

INSTRUCTIONS FOR THE MONTHLY SUPERVISION REPORT

General Instructions

1. Always complete the report for the month prior.
2. Submit an original report within the first five working days of each month. Xeroxed or faxed copies will not be accepted.
3. Complete the report in ink, not pencil.
4. Complete every blank of the report. If a particular section does not apply to you, write "NA".

PART A: Residence

1. List all names of persons who live with you.

PART B: Employment

1. Under "Normal Work Hours" report your typical work schedule (i.e., 9:00 a.m. to 5:00 p.m.).
2. "Gross Income" is the total amount of income you are paid before taxes or any other deductions are made.
3. A medical excuse may be required for an extended period of time off from employment.

PART C: Vehicles

1. List all vehicles owned or driven by you including company cars and motorcycles. This also includes vehicles owned by you but not driven (antique cars).

PART D: Monthly Financial Statement

1. "Net Income From Employment" is the actual amount of income you take home after taxes and all deductions have been made.
2. Report all additional sources of income under "Other Income." Other income may include but is not limited to spouse's income, income from a second or part-time job, gifts, loans, tax refunds, cash advances from credit cards, dividends, withdrawals from savings accounts, etc.
3. Verify all sources of income monthly. This may be done through pay stubs, bank statements, etc.
4. Total monthly expenses should reflect the information provided by you on the Monthly Expense Sheet. If monthly expenses exceed total income, an explanation must be provided.

PART E: Compliance With Conditions of Supervision During the Past Month

1. Regarding your special assessment, restitution or fine, report the amount you actually paid during the month.

I have read, understand, and have had these instructions explained to me by the probation officer. I understand that failure to comply may lead to revocation of my supervision. Further, I understand any false statement by me (including factual omissions) may also result in revocation of my supervision.

Acknowledged: _____ Date: _____
Signature

Probation Officer: _____ Date: _____
Signature