

ADDENDUM A

TO APPROVED RECOMMENDATION AND FUNDING AGREEMENT FOR
FILL THE GAP

GRANTEE: Cochise County Superior Court

ADDENDUM DATE: April 1, 2025

BEGIN DATE: July 1, 2024

END DATE: June 30, 2025

NOTE: This addendum supersedes all previously dated addenda.

FUND SUMMARY:

Superior Court	Personnel	\$175,073.00
Clerk of Court	Personnel	\$28,875.22
	Other Operating	\$5,200.00

TOTAL FUNDS: **\$209,148.22**

AMOUNT FROM OTHER FUNDING:

AMOUNT FROM 5% SET-ASIDE: 175,705.22

TOTAL: **\$175,705.22**

AMOUNT TO BE DISBURSED TO COURTS ON OR ABOUT*:

Upon receipt of funding agreement \$33,443.00

TOTAL AMOUNT APPROVED FOR DISBURSEMENT: **\$33,443.00**

TOTAL AMOUNT APPROVED FOR EXPENDITURE: **\$209,148.22**

* Since the AOC cannot guarantee how much revenue will be generated from the 7% surcharge and the 5% appellate set-aside for FY25, any shortfall will be the financial responsibility of Cochise County. In the event that Fill the Gap funds retained by the AOC are insufficient to fund the approved request, or funds are reduced by legislative action, there is no obligation or approval to provide funds from other sources on the part of the AOC.

Signed: DocuSigned by:
Michael Malone Date: 4/1/2025

3A03829740CB49D...
Michael Malone, Director, Court Services Division,
Administrative Office of the Courts

Signed: DocuSigned by:
David Thorn Date: 4/1/2025

F5495E9D1CEP438
Honorable David Thorn, Presiding Judge
Superior Court in Cochise County

Signed: Signed by:
Amy Hunley Date: 4/4/2025

A13667918B2A400...
Honorable Amy Hunley, Clerk of the Court
Superior Court in Cochise County

ATTACHMENT C

ARIZONA COURTS INVENTORY AND PROPERTY CONTROL POLICY

The purpose of this section is to set forth minimum procedures and guidelines for fixed assets (furniture and equipment) owned by the Judicial Department Unit (JDU) other than the Supreme Court.

It is the intent of this policy that all equipment items are accounted for under an inventory system. Each court, including its probation departments, must be able to account for all equipment regardless of the funding source used to purchase the equipment.

DEFINITIONS

Capital equipment means any piece of property or a fixed asset with a purchase price of \$5,000 or more and a usable life of one or more years.

Noncapital equipment means any piece of property or a fixed asset with a purchase price of \$2,000 to \$4,999 and usable life of one or more years.

Judicial Department Unit (JDU) is any operating unit, office, or court of the Arizona Judicial Department reporting to the Chief Justice; chief judges of the Court of Appeals; presiding judges of the superior court, justice courts, and municipal courts; clerks of court; staff attorneys; divisions of the Administrative Office of the Courts; court administrators; and probation departments, with responsibility for reporting, care, and custody of the fixed asset.

Local Governmental Unit (LGU) is any county, city or school district with responsibility for reporting, care, and custody of the fixed asset.

POLICY

1. GENERAL

This policy covers any equipment valued over \$2,000 purchased from state, federal, or other funds provided through the AOC. All acquisitions of equipment using Supreme Court funds will be documented in an agreement.

If the AOC provides the funding and the JDU purchases the equipment, a funding agreement will be signed that clearly delineates the JDU owns the equipment. The JDU will record transactions in its fixed asset tracking system. The inventory policy is part of the funding agreement.

If the AOC purchases the equipment and transfers ownership of the asset, the JDU will record transactions in its fixed asset tracking system. The inventory policy is part of the equipment grant agreement.

The JDU shall maintain written inventory and property control policies and procedures.

All equipment included under this policy shall be clearly identified and located for purposes of regular physical inventory.

The JDU shall maintain an inventory log as described in the record keeping section of this policy.

2. TAGGING/NUMBERING SYSTEM

For items that the Supreme Court purchases and maintains ownership of, the Supreme Court will issue tags and require tagging of the equipment. For all other items, the JDU shall maintain a tagging/numbering system.

3. RECORD KEEPING

The inventory and property control person shall establish accurate records for all equipment under this policy. These records for capital and non-capital equipment shall, at a minimum, indicate:

- Acquisition date
- A brief description of the item
- Current location (code or suitable alternative)
- Program funding source
- Tag or asset number
- Model and serial number
- Account number
- Purchase document number (claim/voucher)
- Original cost including shipping, taxes, and installation

The inventory control records shall be maintained in such a fashion as to permit ready access and review.

4. INVENTORY SCHEDULE

The JDU shall conduct a physical inventory of equipment annually. The report of the physical inventory shall be maintained and available for review and audit upon request by the AOC.

5. TRANSFER OF EQUIPMENT

Equipment must be used for the approved purpose for five years, unless written permission is given by the AOC. After five years, the equipment may be transferred upon approval of the presiding judge of the court.

6. SURPLUS PROPERTY

Equipment, which is no longer needed or usable, shall be placed in surplus in accordance with the following:

For equipment for which title was granted to the JDU, the JDU shall follow any procedures required by the original funding agreement. If no such requirements are included in the funding agreement, then local surplus property procedures may be utilized.

7. MODIFICATION TO THIS POLICY

The Arizona Supreme Court, AOC, reserves the right to modify this policy as needed.