocation reports.
2. The State Remittance Report should be submitted using the court's monthly allocation reports, including the total amounts received for the month for each of the FARE fee categories below:
 - ❖ FARE Delinquent Fee (required)
 - ❖ FARE Special Collections Fee (required)



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3. Submit the report to the Arizona State Treasurer with payment of amounts due the State.
4. Retain a copy of the report for the court's records.

QUARTERLY REPORTING

Each quarter, the court must submit the Quarterly Revenue Report to the AOC. For the present, JP courts should list the FARE Special Collections Fee and the FARE Special Collections Fee separately under Line N (Other Fees) on the report, and Municipal courts should list the FARE Special Collections Fee and the FARE Special Collections Fee (Other Fees) separately under Line K on the report.

RELATED PROCEDURES:

- 3.03 Court Procedures for Implementation: Fee Assessment
- 3.04-G Payment Application and Allocation

ADDITIONAL REFERENCES:

- Administrative Order 2003-79
<http://www.supreme.state.az.us/orders/admorder/Orders03/2003-79.pdf>
- Administrative Order 97-62
<http://www.supreme.state.az.us/orders/admorder/orders99/pdf97/9762.pdf>
- Minimum Accounting Standards for Arizona Courts



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ARIZONA STATE TREASURER
 1700 West Washington, Phoenix, Arizona 85007-2812
 (602) 542-5815 FAX: (602) 542-7176

STATE REMITTANCE REPORT

REPORT PERIOD _____ Prepared By: _____
 DATE: ____/____/____ Title: _____
 DEPOSITOR CODE# _____ Phone No.: _____

Depositor Name: _____
 Address: _____

negative amounts are not to be used on this form
 (contact this Office for guidance regarding the handling of negative entries)

DESCRIPTION	STATUTE (ARS #)	AMOUNT	DESCRIPTION	STATUTE (ARS #)	AMOUNT
FINES & FEES					
Confidential Inter Rmd	08-135; 12-284D; 12-284.03A8	_____	Dept of Law – Crim. Cases	41-2421E	_____
Juvenile Family Counseling	08-265 C	_____	FARE General Services Fee		_____
Victim's Rights-Juvenile	08-418; 41-19108	_____	FARE Delinquent Fee		_____
AHCCCS	11-292	_____	FARE Special Collections Fee		_____
JCEF-Filing Fees	12-284.03A7; 22-281C1; 22-404C1	_____	FARE Installment Fee		_____
JCEF-Time Payment	12-115G; 12-116E	_____	JCEF – Diversion Fee	12-115H	_____
JCEF- Probation Surcharge	12-114.01	_____	OTHER REVENUES (describe and indicate ARS#)		
DNA Penalty Assessment	12-116.01C	_____	_____	_____	_____
Judicial Collections (75%)	12-116.04	_____	_____	_____	_____
Domestic Violence	12-284.03A2	_____	TAXES		
Drug Prevention Res Ctrr	12-284.03A1; 41-2402H	_____	Prior Year Real Property	42-208	_____
Child Abuse	12-284.03A3	_____	Property Min School Tax	15-992B	_____
Anti-Racketeering Fund	13-811B; 13-2314.01	_____	SRP in Lieu	48-243	_____
Drug & Gang Enforce Act	13-811C; 41-2402	_____	SRP Min School Tax	15-992B; 48-243	_____
Community Punishment		_____	Other in lieu	48-243	_____
Program Drug Fines	13-821; 12-289	_____	County Education District	15-991.01A	_____
Citizen's Clean Election Fund	16-949D; 16-954 C	_____	Personal Property	42-208	_____
Game & Fish - Wildlife	17-313 A	_____	Other Miscellaneous	42-208	_____
Alternative Dispute	22-281C2; 12-135;	_____	State Water Banking	48-3715.03; 45-2425	_____
Resolution Fund	12-284.03A5	_____	C.A.W.C.D.	48-3715	_____
Mining Fees	27-208D	_____	Groundwater Replenishment	48-3773.A3; 48-3772	_____
Child Passenger Restraint	28-907 C	_____	9010 REVENUE		
DBS – Civil Penalty	28-2533C; 28-4139	_____	Mobile Home Relocation	33-1476.03	90% _____
DUI Abatement Fund	28-1304; 28-13823	_____	Mobile Home Ins & Cost	33-1476.03	10% _____
Civil Penalties (General Rmd)	28-737; 28-876; 28-2416	_____	TOTAL AMOUNT REMITTED:		
AZ Highway Fines (HURF)	28-5428G; 28-2533 C	_____	By Check	_____	
Victim Comp/Assistance	31-411F; 31-466B	_____	By Cr Advise (Wire)	_____	
Registrar of Contractors	32-1107; 1124; 1166	_____	TOTAL	_____	_____
MSEF Penalty Assessment	36-2219.01; 12-116.02F	_____			
JCEF Penalty Assessment	41-2401; 12-116.01	_____			
Person Detection Reward Fund	41-2167D	_____			
FTG Penalty Assessment 7%	41-2421V; 12-116.01B	_____			

NOTES:

Certain collected funds are required to be remitted to the State Treasurer directly, while others are to be remitted to other entities, i.e., county treasurer, city treasurer, etc. Only use this form to remit funds to the Arizona State Treasurer as required by Arizona Revised Statutes (A.R.S.). For all other remittances, please check with your city or county.

FORM TRE 102A is to be used by counties for required breakdown, itemizing and detailed information.

Keep a copy of this report for your records.

TRE 101A (Rev. 10/03)

FOR STATE TREASURER USE ONLY

Figure 1: State Remittance Report