



STATE OF TEXAS  
OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION

RICK PERRY  
GOVERNOR

December 15, 2011

MEMORANDUM

**TO:** Texas Crime Stoppers

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

**SUBJECT:** Annual Probation Fee and Repayment Report

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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. The report can now be filed electronically <https://pfr.gov.texas.gov/>

All certified programs must submit the report by the deadline or risk losing certification. All programs that receive Crime Stoppers grants will have 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 2011, **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.

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. **Each program also must complete Attachment B**, which seeks data on the area served by your program and the courts that provide probation fees. Please include a copy of your **year-end 2011 bank statement** for the Restricted Funds Account. If you are filing electronically, you can scan the bank statement, blackout the account number, and email it to [byron.bullock@governor.state.tx.us](mailto:byron.bullock@governor.state.tx.us).

If you need help completing this form, please call me or Byron Bullock at 512-463-1784 or the Texas Crime Stoppers Training office at 866-220-4357.