

JUSTICE / MUNICIPAL COURT INSTRUCTIONS

SECTION 1:

PRIMARY BUDGET EXPENDITURES

Report **current fiscal year** from your "*primary budget*" (from your County Board of Supervisors or City Council) for the categories described below. For all "*direct grant*" expenditures and (those not already reported to A.O.C. program managers), see **Line G**, "**Other**", below.

1. **SALARIES**: gross salaries for **full-time and part-time permanent** employees. [Salaries for **temporary** employees are reported on **Line #4**, "External Services". If "Fringe Benefits" cannot be separated from "Salaries" and are included here, please report that fact in a footnote.]
2. **FRINGE BENEFITS**: employee benefits, including FICA, personal insurance, unemployment insurance, worker's compensation, retirement, leave reserve accounts, deferred compensation, bonus/merit pay, and subsidies. [If "Fringe Benefits" cannot be separated from "Salaries" and are included in #1 above, please report that fact in a footnote.]
3. **OPERATIONS**: operating costs, including facilities, postage/mail, courier/armored car, data processing, consumable office supplies, document preparation/publication, memberships/subscriptions, office equipment (**non-capital**), uniforms/robes, food/kitchen supplies, vending, vehicle maintenance, and education/training. [This *excludes travel*, which is reported on **Line #5** below.]
4. **EXTERNAL SERVICES**: fees, transportation, per diem, lodging, transcriptions, reports, and other such expenses for **NON-OPERATIONS** services provided by individuals who are **NOT SALARIED EMPLOYEES** of your court, including adult indigent defense, juvenile defense, visiting judges/pro-tems, court reporting, jurors, arbitrators/mediators, expert witnesses, investigators, interpreters, psychiatric, counseling, medical/laboratory, auditing, collection agencies/credit bureaus, contracted detention services, and temporary personnel.
5. **TRAVEL**: transportation, per diem, and lodging for in and out-of-state travel costs of **salaried employees on court business**.
6. **CAPITAL**: expenses and s designated as "capital" in your jurisdiction. [Verification of the definition of "**capital**" in your jurisdiction is the subject of **Section 2**.]
7. **OTHER**: expenses and from the Local JCEF Account [ARS 12-116(A)] as well as any other purposes **not specified in Lines #1 - #6**, including local **matching** funds for state or federal grants and totals of all "*direct grant*" expenses. Write the specific names of those expenses and their amounts on the lines provided.

8. TOTAL EXPENDITURES: the **sums** of the amounts entered on **Lines #1 - #7** above.

SECTION 2:

"CAPITAL" EXPENDITURE DEFINITION

The definition of what constitutes a "*capital*" expenditure differs widely between the state, the counties, and the municipalities. It may be based on the **cost** of a purchase, such as all single items over \$500. It may depend up the **type** of purchase, such as all non-consumable goods. It may also be a **combination** of cost and type. The definition of a "*capital*" expenditure reported for your county on last year's Expenditures Survey is shown on the form.

PLEASE VERIFY THIS DEFINITION BY ANSWERING THE QUESTIONS IN THIS SECTION.

SECTION 3:

SELECTED SUB-TOTALS OF CERTAIN EXPENDITURES

Report last fiscal year expenditures from your "*primary budget*" (from your County Board of Supervisors) for the sub-categories described below.

1. OF "SALARIES" (SECTION 1, LINE #1), SUB-TOTAL FOR JUDICIAL SALARIES: gross salaries for **justices-of-the-peace / municipal judges only**. Do **NOT** include salaries of referees, commissioners, hearing officers, pro-tems, arbitrators, mediators, or others who hear cases. **FOR JUSTICE COURTS ONLY. PLEASE ANSWER THE QUESTIONS CONCERNING STATE JUDICIAL SALARY CONTRIBUTIONS AT THE BOTTOM OF THE PAGE.**
2. OF "OPERATIONS" (SECTION 1, LINE #3), SUB-TOTAL FOR FACILITIES: portion of operating costs for facilities, including space rental/lease, janitorial, maintenance, gardening, electric, gas, water, telephone, FAX, and building taxes and insurance.
3. OF "EXTERNAL SERVICES" (SECTION 1, LINE #4), SUB-TOTAL FOR:
 - (A) ADULT INDIGENT DEFENSE: portion of external services costs paid to private attorneys for indigent defense of adults.
 - (B) JUVENILE DEFENSE: portion of external services costs paid to private attorneys for defense of juveniles.
4. OF "CAPITAL" (SECTION 1, LINE #6), SUB-TOTAL FOR FACILITIES: portion of capital costs for facilities, including buildings and equipment. Do **NOT** include expenditures of county bond funds which may appear in your budget for accounting purposes.