

Report on the

Office of Circuit and District Courts

Covington County, Alabama

October 1, 2016 through May 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



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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, Covington County, Alabama, for the period October 1, 2016 through May 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,

David A. Quick
Examiner of Public Accounts

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Department of
Examiners of Public Accounts

SUMMARY

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

The Office of Circuit and District Courts, Covington 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 Amy W. Jones 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 45-20-82.65. 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 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 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 and attended an exit conference to discuss the results of this examination. Representing the Department of Examiners of Public Accounts were: Cherie Raffle, Audit Manager, and David A. Quick, Examiner.

Financial Information

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

	Criminal Division	Child Support Division
Beginning Cash Balances - October 1, 2016	\$ 256,840.54	\$
Receipts	<u>5,592,784.75</u>	<u>53,928.00</u>
Total Available for Disbursement	5,849,625.29	53,928.00
Disbursements	<u>5,631,836.62</u>	<u>53,928.00</u>
Ending Cash Balances - May 31, 2020	<u><u>\$ 217,788.67</u></u>	<u><u>\$</u></u>



Civil Division	Total
\$ 222,696.14	\$ 479,536.68
5,177,516.10	10,824,228.85
5,400,212.24	11,303,765.53
5,302,648.94	10,988,413.56
<u>\$ 97,563.30</u>	<u>\$ 315,351.97</u>

Fiduciary Funds on Hand
May 31, 2020

Civil Division	\$ 43,297.53
Total	<u>\$ 43,297.53</u>

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

Receipts

Restitution Recovery Fees	\$ 215,824.75
Certified Copy Fees	10,220.62
Interest Earned	527.57
Miscellaneous	4,061.69
Total Receipts	<u>230,634.63</u>

Disbursements

Salaries	358,095.21
Office Supplies	1,434.41
Conference Expenses	9,572.60
Association Dues	2,550.00
Equipment and Furniture	119.00
Miscellaneous	1,820.17
Total Disbursements	<u>373,591.39</u>

Excess of Receipts Over/(Under) Disbursements	(142,956.76)
Balance - October 1, 2016	<u>156,516.83</u>
Balance - May 31, 2020	<u><u>\$ 13,560.07</u></u>

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

Receipts

\$35 Bail Bond Fee	\$ 48,615.07
3.5% Bail Bond Fee	111,365.21
Civil Docket Fees	24,553.69
Criminal Docket Fees	39,524.98
Municipal Docket Fees	29,094.94
Interest Earned	3,395.79
Miscellaneous	485.71
Total Receipts	<u>257,035.39</u>

Disbursements

Salaries	65,371.87
Office Supplies	140.95
Conference Expenses	898.72
Equipment and Furniture	2,102.82
Miscellaneous	5,395.39
Total Disbursements	<u>73,909.75</u>

Excess of Receipts Over/(Under) Disbursements	183,125.64
Balance - October 1, 2016	<u>44,720.04</u>
Balance - May 31, 2020	<u><u>\$ 227,845.68</u></u>