



Office Apportionment Guidelines 2008



Direct deposit

We encourage you to use direct deposit to avoid lost warrants and to speed the availability of your funds. Submit a completed direct deposit form, available at: <http://www.window.state.tx.us/taxinfo/taxforms/74-158.pdf> or call the Comptroller's Judiciary Section for a form at (800) 531-5441, ext. 6-5985.

Form completion

Do not complete shaded areas.

The following fields must be completed:

- ▶ Name of the DA, CDA or CA and a mailing address for the check or direct deposit notification
- ▶ Social security number of the DA, CDA or CA
- ▶ From and to dates covered for the expenditures on the voucher
- ▶ Grand total for dates covered
- ▶ Contact from county or district including telephone number, located below certification

For Staff Salary Amounts Requested:

- ▶ Employee name
- ▶ Social security number
- ▶ Amount requested
- ▶ Payroll taxes may be included in salary amounts or listed separately

Additional lines are available on the reverse side of the form.

For Office Expenses Requested:

- ▶ List rent, utilities, books, telephones and equipment leases separately
- ▶ Consumable office supplies can be requested in one sum of up to \$500 per month. For totals exceeding \$500 per month, provide explanation/itemization of expenses

Additional lines are available on the reverse side of the form.

For Travel Amounts Requested:

List travel on the reverse side and enter the total on the front above the grand total. We do not request any receipts or detail, although all travel must comply with the *State Travel Allowance Guide*. Go to: http://fm.cpa.state.tx.us/fm/pubs/travallow/06-07/Travel_Allowance_Guide_2006-07.pdf to view the travel guide.

- ▶ List title or name of the person who traveled and total amount requested for each person.

Signatures:

Signatures must be original. We cannot accept a faxed form.

- ▶ Print or type the name of the DA, CDA or CA and complete the applicable blank.
- ▶ The DA, CDA or CA must sign and date the form in the certification box.

Please indicate a contact name and telephone number below the certification in case we have questions.

Mail completed form to:

Comptroller's Judiciary Section
P.O. Box 13528
Austin, Texas 78711-3528

E-mail judiciary@cpa.state.tx.us
Call (800) 531-5441, ext. 6-5985
for assistance

The apportionment form is located on the Internet at: www.window.state.tx.us/taxinfo/taxforms/40-forms.html
Scroll to form 73-279, Comptroller Judiciary Apportionment Voucher.

- District Attorneys (DAs)
- Criminal District Attorneys (CDAs)
- County Attorneys with Felony Prosecution Authority (CAs)

Apportionment excerpt from current Apportionment Act

Apportionment funds are for the payment of salaries, travel and expenses of assistant prosecutors, investigators and administrative staff. These funds are also eligible to be used for the day to day operating expenses of the office as outlined in the following excerpt from the General Appropriations Act.

Reimbursement shall be limited to expenses for supplies or items that would normally be consumed or utilized within the fiscal year for which the funds in this item are designated. Payments shall not exceed \$34,450 per district per year in multi-county districts and \$17,050 per district per year in single-county districts and \$34,450 for both multi-county and single-county districts for those District Attorneys, Criminal District Attorneys and County Attorneys performing the duties of a district attorney prohibited from the private practice of law per Government Code, Chapter 46; and shall be made available in three equal installments issued on the first day of September, January and May of each fiscal year. These payments shall be made directly to the District Attorney, Criminal District Attorney, or County Attorney for the purposes of disbursement as required by the attorney. The attorney receiving these payments shall be responsible to the Comptroller for accounting for all expenditures of these funds.

Please provide the Comptroller's Judiciary Section with a detailed list including payroll, services or goods that were paid for by state office apportionment funding. A separate reconciliation form, provided by the state, will serve as a record of actual office expenditures for each preceding year. Please mail the completed form to the Comptroller's Judiciary Section by November 15, following the close of the

state's fiscal year. The statute reference for this requirement is Texas Government Code 46.004.

Eligible expenses

(examples, not exclusive)

- ▶ Consumable expenses including: pens, paper, files and miscellaneous office supplies
- ▶ Law books
- ▶ Rental or lease (not lease purchase) of office equipment, computer equipment and copiers
- ▶ Subscriptions and dues not for the exclusive use of the DA, CDA or CA
- ▶ Travel for office staff (not the DA, CDA or CA) that complies with the *State Travel Allowance Guide*
- ▶ Salaries for office staff
- ▶ Utility and telephone expenses
- ▶ Rent
- ▶ Contract labor

Ineligible expenses

(examples)

- ▶ Purchase of capital equipment including desks, chairs, copiers and computers
- ▶ Travel for the DA, CDA or CA

Funds availability

Apportionment funds are appropriated by the state fiscal year, which is September through August. For example, fiscal 2008 begins on September 1, 2007 and will end on August 31, 2008.

Funds requested must be for expenses incurred (or expected to be incurred) in the fiscal year that the funds became available.

A third of the funds will be available in September, January and May.

For those with \$34,450 available per year, \$11,483.33 will be available in September, January and May. For those with \$17,050 available per year, \$5,683.33 will be available in September, January and May.

Requesting funds

Request funds by submitting a completed Comptroller Judiciary Apportionment Voucher <http://www.window.state.tx.us/taxinfo/taxforms/73-279.pdf>. Funds may be requested monthly, every four months, annually (at the end of the fiscal year) or as expenses are incurred.

Funds may be requested for anticipated expenses. Vouchers for anticipated expenses should list expenses that are reasonably expected to occur within the dates requested. A voucher submitted in September for \$11,483.33 for expenses through December must be for regular expenses expected to occur in that time period.

If an office requests more funds than are available, only the remaining available funds will be reimbursed. If a request for \$12,000 is made for funds in September, only \$11,483.33 will be disbursed. Another voucher must be submitted when the next third becomes available. Call the Comptroller's Judiciary Section at any time to inquire about the amount available at **(800) 531-5441, ext. 6-5985**.



Call us with questions at: **(800) 531-5441, ext 6-5985.**

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