

Report on the

Office of Circuit and District Courts

Chilton County, Alabama

May 1, 2016 through March 31, 2020

Filed: September 11, 2020



Department of Examiners of Public Accounts

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Rachel Laurie Riddle, Chief Examiner



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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, Chilton County, Alabama, for the period May 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 'Bart N Barrontine'.

Bart N. Barrontine
Examiner of Public Accounts

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Department of
Examiners of Public Accounts

SUMMARY

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

The Office of Circuit and District Courts, Chilton 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 Glenn McGriff 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 (30%) percent 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 (25%) 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*, Sections 12-19-310 and 12-19-311. The Circuit and District Court Clerk receives portions of the docket fee and bail bond fee increase provided for by these statutes and is used to support the clerk’s office operations.

Additionally, the Circuit and District Court Clerk maintains a special fund known as the Circuit Clerk’s Technology Fund that was created pursuant to the *Code of Alabama 1975*, Section 45-11-80.01. The Circuit and District Court Clerk receives \$.50 per case of the additional \$10.00 per case in all criminal, quasi-criminal and traffic cases in Chilton County.

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 and attended an exit conference to discuss the results of this report via telephone conference call. Representing the Department of Examiners of Public Accounts was Teresa Dekle, Audit Manager.

Financial Information

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

	Criminal Division	Civil Division
Beginning Cash Balances - May 1, 2016	\$ 24,279.79	\$ 361,159.66
Receipts	4,465,936.32	6,447,198.02
Total Available for Disbursement	4,490,216.11	6,808,357.68
Disbursements	4,443,104.75	6,432,502.11
Ending Cash Balances - March 31, 2020	<u>\$ 47,111.36</u>	<u>\$ 375,855.57</u>

Child Support Division	Total
\$ 1,536.00	\$ 386,975.45
611,174.20	11,524,308.54
612,710.20	11,911,283.99
612,710.20	11,488,317.06
<u>\$</u>	<u>\$ 422,966.93</u>

Fiduciary Funds on Hand
March 31, 2020

Civil Division

Circuit Civil Division

\$ 1,025,912.27

Total

\$ 1,025,912.27

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

	Clerk's Fund
<u>Receipts</u>	
Restitution Recovery Fees	\$ 101,627.55
Municipalities	4,617.00
Miscellaneous	829.84
Total Receipts	<u>107,074.39</u>
<u>Disbursements</u>	
Salaries and Benefits	20,697.30
Office Supplies and Repair Expenses	8,060.18
Total Disbursements	<u>28,757.48</u>
Excess of Receipts Over/(Under) Disbursements	78,316.91
Balance - May 1, 2016	<u>120,507.37</u>
Balance - March 31, 2020	<u><u>\$ 198,824.28</u></u>

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

	Judicial Administration Fund
<u>Receipts</u>	
Docket Fees and Court Fees	\$ 194,901.97
Interest Earned	1,276.04
Total Receipts	<u>196,178.01</u>
<u>Disbursements</u>	
Salaries and Benefits	112,622.69
Office Supplies and Expenses	20,839.55
Travel and Training Expenses	360.00
Total Disbursements	<u>133,822.24</u>
Excess of Receipts Over/(Under) Disbursements	62,355.77
Balance - May 1, 2016	<u>136,664.76</u>
Balance - March 31, 2020	<u><u>\$ 199,020.53</u></u>

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

	Technology Fund
<u>Receipts</u>	
Court Fees	\$ 7,190.59
Total Receipts	<u>7,190.59</u>
<u>Disbursements</u>	
Miscellaneous	<u>1,247.48</u>
Total Disbursements	<u>1,247.48</u>
Excess of Receipts Over/(Under) Disbursements	5,943.11
Balance - May 1, 2016	<u>14,638.80</u>
Balance - March 31, 2020	<u>\$ 20,581.91</u>