

Report on the

# Office of Circuit and District Courts

Henry County, Alabama

September 1, 2016 through March 31, 2020

Filed: July 31, 2020



## Department of Examiners of Public Accounts

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*Rachel Laurie Riddle, Chief Examiner*



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

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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, Henry County, Alabama, for the period September 1, 2016 through March 31, 2020. Under the authority of the *Code of Alabama 1975*, Section 41-5A-19, I hereby swear to and submit this report to you on the results of the examination.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jason Norsworthy". The signature is stylized and cursive.

Jason Norsworthy  
Examiner of Public Accounts

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Department of  
**Examiners of Public Accounts**

**SUMMARY**

**Office of Circuit and District Courts  
Henry County, Alabama  
September 1, 2016 through March 31, 2020**

The Office of Circuit and District Courts, Henry 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 Shirlene Vickers 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. Additionally, the Circuit and District Court Clerk also maintains a special fund known as the Circuit Clerk’s Judicial Administration Fund that operates pursuant to the *Code of Alabama 1975*, Section 12-19-310. The Circuit and District Court Clerk receives portions of the docket fee increase and bail bond fee provided for this statute and is used for the support of local court operations and to promote the 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 (via teleconference) an exit conference to discuss the results of this examination. Representing the Department of Examiners of Public Accounts was Jason Norsworthy, Examiner.

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# *Financial Information*

***Summary of Receipts, Disbursements and Balances  
September 1, 2016 through March 31, 2020***

	<b>Civil Division</b>	<b>Criminal Division</b>	<b>Total</b>
Beginning Cash Balances - September 1, 2016	\$ 87,822.25	\$ 41,390.45	\$ 129,212.70
Receipts	2,563,895.14	3,215,247.26	5,779,142.40
Total Available for Disbursement	2,651,717.39	3,256,637.71	5,908,355.10
Disbursements	2,400,165.79	3,155,934.67	5,556,100.46
Ending Cash Balances - March 31, 2020	\$ 251,551.60	\$ 100,703.04	\$ 352,254.64

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***Fiduciary Funds on Hand***  
***March 31, 2020***

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Civil Division	<u>\$ 108,395.33</u>
Total	<u><u>\$ 108,395.33</u></u>



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***Circuit Clerk's Fund***  
***Summary of Receipts, Disbursements and Balance***  
***September 1, 2016 through March 31, 2020***

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**Receipts**

Restitution Recovery Fees	\$ 48,406.70
Solicitor Fees	36,467.64
Copy Fees	9,494.22
Jail Booking Fee	390.73
Sex Offender Fee	98.69
Interest Earned	667.81
Miscellaneous Receipts	235.00
Total Receipts	<u>95,760.79</u>

**Disbursements**

Salaries	109,249.86
Office Supplies	6,350.52
Conference Expenses	12,944.66
Professional Dues	3,096.00
Miscellaneous	399.95
Total Disbursements	<u>132,040.99</u>

Excess of Receipts Over/(Under) Disbursements (36,280.20)

Balance - September 1, 2016 142,192.14

Balance - March 31, 2020 \$ 105,911.94

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***Circuit Clerk's Judicial Administration Fund  
Summary of Receipts, Disbursements and Balance  
September 1, 2016 through March 31, 2020***

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**Receipts**

\$35 Bail Bond Fee	\$ 20,615.39
3.5% Bail Bond Fee	26,925.49
Civil/Criminal Docket Fees	41,031.79
Municipal Docket Fees	11,095.60
Bank Interest	119.59
Total Receipts	<u>99,787.86</u>

**Disbursements**

Salaries	85,368.62
Miscellaneous	35.85
Total Disbursements	<u>85,404.47</u>

Excess of Receipts Over/(Under) Disbursements	14,383.39
Balance - September 1, 2016	<u>16,469.65</u>
Balance - March 31, 2020	<u>\$ 30,853.04</u>