



STATE OF TEXAS
OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION

RICK PERRY
GOVERNOR

December 15, 2009

MEMORANDUM

TO: Texas Crime Stoppers

FROM: Betty B. Bosarge, Director, Texas Crime Stoppers Council

SUBJECT: Annual Probation Fee and Repayment Report

Attached is the Annual Probation Fee and Repayment Report that all **certified** Crime Stoppers programs must complete by January 31 of each year for their **Restricted Funds Bank Account** and submit to the Texas Crime Stoppers Council, Office of the Governor. This report is mandated by Chapter 414.010(a), Texas Government Code.

All certified programs must submit the report by the deadline or risk losing certification. In addition, all programs that receive Crime Stoppers Assistance Funds grants will have grant funds withheld if the report is not sent in by the deadline. If your program did **not** receive any probation fees or restitution payments from the court system during 2009, **you still must submit the report**, filling the blanks with zeroes (\$0.00). The program's chair and financial officer must sign and date the report, and provide contact information.

In addition, the Texas Crime Stoppers Council now requires all certified programs to submit a **current membership list** each January along with their Probation Fee Report. This membership list must contain the program's mailing address and complete contact information for the board of directors and coordinator(s). This includes the program's Post Office box number, if applicable, and the mailing addresses, phone numbers, and email addresses for each person (with the exception of students in campus programs), along with their board positions (president, secretary, etc.) and their occupation. **New this year is Attachment B**, which seeks data on the area served by your program and the courts that provide probation fees. In addition, please include a copy of your **year-end 2009 bank statement** for the Restricted Funds Account.

If you need help completing this form or the attachments, step-by-step directions are located on the Texas Crime Stoppers Training page located at <http://www.thetexascrimestoppers.org>. For further information, call me or Byron Bullock at 512-463-1784 or the Texas Crime Stoppers Training office at 866-220-4357.