

# New York State Office of Indigent Legal Services 2023 Annual Expenditure Report

## General Instructions

This annual report form was developed by the New York State Office of Indigent Legal Services (ILS) to assist counties and New York City in complying with the annual reporting requirements of New York State County Law § 722-f(2). This report form should be completed by a County Executive, Chief Executive Officer, or designee for either. Please complete this report form and file it with ILS no later than March 1, 2024.

Please note that this report seeks two pieces of information: 1) county or city actual expenditures during calendar year 2023 for services under Article 18-B of the County Law; and 2) revenue sources for these actual expenditures. Please note that in reporting revenue for actual 2023 expenditures, you are to report both revenue received as well as anticipated revenue for that expenditure. This is in accord with the New York State Office of State Comptroller's Accounting and Reporting Manual: Counties, Cities, Towns, and Villages (available here: <https://www.osc.state.ny.us/files/local-government/publications/pdf/arm.pdf>). Under this manual (page 14), local governments are to report revenue via a modified accrual basis: i.e., when they are "susceptible to accrual, that is when they become both measurable and available to finance expenditures for the current period."

Please see the FAQ available at: [https://www.ils.ny.gov/files/FAQs\\_ANNUAL%20FINANCIAL%20REPORT\\_%20January%202023.pdf](https://www.ils.ny.gov/files/FAQs_ANNUAL%20FINANCIAL%20REPORT_%20January%202023.pdf) for more information.

Please enter the following information for your locality.

## 1. County/City

- ☐ Albany
- ☐ Allegany
- ☐ Broome
- ☐ Cattaraugus
- ☐ Cayuga
- ☐ Chautauqua
- ☐ Chemung
- ☐ Chenango
- ☐ Clinton
- ☐ Columbia
- ☐ Cortland
- ☐ Delaware
- ☐ Dutchess
- ☐ Erie
- ☐ Essex
- ☐ Franklin
- ☐ Fulton
- ☐ Genesee

-  
☐ Greene

☐ Hamilton

☐ Herkimer

☐ Jefferson

☐ Lewis

☐ Livingston

☐ Madison

☐ Monroe

☐ Montgomery

☐ Nassau

☐ New York City

☐ Niagara

☐ Oneida

☐ Onondaga

☐ Ontario

☐ Orange

☐ Orleans

☐ Oswego

☐ Otsego

- ☐ Putnam
- ☐ Rensselaer
- ☐ Rockland
- ☐ St. Lawrence
- ☐ Saratoga
- ☐ Schenectady
- ☐ Schoharie
- ☐ Schuyler
- ☐ Seneca
- ☐ Steuben
- ☐ Suffolk
- ☐ Sullivan
- ☐ Tioga
- ☐ Tompkins
- ☐ Ulster
- ☐ Warren
- ☐ Washington
- ☐ Wayne
- ☐ Westchester

☐ Wyoming

☐ Yates

2. Name of Person (County Executive, Chief Executive Office, or Designee) Completing the Form:

3. Email Address Of Person Completing the Form:

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## I. Expenditures Made in 2023

All expenditures actually made in 2023 for services under Article 18-B of the County Law should be reported on this form.

**Public Defender Office:** Expenditures of the Public Defender's Office that are for services defined in Article 18-B of the County Law. Do not include expenditures of a Legal Aid Bureau or Society, Assigned Counsel Plan, or a Conflict Defender Office.

**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.

**Assigned Counsel 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 Assigned Counsel Plan.

**Conflict Defender Office:** Expenditures of the Conflict Defender Office for services defined in Article 18-B of the County Law.

**Please respond with numbers only. A blank entry will result in an error message – please enter '0' where applicable.**

4. Public Defender Office: \*

5. Legal Aid Bureau or Society: \*

6. Assigned Counsel Plan: \*

7. Conflict Defender Office: \*

8. **Total Article 18-B Expenditures (A):** \*

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## II (a). Detail of Revenue Sources for Expenditures Made - Federal Funds

Include revenues from Federal Funds the county or city received or anticipates receiving for expenditures actually made in calendar year 2023 for services defined in Article 18-B of the County Law.

Please note that, in accordance with the Office of State Comptroller's Accounting and Reporting Manual: Counties, Cities, Towns, and Villages (available here: <https://www.osc.state.ny.us/files/local-government/publications/pdf/arm.pdf>) you are to report anticipated revenue for an expenditure as though it has been received.

**"Federal Funds"** includes all federal aid specifically designated to support or reimburse expenditures for services defined in Article 18-B of the County Law. Please itemize by program or category of aid and amount. Note that 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).

**Please respond with numbers only. A blank entry will result in an error message – please enter '0' where applicable.**

9. Federal Byrne -JAG: \*

10. BJA Smart Defense Initiative Grant: \*

11. Other Federal Revenue: \*



12. **Total Federal Revenue (C): \***

13. If you indicated you had other federal revenue, please list the program(s) here:

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## II (b). Detail of Revenue Sources for Expenditures Made - State Funds

Include revenues from State Funds the county or city received or anticipates receiving for expenditures actually made in calendar year 2023 for services defined in Article 18-B of the County Law.

“**State Funds**” includes all State aid specifically designated to support or reimburse expenditures for services defined in Article 18-B of the County Law. Please itemize by program or category of aid and amount. Examples include certain revenues received through Correction Law § 606 reimbursements and revenues received from the Office of Indigent Legal Services (ILS). Please note that ILS funding includes all ILS Distributions, *Hurrell-Harring* Settlement funds, Statewide Expansion funds, and competitive grants (e.g., Regional Immigration Assistance Centers (RIAC), Counsel at First Appearance (CAFA), Upstate Quality Improvement, Model Parental Representation Office, and Upstate Family Defense (Child Welfare) Quality Improvement & Caseload Reduction). You do not need to itemize each contract.

**Please respond with numbers only. A blank entry will result in an error message – please enter ‘0’ where applicable.**

14. Office of Indigent Legal Services (ILS): \*

15. Aid to Defense (MOPP): \*

16. Corrections Law § 606: \*

17. Indigent Parolee Program: \*

18. Defender Based Advocacy: \*

19. Other State Revenue: \*

20. **Total State Revenue (D):** \*

21. If you indicated you had other state revenue, please list the program(s) here:

## II (c). Detail of Revenue Sources for Expenditures Made – Private Source Funds

Include Private Source revenues the county or city received or anticipates receiving for expenditures actually made in calendar year 2023 for services defined in Article 18-B of the County Law.

Include revenues received by the county or city in calendar year 2023 where such revenues are specifically designated for the support of or as reimbursement for expenditures for services defined in Article 18-B of the County Law.

**“Private Source Funds”** includes 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.

**Please respond with numbers only. A blank entry will result in an error message – please enter ‘0’ where applicable.**

22. Partial Reimbursement (County Law § 722-D Orders): \*

23. Other Private Revenue: \*

24. **Total Private Source Revenue (E): \***

25. If you indicated you had other private source revenue, please list the source(s) here:

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### III. Summary Financial Information

26. Total Expenditures (A): \*

27. Revenue Sources (B = C + D + E): \*

28. Federal Funds (C): \*

29. State Funds (D): \*

30. Private Source Funds (E): \*

31. Net Local Funds Calendar Year 2022 (A - B): \*

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## Certification

32. I, as County Executive, Chief Executive Officer, or designee for either, of the County/City selected previously, certify that the above is a true and complete statement of the information provided. \*

☐ Yes

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