

**NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES  
2018 ANNUAL EXPENDITURE REPORT**

**COUNTY/CITY:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_

This annual report has been developed in accordance with the provisions of County Law §722-f(2). It should be filed **no later than April 1, 2019**, to the New York State Office of Indigent Legal Services either via email at [countyfinancialreports@ils.ny.gov](mailto:countyfinancialreports@ils.ny.gov) or in hard copy to:

Office of Indigent Legal Services  
c/o Director of Research  
80 South Swan St., Suite 1147  
Albany, NY, 12210

**Completion of the certification on page 4 is a representation to the completeness and accuracy of all information presented in this form and any attachments hereto.**

**PART A – FINANCIAL INFORMATION**

**I. SUMMARY FINANCIAL INFORMATION**

		<b>Calendar Year 2018</b> (Enter details in Section II)
Total Expenditures		
Less: Revenue Sources		
	Federal Funds	
	State Funds	
	Private Source Funds	
Net Local Funds Calendar Year 2018		

Note:

- Section II should be completed first to compute the amounts for total expenditures and each category of revenue. The totals from the detailed schedules should be entered in the applicable space in the summary.
- “Total Expenditures” includes all expenses of the county or city applied to providing services (counsel and services other than counsel) pursuant to Article 18-B of the County Law. Such expenditures are hereinafter referred to as “Article 18-B expenditures.”
- “Local Funds” are all funds expended by a county or city for Article 18-B services and expenses, other than funds received from the federal government, the State, or a private source where the locality does not have authority or control over payment of such funds by such private source. “Local Funds” is computed by subtracting the total of all revenue sources from the total expenditures.

**NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES  
2018 ANNUAL EXPENDITURE REPORT**

**II. EXPENDITURES AND REVENUES FOR CALENDAR YEAR 2018**

1. **Detail of Article 18-B Expenditures** for the period of January 1, 2018 to December 31, 2018.

Note:

- The determination of expenditures for this report should use the same basis of accounting applied to the preparation of the financial statements. Expenditures include direct charges and indirect expenditures allocated pursuant to the cost allocation plan developed in accordance with OMB Circular A-87.

Category		Expenditures	
Public Defender			
	Personal Services		
	Equipment and Capital Outlay		
	Contractual Expenditures		
	Employee Benefits		
	Total Public Defender		
Legal Aid Bureau or Society			
Bar Association Rotational Plan			
Office of Conflict Defender			
<b>Total Article 18-B Expenditures (to Summary)</b>			

Note:

- **Public Defender:** Expenditures allocated to the Public Defender's office that are attributable to the services defined in Article 18-B of the County Law. Do not include payments to a legal aid bureau or society or counsel assigned under a bar association rotational plan or representation is provided by an Office of Conflict Defender.
- **Legal Aid Bureau or Society:** Expenditures charged to the county or city by a legal aid bureau or society designated by the county or city for services defined in Article 18-B of the County Law.
- **Bar Association Rotational Plan:** Expenditures charged to the county or city for services defined in Article 18-B of the County Law performed by counsel assigned pursuant to an approved plan of a bar association.
- **Office of Conflict Defender:** Expenditures allocated to the office of Conflict Defender where such office has been established pursuant to the provisions in Article 18-B of the County Law.

**NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES  
2018 ANNUAL EXPENDITURE REPORT**

2. **Detail of Revenue Sources** for the period of January 1, 2018 to December 31, 2018:

Note:

- Include revenues received by the county or city where such revenues are specifically designated for the support of or as reimbursement for expenditures attributable to the services defined in Article 18-B of the County Law. The determination of revenues for this report should use the same basis of accounting applied to the preparation of the financial statements.

- a. Federal Funds – includes all federal aid specifically designated to support or reimburse Article 18-B expenditures. Please itemize by program or category of aid and amount.

Note:

- Revenues from Federal sources include funds received directly from a Federal agency and funds received from other entities that are classified as Federal program moneys pursuant to OMB Circular A-133. For example, applicable revenues received through the Byrne Formula Grant Program.

Program	Program Revenue
Total Federal Funds (record in Summary of Financial Information)	

- b. State Funds – includes all State aid specifically designated to support or reimburse Article 18-B expenditures. Please itemize by program or category of aid and amount. Examples include certain revenues received through Correction Law §606 reimbursements.

Program	Program Revenue
Total State Funds (record in Summary of Financial Information)	

- c. Private Source Funds – all funds from private sources specifically designated to support or reimburse Article 18-B expenditures, where the county or city does not have authority or control over payment of such funds by such private source. Please itemize by source and amount.

Private Source	Revenue
Total Private Funds (record in Summary of Financial Information)	

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**PART B – CERTIFICATION**

I, \_\_\_\_\_, as chief executive officer of the County/City of \_\_\_\_\_, certify that the above is a true and complete statement of the information provided.

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Signature

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Date