



## MUNICIPAL COURT MONTHLY FINANCIAL REPORT

See Instructions on page 3.

County Name		County Code Number		Report for Month/Year
Municipal Name (Indicate if Town, Village or City)		Municipal Code Number		Telephone Number (     )
<b>I. MUNICIPAL COURT OFFICIAL</b>	Total Amount Collected	Share to be retained by Municipality	Share to be sent to County	Share to be Sent to State
1. Forfeitures for Municipal Ordinance Violations (Except for Municipal Ordinances in Conformity with Ch 348, Stats.)		100%		
Adjustment (if applicable)				
2. Municipal Court Costs (Chapter 814, Subchapter II, s. 814.65, Stats.)		100% of amount in excess of \$5.00 for each forfeiture		\$5.00 for each forfeiture
Adjustment (if applicable)				
3. Penalty Surcharges (s. 757.05, Stats.)				100%
Adjustment (if applicable)				
4. County Jail Surcharges (s. 302.46(1)(a), Stats.)			100%	
Adjustment (if applicable)				
5. Driver Improvement Surcharges (s. 346.655, Stats.)			50.3%	49.7%
Adjustment (if applicable)				
6. Crime Lab and Drug Enforcement Surcharges (s. 165.755(4), Stats.)				100%
Adjustment (if applicable)				
7. Domestic Abuse Surcharges (s. 973.055(2)(b), Stats.)				100%
Adjustment (if applicable)				
8. Truck Weight Restrictions (Municipal Ordinances in Conformity with Ch. 348, Stats., s. 66.12(3)(c))		\$150 for each forfeiture		100% of amount in excess of \$150.00
Adjustment (if applicable)				
9. Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)			100%	
Adjustment (if applicable)				
10. GPS Tracking Surcharge (for violations of ordinances conforming to s. 813.12 or s. 813.125, Stats.)				100%
Adjustment (if applicable)				
11. Safe Ride Program (s. 85.55, Stats.)				100%
Adjustment (if applicable)				
12. Totals				<b>Pay This Amount</b>

Continue onto next page.

## II. CERTIFICATION OF MUNICIPAL COURT OFFICIAL

I hereby certify that this report reflects all actions requiring forfeitures court costs and surcharges collected during the month designated.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## III. TREASURER'S CERTIFICATION

I hereby certify that the above amount due the state has been received. After so certifying a copy of this report will be returned to the signer of this report as a receipt and the stated amount will be remitted to the Department of Administration with this report.

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

In the event the Department of Administration has questions about this report and payment, who should we contact?

Name:	Telephone Number	Email Address
_____	(     ) _____	_____

## INSTRUCTIONS

### MUNICIPAL COURT FINES, FORFEITURES, SURCHARGES AND COURT FEES - MONTHLY REPORT

**Municipal Official:** Enter the name and code of the county and municipality in which your court is located. If you do not know your county or municipal code, contact your County Treasurer.

Complete Parts I and II. Send a copy to your Treasurer by the 15<sup>th</sup> of the month following the month funds are collected.

**Treasurer:** Complete Part III. Return a copy to the reporting unit. Retain a copy for your file.

On or before the first of the month following receipt of the money from the Municipal Court, send the **ORIGINAL** copy with check for amount due to:

**State of Wisconsin Court Fines & Surcharges  
Box 93304  
Milwaukee, WI 53293-0304**

**Part I Municipal Court Official** - Must be completed by each Municipal Court Official

- Line 1** Enter the total amount collected as forfeitures for violations of municipal ordinances, except for municipal ordinances in conformity with Ch. 348, Stats.
- Line 2** Enter the total amount of all shared court surcharges collected as required by s. 814.65, Stats.
- Line 3** Enter the total amount of Penalty Surcharges collected as required by s. 757.05, Stats., imposed on all violations excepting non-moving traffic violations.
- Line 4** Enter the total amount of the County Jail Surcharges collected which is RETAINED BY THE COUNTY as required by s. 302.45(1)(a) Stats.
- Line 5** Enter the total amount of Driver Improvement Surcharges collected as required by s. 346.655, Stats.
- Line 6** Enter the total amount of Crime Lab and Drug Enforcement Surcharges collected as required by s. 165.755(4), Stats.
- Line 7** Enter the total amount of Domestic Abuse Surcharges collected as required by s. 973.055(2)(b), Stats.
- Line 8** Enter the total amount collected for truck weight restrictions under municipal ordinances in conformity with Ch. 348, Stats. as required by s. 66.12(3)(c) and 348.21(3), Stats.
- Line 9.** Enter the total amount for Ignition Interlock Device Surcharge (s. 343.301(5), Stats.)
- Line 10** Enter the total amount collected for GPS Tracking Surcharge for violations of ordinances conforming to Section 813.12 or 813.125, Wisconsin Statutes
- Line 11** Enter the total amount collected for the Safe Ride Program as required by s. 85.55, Stats.
- Line 12** Enter the total of the amounts listed.

**Adjustments** Enter adjustments to previous reports are to be made below each applicable line.

**Part II Certification of Municipal Court Official** - Must be completed by each Municipal Court Official reporting.

**Part III Certification of Treasurer** - Must be completed by each Treasurer reporting and transmitting monies.