

Report on the

# Office of Circuit and District Courts

Pickens County, Alabama

May 1, 2015 through September 30, 2019

Filed: February 14, 2020



## 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:

An examination was conducted on the Office of Circuit and District Courts, Pickens County, Alabama, for the period May 1, 2015 through September 30, 2019. Under the authority of the *Code of Alabama 1975*, Section 41-5A-19, I submit this report to you on the results of the examination.

Sworn to and subscribed before me this  
the 22 day of Jan, 2020.

Nikki B Cantrell  
Notary Public

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Respectfully submitted,

Amanda B. Hynds

Amanda B. Hynds  
Examiner of Public Accounts



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Department of  
**Examiners of Public Accounts**

**SUMMARY**

**Office of Circuit and District Courts  
Pickens County, Alabama  
May 1, 2015 through September 30, 2019**

The Office of Circuit and District Courts, Pickens 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 Keith Cox served as the 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 Act Number 95-725, Acts of Alabama. The Circuit and District Court Clerk receives twenty-five percent (25%) of a thirty (30%) percent collected 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.

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 examination. Representing the Department of Examiners of Public Accounts was: Brooke Hynds, Examiner.



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# *Financial Information*

***Summary of Receipts, Disbursements and Balances  
May 1, 2015 through September 30, 2019***

	<b>Civil Division</b>	<b>Criminal Division</b>
Beginning Cash Balances - May 1, 2015	\$ 79,156.89	\$ 47,391.39
Receipts	<u>5,640,722.50</u>	<u>2,385,723.85</u>
Total Available for Disbursement	5,719,879.39	2,433,115.24
Disbursements	<u>(5,697,941.24)</u>	<u>(2,385,282.81)</u>
Ending Cash Balances - September 30, 2019	<u>\$ 21,938.15</u>	<u>\$ 47,832.43</u>

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<b>Child Support Division</b>	<b>Juvenile Division</b>	<b>Total</b>
\$	\$ 6.54	\$ 126,554.82
277,428.51	57,885.67	8,361,760.53
277,428.51	57,892.21	8,488,315.35
(277,325.30)	(57,429.06)	(8,417,978.41)
\$ 103.21	\$ 463.15	\$ 70,336.94

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*Fiduciary Funds on Hand*  
*September 30, 2019*

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Civil Division	\$ 377,830.54
Total	<u>\$ 377,830.54</u>

***Circuit Clerk's Fund***  
***Summary of Receipts, Disbursements and Balance***  
***May 1, 2015 through September 30, 2019***

**Receipts**

Restitution Recovery Fees	\$ 10,803.82
Pre-trial Diversion Fees	3,421.00
Drug Enforcement Fees	18,454.89
Copy Fees	3,753.72
Sex Offender Registration Notification Fees	533.27
Interest Earned	134.45
Miscellaneous	2,438.37
Total Receipts	<u>39,539.52</u>

**Disbursements**

Conference Fees	9,532.35
Office Equipment and Furniture	7,846.47
Office Supplies	2,747.67
Association Dues	4,149.00
Miscellaneous	1,966.50
Total Disbursements	<u>26,241.99</u>

Excess of Receipts Over/(Under) Disbursements	<u>13,297.53</u>
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**Transfers In/(Out)**

Transfers In	25.00
Transfers Out	(1,521.61)
Total Transfers	<u>(1,496.61)</u>

Balance - May 1, 2015	<u>51,674.56</u>
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Balance - September 30, 2019	<u>\$ 63,475.48</u>
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***Circuit Clerk's Judicial Administration Fund  
Summary of Receipts, Disbursements and Balance  
May 1, 2015 through September 30, 2019***

**Receipts**

\$35 Bail Bond Fee	\$ 23,305.76
3.5% Bail Bond Fee	29,730.74
Civil Docket Fees	10,761.56
Criminal Docket Fees	15,683.82
Municipal Docket Fees	17,793.91
Interest	137.40
Miscellaneous	25.00
Total Receipts	<u>97,438.19</u>

**Disbursements**

Salaries	89,964.43
Miscellaneous	122.76
Total Disbursements	<u>90,087.19</u>

Excess of Receipts Over/(Under) Disbursements	<u>7,351.00</u>
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**Transfers In/(Out)**

Transfers In	1,521.61
Transfers Out	(25.00)
Total Transfers	<u>1,496.61</u>

Balance - May 1, 2015	<u>50,256.00</u>
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Balance - September 30, 2019	<u><u>\$ 59,103.61</u></u>
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