

 <p><b>Interstate Commission for Juveniles</b></p>	<p><b>Policy Number</b> <b>08-2009</b></p>	<p><b>Page Number:</b> <b>1</b></p>
<p><b>ICJ Administrative Policy</b> Dues Assessment and Enforcement</p>		<p><b>Dated:</b> August 4, 2009</p> <p><b>Revised:</b> March 18, 2021</p>

## **I. Authorization**

- A. Article VIII of the ICJ provides in relevant part, “The Interstate Commission shall levy and collect an annual assessment from each compacting state to cover the cost of the internal operations and activities of the Interstate Commission and its staff which must be in total amount sufficient to cover the Interstate Commission annual budget as approved each year.”
- B. Article VII(B)(3) of the ICJ provides in relevant part that, “The Interstate Commission, in the reasonable exercise of its discretion, shall enforce the provisions and rules of this Compact using any or all means set forth in Article XI of this Compact.”
- C. ICJ Rule 2-101 provides in relevant part, “The Commission shall determine the formula to be used in calculating the annual assessments to be paid by states.”

## **II. Policy**

The Commission provides resources, support, and technical assistance necessary for the daily operations of the Compact. This policy sets forth responsibilities and procedures for assessing and enforcing the collection of annual dues to ensure the Commission maintains a sufficient operating budget.

## **III. Responsibility**

- A. The Finance Committee shall periodically review the dues assessment policy, approved dues formula, dues ratio and tier structure, and dues enforcement procedures, and propose revisions as needed.
- B. In the event of a proposed revision to the approved dues formula, the Finance Committee shall submit a recommendation to the Rules Committee for presentation to the Commission, pursuant to ICJ Rule 2-103 Adoption of Rules and Amendments.
- C. The Compliance Committee shall be responsible for recommending dues enforcement action against a defaulting state.

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D. The Executive Director shall oversee the collection of dues and keep accurate accounts of all receipts.

#### **IV. Procedures**

##### **A. Dues Assessment**

1. Member states shall be invoiced for annual dues at the beginning of the state's fiscal year.
2. Dues shall be recalculated every five years, based on the approved dues formula, and shall be effective beginning in the fiscal year following the fiscal year in which they are recalculated.
3. Dues recalculation shall be performed as soon as data from FY 21 is available and presented at the 2021 Annual Business Meeting for consideration by the Commission. Recalculated rates shall take effect in FY 23. This schedule shall be repeated every 5 years.

##### **B. Approved Dues Formula**

1. As set forth in ICJ Rules 2-101, the dues formula shall be (Population of the state / Population of the United States) plus (Number of juveniles sent from and received by a state / total number of offenders sent from and received by all states) divided by two.
2. The quotient obtained from the formula determines the state's dues ratio.
3. Dues shall be calculated using the most recent U.S. Census data and an average of the most recent available three years of juvenile interstate transaction data obtained from the Commission's electronic information system.
4. The annual dues assessed are based upon a tier structure established with the approval of the Finance Committee.

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C. Dues Enforcement

1. If a member state has not paid its annual dues within thirty (30) days of the beginning of the state's fiscal year, the Executive Director will send a written reminder to the Commissioner of such state.
2. If a member state has not paid its annual dues within ninety (90) days of the beginning of the state's fiscal year, the ICJ national office shall send via registered mail a written delinquency notice to the Commissioner of such state.
3. If a member state has not paid its annual dues within 120 days of the start of the state's fiscal year, the Executive Director shall refer the matter to the Compliance Committee for enforcement action.