

Report on the

# Office of Circuit and District Courts

Choctaw County, Alabama

April 7, 2014 through January 1, 2019

Filed: November 8, 2019



## Department of Examiners of Public Accounts

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*Rachel Laurie Riddle, Chief Examiner*





State of Alabama  
Department of  
**Examiners of Public Accounts**

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Rachel Laurie Riddle  
*Chief Examiner*

Honorable Rachel Laurie Riddle  
Chief Examiner of Public Accounts  
Montgomery, Alabama 36130

Dear Madam:

Under the authority of the *Code of Alabama 1975*, Section 41-5A-19, as added by Act Number 2018-129, I submit this report on the results of the examination of the Office of Circuit and District Courts, Choctaw County, Alabama, for the period April 7, 2014 through January 1, 2019.

Sworn to and subscribed before me this  
the 4th day of October, 2019.

Vanorath Norvang  
Notary Public

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VANORATH NORVANG  
Notary Public, Alabama State at Large  
My Commission Expires March 28, 2022

Respectfully submitted,

John Geary  
Examiner of Public Accounts



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Department of  
**Examiners of Public Accounts**

**SUMMARY**

**Office of Circuit and District Courts  
Choctaw County, Alabama  
April 7, 2014 through January 1, 2019**

The Office of Circuit and District Courts, Choctaw County, Alabama, (hereinafter referred to as the "Courts") receipts, disburses and otherwise accounts for court costs, fines, forfeitures, fiduciary funds and other miscellaneous receipts for cases under the Courts' jurisdiction. The amounts collected are then distributed to various state and local entities as ordered by the Courts and in accordance with state and local laws and regulations. The Circuit Clerk, an elected official, is responsible for overseeing the operations of the Circuit and District Courts. The duties of the Circuit Clerk and District Court Clerk are enumerated in the *Code of Alabama 1975*, Sections 12-17-93 and 12-17-94. The Circuit Clerk also serves as clerk for the District Court pursuant to the *Code of Alabama 1975*, Section 12-17-160.

Honorable Stephanie C. Cave served as Circuit and District Court Clerk during the examination period.

The Circuit and District Court Clerk maintains a special fund known as the Circuit Clerk's Fund that was created pursuant to the *Code of Alabama 1975*, Section 12-17-225.4. The Circuit and District Court Clerk receives twenty-five percent (25%) of a thirty percent (30%) collection fee for any delinquent court ordered payments that are 90 days old and have been collected by the District Attorney. This twenty-five percent of the collection fee is deposited in the Circuit Clerk's Fund and is used for general office operations.

The Circuit and District Court Clerk also maintains a special fund known as the Circuit Clerk's Judicial Administration Fund that was created pursuant to the *Code of Alabama 1975*, Section 12-19-310. This law provides for additional court docket fees and bail bond fees to be collected by the Courts, with a portion of these fees to be distributed to the Circuit Clerk's Judicial Administration Fund and used for the support of local court operations and to promote efficient administration of justice.

This report presents the results of an examination of the Courts and a review of compliance by the Courts with applicable laws and regulations of the State of Alabama in accordance with the requirements of the Department of Examiners of Public Accounts under the authority of the *Code of Alabama 1975*, Section 41-5A-12, as added by Act Number 2018-129.

Tests performed during the examination did not disclose any significant instances of noncompliance with applicable state and local laws and regulations.

The Official was invited to and attended an exit conference to discuss the results of this report: Representing the Department of Examiners of Public Accounts was Emily Tyler, Audit Manager.



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# *Financial Information*

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***Summary of Receipts, Disbursements and Balances***  
***April 7, 2014 through January 1, 2019***

	<b>Civil Division</b>	<b>Criminal Division</b>
Beginning Cash Balances - April 7, 2014	\$ 270,660.19	\$ 37,845.72
Receipts	<u>1,861,090.50</u>	<u>1,720,861.13</u>
Total Available for Disbursement	2,131,750.69	1,758,706.85
Disbursements	<u>2,030,587.81</u>	<u>1,741,037.97</u>
Ending Cash Balances - January 1, 2019	<u>\$ 101,162.88</u>	<u>\$ 17,668.88</u>



<b>Child Support Division</b>	<b>Total</b>
\$ 675.94	\$ 309,181.85
688,496.10	4,270,447.73
689,172.04	4,579,629.58
687,961.51	4,459,587.29
<u>\$ 1,210.53</u>	<u>\$ 120,042.29</u>

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*Fiduciary Funds on Hand*  
*January 1, 2019*

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Civil Division	\$	14,103.99
Total	\$	<u>14,103.99</u>

***Circuit Clerk's Fund***  
***Summary of Receipts, Disbursements and Balance***  
***April 7, 2014 through January 1, 2019***

**Receipts**

Solicitor's Fees	\$ 24,419.79
E-Copy Fees	19,101.18
Other Receipts	1,842.61
Sex Offender's Registration Fees	125.41
Pre-Trial Diversion Fees	250.00
Total Receipts	<u>45,738.99</u>

**Disbursements**

Conference Expenses	5,676.00
Office Supplies	9,953.18
Travel Expenses	17,985.18
Equipment and Furniture	6,309.94
Miscellaneous	3,466.17
Total Disbursements	<u>43,390.47</u>

Excess of Receipts Over/(Under) Disbursements	2,348.52
Balance - April 7, 2014	<u>474.01</u>
Balance - January 1, 2019	<u><u>\$ 2,822.53</u></u>

***Circuit Clerk's Judicial Administration Fund  
Summary of Receipts, Disbursements and Balance  
April 7, 2014 through January 1, 2019***

**Receipts**

\$35 Bail Bond Fee	\$ 14,947.81
3.5% Bail Bond Fee	9,650.35
Civil Docket Fees	10,669.10
Criminal Docket Fees	22,521.14
Child Support Docket Fees	45.00
Municipal Docket Fees	4,110.10
Miscellaneous	91.08
Total Receipts	<u>62,034.58</u>

**Disbursements**

Office Supplies	2,408.31
Salaries	20,625.47
Equipment and Furniture	4,770.00
Travel Expenses	270.00
Conference Expenses	75.00
Miscellaneous	5,257.12
Total Disbursements	<u>33,405.90</u>

Excess of Receipts Over/(Under) Disbursements	28,628.68
Balance - April 7, 2014	<u>1,000.15</u>
Balance - January 1, 2019	<u>\$ 29,628.83</u>