



## ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 11 – Institution Accounting 8.1	EFFECTIVE DATE: 11/12/1984
TITLE: Crime Victim and Witness Surcharge	REVISION DATE: 10/28/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

### BACKGROUND

Wis. Stat. § 973.045 authorizes assessment, collection and disbursement of money defined as the Crime Victim and Witness Assistance Surcharge. Under Wis. Stat. § 973.045 (4), the Department is authorized and shall collect, as appropriate, all unpaid assessments from an inmate's wages or other monies while that inmate is in the custody of the Department.

### PROCEDURES

1. Collections for assessments are to be submitted by institutions to the Bureau of Fiscal Services (BFS) on the Deposit Voucher, F-80141. Deposits are to be recorded on each institution's regular weekly deposit. The surcharge applies to those cases in which the offense occurred after October 1, 1983.
2. Collections deposited on the Deposit Voucher shall be credited to appropriation 974, account 99000.
3. BFS shall make a quarterly disbursement to the Department of Justice in an amount equal to the amount credited to the account in the previous quarter. This disbursement shall be debited to appropriation 974, account 59000.
4. Year-end procedures shall provide that all collections shall have been forwarded to the Department of Justice by BFS prior to the close of the year.
5. Should there be any occasion where monies are to be refunded to an inmate, a memo of justification showing the inmate's name, offense date and remittance date should be forwarded to: Department of Justice, Crime Victim Surcharge Program, 123 W. Washington Avenue, Room 402, Madison, WI 53702.

### FORMS

Deposit Voucher, [F-80141](#)

### REFERENCES

[Wis. Stat. § 973.045](#)

### CONTACTS

[Expenditure Accounting Section Chief](#)

[Lead Accountant](#)