

FACILITIES, PROGRAMS AND SERVICES EXPENDITURE REPORTING

Regional Data Coordinators Training

2012

FUNDING OVERVIEW

- State funds are allocated to the local juvenile boards to:
 - Assist in operating juvenile probation departments and facilities
 - Provide basic and specialized services to youth in the juvenile probation system
- Funds are allocated to juvenile probation departments through grants governed by the *State Financial Assistance Contract*

TJJD GRANT FUNDS FY 2012-2013

- Grant A - State Aid
Supports basic probation services and programs
- Grant C – Commitment Reduction
Divert youth from state facilities by funding programs and placements

- Grant B - Border Project
- Grant D - Harris County Leadership Academy
- Grant E - IVE
- Grant M - SNDP
- Grant P & W - JJAEP

EXPENDITURE REPORTING

- Juvenile probation departments report the expenditure of state funds to TJJJ quarterly
 - Quarterly Expenditures Reports (existing)
 - Facilities, Programs and Services Reporting (new)
 - Local expenditures are also reported
 - Annual certification of expenditures (existing)
 - Facilities, Programs and Services Reporting (new)
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Quarterly Expenditure Reports

Report Due Dates:

- Q1 – Jan. 1, 2012
- Q2 – Apr. 1, 2012
- Q3 – Jul. 1, 2012
- Q4 – Oct. 1, 2012

- Required for ALL Grants
- Grants A & C require a breakdown of residential expenditures into
 - a) Non-Secure Placements
 - b) Secure Placements
 - c) Detention Services

TEXAS JUVENILE PROBATION COMMISSION
State Aid Expenditure Report

Due Date: 07/01/2010

1. Jurisdiction: Lone Star
 2. Agreement #: TJPC-A-2010- STATE AID
 3. Contract Period: 09/01/2009 to 08/31/2010
 4. Reporting Period: 03/01/2010 to 05/31/2010
 5. Report Type (circle one):
 Q1 Q2 Q3 Q4(Final)

Service Categories	A		B		C		D	
	Budget	Expenditures	Previous Expenditures	Expenditures This Reporting Period	Balance			
6. Salaries & F.B.	\$221,988.00	\$117,879.39						
7. Travel	\$0.00	\$0.00						
8. Operating Expenses	\$1,278.00	\$31.58						
9. Non-Residential Services	\$0.00	\$0.00						
10. Residential Services	\$0.00	\$0.00						
10a. Non-Secure Placements								
10b. Secure Placements								
10c. Detention Services								
11. Total	\$223,266.00	\$117,910.97						

I certify that all data listed on this expenditure report is correct and that expenditures shown have been made solely for the provision of juvenile probation services.

12. Signature, Phone: 409-835-8500 Fax: 409-839-2369

Signature, Phone: 409-722-7474 Fax: 409-722-2755

***** Instructions *****

Item 1: Jurisdiction. No action necessary.
 Item 2: Agreement #. No action necessary.
 Item 3: Contract Period. This item reflects the contract period with any approved change.
 Item 4: Reporting Period. This item will change each quarter and reflects the period which you will be reporting.
 Item 5: Report Type. You should indicate if this is a regular quarterly report or a final report. If this is a final report then Item 11B plus Item 11C should equal item 11A and the balance should equal zero in item 11D.
 Items 6B thru 11B: These items represent a cumulative total of expenditures report previously. These items will also be completed by TJPC. If you have made an error, or the amount is not accurate, then any correction should be made in column C for the appropriate line item (6 thru 11).
 Items 6C thru 11C: These items represent expenditures during the quarter or period you are reporting and you must complete these items. You may report negative amounts by brackets, to correct errors in amounts or classifications. Any unexpended balances from prior years should be expended and a final report submitted before expending current year funds. If budget adjustments and necessary they should be submitted along with this report.

Instructions continued on back

FACILITIES, PROGRAMS AND SERVICES EXPENDITURE REPORT (FPS)

- Expenditure of Grant A, Grant C and local funds must be reported in the Grant Manager system
 - FPS reporting is completed within Grant Manager
 - Enter data by January 1, April 1, July 1 and October 1
 - Currently Grant A and Grant C expenditures must be reported using both the “Quarterly Expenditure Reports” and the “FPS” report
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FACILITIES, PROGRAMS AND SERVICES EXPENDITURE REPORT (FPS)

- Quarterly Expenditure reports are still submitted in paper form by email, fax or mail
 - FPS reporting is submitted electronically
 - Goal is the elimination of Grant A and Grant C paper expenditure reporting for FY 2013
 - Ultimately all grant expenditures will be reported through FPS
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FACILITIES, PROGRAMS AND SERVICES EXPENDITURE REPORT (FPS)

- Local expenditures must now be reported quarterly in the FPS system
 - Departments must now report local expenditures quarterly rather than yearly
 - The FPS report for local expenditures will completely replace the “Certification of Local Expenditures” report for FY 2012 and all future years
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FACILITIES, PROGRAMS AND SERVICES EXPENDITURE REPORT (FPS)

- To use FPS, first select the FY 2012
- Select the grant type from the drop down menu

Fiscal Year 2012 - Expenditures

Grant Type: (Select) Grant Allocation/Local Budget: **\$0.00** Report Type: (Select)

Contract period: (Select) Due Date:

Grant A
Grant C
Local Funds
Adjustment for Grant A
Adjustment for Grant C
Adjustment for Local Funds

STATE FUNDS	ADMINISTRATION			COMMUNITY BASED PROGRAMS			Expenditures Current reporting period
	Expenditures Current reporting period	Previous Expenditures	Total Expenditures	Expenditures Current reporting period	Previous Expenditures	Total Expenditures	
Salary and Fringe Benefits	0	0.00	0.00	0	0.00	0.00	
Travel & Training	0	0.00	0.00	0	0.00	0.00	
Operating Expenses	0	0.00	0.00	0	0.00	0.00	
Inter-County Contracts	0	0.00	0.00	0	0.00	0.00	
Financial Contracts	0	0.00	0.00	0	0.00	0.00	

FPS Reporting

- Select the quarter that will be updated from the "Report Type" drop down box
- After the quarter has been selected, the form will automatically populate the contract period, reporting period and due date

Fiscal Year 2012 - Expenditures

Grant Type: (Select) Grant Allocation/Local Budget: **\$0.00** Report Type: (Select)
Contract period: Due Date:

Report Type dropdown options:
(Select)
Q1 (1st Quarter)
Q2 (2nd Quarter)
Q3 (3rd Quarter)
Q4 - Final (4th Quarter)

STATE FUNDS	PROBATION & ADMINISTRATION			COMMUNITY BASED PROGRAMS			Expenditures Current reporting period
	Expenditures Current reporting period	Previous Expenditures	Total Expenditures	Expenditures Current reporting period	Previous Expenditures	Total Expenditures	
Salary and Fringe Benefits	0	0.00	0.00	0	0.00	0.00	
Travel & Training	0	0.00	0.00	0	0.00	0.00	
Operating Expenses	0	0.00	0.00	0	0.00	0.00	
Inter-County Contracts	0	0.00	0.00	0	0.00	0.00	
Capital Contracts	0	0.00	0.00	0	0.00	0.00	

FPS Reporting Timelines

- Entry of expenditure information is only allowed within specified time periods
 - Enter Expenditures Q1 12-1-2011 to 12-31-2011
 - Enter Expenditures Q2 03-01-2012 to 03-31-2012
 - Enter Expenditures Q3 06-01-2012 to 06-30-2012
 - Enter Expenditures Q4 09-01-2012 to 09-30-2012
- You can enter and exit the system as many times as you want during this period – just remember to **SAVE**

FPS Reporting Timelines

- Correction and additional entry of expenditure information is allowed during the “adjustment” time periods
 - Adjustments to Q1 01-01-2012 to 09-30-2012
 - Adjustments to Q2 04-01-2012 to 09-30-2012
 - Adjustments to Q3 07-01-2012 to 09-30-2012
 - Adjustments to Q4 10-01-2012 to 08-31-2013
- When making adjustments, select “adjustment for” from the Grant Type drop down box

Types of Expenditures for FPS Reporting

- Expenditures are entered according to what the funding was used for
- Expenditure types are:
 - **Probation & Administration:** Expenses associated with the administration of the juvenile probation department and the supervision of juveniles
 - **Community-Based Programs:** A non-residential, planned and coordinated activity or group of activities designed to address a specific purpose or goal

Types of Expenditures for FPS Reporting

- **Post-Adjudication Residential:** All expenses associated with residential placement in a secure or non-secure facility including both private and county operated facilities
- **Detention or Pre-Adjudication:** All expenses associated with the temporary placement in a detention, hold-over or pre-adjudication facility including those operated by your county
- Include all operating expenses if department operates a pre or post facility

Categories for FPS Reporting

- Within each type, expenditures must be entered according to budget category
 - The budget categories are the same for each type of expenditure and include:
 - Salary & Fringe Benefits
 - Travel & Training
 - Operating Expenses
 - Inter-County Contracts
 - External Contracts
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More Detailed Types and Categories Allow for Greater Understanding of Expenditures

- New types of expenditure reporting include:
 - Community-based programs
 - Greater detail on pre- and post- residential facilities
- Contract Expenditures
 - Inter-County Contracts: A contract with another Texas county or juvenile department to provide residential placement at that facility or services in your facility
 - External Contracts: A contract with a private provider for residential placement at that facility or services in your facility

Most Common Errors to Date

- Departments have been reporting through the FPS system since September 1, 2011
- To date, most of the errors / confusion about data entry have dealt with:
 - how to report residential expenditures
 - what to include in the contract expenditure categories
 - how to enter data when the county fiscal year is different than the state fiscal year

The Future of FPS Reporting

- FPS reporting provides greater detail on both state and local expenditures for juvenile probation services
 - With this information, TJJD will be able to:
 - Develop more accurate cost per day calculations
 - Determine the cost to provide programs and placements to juveniles
 - Better understand the relationship between state and local funding
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QUESTIONS??

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