



PROBATION FEE AND REPAYMENT REPORT (PFRR)

OVERVIEW AND CHECKLIST

PROBATION FEE AND REPAYMENT REPORT (PFRR) OVERVIEW

Probation Fee and Repayment Report (PFRR) - Reporting required of a Crime Stoppers organization under Title 1, Part 1, Chapter 3, Subchapter H, Section 3.9011(b)(5), Texas Administrative Code.

Each certified crime stoppers organization must submit an annual Probation Fee and Repayment Report (PFRR) by January 31st of each calendar year. The PFRR describes in detail the amount of funds received from the courts during the preceding calendar year and how those funds were expended. This report must include statements for all financial accounts containing funds originally obtained from repayments of rewards under Articles 37.073 and 42.152, Code of Criminal Procedure, or payments from a defendant under Chapter 42A of the Texas Code of Criminal Procedure, and documentation from the relevant courts or government agencies stating the amount of probation fees disbursed to the organization.

Program Fund Accounts

Administrative/Operational Funds Account

- Funds received from donations, fundraisers, membership dues, etc.
- Pay for business expenses, marketing, advertising, fundraising costs, supplies, etc.

Restricted Funds Account

Certified organizations receiving court-ordered restricted funds received from community supervision/probation fees and reward repayments must include a copy of the January 1st and December 31st bank statement for every account containing restricted funds for rewards. These funds must be maintained separately from administrative fund account(s). (Texas Gov. Code §414.010(b))

- Court awarded funds used only to pay rewards.
- Legislatively mandated that these funds be held in a separate, interest-bearing account.
- Interest received on this account must remain in the account to pay rewards.
- 20% of these funds received and deposited can be transferred to the Administrative Funds Account.

Excess Funds Account

If applicable, Crime Stoppers organizations 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))

- Based on the "Three times rule"
- Interest received on this account may be transferred to the administrative account.
- These funds are considered restricted funds, but can be used for limited purposes besides paying rewards
- May only be used for expenditures for law enforcement or public safety purposes directly relating to crime stoppers or juvenile justice.
- Requires local board approval.

What You Need

It is recommended to have all data ready to enter when logging in to formsite. Should you need to complete the form at multiple intervals, save the data, login, complete and submit this report to send it to the OOG for review and approval. If your report is returned for revisions, you will need to login again, open the returned report, make the corrections indicated, then re-submit that report online.

- Previous years' PFRR
- Restricted/Tip funds account bank statement
- Administrative/Operating funds account bank statement, if applicable
- Excess Funds account bank statement, if applicable
- Restricted Funds Received - probation fees and restitution payments received and deposited during the calendar year
- Shared Funds Received - payments received and deposited during the calendar year
- Amount allocated to other accounts:
 - Administrative account
 - Excess funds account
- Amount of rewards paid
- Amount of funds disbursed to another certified Crime Stoppers organizations

Frequently Asked Questions

When do the reports open?

- The Probation Fee Repayment Reports (PFRR) form will open on January 1st of each year.

When are the reports due?

- The Probation Fee Repayment Reports (PFRR) are due by January 31st of each year.

Do I need to submit a PFRR?

- All certified Crime Stoppers programs must submit a PFRR. If your program did not receive any court funds, submit the PFRR with zeroes in the appropriate spaces on the form.

Where are the forms located?

- https://fs3.formsite.com/OOG_HSGD/0hweztd6tq/form_login.html

What do I find my login credentials?

- Contact Texas Crime Stoppers at txcrimestoppers@gov.texas.gov to receive your programs log in credentials.

Are there consequences for organizations that do not file the required reports?

- Potential loss of certification by the Texas Crime Stoppers Council.
- Organizations receiving grant funds through the Texas Crime Stoppers Assistance Fund grants may have funds withheld until a report is submitted and is correct.

What are excess funds?

- These funds may be used by the organization for law enforcement purposes related to Crime Stoppers or juvenile justice, including intervention, apprehension, and adjudication.
- Each excess funds expenditure must be approved by the Board of Directors and be included in the board meeting minutes.

How do I calculate my excess funds?

- At the conclusion of each fiscal year, if the total amount of funds in the organization's rewards accounts exceeds three times the average annual amount of funds used by the organization to pay rewards during each of the three preceding fiscal years, the organization may deposit such excess amount into its Excess Funds Accounts.

STEP ONE

Gather the **TOTAL** amount of rewards paid during the previous three years.

This may include rewards paid to campus umbrella programs and rewards paid from administrative account funds.

STEP TWO

ADD the amount of rewards paid in the previous three years.

2017: \$ 4,000.00
2018: \$ 8,000.00
2019: + \$12,000.00
***\$24,000.00**

*This amount should remain in your restricted funds account.

STEP THREE

Rewards Account Balance = \$82,500

Subtract the total of step 2 from the restricted funds account balance.

\$82,500.00
- \$24,000.00
\$58,500.00

Available Excess Funds is \$58,500.00

Texas Crime Stoppers
Probation Fee and Repayment Report (PFRR)
Checklist

Part VII: Reporting Restricted Funds

PFRR - Item 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 detailing the cause of the variance in amounts.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
PFRR - Item 2. Restricted Funds Received. If restricted funds were received for court-ordered restricted funds, a copy of the Memorandum of Understanding or a memo providing detailed information that includes the name of the organization and purpose of these funds, must be submitted with this report.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
PFRR - Item 3. Shared Funds Received. If restricted funds were received from another certified Crime Stoppers organization, a copy of the Memorandum of Understanding, Shared Funds Agreement, or a memo providing detailed information that includes the name of the organization and purpose of these funds, must be submitted with this report.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
PFRR - Item 7. Shared Funds Distributed. If restricted funds were distributed to another certified Crime Stoppers organization, 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 <input type="checkbox"/>	N/A <input type="checkbox"/>
PFRR - Item 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 (Items 2 and 3), less any funds distributed to another organization (Item 7), a memo detailing the variance in amounts must be submitted.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
PFRR - Item 15. Report Reconciliation. If the report end balance (Item 13 and the December 31 st balance of the restricted fund account(s) (Item14) are not equal, a memo detailing the variance in amounts must be submitted.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
PFRR – Restricted Funds Account Bank Statement(s). All Crime Stoppers organizations must include a copy of the January 1st and December 31st bank statement for the restricted (tip) account. Statements must show the beginning and ending balance. If there are variances in the beginning and the ending balance, a memo detailing the variance in amounts must be submitted.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Part VIII: Reporting Excess Funds

Excess Funds - Item 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 detailing the cause of the variance in amounts.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Excess Funds - Item 2. Excess Funds Deposited. If excess funds were transferred from a restricted funds account, this amount should be reflected on Item 9 in the Reporting Restricted Funds section (excess funds allocated) of the PFRR. If the amounts do not match, a memo explaining this variance must be submitted detailing the cause of the variance in amounts.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Excess Funds - Item 5. Excess Funds Itemization. If additional space was required for itemization of excess fund expenditures.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Excess Funds - Item 12. Report Reconciliation. If the report end balance (Item 10) and the December 31 st balance of the excess fund account(s) (Item 11) are not equal, a memo detailing the variance in these amounts must be submitted with this report.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Excess Funds – Bank Statements. All Crime Stoppers organizations must include a copy of the January 1st and December 31st bank statement for the excess account(s). Statements must show the beginning and ending balance. If there are variances in the beginning and the ending balance, a memo detailing the variance in amounts must be submitted.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>