

ORDINANCE NO 595  
*ACCOUNTING REQUIREMENTS FOR THE MUNICIPAL COURT OF HANCEVILLE and  
REPEALS ORDINANCE NO. 532*

**WHEREAS,** THE MUNICIPAL COURT OF HANCEVILLE WILL FOLLOW THE POLICIES AND PROCEDURES SET OUT BELOW.

**THEREFORE,** BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HANCEVILLE, ALABAMA, AS FOLLOWS:

**Section 1. RECEIPTS:** Receipts shall be in duplicate copy and shall be computer generated at the time the payment is made by the defendant. One copy shall be signed by the defendant and shall be placed in the defendant's file for court record, and the other copy shall be given to the defendant. The computer system will automatically post the receipt to the daily cash register and then to the fee schedule in the computer case file. Receipts that are generated by the computer *shall not* be deleted, but *can* be voided. All voided receipts will have a documented reason listed in the "comment" section of the case file. In instances when the computer is not working, a hand-written receipt will be given to the defendant and entered into the computer system as soon as the computer becomes available.

**Section 2. BANK ACCOUNTS:** Separate bank accounts shall be set up for the court and maintained for municipal court receipts and shall not be co-mingled with other funds.

**Section 3. MAIL IN RECEIPTS:** These payments shall be processed in the same manner as other receipts with the duplicate receipt being placed with the deposit records for that day. Both receipts will be noted that payment was received in the mail, as well as a notation on the case file in the computer system. Defendants wishing to receive a copy of the receipt may do so by verbal or hand-written request.

**Section 4. DROP BOX:** Drop box payments will not be accepted.

**Section 5. DAILY CASH CHECK-UP:** Each Magistrate will reconcile receipts to the actual cash in his/her cash drawer at the end of each workday using the computer generated Daily Payment Report, and will balance his/her petty cash drawer before delivering cash to the Court Clerk. If the receipts do not equal the cash, then a record shall be maintained of the amounts over or short on an Excel spreadsheet, and no deposit shall be made until the error is identified and corrections made, if possible. Cash shall be received by the Court Clerk and a reconciliation made of the overall cash receipts and overall petty cash drawers. Deposits will be prepared by the Court Clerk and made on a daily basis or as soon thereafter as is possible.

**Section 6. CASE NUMBERS:** Case numbers shall be set up numerically and chronologically in accordance with guidelines from AOC. Cases shall be assigned case numbers immediately when arrest information or citations are presented to the court clerk for processing. Case numbers shall not be deleted from records or totally removed from the files. If a case is transferred to the Circuit Clerk, all information shall be copied and kept in the case file with a notation that the case was transferred and the date on which the transfer occurred.

**Section 7. CASE FILES:** Case files shall be maintained and show the style of case with initial documentation such as an arrest warrant or copy of a traffic citation. Case files shall also reflect on the fee sheet all collections on the particular case and the final disposition of the case. There shall be no skips in the case file. Any removal of information from the file is documented. Case files will be maintained in a file cabinet or basket, arranged in alphabetical order by court date. Files should be properly filed at the end of the workday. Cases appearing on the docket shall be in numerical and chronological order. Cases that have already been assigned a case number and have been rescheduled shall be noted as such. All such items shall be documented in the case files. Probation files shall be documented with a colored label and placed in a separate filing cabinet.

**Section 8. SOFTWARE CAPABILITIES:** The software to be used shall have the following capabilities:

1. Enter traffic ticket information
2. Automatically calculate fines and/or forfeiture information needed and provide a total amount due on offenses including all charges and fees
3. Print a docket of all paid tickets with fines and disposition information by defendant
4. Report electronically to the Department of Public Safety.
5. Print Court Calendars
6. Print Notices to Defendant for Court Day
7. Print Witness Subpoenas
8. Print Trial Calendars
9. Print Notices to Defendants for Trial
10. Print Notice of Failure to Comply
11. Print all cases paid but not disposed
12. Print all cases pending
13. Print fines report by date range
14. Print Bond Forfeiture report

Each Magistrate shall have his/her own password to get into the system.

**Section 9. CASH (RECEIPTS, DISBURSEMENTS AND CASH BALANCES):** Cash collections shall be received by the Court Clerk/Magistrate(s), or his/her designee, and shall be given to the Court Clerk to be recounted. An accountant's report shall be printed from the computer system showing the distribution of money to the appropriate funds and shall be included with

each daily bank deposit. At the end of the month, a monthly accountant's report shall be printed and compared to the monthly deposit record and distribution of funds made according to the accountant's report totals. Checks for payment to such funds shall be printed by the Court Clerk and signed by the City Clerk and Mayor.

**Section 10. BANK RECONCILIATION:** Bank Reconciliation shall be performed by the City Clerk at the end of each month. An analysis shall be made of any funds remaining on hand by style of case, case number and reason for non-remittance.

**Section 11. CASH BONDS:** All cash bonds shall be receipted and posted to a cash bond transaction register that shows date, case number, received from and bond amount. A copy of the receipt shall go into the case file. The register shall also show the date, amount and check number of all dispositions, whether the bond was forfeited, applied to fines/costs or returned to the defendant. Cash bonds shall be deposited into a separate bank account. This account shall be reconciled monthly by City Clerk with analysis of all funds on hand.

**Section 12. STANDARD PROCESS FOR UNIFORM CITATION FORMS:** A permanent record (form UTC-8) shall be maintained to document the receipt in the Police Department of all blank forms UTC-1 by book number. This record shall include the book number, the date received, book starting and ending number, and name of the officer to whom each book is issued. The date the completed book is returned shall be recorded on Form UTC-8. The original form shall be maintained in the Police Department in a secure location and a copy shall be provided to the Clerk of Municipal Court.

(A) A log (Form UTC-14) shall be maintained documenting the tickets issued by each officer by citation number. The form shall be completed by the issuing officer to include the UTC number, date issued, defendant, offense, court case number and officer's initials (in/out). Tickets shall be listed in numerical order and include citation number of voided tickets. The form shall include also the following information that is completed by the Clerk of Municipal Court: Book series and number, beginning and ending ticket numbers, agency name, officer name, officer I.D. number, date book issued and date book completed. The original form shall be maintained in the Police Department in a secure location and a copy shall be provided to the Clerk of Municipal Court.

(B) When an officer transmits to Court Uniform Traffic Citation Forms that have been issued, the officer shall list each ticket in numerical sequence on a UTC Transmittal Form (Form UTC-3), arrange ticket (original UTC-1 forms) in order that they appear on the UTC-3 form and submit both copies of this form to the Clerk of Municipal Court.

(C) The Clerk of Municipal Court shall assign a case number to each citation listed on the form UTC-3 and shall write the case number in the appropriate space on the form.

(D) The UTC Transmittal Forms shall then be placed in a permanent record book (three-ring binder). These forms shall then be filed in case number sequence.

(E) The permanent record of UTC forms received, issued to officers and received after issuance by the officers and the permanent record book of UTC Transmittals shall be kept in a secure place by the Police Department.

(F) E-cite Tickets. Each officer is assigned a book of ticket numbers by the State of Alabama. As tickets are written and uploaded to the State, information is automatically assigned to each ticket. Voided tickets shall state the reason for the void and noted by the State and a copy of the ticket shall be kept on file in the Court Clerk's office.

**Section 13. FINANCIAL REPORT:** Financial Report shall be given to the Council monthly by the Court Clerk. The Clerk prepares a monthly accountant's report which is to be included in the Court Bank Account balances given to the Council by the City Clerk.

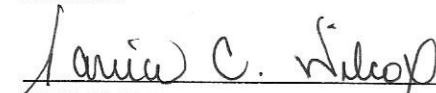
**Section 14. REPEALER CLAUSE:** Any ordinance heretofore adopted by the City Council of the City of Hanceville, Alabama, which is in conflict with this ordinance is hereby repealed to the extent of such conflict. This ordinance specifically repeals Ordinance No. 532.

THIS ORDINANCE SHALL BECOME EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS REQUIRED BY LAW.

ADOPTED THIS THE 26<sup>th</sup> DAY OF September, 2013

  
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MAYOR, KENNETH NAIL

ATTEST:

  
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CITY CLERK, TANIA C. WILCOX