

IN THE SUPREME COURT OF THE STATE OF ARIZONA

FILED  
NOV -7 1984  
S. ALAN COOK  
CLERK SUPREME COURT  
BY

IN THE MATTER OF: ADMINISTRATIVE )  
REQUIREMENTS FOR JUVENILE ) ADMINISTRATIVE  
DELINQUENCY REDUCTION FUND ) ORDER NO. 84-11  
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**A. Preamble**

Pursuant to the authority granted this Court by Article VI, Section 3 of the Arizona Constitution, the following requirements are adopted to administer the juvenile delinquency reduction fund established by A.R.S. § 8-230.02(A).

**B. General Administration**

Administration of the juvenile delinquency reduction fund shall be under the direction of the Supreme Court's Administrative Office of the Courts. The Administrative Director of the Courts is authorized to prepare fund allocations, prescribe procedures, forms, and reports necessary for the administration and management of this fund and these administrative requirements. The Administrative Director, or his designee, is authorized to inspect, audit, or have audited the records of any juvenile court or its subcontractor related to the use and expenditure of funds provided through the juvenile delinquency reduction fund. All subcontracts shall include a provision acknowledging the authorization of the Administrative Director to conduct such inspections and audits.

**C. Requirements**

1. The Administrative Office of the Courts shall allocate monies in the fund to each juvenile court according to population estimates issued by the Department of Economic Security on a prorata basis of each county's total juvenile population, ages 8 through 17, pursuant to A.R.S. § 8-230.02(B).

2. Prior to the distribution of monies from this fund, the presiding juvenile court judge shall submit to the Administrative Office of the Courts a plan for the expenditure of the monies allocated to the juvenile court. Pursuant to A.R.S. § 8-230.02(C), the plan shall describe how monies allocated to the juvenile court will be used to fund programs in which juveniles are required to participate by a juvenile probation officer as a condition precedent to adjustment of a delinquency complaint pursuant to A.R.S. § 8-230.01. The plan submitted by the juvenile court shall include a budget for the expenditure of the allocated monies.

3. All plans and plan modifications submitted by the juvenile court must comply with applicable laws and these administrative requirements. The Administrative Director is authorized to approve those plans and modifications which are in conformity with the applicable laws and this order. Modification of approved plans shall be submitted in writing by the presiding juvenile court judge to the Administrative Office of the Courts. In the event that the Administrative Director determines not to

approve a plan or plan modification submitted by a juvenile court, he shall submit the plan to the Chief Justice of the Supreme Court for consideration and final determination.

4. Each participating juvenile court shall submit its plan and budget for expenditures in the format and on forms as required by the Administrative Office of the Courts. Plans should be submitted by May 31 of each year and will be processed in order of receipt when possible.

5. Upon approval of a plan submitted by a juvenile court, the Administrative Director shall enter into a written funding agreement with the submitting juvenile court for distribution of the allocated funds on a semi-annual basis. The Administrative Director shall have authority to alter the funding arrangement if such action is necessary due to a lack of funds in the juvenile delinquency reduction fund, to a lack of financial need by any juvenile court, or due to failure to comply with the applicable statutes or these administrative requirements.

6. Funds received pursuant to these administrative requirements shall be deposited into a special revenue fund with the county treasurer established pursuant to the procedures provided in Section III.B of the Auditor General's Uniform Accounting Manual for Arizona Counties.

7. Pursuant to A.R.S. § 8-230.02(D), monies distributed by the Supreme Court from the juvenile delinquency reduction fund to juvenile courts shall be used to supplement, not supplant, funding provided by the county to the juvenile court.

8. The presiding judge of each participating juvenile court shall submit to the Administrative Office of the Courts, by January 31 of each year, a report as required by the Administrative Office of the Courts, reflecting financial and program activity related to each court's plan as of December 31.

9. The juvenile court shall return to the Supreme Court on or before August 31, for reversion into the state general fund, all juvenile delinquency reduction funds distributed to it which are unencumbered as of June 30 of each fiscal year and unexpended as of July 31. The reverted funds shall be accompanied by a closing financial statement and a program activity report related to each court's plan as of June 30, to be signed by the presiding juvenile court judge.

10. The juvenile court and its probation department, as a condition for receipt of juvenile delinquency reduction funds shall maintain and provide to the Administrative Office of the Courts such data and statistics as may be required by the Administrative Director for purposes of the Supreme Court's biennial evaluation required in A.R.S. § 8-230.02(E).

11. The juvenile court and its probation department shall retain all financial records, applicable program records, and data related to each approved plan for a period of at least five years from the close of each fiscal year.

12. In the event that a juvenile court declines to participate in the receipt of juvenile delinquency reduction fund monies, the Supreme Court shall determine how that court's allocated funds shall be used and shall direct the Administrative Director in that regard.

13. These administrative requirements are subject to modification as deemed necessary.

APPROVED as revised this 6th day of November, 1984, by the Arizona Supreme Court.

WILLIAM A. HOLOHAN, Chief Justice