

Report on the

Office of Circuit and District Courts

Crenshaw County, Alabama

September 1, 2016 through March 31, 2020

Filed: September 11, 2020



Department of Examiners of Public Accounts

401 Adams Avenue, Suite 280
Montgomery, Alabama 36104-4338
P.O. Box 302251
Montgomery, Alabama 36130-2251
Website: www.examiners.alabama.gov

Rachel Laurie Riddle, Chief Examiner



Rachel Laurie Riddle
Chief Examiner

State of Alabama
Department of
Examiners of Public Accounts

P.O. Box 302251, Montgomery, AL 36130-2251
401 Adams Avenue, Suite 280
Montgomery, Alabama 36104-4338
Telephone (334) 242-9200
FAX (334) 242-1775

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, Crenshaw 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 'Billy E. Jones'. The signature is written in a cursive style with a large initial 'B'.

Billy E. Jones
Examiner of Public Accounts

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Department of
Examiners of Public Accounts

SUMMARY

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

The Office of Circuit and District Courts, Crenshaw 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 Jeannie Gibson 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 receive 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 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. This fund is to be 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 or local laws and regulations.

The Official was invited to discuss the results of this report at an exit conference. Individuals in attendance were: Honorable Jeannie Gibson, Circuit and District Court Clerk and a representative from the Department of Examiners of Public Accounts: Billy E. Jones, Examiner.

Financial Information

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

	Civil Division	Criminal Division	Total
Beginning Cash Balances - September 1, 2016	\$ 110,291.39	\$ 16,482.20	\$ 126,773.59
Receipts	<u>1,476,978.45</u>	<u>1,684,421.74</u>	<u>3,161,400.19</u>
Total Available for Disbursement	1,587,269.84	1,700,903.94	3,288,173.78
Disbursements	<u>1,550,600.36</u>	<u>1,686,560.91</u>	<u>3,237,161.27</u>
Ending Cash Balances - March 31, 2020	<u>\$ 36,669.48</u>	<u>\$ 14,343.03</u>	<u>\$ 51,012.51</u>

Fiduciary Funds on Hand
March 31, 2020

Civil Division	\$ 223,291.80
Total	<u>\$ 223,291.80</u>

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

Receipts

Restitution Recovery Fees	\$	3,137.05
Pre-Trial Diversion Fees		3,057.00
Copy Fees		2,665.37
Solicitors Fee		14,754.44
Municipalities		6,408.45
Sex Offender Fees		93.30
Miscellaneous		153.09
Total Receipts		<u>30,268.70</u>

Disbursements

Salary Supplements		39,301.90
Office Supplies		10,782.81
Miscellaneous		9,934.79
Total Disbursements		<u>60,019.50</u>

Excess of Receipts Over/(Under) Disbursements		(29,750.80)
Balance - September 1, 2016		<u>41,038.22</u>
Balance - March 31, 2020	\$	<u>11,287.42</u>

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

Receipts

\$35 Bail Bond Fee	\$ 14,372.10
3.5% Bail Bond Fee	11,463.55
Criminal Docket Fees	19,857.70
Civil Docket Fees	9,135.00
Municipal Docket Fees	4,996.01
Total Receipts	<u>59,824.36</u>

Disbursements

Salaries	80,473.51
Miscellaneous	20.34
Total Disbursements	<u>80,493.85</u>

Excess of Receipts Over/(Under) Disbursements (20,669.49)

Balance - September 1, 2016 38,979.75

Balance - March 31, 2020 \$ 18,310.26