

Town of Guadalupe Municipal Court
Report on Applying Agreed-Upon Procedures
for the Period from July 1, 2023 through June 30, 2024

**Independent Accountant's Report on
Applying Agreed-Upon Procedures**

Arizona Supreme Court, Administrative Office of the Courts

Presiding Judge, The Honorable Manuel Delgado, Jr., of the Town of Guadalupe Municipal Court

We have performed the procedures enumerated below related to Town of Guadalupe Municipal Court's compliance with the requirements set forth in the Arizona Code for Judicial Administration §1-401, Minimum Accounting Standards (MAS) during the period July 1, 2023 to June 30, 2024. Town of Guadalupe Municipal Court's management is responsible for the compliance with those specified requirements.

Town of Guadalupe Municipal Court's management has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in determining whether the entity complied with the specified requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

We were engaged by Town of Guadalupe Municipal Court's management to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Town of Guadalupe Municipal Court's management and to meet our other ethical responsibilities, in accordance with relevant ethical requirements related to our agreed-upon procedures engagement.

The procedures performed are outlined by the Arizona Supreme Court, Administrative Office of the Courts in the [Guide for Independent Review](#).

Judge Delgado is the Presiding Judge of the Goodyear Municipal Court, and the Guadalupe Municipal Court database is maintained by the Goodyear Municipal Court, pursuant to the authority established under an existing Intergovernmental Agreement between the City of Goodyear and the town of Guadalupe. This intergovernmental agreement is also approved by the Presiding Judge of the Maricopa County Superior Court.

The procedures and the associated findings are as follows:

Administrative Requirements

Procedure

1. Determine if all financial transactions are recorded in an automated receipts journal and include:
 - a. Date payment was receipted;
 - b. Amount received;
 - c. Receipt/transaction number; and
 - d. Receipt allocation by type, such as, but not limited to fine, criminal justice enhancement fund, medical services enhancement fund, restitution, and bond.

Findings

No exceptions were noted.

2. Determine if all financial disbursements are recorded in an automated disbursements journal and include:
 - a. Date check issued;
 - b. Amount disbursed;
 - c. Name of payee;
 - d. Court check number;
 - e. Type of payment disbursement, such as, but not limited to fines, surcharges, restitution, and bonds; and
 - f. Electronic fund transaction number, if applicable.

Findings

Not applicable.

3. Determine if the court has established written policies and procedures that prescribe the court's financial practices, and which apply to any departments or divisions within the court's administrative structure that receives or disburses money.

Findings

No exceptions were noted.

4. Determine if the court or probation department has a granted secondary technology request on file with the AOC. If so, review the granted secondary technology request for allowable technology specific to the preparation and verification of financials. Determine if the court has established written policies and procedures that prescribe how the technology will be used.

Findings

Not applicable.

5. Verify that the court displays its payment acceptance policies on any court-sponsored webpage and in a location within the court's main lobby easily viewable by the general public, such as next to each customer service station, and that the payment acceptance policies include the following:
 - a. A statement regarding the methods of payment that the court accepts, which shall include, but is not limited to: cash, cashier's check, certified check, money order, credit card, debit card, or other financial institution generated fund transfer instrument and other forms or means of payment mandated by the supreme court; [See AO 2020-202\(2\)\(e\)\(f\)](#)
 - b. A statement that a receipt shall be provided for every payment made in person to the court;
 - c. A statement that the receipt provided by the court is proof of payment; and
 - d. A statement regarding the court's dishonored payment policy.

Findings

No exceptions noted.

Posted Payment Acceptance Policies for Probation Departments Only

In addition to the above requirements, the posted payment policies for probation departments who collect court-ordered fines, fees, or restitution from juvenile probationers, adult probationers, or third-party payors may exclude the collection of cash as an accepted method of payment for probation department locations that meet either of the following criteria: The probation department is located in a stand-alone facility not within a courthouse; or the probation department accepts payment via an external walk-up payment window.

Findings

Not applicable.

Independent Review by Auditors

Procedure

1. Review the last auditor's final report to determine if the court retained a copy of the final report showing the date on which it was received by the court and that it was forwarded to the AOC within seven days from receipt.

Findings

No exceptions were noted.

2. Review the final reports issued for the last independent review by auditor and for the last operational review conducted by the AOC to determine if the court has addressed all the financial findings noted in the reports.

Findings

No exceptions were noted.

Safeguarding Monies and Financial Records

Procedure

1. Determine through interviews, observation, and by taking an inventory of the contents of the safe, if the court safeguards all monies received for the court and financial records, such as, but not limited to receipts, blank checks, and financial reconciliation documents as follows:
 - a. Assigns each cashier a unique user identification. The user identification shall be used only by the assigned user.
 - b. Changes safe keys, combinations, or both upon either:
 - i. Termination of employment of a person who was granted access to a safe, unless access to the court or area where the safe is located is restricted by electronic access control; or
 - ii. Change of responsibility of an employee who was granted access to a safe, unless the area where the safe is located is restricted by electronic access control.
 - c. Maintains physical restrictions between the public and the areas where court monies and financial records are stored and allow only authorized access to those areas.
 - d. Displays signs limiting admittance to areas where court monies and financial records are stored, unless access is restricted by electronic access control.
 - e. Retains, counts, and handles all court monies in a secure location that is not accessible to the public and is only accessible to authorized personnel until monies are deposited with the bank or local treasurer.
 - f. Stores all court monies in a locked location from the moment they are received until they are deposited with the bank or local treasurer.
 - g. Uses locking bank bags or tamper-proof bags to transfer court monies to the bank or local treasurer.
 - h. Keeps cash drawers, cash boxes, payment drop boxes, bank bags, safes, and vaults locked and secured at all times when not in use.
 - i. Stores all court monies overnight in a locked safe or vault with restricted access that is immovable or attached using a method that would prevent easy removal.
 - j. Secures blank checks, unissued manual receipts, and any documentation that contains a whole credit card number, such as phone payment logs in a safe, locked cabinet, or locked area, and allows only authorized court personnel to access these documents.
 - k. Each cashier shall individually secure the assigned cash drawer fund in a separate lockable drawer or locking bank bag at all times prior to balance and reconciliation and second person verification.
 - l. Court personnel shall not commingle personal or non-court monies with court monies. This includes but is not limited to making personal change from the cash drawer fund, court change fund, or court deposit monies, and making change for court payments with personal monies.
 - m. Court personnel shall not cash personal checks or purchase supplies using monies from the cash drawer fund or the court change fund.
 - n. Court employees and authorized personnel who issue receipts on behalf of the court shall not keep court monies with their own personal funds, deposit court monies in a personal bank account, or take court monies home with them upon departure.

- o. Court personnel shall investigate any shortage or overage of court monies within one business day. If there is still a discrepancy, court personnel shall document the discrepancy on the applicable cashier's cash drawer fund reconciliation documentation as part of the daily deposit reconciliation documentation.
- p. Court personnel shall not correct an original entry to any financial document or instrument by erasing or masking the erroneous entry. To correct an error, court personnel making the correction shall strikethrough the original entry, and initial and date the corrected entry.
- q. Prohibits the use of signature stamps when signing financial documents such as checks. Courts may use check signature software or a check signing machine to imprint authorized signatures on checks.

Findings

No exceptions were noted.

Segregation of Duties

Procedure

1. Determine through interviews, observation, and a review of documentation, if the court provides internal controls for financial functions, ensures the safety of public monies and the reliability of court records, and allows for the detection of errors, as follows:
 - a. Documents the preparation of daily cash counts and their corresponding reconciliations, deposit reconciliations, monthly reconciliations, the review of outstanding bonds over 90 days, and quarterly reconciliations using a method that identifies the preparer such as initials or signatures and includes the date of document preparations. The preparer must not also be the second person verifier of the document.
 - b. Documents the verification of daily cash counts and their corresponding reconciliations, deposit reconciliations, issued and voided manual receipts, monthly reconciliations, and quarterly reconciliations using a method that identifies the verifier such as initials or signatures and includes the date of document verification. The second person verifier must not also be the preparer of the document.
 - c. Signs checks prepared by someone else, unless the check requires two signatures. Checks must not be made out to "Cash" and the signing of blank checks is prohibited. For courts with electronic disbursements, ensure that the person who entered and authorized the electronic disbursement is not the same person who verified the electronic disbursement.
 - d. Has a second authorized person verify, void or reverse (adjusted) automated receipts in the automated financial management system if a correction is needed. The verification must be documented.
 - e. For courts that do not have sufficient staffing to provide for a second person verifier at all times, determine if the court has adopted written financial policies and procedures to control the risk of unauthorized financial transactions. These written financial policies and procedures must detail arrangements made with designated local government employees authorized by the court to verify transactions in accordance with the requirements in this section.

Findings

No exceptions were noted.

Cash Handling and Receipting

Procedure

Acceptance of Payment

1. Observe the court's practice for accepting payments to determine if only court authorized personnel or electronic interfaces receipt payments on behalf of the court.

Findings

No exceptions were noted.

Online Transaction Retrieval

1. Determine if the court has a manual retrieval process for online transactions. If so, the court must retrieve and receipt the transactions to the case financial management system no later than the end of the next business day.

Findings

Not applicable.

2. Determine if the court has an automated retrieval process for online transactions. If so, the court must receipt the transactions to the case financial management system no later than the end of the next business day.

Findings

No exceptions were noted.

3. Verify that in addition to the receipting elements listed in *Automated and Manual Receipting Requirements (4)(a) through (j)*, receipts associated with online transactions include:
 - a. Online transaction date;
 - b. Online transaction number; and
 - c. Name and address of cardholder, if available; however, there shall be at a minimum, an audit trail to identify the cardholder's information for disbursement purposes.

Findings

No exceptions were noted.

Endorsement of Checks

1. During the observation of the daily cash count of the cashier cash drawer fund and when court personnel open the daily mail, determine:
 - a. For courts that do not utilize an automated financial management system that electronically endorses checks:
 - i. If all checks payable to the court are properly and clearly endorsed with a restrictive endorsement stamp that reads “For Deposit Only – Payable To (account’s name)” no later than the end of the business day on the date the check is receipted into the automated financial management system.
 - b. For courts that utilize an automated financial management system that electronically endorses checks when an automated receipt is generated:
 - i. If the court receipts all checks immediately when received. If the court was unable to receipt the checks when received, that the checks are immediately secured for safeguarding purposes, with receipting into the automated financial management system to be completed no later than the end of the next business day.
 - ii. That the automated financial management system properly and clearly endorsed all checks payable to the court with a restrictive endorsement stamp that reads “For Deposit Only – Payable To (account’s name),” when an automated receipt is generated.

Findings

No exceptions were noted.

2. Determine through interviews that the court does not endorse checks payable to another court and sends the checks to the proper court within two business days.

Findings

No exceptions were noted.

Receipting of Unidentified Monies

1. Determine, by reviewing the court’s “Unidentified Monies” file, if the court has a process for handling monies that are received without information identifying the party’s name, case number, and sender information if the court is unable to identify the party and case number for which the monies are received, and if the process includes the following:
 - a. Receipting the unidentifiable monies into a suspense or hold account within the automated financial management system, no later than the end of the next business day and depositing the monies to the local treasurer or bank accordingly.
 - b. Endorsing checks received without information identifying the party’s name, case number, and sender information in accordance with the *Endorsement of Checks* guidelines identified above.

- c. Retaining copies or an electronic image of a cash log that details the breakdown and total of any monetary denominations received, the checks received, the credit card transaction details received, receipts generated by the automated management system, and any additional necessary supporting documentation in the “Unidentified Monies” file.

Findings

Not applicable.

Automated and Manual Receipting Requirements

1. Determine if the court is receipting all monies no later than the end of the next business day.

Findings

No exceptions were noted.

2. Determine if the receipts generated by the court reflect the date the monies were receipted.

Findings

No exceptions were noted.

3. Determine if the court issues a sequentially numbered receipt or transaction for each payment.

Findings

No exceptions were noted.

4. Using the cash receipts journal as the source document, select a random sample of at least 20 individual receipts (for bonds, fines, fees, surcharges, and restitution for all court levels; add child support, probate, and other trust monies for superior court). Determine if the individual receipts contain the following information:

- a. Name of the court;
- b. Case number, if applicable;
- c. Defendant’s name, if applicable;
- d. Plaintiff’s name, if applicable;
- e. Date payment was receipted;
- f. Amount received;
- g. Name and address of the third-party payor making the payment, if available, and if not included on the case financial records;
- h. Identification of person receiving the payment;
- i. Method of payment such as cash, check, payment card, or EFT; and
- j. Unique sequential receipt/transaction number.

Findings

No exceptions were noted.

5. Sample 10 defensive driving school payments and verify if the monies from the defensive driving schools were receipted by the end of the next business day and payment was recorded in each defendant's case financial record. Determine (*Independent Contractors section of MAS*) if payments received from defensive driving schools are received in the form of business check, cashier's check, money order, EFT, or wire transfer. *This item is not applicable to probation departments reviewed.*

Findings

Not applicable.

6. Determine if the court is receipting overpayments as an overpayment and not as a fine, surcharge, bond, or restitution.

Findings

No exceptions were noted.

Issued and Unissued Manual Receipting Requirements

1. Determine if manual receipts are only used when the court's automated financial management system is inoperable. *This item is not applicable to probation departments reviewed that do not have access to the clerk of court's case management system.*

Findings

Not applicable.

2. Determine if manual receipts are entered into the automated financial management system by the end of the business day or as soon as the system is operable. *This item is not applicable to probation departments reviewed that do not have access to the clerk of court's case management system.*

Findings

Not applicable.

3. Review the court's manual receipt book and sample 10 manual receipts to verify the following:
 - a. Manual receipts are at least a two-part form, pre-printed with unique sequential numbers and the name of the court on each receipt. *This item is not applicable to probation departments reviewed that do not have access to the clerk of court's case management system.*
 - b. Manual receipts are issued in sequence within each book and are cross-referenced; the manual receipt number issued is referenced on the automated receipt or recorded in a docket entry in the automated financial management system; and the automated receipt number is referenced on the manual receipt. *This item is not applicable to probation departments reviewed that do not have access to the clerk of court's case management system.*

- c. A second person reviews the manual receipts no later than the end of the next business day following receipt issuance, verifies that the receipts were issued in sequence, recorded in the automated financial management system, and that all receipts have been issued. *This item is not applicable to probation departments reviewed that do not have access to the clerk of court's case management system.*
- d. The court has established written policies and procedures to account for and reconcile all unissued manual receipts at least quarterly and that the court documents the reconciliation of all unissued manual receipts.

Findings

Not applicable.

Automated and Manual Voided Receipts

- 1. Select a sample of 10 automated voided receipts, 10 automated reversed (adjusted) receipts, and 10 manual voided receipts to determine that all voided receipts are not altered in any way and to verify the following:
 - a. If an error is made or a correction is needed that "VOID" or "Reverse" (adjusted) is indicated on the automated receipt; the reason for the void or reversal (adjusted) is indicated on the automated receipt or in the case financial record; and the voided or reversed (adjusted) receipt number is cross-referenced on the replacement automated receipt, if applicable, in the case financial record.
 - b. If an error is made or a correction is needed that "VOID" and the reason for the void is indicated on all retained copies of the manual receipt; that the voided manual receipt number is cross-referenced on the replacement manual receipt, if applicable; and that the second person review of voided manual receipts takes place no later than the end of the next business day following receipt void.

Findings

Not applicable.

Counterfeit Cash

- 1. Determine if the court has established written policies and procedures on identifying and handling counterfeit cash in accordance with U.S. Department of the Treasury, Office of Domestic Finance, Advanced Counterfeit Deterrence guidelines.

Findings

No exceptions were noted.

Petty Cash

- 1. If the court uses a petty cash fund, verify the court is following local policies and procedures regarding usage and reimbursement of the petty cash funds. Also, review and verify the monthly reconciliation of the petty cash fund.

Findings

Not applicable.

Disbursement Processing

Procedure

1. Sample at least 10 disbursements to determine if disbursements were made only in the form of a check, credit to the payment card originally used to make the payment, or an EFT and that all checks or payment card adjustments or reversals were signed by authorized signers.

Findings

Not applicable.

2. Verify that checks issued by the court are pre-printed with unique sequential numbers, or electronically signed, and disbursed in sequential order.

Findings

Not applicable.

3. For all sampled disbursements, verify that disbursements were recorded in the court's automated financial management system by the end of the next business day and disbursed within the time period prescribed in the court's written policies and procedures.

Findings

Not applicable.

4. For all sampled disbursements, verify that each automated disbursement record contains the following: case number; case party names; date check issued; name of payee; court check number; type of payment disbursement (such as fines, surcharges, suspense, hold, restitution, bond, or bond amount converted to court assessments); amount disbursed; and electronic fund transaction number, if applicable.

Findings

Not applicable.

5. Sample 10 bond disbursements and verify that bond monies were disbursed according to written court order by a judicial officer and only to the individual who posted the bond or to the third party authorized to receive the bond monies by the person posting the bond. If bond monies were converted to pay court-ordered monetary obligations verify that the express written permission of the bond poster was received, unless the bond poster is the defendant. Determine if the court has established written policies and procedures for refunding and disbursing bond monies within a prescribed time period. *This item is not applicable to probation departments reviewed.*

Findings

Not applicable.

6. Sample 10 restitution payments and verify restitution payments were disbursed to victims within the time requirements established by ACJA §5-204.

Findings

Not applicable.

7. Sample 10 overpayments and verify that overpayment monies were disbursed according to the policies and procedures set forth by the court. Determine if the court has established written policies and procedures that include a reasonable threshold amount for refunding overpayments within a prescribed time period.

Findings

Not applicable.

8. Sample 10 suspense or hold monies and verify that the monies were applied or disbursed according to the policies and procedures set forth by the court. Determine if the court has established written policies and procedures to account for monies held in a suspense or hold account on a monthly basis, and to apply these monies to a party's case financial record or disburse them to the appropriate party with a prescribed time period.

Findings

Not applicable.

9. Verify that disbursement checks voided due to error are flagged void/stop payment in the court's automated financial management system. Verify that disbursement checks reported lost or stolen are flagged void/stop payment in the court's automated financial management system, unless this function is performed by a city, county, or state treasurer (in the case of appellate courts).

Findings

Not applicable.

10. Verify that when the court issues replacement disbursement checks for void/stop payment, outstanding, lost, or stolen disbursement checks, that the new disbursement check is issued following normal disbursement procedures.

Findings

Not applicable.

11. Determine if the court identifies all checks outstanding over 180 days, unless this function is performed by a city, county, or state treasurer (in the case of appellate courts) and verify the following:
 - a. Checks outstanding over 180 days are flagged void/stop payment in the court's automated financial management system; and
 - b. Determine if the court investigates all checks outstanding over 180 days, documenting the action taken or disposition of the investigated checks outstanding in the court's automated financial management system and on the court's monthly reconciliation documentation.

Findings

Not applicable.

12. Verify void/stop payment disbursement checks have "VOID" or "Stop Payment" written across both the physical face and signature line of the void/stop payment disbursement check and that all applicable void/stop payment disbursement checks are available for retention (for example, checks issued via electronic disbursement, lost in the mail, or stolen would not be available for retention).

Findings

Not applicable.

13. Determine if, pursuant to A.R.S. §§44-302(10) and (11), 44-307, and 44-308 for municipal courts and A.R.S. §22-116 for justice courts, the court reports and remits unclaimed (abandoned) funds to the Department of Revenue or county treasurer, unless this function is performed by a city, county, or state treasurer (in the case of appellate courts) the following:
 - a. Any unidentified monies received which remain unclaimed;
 - b. Any disbursement checks outstanding over 180 days which remain unclaimed; and
 - c. If the court retains documentation of all monies reported and remitted to the Department of Revenue or county treasurer as unclaimed funds in accordance with the retention schedule.

Findings

Not applicable.

Bank Accounts and Deposits

Procedure

1. Unless bank accounts are maintained by the city, county or, in the case of appellate courts, the state treasurer, and are established in the name of the city, county, or state:
 - a. Examine a recent bank statement for each account and verify that all checking, investment, or other bank accounts are established under the name of the court. For co-located courts, confirm that the courts do not share a bank account and that individual bank accounts are established under the name of each court;
 - b. Determine if the court maintains a current list of all checking, investment, and other bank accounts which includes the following: the name and address of the banking institution, the account number, the account name, and the names of persons authorized to sign checks or make withdrawals from each account;
 - c. Determine if the court maintains current signature cards for all bank and investment accounts involving court monies; and
 - d. Determine if the court maintains a record of all bank accounts closed, including the date the bank account was closed and the reason the bank account was closed.

Findings

Not applicable.

2. *Note: This item is not applicable to probation departments reviewed.* Determine if the court deposits currency, coins, and checks with the bank or local treasurer by the next business day the court and the bank or local treasurer are open, unless the total is less than \$300. If the total is less than \$300, at a minimum the funds shall be deposited on a subsequent business day when the accumulated undeposited funds reach or exceed \$300, or deposited once per week, whichever is earlier. For deposits made with the local treasurer determine the following:
 - a. The court retained documentation that confirms that court monies were delivered to or retrieved by the local treasurer for deposit within the required timelines. The court and the local treasurer shall initial or sign and date the documentation acknowledging receipt of the court monies deposited, unless court monies are transported by armored car, in which case a log shall be maintained.

Findings

Not applicable.

3. Compare bank or local treasurer deposits to the cash receipts journal to determine if the monies were deposited in the same form as received.

Findings

Not applicable.

4. Determine through interviews and observations that checks scanned by the court for electronic deposit are retained not more than 30 days after the completion of the bank reconciliation for the month in which the checks were deposited, and that personal mobile devices were not used to scan checks. Shredding is the preferred method of disposal.

Findings

Not applicable.

Deposit Practices for Probation Departments Only

In addition to the noted applicable *bank account and deposit* requirements above, for probation departments that collect court-ordered fines, fees, or restitution from juvenile probationers, adult probationers, or third-party payors determine the following:

- a. If the probation department deposits all monies with the clerk of the court or directly into the clerk of court's bank account by the next business day;
- b. If the probation department has established written policies and procedures that reflect the arrangements made by the department to ensure a secure process for depositing monies with the clerk of court; and
- c. If the probation department retains documentation that confirms that the monies have been delivered to or retrieved by the clerk of court for deposit within the required timelines.

Findings

Not applicable.

Reconciliation of Financial Records

Procedure

Select two weeks of financial records and consistently use the same month of the two-week period selected to review reconciliations.

Daily Reconciliations

1. Determine through interviews and observation that:
 - a. Each cashier responsible for a beginning change fund counts the beginning change fund provided before usage, as either the preparer or second person verifier;
 - b. The court change fund is counted by two separate authorized court personnel at least daily; and
 - c. Each cashier responsible for a cash drawer fund counted all monies received, including any beginning change fund monies, after each shift to ensure balance and reconciliation with the receipts journal.
 - d. At least two separate authorized court personnel are involved in the deposit balance and reconciliation process. One authorized personnel acting in the capacity of preparer and one additional authorized person acting in the capacity of verifier to ensure the balance and reconciliation of the daily deposit with the receipts journal. The verification of the deposit preparation must occur at the time of the deposit preparation and prior to the depositing of funds with the bank or local treasurer; and *(Bank Accounts and Deposits section of MAS)*
 - e. During the observation of the preparation of the daily deposit balance and reconciliation process, using the cash receipts journal as the source document, verify the total daily receipts to the cash receipts journal to determine these totals tally to the daily cash receipts summary report or deposit ticket.

Findings

No exceptions were noted.

2. Determine for the two-week period selected for review that the total receipts (for all payment types received) for each day match the bank account statement or the daily funds' transmittal report and receipt issued by the local treasurer.

Findings

No exceptions were noted.

Monthly Reconciliations

1. Review and verify the following:
 - a. The reconciliation of the of the receipts journal for the month to the monthly remittance report submitted to the local treasurer (city, county, or state as applicable) and compare to the disbursement check issued;
 - b. The reconciliation of the deposits with the receipts journal;
 - c. The reconciliation of the disbursement checks written with the disbursements journal;
 - d. The reconciliation of the court's record of open items to the automated financial management system report to all bank accounts and cash balances; and
 - e. The reconciliation of all bank accounts maintained by the court.

Findings

No exceptions were noted. Steps 1 c-e not applicable.

2. Determine if the court monthly reviews all bonds posted outstanding over 90 days and bond records. Sample 5 bonds posted more than 90 days to verify if the court determined the status of the bond based on court order, took appropriate action, documented the disposition of the bond reviewed, and retained the documentation. *This item is not applicable to probation departments reviewed.*

Findings

Not applicable.

3. Review all reconciliations and supporting documentation for the month selected to determine if the reconciliations were performed monthly and accurately. Verify that the court did not simply add a fictional amount to the monthly reconciliations in order to force the reconciliation into balance and if there was a variance it was clearly documented as a line item on the reconciliation and resolved within no more than 30 days from the reconciliation.

Findings

Not applicable.

Financial Record Retention

1. Determine if the court retains the following records for each bank account as required by the records retention schedule:
 - a. Bank account reconciliations;
 - b. Bank statements;
 - c. Records of deposits in transit;
 - d. Bank issued debit and credit memos;
 - e. Canceled deposit slips;
 - f. Canceled checks; and
 - g. Any documentation that requests the adjustment or void of a case financial record.

Findings

Not applicable.

2. Determine if the court retains the records of the daily and monthly financial reconciliations performed and supporting documentation in accordance with the records retention schedule.

Findings

No exceptions were noted.

Reporting

Procedure

1. Select one month's remittance report to determine if the report identified the allocation and distribution of the monies, that the monies have been remitted to the local treasurer (city, county, or state as applicable), and that the court received documentation acknowledging the submission of the report from the local treasurer. *This item is not applicable to probation departments reviewed.*

Findings

No exceptions were noted.

Probation Departments

Procedure

1. Determine if the probation department has a granted alternative collection practices proposal on file with the AOC. If so, review the granted alternative collection practices proposal and adjust testing methodology accordingly.

Findings

Not applicable.

2. For probation departments that collect court-ordered fines, fees, or restitution from juvenile probationers, adult probationers, or third-party payors and that receipt those payments into the clerk of court's case management system determine the following:
 - a. If the probation officers or probation staff authorized to accept payments and deposit monies are deputized clerks of the court;
 - b. If payments received are made payable to the clerk of the court;
 - c. If payments are not collected in the field; and
 - d. If payment acceptance policies are displayed in each department's main lobby and on the department's webpage.

Findings

Not applicable.

3. For probation departments that collect court-ordered fines, fees, or restitution from juvenile probationers, adult probationers, or third-party payors that do not have access to the clerk of court's case management system, review the department's manual receipt book and sample 10 manual receipts to verify the following:
 - a. Manual receipts are at least a three-part form, pre-printed with unique sequential numbers and the name of the probation department on each receipt;
 - b. Manual receipts are issued in sequence within each book and a copy is given to the clerk of court no later than the next business day; and
 - c. Documentation is retained that confirms that the issued manual receipt copies have been delivered to or retrieved by the clerk of the court.

Findings

Not applicable.

4. For probation departments that collect court-ordered fines, fees, or restitution from juvenile probationers, adult probationers, or third-party payors that *do not have access to the clerk of court's case management system* determine the following:
 - a. If payments received are made payable only to the clerk of the court;
 - b. If payments are not collected in the field; and
 - c. If payment acceptance policies are displayed in each department's main lobby and on the department's webpage.

Findings

Not applicable.

This report is intended solely for the information and use of the Arizona Supreme Court, Administrative Office of the Courts and the management of the Town of Guadalupe Municipal Court, and is not intended to be and should not be used by anyone other than these specified parties.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.

Scottsdale, Arizona

November 6, 2024