



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
OFFICE OF COURT ADMINISTRATION  
DIVISION OF FINANCIAL MANAGEMENT  
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TO: All Holders of the Financial Planning and Control Manual

## NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 294	August 4, 2003
SUBJECT: Monitoring Integrated Domestic Violence- Related Expenses	

As you know, a comprehensive effort is underway to establish Integrated Domestic Violence (IDV) Courts throughout the State. This effort is being conducted under the supervision of Judge Judy Harris Kluger, Deputy Chief Administrative Judge for Court Operations and Planning. These specialized courts are intended to simplify the justice system for litigants; increase victim safety; eliminate multiple court appearances and reduce case disposition times; improve the overall coordination of the various resource agencies and compliance issues relating to such matters.

An important element to this effort will involve the monitoring of the costs associated with these new courts. Through a comparison of "pre and post" IDV operating costs, we plan to identify the costs and savings associated with the institutionalization of this approach to case resolution in which one judge addresses the multiple legal issues - criminal, family and matrimonial - that can arise when domestic violence occurs.

### Personal Service / Fringe Benefit Costs

Working with the respective courts, District Administrative Judges' offices and Judge Kluger's staff, the Division of Financial Management will be developing processes to identify and monitor the court staffing resources which will be committed to the IDV Courts. In this way, the personal service and fringe benefit costs associated with the operation of the IDV Courts can be measured.

### Nonpersonal Service Costs

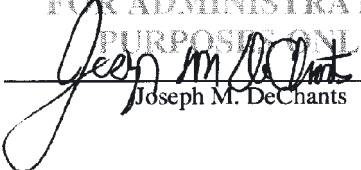
In that existing court budgets/cost centers will initially bear the cost of these specialized new court parts, another methodology is required to track the nonpersonal service costs associated of the IDV Courts.

First, vouchers containing IDV-related costs should be prepared separately from ongoing court costs to the extent practical. When separate vouchers are not possible or practical, courts should clearly indicate via a separate expense charge line those costs which are attributable to IDV Court operations. All vouchers containing IDV-related costs should be clearly marked as such when they are submitted to the appropriate district/administrative office for payment.

When district/administrative offices key vouchers containing IDV expenses into the OSC Central Accounting System, the 'charges with tail' screen of the voucher entry system should be used to identify the appropriate charges via the entry of the letters "IDV" in the 'OPT' field as indicated in the attached. Charges missing this entry will not be captured as IDV-related expenses. (Note: This methodology is similar to that established for identifying expenses to be subsequently charged to UCS Education & Training resources - see New Accounting Procedures Bulletin 279).

The Financial Management and Information System (FIMS) can be used by court managers to easily identify and summarize all IDV-related charges which are earmarked as provided herein.

Please distribute this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, UCS operating cost payments.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY  
  
Joseph M. DeChants

## Identifying IDV-related Expenses:

Enter the words "IDV" in the 'Optional' field ("PF6" for charge continuation with tail entry panel):

Expenditure							Liquidation				
Cost Center Code				Object	Accum		Amount	Orig. Agency	PO/Contract	Line	F/P
Dept	Cost Center	Var.	Yr		Dept.	Statewide					
				Liability Date	From Date	TC	Subledger	Optional			
				(MM) (DD) (YY)	(MM) (DD)						
				/ /	/ /			IDV			

Example: A Integrated Domestic Violence Court -related expense would be identified as indicated above (on a voucher document charge line) and/or below (Central Accounting System voucher charge continuation entry panel).

### VOUCHER CORRECTION CHARGES WITH TAIL

ORIG/AGCY: 05005      BATCH #: LD0010      DOC SEQ #: 002      VOUCHER #: 0005002

SEQ	DEPT	COSTCTR	VAR	YR	OBJECT	ACCUM	AMOUNT	AGCY	PO/CONT	LINE
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LD:					FD:		TC:		SL:	OPT: IDV
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LD:					FD:		TC:		SL:	OPT:
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LD:					FD:		TC:		SL:	OPT:
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LD:					FD:		TC:		SL:	OPT:
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LD:					FD:		TC:		SL:	OPT:
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140 - END OF DOCUMENT

03 VOUCHER

08 DELTXNS

09 PG FWD

10 PG 1ST

11 SUSPEND    12 PROCEED    ENTER - MORE CHARGES