

NOTICE: The Annual Probation Fee and Repayment Report (PFRR), Corporation Information Update, and any required attachments must be submitted by all certified Texas Crime Stoppers corporations annually, no later than January 31st. (Texas Government Code §414.010)

All certified Crime Stoppers corporations must submit the following items with this report:

Updated Board of Directors List. Certified Crime Stoppers corporations must submit an updated Board of Directors list that includes the board position held, name, phone numbers, occupation, and email address of each member of the Board of Directors and all Coordinators.

Restricted Funds Account Bank Statement(s). Certified Crime Stoppers corporations receiving court-ordered restricted funds must include a copy of the December 31st bank statement for every account containing restricted funds. These are funds received from defendants on community supervision/probation and repayment fees and are maintained separately from administrative or operational fund account(s). (Texas Government Code §414.010(b))

Excess Funds Account Bank Statement(s). If applicable, Crime Stoppers corporations which utilize excess funds must include a copy of the December 31st bank statement for every account containing excess funds. (Texas Government Code §414.010(d))

Funding Statement(s). Documentation from each Community Supervision and Corrections Department (CSCD) and/or clerk of the court stating the amount of probation and restitution/repayment fees disbursed to the program for January 1st through December 31st (this information must be prepared under CSCD and/or clerk of the court letterhead with date and signature from the chief probation officer and/or clerk of the court.)

Submit this report, in its entirety, along with all attachments and current Board Member List by email, fax, or postal mail to:

Postal Mail: Office of the Governor, Texas Crime Stoppers, P. O. Box 12428, Austin, Texas 78711

Fax: (512) 475-2440

Email: txcrimestoppers@gov.texas.gov

CORPORATION NAME: _____

REPORTING FOR CALENDAR YEAR: _____

REPORT PREPARED BY:

Name: _____

Title: _____ **Board Position:** _____

Email: _____

Phone: _____ **Alternate Phone:** _____

Mailing Address: _____

LAW ENFORCEMENT AGENCIES SUPPORTED BY THIS CRIME STOPPERS CORPORATION:

Agency Name: _____ **Agency Phone:** _____

Agency Address: _____

Agency Name: _____ **Agency Phone:** _____

Agency Address: _____

Agency Name: _____ **Agency Phone:** _____

Agency Address: _____

The Crime Stoppers corporation has a written agreement with each supporting law enforcement agency outlining the roles and responsibilities of each party to the agreement. Yes No

If no, please provide an estimated date this agreement will be completed: _____

CORPORATION NAME: _____

SECTION I. CORPORATION UPDATE

Mailing Address: _____

Website: www. _____

Email: _____

Tip Line Phone Number: _____ Is this line answered by a 24-hour call service? Yes No
If yes, provide the name of the call service: _____

SOCIAL MEDIA (check all that apply)

Facebook Twitter Instagram Other: (Please describe) _____

COURT-ORDERED RESTRICTED FUNDS INFORMATION

Restricted Fund Account(s). List the name of each institution and the last four digits of account number(s), certificate(s) of deposit (CD's), etc. that contain court-ordered restricted funds. If the corporation does not receive restricted funds, mark N/A.

| <u>Name of Financial Institution</u> | <u>Account Number</u> |
|--------------------------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Excess Fund Account(s). List the name of each institution and the last four digits of account number(s), certificate(s) of deposit (CD's), etc. that contain excess funds. If the corporation does not utilize excess funds, mark N/A.

| <u>Name of Financial Institution</u> | <u>Account Number</u> |
|--------------------------------------|-----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Source(s) of all court-ordered restricted funding, including Courts, CSCD, or another Crime Stoppers corporation:

| <u>Name of Source(s)</u> | <u>Mailing Address (P.O. Box or Street, City, Zip Code)</u> |
|--------------------------|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

CORPORATION NAME: _____

CAMPUS CRIME STOPPERS PROGRAM(S)

- N/A (No campus Crime Stoppers program)
- Safe School Program
- Umbrella Program

Other:

Provide description of campus program.

Student population served: _____

Number of campuses served: _____

CORPORATION RISK ASSESSMENT

(1) The Board of Directors approves each transfer of funds from the restricted/rewards account to either an operational/administrative account or an excess funds account. These approvals are documented in the meeting minutes. N/A Yes No

(2) Are board members educated about programs and activities of the organization both in orientation as well as periodically throughout the year so that they are able to make informed decisions based on current activities and emerging challenges facing the organization? N/A Yes No

(3) The Board of Directors formally authorizes a comprehensive annual budget which includes all sources and uses of funds for all aspects of operations. Yes No

(4) The Board of Directors authorizes and approves every expenditure from the excess funds account. These authorizations and approvals are documented in the meeting minutes. Yes No

(5) Background checks are performed on all potential board members. Yes No

(6) The corporation carries directors and officers (D&O) liability insurance. Yes No

(7) Does the corporation have the following written policies:

(a) Policy prohibiting family members from serving on the Board of Directors? Yes No

(b) Whistle blower policy? Yes No

(c) Conflict of interest policy? Yes No

(d) Records retention policy? Yes No

(8) Are umbrella or safe school program statistics reported separately? Yes No

(9) Does the organization have a written mission statement? Yes No

(10) Does the organization require annual written disclosures of conflicts of interest by every board member? Yes No

(11) Prior to filing, was the organizations IRS Form 990 reviewed by the full board of directors? Yes No

(12) Are there systems in place intended to make sure assets are properly used, consistent with the organization's mission? Yes No

CORPORATION NAME: _____

SECTION II. PROBATION FEE AND REPAYMENT REPORT (PFRR)

Check this box if the corporation does not receive court-ordered restricted funds and proceed to Section III.

(1) BEGINNING BALANCE. January 1st balance of all restricted fund account(s). (1) _____

- This amount **matches** the ending balance of the most recently submitted PFRR.
- This amount **does not match** the ending balance of the most recently submitted PFRR and a memo explaining this variance is attached to this report.

(2) RESTRICTED FUNDS RECEIVED. Amount of court-ordered restricted funds received and deposited. Funds received from another certified Crime Stoppers corporation should be excluded from this amount and entered on line 3, below. (2) _____

(3) SHARED FUNDS RECEIVED. Restricted funds received and deposited from another certified Crime Stoppers corporation and indicate the source(s) of funds: (3) _____

- Funds were received from a certified Crime Stoppers corporation **in accordance with a shared funds agreement** and a copy of this agreement is attached to this report.
- Funds were received from a source for reasons **other than a shared funds agreement** with another certified Crime Stoppers corporation and a memo is attached to this report that includes the name of the corporation providing the funds and purpose of these funds.

(4) RE-DEPOSITED FUNDS. Unclaimed rewards re-deposited into restricted fund account(s). (4) _____

(5) INTEREST RECEIVED. Amount of interest received on all restricted fund account(s). (5) _____

(6) SUBTOTAL. Add lines (1) through (5). (6) _____

(7) SHARED FUNDS DISTRIBUTED. Amount of restricted funds disbursed to another certified Crime Stoppers corporation and indicate the purpose(s) of funds: (7) _____

- Funds were distributed to a certified Crime Stoppers corporation **in accordance with a shared funds agreement** and a copy of this agreement is attached to this report.
- Funds were distributed for reasons **other than a shared funds agreement** and a memo is attached to this report that includes the name of the corporation receiving the funds and purpose of these funds.

(8) FUNDS ALLOCATED TO ADMINISTRATIVE/OPERATIONAL ACCOUNT(S). Amount allocated to administrative/operational funds account in accordance with Texas Government Code 414.010 (a). Corporations sharing restricted funds must calculate the allowable amount after the shared funds are disbursed. (8) _____

- This amount **does not exceed** 20% of the amount reported as restricted funds received received and deposited.
- This amount **exceeds** 20% of the amount reported as restricted funds received and deposited. A memo explaining this variance is attached to this report.

(9) EXCESS FUNDS ALLOCATED. Amount of funds the corporation’s Board of Directors approved and were transferred to an excess funds account in accordance with Texas Government Code 414.0140 (d). (9) _____

(10) REWARDS PAID FROM RESTRICTED FUNDS ACCOUNT(S). Amount of Board of Director approved rewards actually paid from restricted fund account(s). (10) _____

(11) BANK FEES PAID. Amount of all bank fees paid from restricted account(s). (11) _____

(12) SUBTOTAL. Add lines (7) through (11). (12) _____

(13) END BALANCE. Subtract line (12) from Line (6) (13) _____

(14) RESTRICTED FUND ACCOUNT BALANCE(S). The December 31st balance of all restricted fund account(s). (14) _____

(15) REPORT RECONCILIATION. Subtract line 14 from line 13. (15) _____

- Amount is **zero**.
- Amount **does not equal zero** and a memo detailing the variance is attached to this report.

(16) Amount of Board approved rewards paid from administrative/operations account(s). (16) _____

CORPORATION NAME: _____

SECTION III. EXCESS FUNDS REPORT

Check this box if the corporation does not utilize excess funds and proceed to Section IV.

(1) BEGINNING BALANCE. January 1st balance of all excess fund account(s). **(1)** _____

- This amount **matches** the ending balance of the most recently submitted report.
- This amount **does not match** the ending balance of the most recently report and a memo explaining this variance is attached to this report.

(2) EXCESS FUNDS DEPOSITED. Restricted funds transferred to excess funds account(s). **(2)** _____

- This amount **matches** line 9 of the Probation Fee and Repayment Report (PFRR).
- This amount **does not match** line 9 of the Probation Fee and Repayment Report (PFRR) and a memo explaining this variance is attached to this report.

(3) INTEREST RECEIVED. Amount of interest received on all excess fund account(s). **(3)** _____

(4) SUBTOTAL. Add lines (1) through (3). **(4)** _____

(5) EXCESS FUNDS EXPENDED. Total amount of all funds expended from excess fund account(s). **(5)** _____

ITEMIZED EXCESS FUND EXPENDITURES. Provide a description of every board approved expenditure from the excess funds account(s).

| | |
|-----------|-----------|
| (a) _____ | (a) _____ |
| (b) _____ | (b) _____ |
| (c) _____ | (c) _____ |
| (d) _____ | (d) _____ |
| (e) _____ | (e) _____ |
| (f) _____ | (f) _____ |
| (g) _____ | (g) _____ |
| (h) _____ | (h) _____ |
| (i) _____ | (i) _____ |
| (j) _____ | (j) _____ |
| (k) _____ | (k) _____ |
| (l) _____ | (l) _____ |
| (m) _____ | (m) _____ |
| (n) _____ | (n) _____ |
| (o) _____ | (o) _____ |

Check here if additional itemized excess fund expenditures are attached to this report.

(6) BANK FEES PAID. Amount of all bank fees paid from excess fund account(s). **(6)** _____

(7) INTEREST DISTRIBUTED. Amount of interest transferred to administrative/operational funds account(s) in accordance with Texas Government Code 414.010 (d). **(7)** _____

(8) SUBTOTAL. Add lines (5) through (7). **(8)** _____

(9) END BALANCE. Subtract line (8) from Line (4) **(9)** _____

(10) EXCESS FUND ACCOUNT BALANCE(S). The December 31st balance of all excess fund account(s). **(10)** _____

(11) REPORT RECONCILIATION. Subtract line 10 from line 9. **(11)** _____

- Amount is **zero**.
- Amount **does not equal zero** and a memo detailing the variance is attached to this report.

CORPORATION NAME: _____

SECTION IV. ANNUAL REPORT ATTACHMENT CHECKLIST

CORPORATE UPDATE (SECTION I.)

Updated Board of Directors List. All certified Crime Stoppers corporations must submit an updated Board of Directors list that includes the board position held, name, phone numbers, occupation, and email address of every member of the Board of Directors and every Coordinator. Yes

Other corporate update related attachments. Yes N/A
(Provide description and purpose of attachment here.)

PROBATION FEE AND REPAYMENT REPORT (SECTION II.)

PFRR - Line 1. Beginning Balance. If the beginning balance of the PFRR does not match the end balance of the previous year's report, a memo must be submitted with this report detailing the cause of the variance in amounts. Yes N/A

PFRR - Line 3. Shared Funds Received. If restricted funds were received from another certified Crime Stoppers corporation, a copy of the Memorandum of Understanding, Shared Funds Agreement, or a memo providing detailed information that includes the name of the corporation and purpose of these funds, must be submitted with this report. Yes N/A

PFRR - Line 7. Shared Funds Distributed. If restricted funds were distributed to another certified Crime Stoppers corporation, a copy of the Memorandum of Understanding, Shared Funds Agreement, or a memo providing detailed information regarding the recipient and reason for the distribution of these funds must be submitted with this report. Yes N/A

PFRR - Line 8. Administrative/Operational Funds Allocated. If the amount of funds transferred from the restricted funds account to the administrative/operational funds account exceeds 20% of the amount reported as funds received (lines 2 and 3), less any funds distributed to another corporation (line 7), a memo detailing the variance in amounts must be submitted with this report. Yes N/A

PFRR - Line 15. Report Reconciliation. If the report end balance (line 13 and the December 31st balance of the restricted fund account(s) (line 14) are not equal, a memo detailing the variance in amounts must be submitted with this report. Yes N/A

PFRR - Restricted Funds Account Bank Statement(s). All Crime Stoppers corporations receiving court-ordered restricted funds must include a copy of the December 31st bank statement for every account containing restricted funds. Yes N/A

Other PFRR related attachments. Yes N/A
(Provide description and purpose of attachment here.)

EXCESS FUND REPORT (SECTION III.)

Excess Funds - Line 1. Beginning Balance. If the beginning balance of the Excess Fund Report does not match the end balance of the previous year's report, a memo must be submitted with this report detailing the cause of the variance in amounts. Yes N/A

Excess Funds - Line 2. Excess Funds Deposited. If excess funds were transferred from a restricted funds account, this amount should be reflected on line 9 (excess funds allocated) of the PFRR. If the amounts do not match, a memo explaining this variance must be submitted with this report. Yes N/A

Excess Funds - Line 5. Excess Funds Itemization. If additional space was required for itemization of excess fund expenditures. Yes N/A

Excess Funds - Line 6. Total Amount of Excess Funds expended for bank fees. If additional space was required for itemization of bank fees paid from the excess funds account(s). Yes N/A

Excess Funds - Line 12. Report Reconciliation. If the report end balance (line 10) and the December 31st balance of the excess fund account(s) (line 11) are not equal, a memo detailing the variance in these amounts must be submitted with this report. Yes N/A

Excess Funds - Bank Statements. All Crime Stoppers corporations utilizing excess funds must include a copy of the December 31st bank statement for every account containing excess funds. Yes N/A

Other excess fund related attachments. Yes N/A

(Provide description and purpose of attachment here.)