



Federal Annual Certification Report

This report must be submitted within 60 days after the close of your fiscal year to the:

Asset Forfeiture and Money Laundering Section
U.S. Department of Justice
10th and Constitution Avenue, NW
Bond Building, 10th Floor
Washington, DC 20530
Fax: (202) 616-1344
E-mail address: afmls.aca@usdoj.gov

Executive Office for Asset Forfeiture
U.S. Department of the Treasury
1341 G Street, NW
Suite 900
Washington, DC 20220
Fax: (202) 622-9610
E-mail address: treas.aca@teoaf.treas.gov



Law Enforcement Agency: _____

Police Department Sheriff's Office/Department Task Force (attach list of members) Prosecutor's Office Other _____

Contact Person: _____ E-mail Address: _____

Mailing Address: (Street) _____ (City) _____ (State) _____ (Zip Code) _____

Telephone Number: (____) _____ Fax Number: (____) _____

Agency Fiscal Year Ends on: (Month/Day/Year) _____ NCIC/ORI/Tracking No.: _____

Summary of Equitable Sharing Activity (Fiscal Year Ending _____)

	Justice Funds (DEA, FBI, etc) ¹	Treasury Funds (IRS, ICE, etc) ²
1. Beginning Equitable Sharing Fund Balance (must match Ending Equitable Sharing Fund Balance from prior FY) . . .	\$ _____	\$ _____
2. Federal Sharing Funds Received from the Department of Justice and the Department of the Treasury	\$ _____	\$ _____
3. Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces (complete attachment)	\$ _____	\$ _____
4. Other Income	\$ _____	\$ _____
5. Interest Income Accrued (<input type="checkbox"/> check if non-interest-bearing account)	\$ _____	\$ _____
6. Total Equitable Sharing Funds (total of lines 1 - 5)	\$ _____	\$ _____
7. Federal Sharing Funds Spent (total of lines a - n)	\$ (_____) _____	\$ (_____) _____
8. Ending Equitable Sharing Fund Balance (subtract line 7 from line 6)	\$ _____	\$ _____
9. Appraised Value of Other Assets Received	\$ _____	\$ _____

Summary of Shared Monies Spent

a. Total spent on salaries for new, temporary, not to exceed 1-year employees	\$ _____	\$ _____
b. Total spent on overtime	\$ _____	\$ _____
c. Total spent on informant and "buy money"	\$ _____	\$ _____
d. Total spent on travel and training	\$ _____	\$ _____
e. Total spent on communications and computers	\$ _____	\$ _____
f. Total spent on firearms and weapons	\$ _____	\$ _____
g. Total spent on body armor and protective gear	\$ _____	\$ _____
h. Total spent on electronic surveillance equipment	\$ _____	\$ _____
i. Total spent on building and improvements	\$ _____	\$ _____
j. Total spent on drug education and awareness programs	\$ _____	\$ _____
k. Total spent on other law enforcement expenses (complete attachment)	\$ _____	\$ _____
l. Total transfers to other state and local law enforcement agencies (complete attachment)	\$ _____	\$ _____
m. Total permissible use transfers (complete attachment)	\$ _____	\$ _____
Amount of line (m) used for drug abuse treatment and prevention programs	\$ _____	\$ _____
n. Total spent on matching grants (complete attachment)	\$ _____	\$ _____
o. Your agency's budget for current fiscal year	\$ _____	\$ _____
p. Your jurisdiction's budget for current fiscal year	\$ _____	\$ _____
q. Your agency's budget for prior fiscal year	\$ _____	\$ _____
r. Your jurisdiction's budget for prior fiscal year	\$ _____	\$ _____

Under the penalty of perjury, the undersigned hereby certify that the information in this report is an accurate accounting of funds received and spent by the law enforcement agency under the federal equitable sharing program during this reporting period.

Name (Print or Type) _____ Date _____
Law Enforcement Agency Head

Name (Print or Type) _____ Date _____
Governing Body Head

Signature: _____

Signature: _____

Title: _____

Title: _____

This form is subject to the Freedom of Information Act and may be released under 5 U.S.C. § 552. See www.usdoj.gov/criminal/afmls.html or www.treas.gov/offices/enforcement/teoaf for additional forms.

¹ Include under Justice funds shared cash, proceeds, and property received from the Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), U.S. Attorney's Office, U.S. Postal Inspection Service, Food and Drug Administration, and U.S. Department of Agriculture.

² Include under Treasury funds shared cash, proceeds, and property received from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)*, Internal Revenue Service (IRS), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection, U.S. Secret Service, and U.S. Coast Guard.

*The Bureau of Alcohol, Tobacco, Firearms and Explosives is a component of the Department of Justice, but ATF's equitable sharing is currently processed by the Department of the Treasury. Until further notice, please deposit all equitably shared cash and proceeds from ATF in your agency's Treasury fund.

Federal Annual Certification Report Attachment

3. Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces

Name of Law Enforcement Agency	Agency Address	Amount Received	
		Justice Funds	Treasury Funds
		\$	\$
		\$	\$
		\$	\$

If additional space is needed, please attach additional page. Attachment Yes No

k. Total Spent on Other Law Enforcement Expenses

Item Purchased	Amount Spent	
	Justice Funds	Treasury Funds
	\$	\$
	\$	\$
	\$	\$

If additional space is needed, please attach additional page. Attachment Yes No

l. Total Transfers to Other State and Local Law Enforcement Agencies

Name of Law Enforcement Agency	Agency Address	Amount Transferred	
		Justice Funds	Treasury Funds
		\$	\$
		\$	\$
		\$	\$

If additional space is needed, please attach additional page. Attachment Yes No

m. Total Permissible Use Transfers

Name of Recipient Agency	Amount Spent
	Justice Funds
	\$
	\$
	\$

If additional space is needed, please attach additional page. Attachment Yes No

n. Total Spent on Matching Grants

Name of Grant	Amount Spent	
	Justice Funds	Treasury Funds
	\$	\$
	\$	\$
	\$	\$

If additional space is needed, please attach additional page. Attachment Yes No

Federal Annual Certification Report Instructions

Law Enforcement Agency: Enter the complete name of your state or local law enforcement agency – *e.g.*, Anytown Police Department. This must be consistent with the DAG-71. Check the appropriate box to indicate type of agency. Acronyms should be spelled out. If a task force, provide a list of member agencies, addresses, and lead agency, if designated.

Contact Person: Enter the name of the person who can provide additional information on the certification report.

E-mail Address: Enter the e-mail address of the contact person or the e-mail address of the agency.

Mailing Address: Enter your agency's complete mailing address (number, street, city, state, and zip code).

Telephone Number: Enter the phone number of the contact person, including area code and extension, if any.

Fax Number: Enter your agency's fax number, including area code.

Agency Fiscal Year Ends on: Enter the ending date (month/day/year) of your agency's fiscal year – *e.g.*, 6/30/05.

NCIC/ORI/Tracking No.: Enter your valid FBI-issued National Crime Information Center (NCIC)/ORI code – *e.g.*, CA0000000 – or tracking number assigned by the Asset Forfeiture and Money Laundering Section.

Beginning Equitable Sharing Fund Balance: Enter on line 1 the amount in your federal forfeiture fund account at the beginning of your fiscal year. The amount entered on line 1 must match the Ending Equitable Sharing Fund Balance reported on your agency's Federal Annual Certification Report for the prior fiscal year. If the Beginning Equitable Sharing Fund Balance differs from the Ending Equitable Sharing Fund Balance reported last year, an amended Federal Annual Certification Report must be submitted. **Separate Justice funds from Treasury funds.** Include under Justice funds shared cash and/or proceeds received from the Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), U.S. Attorney's Office, U.S. Postal Inspection Service, Food and Drug Administration, and U.S. Department of Agriculture. Include under Treasury funds shared cash and/or proceeds received from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Internal Revenue Service (IRS), U.S. Immigration and Customs Enforcement (ICE), U.S. Customs and Border Protection, U.S. Secret Service, and U.S. Coast Guard. Please note that ATF is a component of the Department of Justice, but ATF's equitable sharing is currently processed by the Department of the Treasury. Until further notice, please deposit all equitably shared cash and proceeds from ATF in your agency's Treasury fund.

Federal Sharing Funds Received from the Departments of Justice and Treasury: Enter on line 2 the total amount of shared cash and/or proceeds received from the federal equitable sharing program. For example, if your fiscal year ends 6/30/05, include all sharing funds received from 7/1/04 through 6/30/05. Separate Justice funds from Treasury funds. Funds from state and local forfeitures should not be reported on the Federal Annual Certification Report.

Federal Sharing Funds Received from Other Law Enforcement Agencies and Task Forces: Enter on line 3 the total amount of federal sharing funds received from other state and local law enforcement agencies and task forces. Please provide a list of the agencies your agency received funds from, their address, and the amount received on the Federal Annual Certification Report Attachment.

Other Income: Enter on line 4 the proceeds from the sale of shared property or any amounts returned to your forfeiture fund account – *e.g.*, funds from the sale of a car placed in official use or reimbursements received from your city, county, or state for expenditures made with shared funds.

Interest Income Accrued: Enter on line 5 the interest earned on your federal forfeiture fund account during your fiscal year. Account for Justice and Treasury interest income separately. Check box if shared funds are in a non-interest-bearing account.

Total Equitable Sharing Funds: Add the beginning equitable sharing fund balance (line 1), the federal sharing funds received from the Department of Justice and the Department of the Treasury (line 2), federal sharing funds received from state and local law enforcement agencies and task forces (line 3), other income (line 4), and interest income (line 5). Enter on line 6 the total amount.

Federal Sharing Funds Spent: Add items a through n. Enter the total amount on line 7.

Ending Equitable Sharing Fund Balance: Subtract the federal sharing funds spent (line 7) from the total equitable sharing funds (line 6). Enter on line 8 the ending balance.

Appraised Value of Other Assets Received: Enter on line 9 the fair market value of any federally forfeited property received – *e.g.*, if the fair market value of a car is \$10,000, then enter \$10,000 on line 9. *Note:* When the car is sold, proceeds from the sale must be deposited in your federal equitable sharing account and recorded as other income (line 4) in the year sold.

Summary of Shared Monies Spent: Enter on lines a-n the total amount spent for each item listed.

Total Spent on Drug Education and Awareness Programs: Enter on line j the total amount your agency spent conducting drug education and awareness programs.

Total Spent on Other Law Enforcement Expenses: Enter on line k the total amount of expenses not listed in items a through j. Please provide a list of items purchased and the amount spent on the Federal Annual Certification Report Attachment.

Total Transfers to Other State and Local Law Enforcement Agencies: Enter on line l the amount transferred to other state and local law enforcement agencies. Please provide a list of recipients, their address, and the amount transferred on the Federal Annual Certification Report Attachment. Before transferring funds, your agency must verify that the receiving agency has a current and valid Federal Equitable Sharing Agreement on file with both the Department of Justice and the Department of the Treasury.

Total Permissible Use Transfers: The Department of Justice permits state and local law enforcement agencies to use up to 15 percent of shared funds received during the last two fiscal years to support drug abuse treatment, drug and crime prevention education, housing and job skills programs, or other nonprofit community-based programs or activities, which are formally approved by the chief law enforcement officer – *e.g.*, chief, sheriff, or prosecutor – as being supportive of and consistent with a law enforcement effort, policy, and/or initiative. **Law enforcement agencies may not transfer cash to non-law enforcement agencies or private nonprofit organizations.** Law enforcement agencies may either 1) directly pay specific expenses on behalf of the recipient agency/organization or 2) reimburse the agency/organization by check for itemized expenditures. Enter on line m the total amount spent on behalf of non-law enforcement agencies and private nonprofit organizations. Please provide a list of recipients and the amount spent on the Federal Annual Certification Report Attachment.

Amount Used for Drug Abuse and Prevention Programs: From line m, enter the total amount used for drug abuse treatment and prevention programs.

Total Spent on Matching Grants: Enter on line n the amount of federal equitable sharing funds your agency spent to match grants. Please provide the name of grants matched and the amount spent to match each grant on the Federal Annual Certification Report Attachment.

Your Agency's Budget for Current Fiscal Year: On line o, enter your agency's budget for the current fiscal year. If completing the certification for FY 2005, enter your agency's budget for FY 2006.

Your Jurisdiction's Budget for Current Fiscal Year: Enter on line p your city/county/state's budget for the current fiscal year. If completing the certification for FY 2005, enter your jurisdiction's budget for FY 2006.

Your Agency's Budget for Prior Fiscal Year: On line q, enter your agency's budget for the prior fiscal year. If completing the certification for FY 2005, enter your agency's budget for FY 2005.

Your Jurisdiction's Budget for Prior Fiscal Year: Enter on line r your city/county/state's budget for the prior fiscal year. If completing the certification for FY 2005, enter your jurisdiction's budget for FY 2005.

Law Enforcement Agency Head: The head of your law enforcement agency must sign and date the form. Name and title of the signatory must be printed or typed. Examples of law enforcement agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, chairperson, secretary, city attorney, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. For task forces, the law enforcement agency head is the person who oversees task force operations and may be the chief law enforcement officer of the lead agency – *e.g.*, police chief or sheriff – or a commander, lieutenant, or captain who oversees task force

operations. By signing the Federal Annual Certification Report, the signatory certifies that this report is an accurate accounting of federal equitable sharing funds received and spent by the law enforcement agency during the reporting period.

Governing Body Head: The head of your governing body must sign and date the form. Name and title of the signatory must be printed or typed. For purposes of this form, a governing body is the person or entity that has appropriations authority over your agency. That is, the governing body has legislative authority to approve your agency's annual budget. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, director, secretary, administrator, commissioner, and governor. **In general, a law enforcement official should not sign as the governing body head.** An exception will be granted for law enforcement officials that have appropriations authority over a task force. For task forces with a governing board, the board chairperson should sign as the governing body head. Task forces whose budgets are approved in the same manner as a city, county, or state law enforcement agency should obtain the signature of the appropriate official – *e.g.*, city manager, mayor, etc. By signing the Federal Annual Certification Report, the signatory certifies that this report is an accurate accounting of federal equitable sharing funds received and spent by the law enforcement agency during the reporting period.

Mail the Federal Annual Certification Report to the Departments of Justice and Treasury at:

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Suite 900
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Fax: (202) 622-9610
E-mail address: treas.aca@teoaf.treas.gov

The original Federal Annual Certification Report should be sent to the Department from which your agency primarily receives shared funds. A copy should be sent to the other Department and to the U.S. Attorney in the district in which your agency is located. Additional copies of this report can be downloaded from the Department of Justice website at www.usdoj.gov/criminal/afmls.html or the Department of the Treasury website at www.treas.gov/offices/enforcement/teoaf.