Partial Payments — When a partial payment is received by the court, it should be entered on the case and reported on the Audit and Control monthly report. Enter the amount received on the Fine/Fee Payment screen. The funds are distributed between the Fine/Surcharge amounts due. Modify the action code, if necessary, enter the next payment due date, print a receipt and/or generate a fine notice for the balance due.

FYI – there a multiple versions of receipts available. Give our office a call for help finding the style that meets your need.

Overpayments — Occasionally, a payment is made for more than is due on the case. Enter the *full amount received* on the Fine/Fee Payment screen. The actual Fine/Surcharge amounts will be distributed correctly. The overpayment automatically goes into OTHER. Any money in Other is not reported on the AC1030. Return the overpayment by going to Bail Options and select option 2, Return Bail/Other. Write a check to the defendant for the amount of overpayment. Refer to the Justice Court Fund Handbook for instructions on what to do with the money if you cannot locate the payee. (There is a link to the JCF handbook under Help)

Financial Reports - There are numerous reports for tracking court finances. If you use no other reports, you should at least use the Cashbook Report and the Deposit Slip. In my mind, both reports should be run before taking the money to the bank. I say this for two reasons – you want to be sure the money going to the bank balances with the computer and your receipts. Also, it is easier to balance and make corrections on a daily or weekly basis than try to find and correct errors when you are trying to complete your AC Report. There are a few other report samples at the end of this presentation.

DEPOSIT SLIP – While most banks don't require a listing of checks, it is helpful for you to have a list of everyone included in a specific deposit. I suggest running this report by deposit date and balancing it against your money and your receipt book before you go to the bank. I suggest keeping a copy of your program generated deposit slip with the copy of the receipt from the bank. There is also a version of the deposit slip that can be run in Receipt# order.
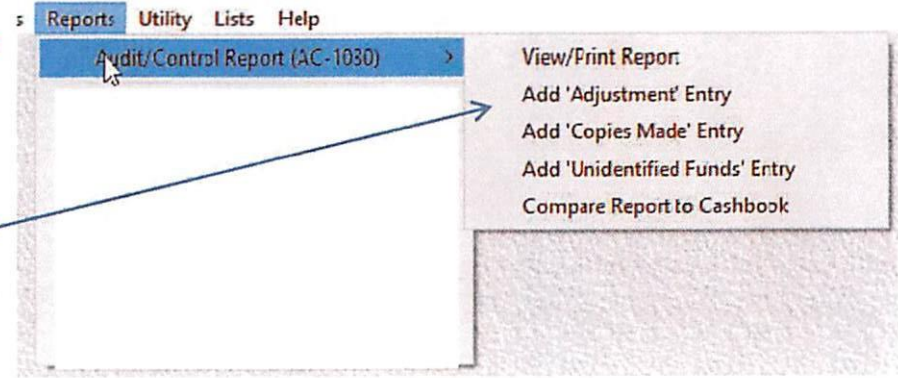
Deposit Slip in Date Order

	Bank Deposit Slip	Regular Account			Bank Deposit Slip	Regular Account
	Report date: 01/17/2017				Report date: 01/17/2017	Page 6 of 6
	Deposit dates: 12/01/2016 To: 12/10/2016				Deposit dates: 12/01/2016 To: 12/10/2016	
(cash)	Brown, Megan A F4505 13120061	$ 140.00		(cash)	Brown, Megan A F4505 13120061	$ 140.00
(cash)	Rue Sr, John F4506 16120112	$ 20.00		(cash)	Rue Sr, John F4506 16120112	$ 20.00
(crdt)	Coppernoll, L K F4507 16020308	$ 70.00		(crdt)	Coppernoll, L K F4507 16020308	$ 70.00
(cash)	Testani, Penny F4508 16120061	$ 20.00		(cash)	Testani, Penny F4508 16120061	$ 20.00
(cash)	Small, Jason C F4509 16020201	$ 100.00		(cash)	Small, Jason C F4509 16020201	$ 100.00
(cash)	Schanz, David J. F4510 16110015	$ 200.00		(cash)	Schanz, David J. F4510 16110015	$ 200.00
(crdt)	Roma, Deanna H F4511 16020291	$ 200.00		(crdt)	Roma, Deanna H. F4511 16020291	$ 200.00
	Shand, Leonard F4512 16100052	$ 200.00			Shand, Leonard F4512 16100052	$ 200.00
	Clark, Aletha R. F4513 15110298	$ 200.00			Clark, Aletha R F4513 15110298	$ 200.00
	Mcguire, Shane F4514 16120113	$ 20.00			Mcguire, Shane F4514 16120113	$ 20.00
(crdt)	Qiao, Fei F4515 16110125	$ 250.00		(crdt)	Qiao, Fei F4515 16110125	$ 250.00
	Total Cash: $	3537.00			Total Cash: $	3537.00
	Total CreditCards: $	3688.00			Total CreditCards: $	3688.00
	Total Checks: $	3180.00			Total Checks: $	3180.00
	Total E-Payments: $	3225.00			Total E-Payments: $	3225.00
	Deposit Total: $	13630.00			Deposit Total: $	13630.00

CASHBOOK REPORT – This report shows down ALL financial transaction within a designated range. When a range of dates is selected, transactions are listed for each day in the range with the deposit total for that day. Report can also be run in receipt # order It's probably not necessary to run it on a daily basis but that is up to you. The report shows payments received no matter the method of payment ,payment type, checks written by the court and transfers (bail Poundage, Bail Applied, Bail Forfeit).

Cashbook Report by date

F4496	12/09/16 12/09/16 15050048	Orr, Marquies T.	Fine/Fee Payment	207.00	0.00	93.00	0	0.00 C
F4497	12/09/16 12/09/16 16100185	Woodin, Ryan A.	Fee Payment	0.00	0.00	93.00	0	0.00
F4498	12/09/16 12/09/16 16110181	Dezwaan Lemke, Devon M.	Fine/Fee Payment	107.00	0.00	93.00	0	0.00
F4499	12/09/16 12/09/16 16110194	Roach, Daniel A.	Fine/Fee Payment	107.00	0.00	93.00	0	0.00
F4500	12/09/16 12/09/16 16110179	Cardinell, Michael A.	Fine/Fee Payment	27.00	0.00	25.00	0	0.00
F4501	12/09/16 12/09/16 16120069	Layman, Travis	Fine Payment	20.00	0.00	0.00	0	0.00
F4502	12/09/16 12/09/16 16090230	Borges, Hector J.	Fine/Fee Payment	207.00	0.00	93.00	0	0.00 E
F4503	12/09/16 12/09/16 16100205	Khater, Michael E.	Fine/Fee Payment	107.00	0.00	93.00	0	0.00 E
F4504	12/09/16 12/09/16 16100211	Pickett, Russell W.	Fine/Fee Payment	207.00	0.00	93.00	0	0.00 E
F4505	12/09/16 12/09/16 13120061	Brown, Megan A.	Scoff Lift Fee	0.00	140.00	0.00	0	0.00 $
F4506	12/09/16 12/09/16 16120112	Rue Sr, John	Civil File Fee	0.00	20.00	0.00	0	0.00 $
F4507	12/09/16 12/09/16 16020308	Coppernoll, L K.	Scoff Lift Fee	0.00	70.00	0.00	0	0.00 C
F4508	12/09/16 12/09/16 16120061	Testani, Penny	Fine Payment	20.00	0.00	0.00	0	0.00 $
F4509	12/09/16 12/09/16 16020201	Small, Jason C.	Fine/Fee Payment	7.00	0.00	93.00	0	0.00 $
F4510	12/09/16 12/09/16 16110015	Schanz, David J.	Fine/Fee Payment	107.00	0.00	93.00	0	0.00 $
F4511	12/09/16 12/09/16 16020291	Roma, Deanna H.	Fine/Fee Payment	107.00	0.00	93.00	0	0.00 C
F4512	12/09/16 12/09/16 16100052	Shand, Leonard	Fine/Fee Payment	107.00	0.00	93.00	0	0.00
F4513	12/09/16 12/09/16 15110298	Clark, Aletha R.	Fine/Fee Payment	107.00	0.00	93.00	0	0.00
F4514	12/09/16 12/09/16 16120113	Mcguire, Shane	Fine Payment	20.00	0.00	0.00	0	0.00
F4515	12/09/16 12/09/16 16110125	Qiao, Fei	Fine/Fee Payment	157.00	0.00	93.00	0	0.00 C

BankDeposit on 12/09/16 total deposit of $ 3085.00

Account totals for period including checks $ 6075.00 1760.00 5795.00 0.00 0.00

Total deposits this period: $	13630.00
Total checks this period: $	0.00
Total of all accounts this period including checks: $	13630.00
Bail applied this period: $	0.00
Total credit card payments: $	3688.00
Total E-payments: $	3225.00
Reportable money received this period: $	13630.00

Adjustments and other AC1030 Entries-

Reports	Utility	Lists	Help
Audit/Control Report (AC-1030) >			View/Print Report
			Add 'Adjustment' Entry
			Add 'Copies Made' Entry
			Add 'Unidentified Funds' Entry
			Compare Report to Cashbook

Add Adjustment Entry – request a refund of previously reported money (<$250) from JCF. Creating an adjustment record REDUCES the bottom line of the current AC1030 by the adjustment amount.


Monthly Report for January, 2017
Form AC-1030(sei)

County: Monroe
Phone: (585) 555-1212

Defendant Name or Title of Action	TSLEAD # Statute & Section Description	Arrest Date	Disposition Date	Sentence	Fines Forfeited Bail & Civil Penalties	Civil Fees	Mand Surchg
	MISC_ADJUS						
ADJUSTMENT	Adjustment Entry				-193.00	0.00	0.00

Please refer to the JCF handbook for explanations of the different types of adjustments and how each one should be handled. Also, our in-program HELP (from the top task bar)has detailed screen shots and directions on how to handle bounced checks in the program. The procedures are different depending on whether or not the original payment had already been reported before you got notification of the bounced check.

Other AC1030 Features
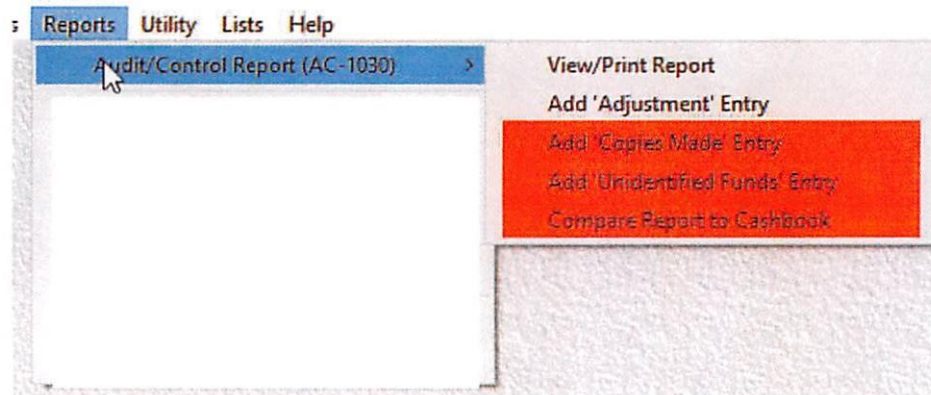
Add Copies Made – Towns and villages are entitled to reimbursement for 'furnishing papers in any proceeding'. The reimbursement fee is 25 cents per folio of 100 words. At the end of the month, enter the number of copies furnished by the court.   JCF does the calculation and returns the money to the municipality. It is recommended you keep a log documenting the date, description and number of pages copies **

Add Unidentified Funds – Unidentified money is money held in a court bank account that can not be connected to a matter currently pending before the court. The money should be reported on the AC1030 report. It will be held by JCF until a claim is made against the fund. **

Compare Report to Cashbook – Use this to check for 'Errors' the program might find when generating the AC1030. It shows entries that don't coincide. For example, a payment was entered with a bank date in January but the report date is February. Please be aware that these are not necessarily errors – you may have entered it that way on purpose. This feature is simply to let you know something appears to be outside the norm.

**Please refer to the JCF Handbook for explanations and directions to follow for these transactions

TWO VERSIONS OF THE COURTROOM PROGRAM

SECURE – provides added security and accountability in the program. Some examples of secure program features are – program times out and closes after a pre-defined period of time so if you are away from your computer longer than planned, noone can do something in the program under your password. Passwords are never visible to anyone on the Users/Passwords Screen . When created, passwords are validated so common words like COURT or JUDGE or CLERK or your first name cannot be used.

Checkbook records are not deleted they are voided and saved on the case so they are always visible. Once a receipt has been printed, the checkbook record is locked and no changes can be made. The reasoning is that if a receipt has been issued and then the checkbook record is modified, the receipt is no longer valid because something referring to the payment has changed.

Anytime a change is made to a case, for example, transferring a case to another judge, voiding a checkbook record or deleting a charge , a Reason Box pops up for you to explain why this was done. The reason is meant to be available as a reminder if you are ever asked why something was changed. The reason can be as specific or brief as you want.
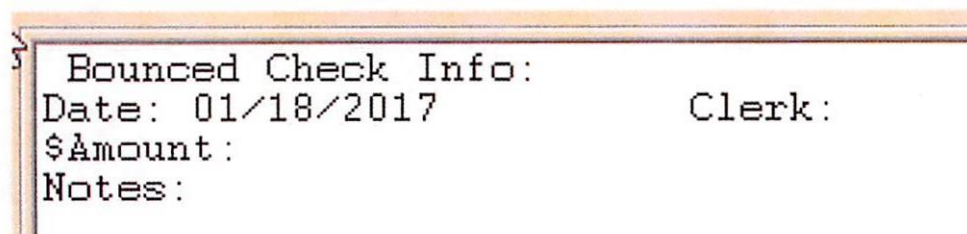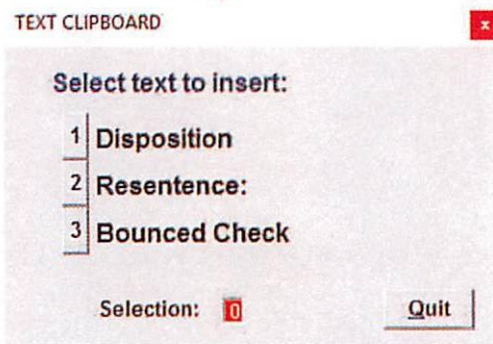
There is an Secure Audit Report that looks just like a Cashbook Report, however it only shows voided checkbook records for the date range specified. There is also a report that lists all changed/voided records in a format which can be exported to an Excel spreadsheet for sorting and reviewing.

NON-SECURE - This is the version most of you use. You have the ability to delete records, change checkbook record information, see passwords, pretty much everything.

Even though the program does not prompt you to track your changes, there are steps you can take to keep an audit trail and accountability for what actions were taken and why.

Do not delete checkbook records unless it is truly a mistake. If a check bounces, create a NEW checkbook record and enter the fine/surcharge payment amounts as negative amounts showing as much information as possible. This leaves an adequate audit trail showing that you did receive the money but the check bounced. Of course, the process varies depending on whether or not the payment has already been reported on an AC1030 Report, so call our office for assistance.

Always put as much information as you can in NOTES. A Boiler Plate menu option would be a great way to facilitate keeping notes on these transactions. The Boiler Plate is a way to eliminate repetitive typing and maintain consistency by setting up a file of commonly used entries into notes. In NOTES, touch the F5 key to bring up the menu and select the option you want. The text is defined by you (we'll help) and stored in a Notepad File. Each user can create their own boiler plate menu. I guarantee you, the more you use the Boiler Plate, the more uses you will find for it.

TEXT CLIPBOARD   [x]

Select text to insert:

1 Disposition

2 Resentence:

3 Bounced Check

Selection: [0]   Quit

```
  Bounced Check Info:
 Date: 01/18/2017              Clerk:
 $Amount:
 Notes:
```

BAIL - Bail is tricky because there are multiple ways judges handle bail. Even in the same court judges manage their bail differently. One thing is certain – each judge has his/her own Fine Account. But, there are multiple combinations for bail-

1. A judge keeps **all** the money he/she receives in one bank account

2. A judge has one account for fine and another account for bail
    "Other" money can be deposited in the Bail Account
    "Other" money can be deposited in the Fine Account

3. Judges share a bail account (we call this a Combined Account)

The CourtRoom Program can handle all the different methods of handling bail. It is important to keep on top of bail in the program. We especially see how difficult it is when bail has not been recorded correctly and a judge leaves office or the clerk who 'had it all in her head' leaves and someone new tries to sort it out.

When a new judge is activated in the program, we help you enter all the appropriate information, including the Bank account(s) setup. By doing this initial setup, the program tracks the bail appropriately to that judge's needs.

Once a judge's account preferences have been established on the Judge setup screen, the program takes care of the rest. For example, when the judge has a separate bail account, a bail payment will not show on the regular account Cashbook Report or Deposit Slip, or when the judge has bail and fine money in the same account, there won't be a prompt for a receipt number when processing bail poundage, bail forfeit or bail applied. *(Money was receipted when originally received – money is simply being reallocated, it is not NEW money so no receipt is necessary).*

ADDING BAIL- What to do when someone other than the defendant pays the bail…

1. Select Payer

Add Bail/Other

◀ Top ◀ Prev ▶ Next ▶ Bott 🖺 Save

JUDGE - SMD   INDEX_NO - 1

Bail   Payer

TODAY
01/20/2017

BANK DATE
01/20/2017

BAIL
500.00   CASH Y

OTHER
0.00

Current Bail Balance = $0.00

2. Click Name Lookup

Add Bail/Other

◀ Top ◀ Prev ▶ Next ▶ Bott 🖺 Save 🔴 Exit

JUDGE - SMD   INDEX_NO - 15010157.

Bail   Payer

PAYER:
Last   Soule
First Kathleen
Address 125 Elm Street

City   Rochester   State NY

DOB 08/09/1985   Phone 999 999-9999

Name Lookup

Name List

Seek SOULE, KATHLEEN   Name

Name	DOB	Address	Alerts
Kathleen A. Soule	08/03/1985	125 Elm Street, Rochester, NY	
Katy C. Soule	03/29/1963	125 Elm Street, W HEN, NY	
Kimberly A. Soule	06/23/1943	125 Elm Street, ROCHESTER, NY	
Kimberly S. Soule	03/08/1934	125 Elm Street, SHREWSBURY, MA	
Kimberly A. Soule	/ /	125 Elm Street, Rochester, NY	
Lisa A. Soule	01/11/1970	125 Elm Street, Rochester, NY	
Martin J. Soule	/ /	125 Elm Street,	
Mary K. Soule	11/14/1975	125 Elm Street, North Java, NY	
Maryann H. Soule	08/11/1949	125 Elm Street, ROCH, NY	

Select   Add New Name

Cancel   Mailing Label

3. Select existing name or add a new name

Add Bail/Other

◀ Top ◀ Prev ▶ Next ▶ Bott 🖺 Save 🔴 Exit

JUDGE - SMD   INDEX_NO - 15010157

Bail   Payer

PAYER:
Last   Soule
First Lisa
Address 125 Elm Street

City   ROCHESTER   State NY

DOB 01/11/1970   Phone

Be sure to check that payer's name is Showing when you return the bail

BAIL OPTIONS   Hon. Steven M Daniels   [x]

Select Bail Option for Case No:
15010157.14 - VTL1128 0A

1	Add Bail/Other
2	Return Bail/Other
3	Apply Bail
4	Bail Poundage
5	Bail Forfeit
6	State Fees from Bail
7	Xfer Bail to Another Judge
8	Xfer Bail to Another Case

Selection: [0]   Quit

If allowed by your court and with permission from the person who posted bail, the bail money can be used to pay a fine, surcharge poundage or state fees – Options 3, 4 and 6. Through the bail Options screen you can easily transfer bail from one judge to another or even transfer from one case to another – Options 7 and 8.

TRACKING BAIL - Please be diligent in entering ALL bail transactions on a case. One thing we often see is the bail being added onto the case but then there was no follow up.   For example when the check was written for the bail return it was never entered into the program, so when a new judge takes over or the auditors run a current bail report and see $9000 in the program but only $1050 in the bank – you've got some work and probably some explaining to do!

No matter how the accounts are set up, Bail and all bail transactions will show on the financial reports. There are also specific bail reports under Financial Reports. As always, there are multiple versions – we can help you find which one works best for you.

CURRENT BAIL REPORT

Lists all defendants currently
Holding bail

Someburg Town Court
Current Bail Defendants Report
All Judges

Transactions from: 01/01/2016 To: 01/18/2017
Report date: 01/18/2017
Page 1 of 1

Defendant	Case No.	Bail Balance	Deposit Date	Receipt	Next Date	Next Action
BAER, GREG G.	15010057	130.00	08/22/16		03/12/15	Scofflawed To State
COLON, WILLIAM S.	15010065	500.00	08/22/16	1231	04/02/15	Adj 1st appearance
WILKINS, HARRY A.	15080007	500.00	03/04/16		08/18/15	1st Appearance

TOTAL BAIL HELD   1130.00
3 DEFENDANTS

BAIL ACTIVITY REPORT

Lists all bail transactions in
A specified date range. Also
Shows ALL bail transactions
From the beginning of the bail
Account.

Someburg Town Court
Bail Activity Report
All Judges
Transactions from: 01/01/2016 To: 01/20/2017

Report date: 01/20/2017

Defendant	Case No.	Transaction Date	(Check) Deposit	Chk/Receipt Number	Why
Baer, Greg G.	16010057	06/22/2016	70.00	0	Scoff Lift Fee
Baer, Greg G.	16010057	06/22/2016	200.00		ADD BAIL/OTHER
Carney-Mazzi,	15080033	02/19/2016	-1000.00	0	BAIL FORFEIT
Coule, Kathleen A	16010157	01/29/2017	500.00		ADD BAIL/OTHER
Colon, William S.	16010065	06/22/2016	500.00	1231	ADD BAIL/OTHER
Thimm, James F.	16010155	01/06/2017	-250.00	0	BAIL FORFEIT
Thimm, James F.	16010155	01/06/2017	250.00		ADD BAIL/OTHER
Wilkins, Harry A.	15080007	03/04/2016	500.00		ADD BAIL/OTHER

Bail deposits this period $	1950.00	Bail deposits not this period $	3035413.78	
Bail withdrawals this period $	-1350.00	Bail withdrawals not this period $	-2926481.28	
Bail balance at end of period $	112502.50	Current bail balance on 01/20/17 $	112502.50	

MASS BAIL TRANSFER - When a judge leaves office, any bail remaining on his/her cases can easily be transferred to the new judge. When you know the total bail in the computer balances with the amount in the bank account, use the UTILITY->Tools->Mass Bail Transfer. Alternatively, the cases can be transferred on a case by case basis.
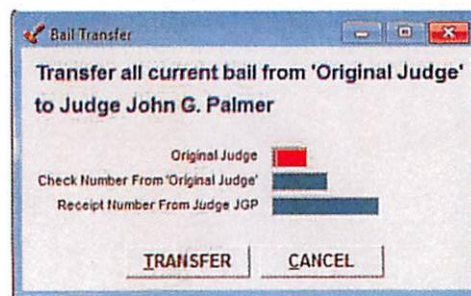
HELPFUL FINANCIAL REPORTS — There are many financial reports available .
Following are a few you might not know about.

Bank Transactions

Court Name: Someburg Town Court   Judge: John G. Palmer

Number	Date	Description	Payment		Deposit	Balance		Note

BANK WORKSHEET
Once imported into LETTERS, this
Will be listed under Reports in
NON CASE RELATED Letters

Someburg Town Court
List of Checks   Bail Account
Judge John G. Palmer

Report date: 01/19/2017
Page 1 of 2

This report shows all checks written between
Check #: 200 and Check #: 250

CHECK	BANK DT	CLEAR	CASE#	PAYEE	REASON	AMOUNT
201	04/12/96	N	94060343	Adsit, Doreen A.		50.00
202	04/12/96	N	95090130	Vasquez Jr, Richard A.		75.00
203	04/12/96	N	95060315	Sullivan, Patrick D.		142.50
204	04/12/96	N	95120315	Lennon, Seth S.		48.50
205	04/12/96	N	95120598	Hawver, Robynn D.		2425.00
206	04/12/96	N	95120003	Minkler, Tammy S.		250.00
207	04/15/96	N	96010439	Bouissey, Jun M.	TO PAY REST. TO PROBATION	288.00
208	04/15/96	N	95120074	Konecky, Wayne B.		100.00
209	04/17/96	N	94060150	Waithe, George W.	OVERPAYMENT OF FINES	10.00

LIST OF CHECKS
Run by check # range
From either regular or
Bail account

MORE REPORTS

Someburg Town Court
Payment Due Report
Judge John G. Palmer

Defendant	Case#	Charge	Description	Paid to Date	Fine	CivilFee	SurChg	Bal.Due
'83 Abdullah, Giorgio	13110032.01	VTL 0509 08	FL NTFY ADD CHG	0.00	57.00	0.00	93.00	150.00
'71 Abdullah, John H.	11020262.02	VTL 1192 03	DWI-1ST OFFENSE	390.00	500.00	0.00	10.00	510.00
	11020262.03	VTL 1180 0D	Speeding 52/35	0.00	100.00	0.00	85.00	185.00
	11020262.04	VTL 1128 0A	LANE VIOLATION	0.00	50.00	0.00	65.00	115.00
	11020262.05	VTL 0402 01	NUM PLATE VIO	0.00	50.00	0.00	20.00	70.00
	11020262.06	VTL 0306 B	NO INSP CERT	0.00	50.00	0.00	0.00	50.00
'71 Abdullah, Rickey B.	15020383.01	VTL 1180 0D	Speeding 83/65	0.00	82.00	0.00	93.00	175.00
'83 Abdullah, Toby T.	96030080.01	VTL 1172-A	Passed Stop Sign	0.00	50.00	0.00	25.00	75.00
'70 Adams, Theresa M.	97070643.01	TO 117	Handicapped Prk	0.00	20.00	0.00	0.00	20.00
'70 Adamski, Ebin A.	98120549.01	TO 117	Handicapped Prk	0.00	20.00	0.00	0.00	20.00
'70 Ahearn, Lonny J.	95030706.01	VTL 1128a	Unsafe lane move	0.00	50.00	0.00	25.00	75.00
	95030706.04	VTL 1192-3	D.W.I.	0.00	350.00	0.00	25.00	375.00

Payment Due Report – Lists *open* cases showing what's been paid and the total due

Someburg Town Court
Payment Due Report
Judge John G. Palmer

Defendant	Case#	Charge	Description	Paid to Date	Fine	CivilFee	SurChg	Bal.Due
099 Becker, Gerard M.	90061709.01	VTL 509-1	UNLICENSED DRIVER	0.00	50.00	0.00	25.00	75.00
099 Biegel, Winette M.	98050985.02	VTL 1229 C3	No seat belt-front	0.00	0.00	0.00	30.00	30.00
	98050985.03	VTL 1229c3	No seat belt-front	60.00	0.00	0.00	-30.00	-30.00
099 Davy, Mariano F.	12050462.01	PL 155.25	PETIT LARCENY	0.00	0.00	0.00	205.00	205.00
099 Dubois, Darly L.	92041054.02	VTL 401-1A	UNREGISTERED MV	0.00	0.00	0.00	25.00	25.00
099 Foote, James C.	12080500.01	PL 155.25	PETIT LARCENY	0.00	0.00	0.00	125.00	125.00
099 Gibrides,	90020078.01	VTL 1111D1	PASSED RED LIGHT	0.00	50.00	0.00	17.00	67.00
099 Gregio, Ronald J.	14100221.01	VTL 1192 03	DWI-1ST OFFENSE	0.00	350.00	0.00	10.00	360.00
099 Gudath, Brian D.	88030845.01	VTL 1192.3	DWI	0.00	0.00	0.00	10.00	10.00
099 Gulde, Ari	12050376.01	PL 155.25	PETIT LARCENY	0.00	0.00	0.00	125.00	125.00
099 Hobday,	97030542.01	VTL 401 1A	Unreg M/V 2/24/97	100.00	0.00	0.00	-25.00	-25.00
	97030542.02	VTL 512	Oper suspend regist	75.00	-50.00	0.00	-25.00	-75.00

Run the same report for *closed* cases. Might find cases closed with balance due…

Action Code

ONE MORE REPORT

Someburg Town Court
Scoff Lift Fee Payments
Judge John G. Palmer

Report date: 01/19/2017
Page 1 of 1

Scoff Lift Fee Totals

Transactions from: 01/01/2016 To: 12/31/2016

Beposit Date	Report Date	Payor	Reason	Fine	Civ-Fee	Schg	
01/21/16	01/21/16	Arellano, Carlene m.	Scoff Lift Fee	0.00	70.00	0.00	
01/21/16	01/21/16	Coneta, Sammy W.	Scoff Lift Fee	0.00	140.00	0.00	
08/22/16	08/22/16	Baer, Greg G.	Scoff Lift Fee	0.00	70.00	0.00	Receipt # 335 *
		TOTALS:		**0.00**	**280.00**	**0.00**	

* 'Bail' or 'Other' money included on this record!

JCF CHECKLISTS – import these sheets into Letters – run a set for each judge.

Monthly Checklist for Review of Justice Court Records

Monthly Checklist for Review of Records

Start Date:	12/01/2016
End Date:	12/31/2016
Prepared by:	Kathie
Date Prepared:	01/19/2017

OK   CANCEL

Name of Municipality:	Town of Someburg	
Period Reviewed:	12/01/2016 Through	12/31/2016
Name of Justice:	John G. Palmer	
Review Performed by:	Kathie	Date 01/19/2017

JCF MONTHLY AUDIT CHECKLIST

Report for Month:	January ▼
Year:	2017
Bank Balance - End of Month:	0.00
Cash on Hand (deposit in transit:	0.00
Outstanding Checks - Month End*:	0.00
Adjusted Bank Balance Month End*:	0.00
Amount Due to State Comptroller:	0.00
Bail:	0.00
Other - Identify:	0.00
Total Cash Book Balance - Month End*:	0.00

*Adjusted Bank Balance should agree with Total Cashbook Bal at MO

Does Amt Due agree with Monthly report submitted?	☑
Does Bail agree with List of bail held?:	☑
Does Other agree with supporting info?	☑
Beginning recpt this month:	
Ending Recpt last month:	
Were receipts issued in sequence?	☑
Do deposits agree with money collected?	☑
Are Deposits made within 72 hours?	☑
Does check to comptroller agree with AC1030?	☑
If invoice billing, do checks agree with supporting info?	☑
Do bail return checks agree with supporting inf;?	☑

OK   CANCEL

Month of: January 2017

Cash book Reconciliation (Accountability) at End of Month

The amounts of deposit in the court bank accounts (adjusted bank balance) are the following:

Bank Balance - End of Month $ 0.00

Add: Cash on Hand - deposited 1st day of
Next Month (deposit in transit) $ 0.00

Deduct: Outstanding Checks- Month End $ 0.00

Adjusted Bank Balance - Month End*** $ 0.00

Cash Book Balance at Month End is determined as follows:

Amount Due to the State Comptroller (or CFO) $ 0.00

Bail $ 0.00

Other - Identify $ 0.00

Total Cash Book Balance - Month End *** $ 0.00

*** Adjusted Bank Balance should agree with total Cash Book Balance at month end.

	Yes	No
Cash Book Summary		
• Does the Amount Due to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report to be submitted?	☒	☐
• Does the amount shown as bail agree with the list of bail held for pending cases?	☒	☐
• Does the amount shown for other categories agree with the supporting information?	☒	☐

Issuance of Receipts

What was the beginning receipt number for this month? _____

What was the ending receipt number for the previous month? _____

Receipts should be issued in numberial sequence. The ending receipt number from the previous month should be one number lower than the beginning receipt number for this month. For example, if the ending receipt number for the previous month is 256 then the beginning receipt number for this month should be 257. If they are out of sequence, please explain.

	Yes	No
• Were receipts issued in numerical sequence during the month?	☒	☐

Bank Deposits

Review the bank statements, canceled checks and deposit slips for month and compare with accounting records.

	Yes	No
• Do deposits agree with cash collections shown in the accounting records?	☒	☐
• Are deposits made within 72 hours of collection (exclusive of Sundays and holidays)?	☒	☐

Disbursements

	Yes	No
• Does the check to the State Comptroller (or to the Chief Fiscal Officer) agree with the Monthly Report?	☒	☐
• If invoice billing is used, do checks agree with the supporting information?	☒	☐
• Do bail return checks agree with supporting case information?	☒	☐

Overall Evaluation

_____
_____
_____
_____

Appendix – Import/Add Letters and Forms

ADDING A **NEW** LETTER or REPORT

1. Utility->Edit databases->Form Letters (or Forms & Calendars)
2. New – respond to prompt to add a new letter or report and accept the new #
3. IMPORT->Search the SEi Website
4. In the Seek Box begin typing the name of the document
5. List will scroll to the first item in the list matching your criteria, in this example a Deposit Slip
6. When you see OK in the Preview Column, click the Preview button to see a sample
7. Select the one you want by highlighting and clicking Select
8. Once back in the Letter or Report edit screen, click PREVIEW/PRINT to save and see a sample, or Save/Exit

REPLACING AN **EXISTING** LETTER or REPORT

Utility->Edit databases->Forms & Calendars (or Form Letters)

Click FIND and search for the letter or report you want to replace

IMPORT->Search the SEi Website - respond to the prompt to replace the existing form

Follow Steps 4 – 8 in the above instructions

QUICK SEARCH   When trying to search for a letter or report (or disp or action code) it may be easier to search on the name rather than the number – right clicking on the NAME column head puts the list in alphabetical order.
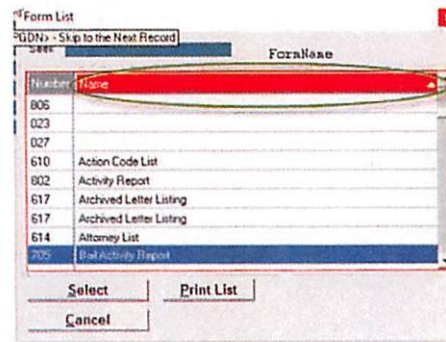
REPORTS SHOWN IN PRESENTATION

DEPOSIT SLIPS

SEI Remote Form List   x

Seek DE   Name   **Print List**   **Preview**

Form Name	Date	Time	Preview
DEPOSIT_SLIP.FRM	05/10/2013	01:09PM	OK
DEPOSIT_SLIP_BY_RECEIPT.FRM	01/16/2014	08:44AM	OK
DEPOSIT_SLIP_BY_RECEIPT_CONDENSED...	09/16/2015	10:18AM	OK
DEPOSIT_SLIP_CONDENSED.FRM	09/16/2015	10:24AM	OK
DEPOSIT_SLIP_SUBTOTAL.FRM	09/16/2015	10:26AM	OK
DEPOSIT_SLIP_SUBTOTAL_BY_RECEIPT.F	02/26/2015	10:00AM	
DEPOSIT_SLIP_SUBTOTAL_SORTED_BY_	02/26/2015	12:46PM	
DEPOSIT_SLIP_WIDE_BYDATE_W_SUBTO...	05/12/2016	10:42AM	OK
DISMISSAL_REPORT.FRM	08/17/2015	07:39AM	

OPTION TO SHOW OR NOT TO SHOW CREDIT CARD _'E' PAYMENTS. WILL
ALSO SHOW CASE NUMBER _RECEIPT

Select

Cancel   **Full Title:** Deposit Slip

CASHBOOKS

Form Name	Date	Time	Preview
CASHBOOK_REPORT.FRM	03/24/2016	07:10AM	OK
CASHBOOK_REPORT_BY_RECEIPT.FRM	09/11/2015	03:51PM	OK
CASHBOOK_REPORT_W_SUBTOTALS.FRM	09/16/2015	10:10AM	OK

CURRENT BAIL

Form Name	Date	Time
CURRENTOTHER.FRM	09/22/2009	01:01PM
CURRENT_BAIL.FRM	03/07/2012	04:16PM
CURRENT_BAIL_DEFENDANTS_END_DAT...	10/08/2012	10:35AM
CURRENT_BAIL_OPEN_AND_CLOSED.FRM	10/25/2011	10:32AM
CURR_BAIL-W-RECEIPTS-ENDDATE.FRM	09/23/2009	11:21AM
CURR_BAIL_DATE.FRM	08/30/2012	12:12PM
CUR_BAIL_DATES.FRM	03/04/2013	10:26AM
CUR_BAIL_DEF_BEGIN_END.FRM	11/06/2009	03:06PM

BAIL ACTIVITY

Form Name	Date	Time	Preview
BAIL_ACTIVITY.FRM	09/11/2015	12:58PM	OK

List of Checks

Seek	CHEC		Name	Print Li

Form Name	Date	Time
CHECK_LISTING.FRM	11/08/2011	03:59PM

Scoff Lift Fees Totals

SEI Remote Form List

Seek	SCO		Name	Print L

Form Name	Date	Time
SCOFF_FEES_COLLECTED.FRM	01/09/2015	12:41PM

Payment Due Report

SEI Remote Form List

Seek	PAYM		Name	Print Li

Form Name	Date	Time
PAYMENT_DUE_DWI.FRM	04/17/2014	02:19PM
PAYMENT_DUE_REPORT.FRM	08/29/2016	02:07PM
PAYMENT_DUE_WITH_ACTION_CODES.FRM	06/03/2015	02:50PM

Options for Payment Due Report

Payment Due with Action Codes

Include cases adjourned for payment (Y/N):	Y
Cases that are:	B (O)pen, (C)losed, (B)oth
Sort order:	N (C)ase number (N)ame
All Judges (Y/N):	N
Show Preview:	Y

OK   CANCEL

LETTERS SHOWN IN PRESENTATION — although these look like forms, they go into the letters database and are run as **Non-case related letters.**

Monthly Checklists

Bank Worksheet

Annual Checklists