



Alabama Department of Examiners of Public Accounts

Report on the **Administrative Office of Courts State of Alabama Montgomery, Alabama**

October 1, 2017 through September 30, 2022

Filed: February 3, 2023

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ALABAMA STATE HOUSE

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 Administrative Office of Courts, Montgomery, Alabama, for the period October 1, 2017 through September 30, 2022, by Examiners Christine Kilpatrick and Rodney Wagstaff. I, Rodney Wagstaff, served as Examiner-in-Charge on the engagement, and 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,

Rodney Wagstaff
Examiner of Public Accounts

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Department of **Examiners of Public Accounts**

EXAMINER'S SUMMARY

**Administrative Office of Courts
October 1, 2017 through September 30, 2022**

PURPOSE AND SCOPE OF EXAMINATION

This report presents the results of an examination of the Administrative Office of Courts (the "Office") and a review of the Office's compliance with applicable laws and regulations of the State of Alabama. This examination was conducted 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. The examination was performed to determine whether the public officers, agents, and employees of the Office properly and lawfully accounted for all money and other public assets, or resources received, disbursed, or in the custody of the Office.

This examination included procedures to determine whether the Office complied with the state laws and regulations that pertain to its financial transactions; personnel; safeguarding of state-owned assets, property, and resources; information dissemination, processing, and retention; and official actions, rulemaking procedures, and meetings. The Office's internal control policies and procedures relating to the areas listed above were also reviewed; however, this examination did not encompass managerial and operational matters, such as whether the Office accomplished its mission or its regulatory, enforcement, investigative, or other oversight activities in an efficient, fair, or timely manner.

The mission and purpose of the Office is described in the accompanying Agency Overview. The Office's financial information for the examination period is shown on Exhibits 1 through 11. Additional financial information for the Alabama Judicial College is shown on Exhibit 12.

RESULTS OF THE EXAMINATION

Comment on Alabama Judicial College (also referred to as the Alabama Judicial College Education Fund)

The Alabama State Legislature passed Act Number 1205, Acts of Alabama 1975, page 2384, §11-103, which provides "...the Administrative Director of Courts is authorized to direct the expenditure of funds appropriated to the account of the National College of State Trial Judges or any college of judges by whatever name the account appears or to any accounts or judicial education for the judicial education of any justice, judge or court-supportive personnel and may direct that the actual and reasonable expenses incurred by a justice, judge or court-supportive personnel attending the National College of State Judiciary or any other college, institute, conference, seminar or organization be paid."

In September 1978, the Supreme Court ordered the establishment of the Alabama Judicial College, as an affiliate of the Administrative Office of Courts, to provide a program of continuing professional education and training for the officers and employees of the Unified Judicial System and the Judicial Department. Those involved with the Administrative Office of Courts established a 501(c)(3) domestic non-profit corporation to operate the Alabama Judicial College outside of the State Treasury without express statutory authority. The corporation's certificate of formation documents show that the incorporators were the Director of the Administrative Office of Courts, the Director of the Alabama Judicial College and the Chief Justice. The Alabama Judicial College is administered, subject to the direction of the Chief Justice, by the Administrative Director of Courts.

Findings

The following instances of noncompliance with State laws and regulations and other matters were found during the examination, as shown on the Schedule of State Legal Compliance and Other Findings and they are summarized below.

- ◆ 2022-001: The Administrative Director of Courts directed funds that were not appropriated by the legislature to the Alabama Judicial College to pay for expenditures for judicial education.
- ◆ 2022-002: The Administrative Office of Courts charged fees for written and oral foreign language court interpreter examinations without statutory authority.
- ◆ 2022-003: The Administrative Office of Courts did not deposit monies collected from the foreign language court interpreter examination fees into the State Treasury or statutorily allowed bank account.
- ◆ 2022-004: The Administrative Director for the Administrative Office of Courts overrode the policies stated in the *State of Alabama Unified Judicial System Employee Handbook* and approved a payment of \$8,684.59 for sick leave to an individual who had *resigned* from the Administrative Office of Courts.

- ◆ 2022-005: The Administrative Office of Courts did not disclose the existence of the Alabama Judicial College Education Fund to the Examiners of Public Accounts.
- ◆ 2022-006: The Administrative Office of Courts does not have adequate controls in place to monitor county/district level Administrative Office of Courts' employees to ensure these employees do not receive additional compensation and there is proper documentation to support all payments.
- ◆ 2022-007: The Administrative Office of Courts did not have an accurate listing of all municipal courts. In addition, one hundred ninety-eight municipal courts did not annually submit caseload statistical data to the Administrative Office of Courts to be included in the annual report to the Chief Justice.
- ◆ 2022-008: The Administrative Office of Courts, through its Alabama Judicial College, paid for non-educational items that would generally be unallowable absent statutory authority.
- ◆ 2022-009: The Administrative Office of Courts did not submit sixty-five professional services contracts totaling \$4,270,144.84 to the Contract Review Permanent Legislative Oversight Committee for review.
- ◆ 2022-010: The Administrative Office of Courts paid the salary of ten Administrative Office of Courts employees to perform work for the Alabama Judicial College, a non-governmental 501(c)(3) domestic non-profit corporation during the course of the examination period.
- ◆ 2022-011: The Administrative Office of Courts allowed employees to claim partial overnight per diem to attend conferences organized and hosted by the Alabama Judicial College when their actual and necessary expenses (hotel and meals) were provided.
- ◆ 2022-012: The Alabama Judicial College made numerous payments using a debit card for which there was either no supporting documentation or the documentation on hand did not adequately identify the purchase to determine if it would have been an allowable use of public funds.
- ◆ 2022-013: The Administrative Office of Courts did not have adequate controls in place to ensure that nonconsumable personal property was accounted for properly.
- ◆ 2022-014: There is a lack of segregation of duties resulting in little to no oversight or review of transactions by a supervisor over the financial transactions for the Alabama Judicial College's fund which holds public funds.

- ◆ 2022-015: The Administrative Office of Courts did not have effective internal controls in place over the Alabama Judicial College to ensure that all bank accounts holding public funds were covered by the Security for Alabama Funds Enhancement (SAFE) Program.
- ◆ 2022-016: The Administrative Office of Courts did not have adequate policies and procedures in place to ensure an employee's employment eligibility was verified through E-Verify.
- ◆ 2022-017: The Administrative Office of Courts did not have adequate policies and procedures in place to ensure that Employment Eligibility Verification Form (I-9) were completed for new employees hired, as required by the ***Federal Immigration Reform and Control Act of 1986***.

EXIT CONFERENCE

An exit conference was held on January 23, 2023. Individuals in attendance were: Rich Hobson, Administrative Director of Courts; Leslie Jacques, Finance Director; and Todd Russell, Legal Director; along with James Hall, Jason Paulk, Robin Hutcheson and Rodney Wagstaff from the Department of Examiners of Public Accounts.



Department of Examiners of Public Accounts

AGENCY OVERVIEW

Administrative Office of Courts
October 1, 2017 through September 30, 2022

The Administrative Office of Courts (the “Office”) operates under the provisions of the *Code of Alabama 1975*, Title 12. By law, the Office exercises administrative oversight over the State of Alabama’s Unified Judicial System.

The Administrative Director of Courts serves as the head of the Office and is shown on Exhibit 13. Additional information on the Administrative Director of Courts can be found on their website at www.alacourt.gov.

The Office operates from the following funds in the State Treasury:

- ◆ **General Fund:** Consists of special General Fund allocations that are used for general operations of the Unified Judicial System.
- ◆ **Unified Judicial System:** Consists of General Fund allotments that are used for general operations of the trial courts.
- ◆ **Education Trust Fund:** Consists of allotments from the Education Trust Fund that are used to fund juvenile probation officers.
- ◆ **Administrative Office of Courts Federal and Local Funds:** Consists of Federal and Local Government funds that are used for general operations of the trial courts.
- ◆ **Court Referral Officer Trust Fund:** Consists of assessment and monitoring fees for alcohol and drug-related offenses. Funds are used for the operations of the Court Referral Officer Program. The program was established by the *Code of Alabama 1975*, Sections 12-23-1 through 12-23-19, to evaluate defendants' use of alcohol and/or drugs and to provide assistance to courts in promoting the education and rehabilitation of defendants convicted of alcohol and/or drug-related offenses.
- ◆ **Court Automation Fund:** Consists of criminal history processing fees and fees for access to the State Judicial Information System, as authorized by the *Code of Alabama 1975*, Section 12-19-180. Funds are used to defray the operating costs of the information system.

- ◆ **Advanced Technology and Data Exchange Fund:** Consists of docket court fees that are expended for general operations of the trial courts, as authorized by the *Code of Alabama 1975*, Section 12-19-290.
- ◆ **Children First Trust Fund:** Consists of a portion of tobacco settlement funds used for operations relating to the juvenile justice system, as authorized by the *Code of Alabama 1975*, Section 41-15B-1 through 41-15B-8.
- ◆ **Administrative Office of Courts Special Revenue Fund:** Consists of funds transferred to the Office from the Alabama Department of Transportation, as required by the annual appropriation acts. Funds are used for the general operations of the trial courts.
- ◆ **State Judicial Administrative Fund:** Consists of docket court fees that are expended for general operations of the trial courts, as authorized by the *Code of Alabama 1975*, Section 12-19-310.

In addition to the funds in the State Treasury, the Office maintains one bank account for the payment of juror fees, two bank accounts (depository and disbursement) for the Child Support Program, and one bank account for state tax refund intercepts to recover delinquent court costs. The balances of the accounts at September 30, 2022, were as follows:

- Juror fees account - \$185,467.45
- Child support account (depository) - \$1,055,468.48
- Tax intercept account - \$30,509.55

The Office operates from the following fund outside of the State Treasury:

- ◆ **Alabama Judicial College Education Fund:** Consists of examination fees, conference registration fees and other miscellaneous sources. Funds are to be used to provide continuing professional educational programs and training to any justice, judge or court-supportive personnel.

*Schedule of State Legal
Compliance and Other Findings*

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-001	<p><u>Finding:</u></p> <p>The <i>Code of Alabama 1975</i>, Section 12-5-11 provides “...the Administrative Director of Courts is authorized to direct the expenditure of funds appropriated to the account of...any college of judges by whatever name the account appears...for the judicial education of any justice, judge, or court-supportive personnel...” The Administrative Director of Courts directed funds that were not appropriated by the legislature to the Alabama Judicial College, a 501(c) (3) non-profit corporation, to pay for expenditures for judicial education.</p> <p>The Alabama Supreme Court has stated that the power to appropriate public funds for specific purposes is solely a legislative power and that no money shall be paid out of the Treasury or statutorily allowed bank account except upon appropriation made by the legislature. <i>State v. Estate of Yarbrough</i>, 156 So.3d 947, 954 (2014)</p> <p><u>Recommendation:</u></p> <p>The Administrative Director of Courts should only direct those funds that have been appropriated by the legislature to the Alabama Judicial College to pay for expenditures for judicial education.</p>
2022-002	<p><u>Finding:</u></p> <p>The Administrative Office of Courts charged fees for written and oral foreign language court interpreter examinations without statutory authority.</p> <p>The Alabama Supreme Court has stated that an administrative board or agency is purely a creature of the legislature and may only exercise those powers conferred upon it by its creator, the legislature. <i>Ex parte Crestwood Hosp. and Nursing Home, Inc.</i>, 670 So.2d 45, 47 (1995) Further, Attorney General Opinion Number 87-222 dated June 23, 1987, concluded that, “Where the Legislature established a sufficiently definite policy, standard or rule, an administrative agency may be empowered to deal with the issuing of a license or permit required by statute and to fix reasonable fees for such issuance; where the Legislature has not established such a sufficiently definite policy, rule or standard, the administrative agency may not be empowered to deal with such issuing of licenses or permits or establishing of fees.”</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should only charge fees that have been statutorily authorized.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-003	<p><u>Finding:</u></p> <p>The Administrative Office of Courts is not depositing monies collected from the foreign language court interpreter examination fees into the State Treasury or statutorily allowed bank account. Instead, the Administrative Office of Courts directed, via a court order, the foreign language court interpreter examination fees to be deposited into the Alabama Judicial College’s Judicial College Education Fund, a 501 (c) (3) non-profit corporation.</p> <p>The <i>Code of Alabama 1975</i>, Section 41-4-92 states, “All fees, receipts and income collected or received by any department, board, bureau, commission, agency or office or institution of the state shall be paid into the State Treasury or deposited in an approved state depository to the credit of the General Fund of the State of Alabama or to the credit of a special fund if the latter is required by law.” Furthermore, Article III, Section 43.01, Ala. Const. 1901 (Off. Recomp.) states no order of a state court, which requires disbursement of state funds, shall be binding on the state or any state official until the order has been approved by the legislature.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should ensure all monies collected are paid into the State Treasury or deposited in an approved state depository to the credit of the General Fund of the State of Alabama or to the credit of a special fund if the latter is allowed by law.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-004	<p><u>Finding:</u></p> <p>The Administrative Director for the Administrative Office of Courts overrode the policies stated in the <i>State of Alabama Unified Judicial System Employee Handbook</i> and approved a payment of \$8,684.59 for 456.55 hours of sick leave to an individual who, as documented, had <i>resigned</i> from the Administrative Office of Courts. As a result of overriding established Administrative Office of Courts policies, the individual received payment totaling \$8,684.59 for sick leave upon their resignation. The former employee reimbursed the amount of the sick leave payment, \$8,684.59, to the Administrative Office of Courts when contacted by the Department of Examiners of Public Accounts.</p> <p>The <i>State of Alabama Unified Judicial System Employee Handbook</i> states “Upon separation from State service, UJS employees who earn leave will be paid for their audited balance of annual leave (up to 480 hours). In addition, <i>if the separation is a retirement</i>, the employee will be paid for one-half of their balance of sick leave (payment maximum up to 600 hours).</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should ensure that its established policies are followed by all individuals regarding leave payment at separation.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-005	<p><u>Finding:</u></p> <p>The Administrative Office of Courts did not disclose the existence of Alabama Judicial College’s Judicial College Education Fund to the Examiners of Public Accounts. The Administrative Office of Courts’ Finance Director certified to the Examiners of Public Accounts that the list of accounts and funds disclosed was full and complete, while omitting the Judicial College Education Fund. The Judicial College Education Fund was not disclosed because it was a 501 (c) (3) non-profit corporation, even though public funds were being directed there. As a result, the Administrative Office of Courts did not provide all information required by the Examiners of Public Accounts and any analysis of the Administrative Office of Courts’ transactions and use of public funds would not have been complete and accurate.</p> <p>The Examiners of Public Accounts requested, in writing, from the Administrative Office of Courts any and all financial accounts and/or funds with financial institutions or the state treasury (checking, savings, certificates of deposit, treasury notes, etc.) maintained by the entity during the audit/examination period, regardless of whether said account or fund has a monetary balance or is presently used by the entity.</p> <p>The <i>Code of Alabama 1975</i>, Section 41-5A-21 requires that “Every state and county officer shall keep the books, records, and accounts and make the reports of his or her office in accordance with the systems, procedures, and forms as may be prescribed by the chief examiner...” The Chief Examiner has prescribed the <i>Financial Accounts and Funds Disclosure Form</i> for the express purpose of obtaining a listing of any and all financial accounts and/or funds with financial institutions or the state treasury maintained by an entity.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should disclose all information requested to the Examiner of Public Accounts.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-006	<p><u>Finding:</u></p> <p>The Administrative Office of Courts (AOC) does not have adequate controls in place to monitor activities at the county/district level. The employees in the district and circuit court clerk offices are AOC employees and as such are under the control of the Administrative Office of Courts. Additionally, the Administrative Office of Courts does not have adequate controls in place to ensure these employees do not receive additional compensation and there is proper documentation to support all payments. Lack of controls resulted in at least one county's AOC employees receiving an unallowable and unreported total of \$17,975.03 for the following:</p> <ul style="list-style-type: none">◆ Three employees received payments totaling \$2,742.30 without supporting documentation.◆ Three employees received \$1,269.60 for back pay.◆ Two employees received salary advances totaling \$794.33. Additionally, there is no documentation to show that the employees repaid the advance payment.◆ Two employees received a total of \$4,947.12 for additional hours worked, although the AOC employee handbook states employees are to receive compensatory time off for additional hours worked. Neither payment was processed through AOC for proper deductions to be assessed and included on the individuals' tax forms and/ or retirement contributions.◆ Two employees received payments for annual leave in excess of 480 hours that had been forfeited at the end of the year as required by the <i>State of Alabama Unified Judicial System Employee Handbook</i>. One of the employees received a payment of \$2,382.88 for their forfeited leave from 2020 and one employee received payments totaling \$5,838.80 for their forfeited leave from 2019 and 2020. Additionally, these payments were not processed through AOC for proper deductions to be assessed and included on the individuals' tax forms and/or retirement contributions. <p>The <i>Code of Alabama 1975</i>, Section 12-5-10 states, "In addition to any other duties and responsibilities that may be assigned to the Administrative Director of Courts by the Chief Justice, he shall have the following duties and authority with respect to all courts, subject to the direction of the Chief Justice: ...(3) To prescribe uniform administrative and business methods, systems, forms and records to be used in the <i>offices of the clerks and registers of courts;</i>"</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
	<p><u>Finding Continued:</u></p> <p>In addition, Rule 9 of the <i>Rules of Judicial Administration</i> states in part “The administrative director of courts (“ADC”) shall establish such rules, regulations and procedures as are necessary for the operation of the state courts’ personnel system. Included in such rules and regulations shall be appointment procedures, classification plans, and pay schedules according to class for all appointed positions in the state courts’ personnel system for which salaries are not otherwise provided for by law.”</p> <p>The <i>State of Alabama Unified Judicial System Employee Handbook</i> states the following:</p> <ul style="list-style-type: none">◆ “Overtime is defined as hours worked (duty time) in excess of the normal forty-hour workweek. As a condition of employment, all UJS employees agree to accept compensatory time off instead of cash payment for overtime worked (more than forty hours duty time per week).” (page 9)◆ “The maximum amount of leave that can be <u>carried over</u> beyond the last day of the calendar year (December 31) is 60 days (480 hours). Individuals separating from the UJS receive payment for any unused annual leave, up to a maximum of 60 days.” (page 16)◆ “<u>Upon separation from State service</u>, UJS employees who earn leave will be paid for their audited balance of annual leave (up to 480 hours).” (page 25) <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should develop adequate controls to monitor transactions made at the county/district level and should ensure that county/district level employees of the Administrative Office of Courts are following established policies and procedures regarding payments to employees.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-007	<p><u>Finding:</u></p> <p>The Administrative Office of Courts has not implemented internal controls to ensure municipal courts' compliance with applicable state laws related to ensuring the timely reporting of municipal court statistical data. Annually, the Administrative Office of Courts prepares a report for the Chief Justice which details the work of the Unified Judicial System. During the examination period, it was noted that the Administrative Office of Courts did not have an accurate listing of all municipal courts, as five courts being shown as active were determined to be inactive. In addition, one hundred ninety-eight municipal courts did not annually submit caseload statistical data to the Administrative Office of Courts to be included in the annual report to the Chief Justice. Of those one hundred ninety-eight municipal courts, forty municipal courts did not submit any caseload statistical data for inclusion in the annual report during the examination period. As a result of not having an accurate listing of active municipal courts, the Administrative Office of Court could not ensure all municipal courts were submitting required information and reports; therefore, any reports issued could be missing valuable information that may be needed in making assessments on the operations of the court system.</p> <p>The <i>Code of Alabama 1975</i>, Section 12-5-10, provides that in addition to any other duties and responsibilities that may be assigned to the Administrative Director of Courts by the Chief Justice, they shall have the duty and authority with respect to <i>all courts</i>, subject to the direction of the Chief Justice, to prepare and submit an annual report on the work of the Unified Judicial System to the Chief Justice. Further, the <i>Code of Alabama 1975</i>, Section 12-1-2, provides that the Unified Judicial System consists of a Supreme Court, a court of Criminal Appeals, a Court of Civil Appeals, a trial court of general jurisdiction known as the circuit court, a trial court of limited jurisdiction known as the district court, a probate court and such <i>municipal courts as may be provided by law</i>.</p> <p>* The Alabama Legislature passed Act Number 2022-425, Acts of Alabama, to help ensure that municipal courts provide data to the Administrative Office of Courts.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should implement controls to ensure that all municipal courts report required information in a timely manner so that the information can be included in the annual report to the Chief Justice.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-008	<p><u>Finding:</u></p> <p>The Alabama Judicial College was created as an affiliate of the Administrative Office of Courts to provide continuing education to judges, court officials, and court-supportive personnel. The financial operations of the College are conducted through the Judicial College Education Fund, a 501 (c) (3) domestic non-profit corporation. Documents state affiliated parties include the Director of the Administrative Office of Courts, the Director of the Alabama Judicial College (an Administrative Office of Courts employee) and the Chief Justice. The Alabama Judicial College paid for the following non-educational items which would generally be an unallowable use of public funds absent statutory authority:</p> <ul style="list-style-type: none">✓ Alcoholic Beverages✓ Excursions and other entertainment such as DJs✓ Social Events, party supplies and rentals✓ Gift cards/door prizes✓ Shirts, tumblers, computer bags, briefcases, totes, etc.✓ Flowers✓ Trophies/plaques/gavels <p>The <i>Code of Alabama 1975</i>, Section 12-5-11, authorizes the Administrative Director of Courts to direct the expenditure of funds appropriated to the account of any college of judges for the judicial <i>education</i> of any justice, judge, or court-supportive personnel.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts, through its Alabama Judicial College, should only expend money for allowable educational purposes.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-009	<p><u>Finding:</u></p> <p>The Administrative Office of Courts did not have adequate controls in place to ensure that all professional service contracts were submitted to the Contract Review Permanent Legislative Oversight Committee for review. During the examination period, the Administrative Office of Courts did not submit sixty-five professional service contracts, totaling \$4,270,144.84, to the Contract Review Permanent Legislative Oversight Committee for review. As a result, the Legislative Oversight Committee and the public were not aware of all contracts executed by the Administrative Office of Courts for professional services.</p> <p>The <i>Code of Alabama 1975</i>, Section 29-2-41 states in part: “The Committee shall have the responsibility of reviewing contracts for personal or professional services with private entities or individuals to be paid out of appropriated funds, federal or state, on a state warrant issued as recompense for those services. Each state department entering into a contract to be paid out of appropriated funds, federal or state, on a state warrant which is notified by the committee is required to submit to the committee any proposed contract for personal or professional services.”</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should submit all professional service contracts to the Contract Review Permanent Legislative Oversight Committee.</p>
2022-010	<p><u>Finding:</u></p> <p>The Administrative Office of Courts paid the salary of ten Administrative Office of Courts employees to perform work for the Judicial College Education Fund, a non-governmental 501(c)(3) domestic non-profit corporation during the course of the examination period.</p> <p>Individuals employed by the Administrative Office of Courts are defined as an “Employee” of the State of Alabama as defined by the <i>Code of Alabama 1975</i>, Section 36-6-1. The salary of a state employee is based on the premise that the employee will be performing tasks solely for the State during a given period.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should ensure that all of its employees are working for the Administrative Office of Courts.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-011	<p><u>Finding:</u></p> <p>The Administrative Office of Courts does not have controls in place to ensure that its employees who are traveling in the course of state business are being paid in accordance with applicable statutes. The Administrative Office of Courts statute allows employees, traveling upon the request of the Chief Justice, to claim actual and necessary expenses when traveling in or out of state. However, if the travel request does not come from the Chief Justice, the employee is allowed per diem and mileage as provided to state employees. The Administrative Office of Courts allowed employees to claim partial overnight per diem to attend conferences organized and hosted by the Alabama Judicial College when their actual and necessary expenses (hotel and meals) were provided by the College's fund.</p> <p>The <i>Code of Alabama 1975</i>, Section 12-5-7(a) states, "Notwithstanding any other provision of law relating to reimbursement of traveling expenses of public officers and employees, the Chief Justice, officers, officials, personnel and <u>employees</u> of the Administrative Office of Courts and Department of Court Management are authorized to attend colleges, schools, conferences, seminars and other meetings pertaining to the administration of justice and courts, as well as performing the duties of their office, in or outside the State of Alabama, provided the chief justice requests them to do so, and are <i>entitled to be reimbursed for their actual and necessary expenses</i>, including, but not limited to, travel expenses, lodging, subsistence outside the County of Montgomery, tuition fees, registration fees and membership fees or dues."</p> <p>The <i>Code of Alabama 1975</i>, Section 36-7-20 (a) provides except as otherwise provided in Section 36-7-21, the amount allowable to a person traveling inside the State of Alabama in the service of the state or any of its departments, institutions, boards, bureaus, commissions, councils, committees, or other like agencies for expenses other than transportation may be fixed by the Governor at not less than seventy-five dollars (\$75) per day, and this amount shall be uniform in operation as to all persons traveling within the state on official business. (The current allowance for overnight per diem is \$85.00 or \$100.00 per day depending on the length of the trip – Department of Finance Fiscal Policy and Procedures Manual)</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should ensure that either the actual expenses incurred if the travel is requested by the Chief Justice, or the overnight travel allowance allowed for all state employees are paid, not a combination of the two.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-012	<p><u>Finding:</u></p> <p>The Alabama Judicial College did not have effective internal controls in place to ensure debit card invoices are itemized and retained when expending public funds. Numerous payments were made using a debit card for which there was either no supporting documentation or the documentation on hand did not adequately identify the purchase. Without the itemized receipts or invoices, there is no way to determine if the expenditures were for an allowable use of public funds.</p> <p>The <i>Code of Alabama 1975</i>, Section 36-12-2 states, “All public officers and servants shall correctly make and <i>accurately keep</i> in and for their respective offices or places of business all such books or sets of books, documents, files, papers, letters and copies of letters as at all times shall <i>afford full and detailed information in reference to the activities</i> or business required to be done or carried on by such officer or servant and from which the actual status and condition of such activities and business can be ascertained without extraneous information, and all of the books, documents, files, papers, letters, and copies of letters so made and kept shall be carefully protected and safely preserved and guarded from mutilation, loss or destruction.”</p> <p>The <i>Code of Alabama 1975</i>, Section 41-4-54 states, “All accounts against the state must be accurately and fully itemized.”</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts and the Alabama Judicial College should ensure that proper internal controls are in place to maintain adequate supporting documentation for all expenditures of public funds.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-013	<p><u>Finding:</u></p> <p>The Administrative Office of Courts did not have adequate controls in place to ensure that nonconsumable personal property was accounted for properly. Nonconsumable personal property in the custody of the Administrative Office of Courts was compared with the property records maintained by the Property Inventory Control Division of the State Auditor’s Office. Testing revealed that the Administrative Office of Courts did not update its property records when purchases were made and did not report one hundred seventy-one property items purchased, with a total cost of \$616,418.21, to the State Auditor’s Office, Property Inventory Control Division. It was further noted, the Administrative Office of Courts did not include all costs associated with property when reporting property items purchased. As a result of not having adequate controls in place, the Administrative Office of Courts does not have an accurate listing of its nonconsumable personal property and is subject to potential loss due to fraud or theft.</p> <p>The Office of the Alabama State Auditor’s Property Inventory Manual Section V(B)(1) states, “Within 30 days of receiving an item of furniture or equipment having a value of \$500 or more; any item deemed sensitive by Chief, Property Division, State Auditor’s Office; and all weapons; by purchase, transfer from another agency, or donation, the Property Manager shall take the following actions:</p> <ul style="list-style-type: none">(a) Assign a state property number(b) Affix a property inventory and bar code label on the item(c) Report receipt of the item to the State Auditor’s Office using an automated system.” <p>The State Auditor’s Policy A104 provides that the “cost” of property includes the original purchase price plus incoming freight charges, installation or setup costs, and costs of any improvements or enhancements other than normal maintenance and repairs less the lower of cost or salvage value of any component removed.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should implement adequate internal controls over property to ensure that sensitive items and property items with a value of \$500 or more are properly reported to the State Auditor’s Office within 30 days.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-014	<p><u>Finding:</u></p> <p>There is a lack of segregation of duties resulting in little to no oversight or review of transactions of public funds by a supervisor over the financial transactions for the Alabama Judicial College's Judicial College Education Fund. One employee is responsible for authorizing all expenditures under \$85,000. This includes the processing, recording, and signing of checks. This condition unnecessarily increases the risk that loss or misuse of funds could occur without detection.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should require that the Alabama Judicial College establish controls to ensure that one person is not allowed to sign, authorize, process and record all expenditures.</p>
2022-015	<p><u>Finding:</u></p> <p>The Alabama Judicial College held public funds in bank accounts that were not in the Security for Alabama Funds Enhancement (SAFE) Program. Because, the Administrative Office of Courts established the Alabama Judicial College as a 501 (c) (3), the Alabama Judicial College Education Fund is not included in the SAFE program. As a result, the public funds within the Alabama Judicial College's Judicial College Education Fund, may not be secure in the event of a bank failure.</p> <p>The Security for Alabama Funds Enhancement, or SAFE Program, in the <i>Code of Alabama 1975</i>, Section 41-14A, provides a uniform program for the <i>security of public funds</i> deposited with financial institutions in the State of Alabama that qualify to serve as depositories of public funds.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should ensure all public funds are deposited in qualified financial institutions and are covered by the SAFE Program.</p>

Schedule of State Legal Compliance and Other Findings

October 1, 2017 through September 30, 2022

Ref. No.	Finding/Noncompliance
2022-016	<p><u>Finding:</u></p> <p>The Administrative Office of Courts did not have adequate policies and procedures in place to ensure an employee's employment eligibility was verified through E-Verify. Documentation verifying eighteen employees' employment eligibility through E-Verify was not available for review. As a result of not having adequate policies and procedures, the Administrative Office of Courts could hire and employ an unauthorized alien.</p> <p>The <i>Code of Alabama 1975</i>, Section 31-13-15(b) states: "Effective April 1, 2012, every business entity or employer in this state shall enroll in E-Verify and thereafter, according to the federal statutes and regulations governing E-Verify, shall verify the employment eligibility of the employee through E-Verify."</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should implement adequate policies and procedures to ensure employee employment eligibility through E-Verify.</p>
2022-017	<p><u>Finding:</u></p> <p>The Administrative Office of Courts did not have adequate policies and procedures in place to ensure that Employment Eligibility Verification Form (I-9) were completed for new employees hired, as required by the <i>Federal Immigration Reform and Control Act of 1986</i>. The Employment Eligibility Verification Forms (I-9) for two employees hired during the examination were not available for review. As a result of the Administrative Office of Courts not having adequate policies and procedures to ensure that I-9 Forms were completed, unauthorized individuals could be hired and employed.</p> <p>The <i>Federal Immigration Reform and Control Act of 1986</i> prohibits employers from hiring any individual, including U. S. citizens, for employment in the U. S. without verifying his or her identity and employment authorization on Form I-9. Employers or their authorized representative must complete and sign the form within three business days of the employee's first day of employment.</p> <p><u>Recommendation:</u></p> <p>The Administrative Office of Courts should implement adequate policies and procedures to ensure I-9 Forms are completed for all newly hired employees as required.</p>

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Financial Information

Summary Schedule of Cash Receipts, Disbursements and Balances

All Funds

For the Period October 1, 2017 through September 30, 2022

	General Fund	Unified Judicial System	Education Trust Fund	Administrative Office of Courts Federal and Local Funds	Court Referral Officer Trust	Court Automation Fund	Advanced Technology and Data Exchange Fund
Receipts							
General Fund Appropriation	\$ 2,200,000.00	\$ 666,492,164.00	\$	\$	\$	\$	\$
Education Trust Fund Appropriation			3,750,000.00				
Tobacco Settlement							
Judicial Article Fines				1,929.91			
Insurance Recoveries				32,238.82			
Reimbursements Not Otherwise Classified				15,947,641.51		19,811,542.79	2,521.60
Prior Year Refunds				179,613.86		11,018.97	
Salvage Equipment or Other Property				57,974.45			
Non-Government Operating Contribution				410,440.01	1,440,613.13		
Other - Intragovernment				5,532,971.39			
Department of Transportation Transfer In							
Cash Transfers In from Governor's Office (1)				140,000.00			
Interfund Federal Programs				9,929,581.02			
Federal Operating Grants				3,486,010.68			
Local Government Operating Grants				38,072,352.10		620.00	83,824.82
Alcohol/Drug Offender Assessment					6,069,240.00		
Alcohol/Drug Offender Monitor					14,114,982.00		
Docket and Copy Fees - Courts							809,733.13
Fees-Docket-Courts							14,012,008.17
Criminal History Processing Fee						1,796,343.84	
Salary Refund							
Total Receipts	2,200,000.00	666,492,164.00	3,750,000.00	73,790,753.75	21,624,835.13	21,619,525.60	14,908,087.72
Disbursements							
Personnel Costs		429,785,645.83		33,367,084.84	2,076,327.91		
Employee Benefits		196,034,961.14	103,807.97	12,945,705.91	698,763.67	34,507.81	
In-State Travel		1,134,938.56	702,654.60	719,618.61	29,614.57	1,176,336.43	74,384.64
Out-of-State Travel		51,763.42		107,727.39	2,908.47		2,025.52
Repairs and Maintenance		37,280.70	2,450.00	955,165.86	8,304.42	48,384.48	2,197.22
Rentals and Leases			735,688.41	227,111.38		576,971.25	5,055,740.22
Utilities and Communication	1,000,000.00	8,621,692.79	436,467.67	1,781,477.89	8,031.11	7,557,230.23	99,573.29
Professional Services	1,200,000.00	5,263,631.10	38,414.80	4,062,306.81	18,957,477.50	69,619.35	139.32
Supplies, Materials, and Operating Expenses		1,384,635.20	813,176.18	7,573,397.93	227,285.52	3,250,809.04	6,129,026.70
Transportation Equipment Operations		45.12	2,808.31	115,305.02		26.70	3,073.77
Grants and Benefits		17,422,298.25	856,439.22	3,076,551.14	61,200.00		
Transportation Equipment Purchases		1,074,432.86	40,341.81	22,100.00			219,156.00
Other Equipment Purchases		5,362,400.00		4,136,978.84	1,959.95	2,278,534.58	86,301.43
Debt Services							88,449.17
Prior Year Reversion to General Fund		8,108.82					
Current Year Reversion to General Fund		4,780.74					
Prior Year Reversion to Education Trust Fund			1,862.22				
Total Disbursements	\$ 2,200,000.00	\$ 666,186,614.53	\$ 3,734,111.19	\$ 69,090,531.62	\$ 22,071,873.12	\$ 14,992,419.87	\$ 11,760,067.28

Summary Schedule of Cash Receipts, Disbursements and Balances**All Funds****For the Period October 1, 2017 through September 30, 2022**

	General Fund	Unified Judicial System	Education Trust Fund	Administrative Office of Courts Federal and Local Funds	Court Referral Officer Trust	Court Automation Fund	Advanced Technology and Data Exchange Fund
Excess (Deficiency) of Receipts Over Disbursements	\$	\$ 305,549.47	\$ 15,888.81	\$ 4,700,222.13	\$ (447,037.99)	\$ 6,627,105.73	\$ 3,148,020.44
Cash Balances at Beginning of Year		138,858.24		5,766,678.98	2,696,187.09	1,341,523.25	1,005,733.41
Cash Balances at End of Year		444,407.71	15,888.81	10,466,901.11	2,249,149.10	7,968,628.98	4,153,753.85
Reserved of Year-End Obligations		(444,407.71)	(15,888.81)	(1,346,762.64)	(818,775.27)	(478,464.46)	(206,686.46)
Unobligated Cash Balances at End of Year	\$	\$	\$	\$ 9,120,138.47	\$ 1,430,373.83	\$ 7,490,164.52	\$ 3,947,067.39

(1) For the Alabama Justice Re-investment Implementation

Summary Schedule of Cash Receipts, Disbursements and Balances

All Funds

For the Period October 1, 2017 through September 30, 2022

	Children First Trust Fund	Juvenile Probation Services Fund	Administrative Office of Courts Special Revenue Fund	State Judicial Administrative Fund	Administrative Office of Courts Stimulus Fund	Total
Receipts						
General Fund Appropriation	\$	\$	\$	\$	\$	\$ 668,692,164.00
Education Trust Fund Appropriation						3,750,000.00
Tobacco Settlement	28,466,282.00					28,466,282.00
Judicial Article Fines						1,929.91
Insurance Recoveries						32,238.82
Reimbursements Not Otherwise Classified						35,761,705.90
Prior Year Refunds						190,632.83
Salvage Equipment or Other Property						57,974.45
Non-Government Operating Contribution						1,851,053.14
Other - Intragovernment						5,532,971.39
Department of Transportation Transfer In			70,000,000.00			70,000,000.00
Cash Transfers In from Governor's Office (1)						140,000.00
Interfund Federal Programs						9,929,581.02
Federal Operating Grants						3,486,010.68
Local Government Operating Grants						38,156,796.92
Alcohol/Drug Offender Assessment						6,069,240.00
Alcohol/Drug Offender Monitor						14,114,982.00
Docket and Copy Fees - Courts						809,733.13
Fees-Docket-Courts				52,418,413.85		66,430,422.02
Criminal History Processing Fee						1,796,343.84
Salary Refund			2,702.68			2,702.68
Total Receipts	28,466,282.00		70,002,702.68	52,418,413.85		955,272,764.73
Disbursements						
Personnel Costs	13,895,652.72		49,674,398.00	28,547,301.73		557,346,411.03
Employee Benefits	6,704,742.93		20,325,602.00	13,157,181.21		250,005,272.64
In-State Travel				671,383.20		4,508,930.61
Out-of-State Travel						164,424.80
Repairs and Maintenance						1,053,782.68
Rentals and Leases						6,595,511.26
Utilities and Communication	599,881.18			263,119.98		20,367,474.14
Professional Services	433,689.38			625,280.77		30,650,559.03
Supplies, Materials, and Operating Expenses	6,248.40			3,194,692.86		22,579,271.83
Transportation Equipment Operations						121,258.92
Grants and Benefits	2,535,941.83					23,952,430.44
Transportation Equipment Purchases						1,356,030.67
Other Equipment Purchases				2,614,320.85		14,480,495.65
Debt Services						88,449.17
Prior Year Reversion to General Fund						8,108.82
Current Year Reversion to General Fund	4,523.28					9,304.02
Prior Year Reversion to Education Trust Fund						1,862.22
Total Disbursements	\$ 24,180,679.72	\$	\$ 70,000,000.00	\$ 49,073,280.60	\$	\$ 933,289,577.93

Summary Schedule of Cash Receipts, Disbursements and Balances**All Funds****For the Period October 1, 2017 through September 30, 2022**

	Children First Trust Fund	Juvenile Probation Services Fund	Administrative Office of Courts Special Revenue Fund	State Judicial Administrative Fund	Administrative Office of Courts Stimulus Fund	Total
Excess (Deficiency) of Receipts Over Disbursements	\$ 4,285,602.28	\$	\$ 2,702.68	\$ 3,345,133.25	\$	\$ 21,983,186.80
Cash Balances at Beginning of Year	287,340.68	0.36	2.60	3,315,768.53	0.14	14,552,093.28
Cash Balances at End of Year	4,572,942.96	0.36	2,705.28	6,660,901.78	0.14	36,535,280.08
Reserved of Year-End Obligations				(590,138.56)		(3,901,123.91)
Unobligated Cash Balances at End of Year	\$ 4,572,942.96	\$ 0.36	\$ 2,705.28	\$ 6,070,763.22	\$ 0.14	\$ 32,634,156.17

(1) For the Alabama Justice Re-investment Implementation

Schedule of Cash Receipts, Disbursements and Balances
General Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
<u>Receipts</u>						
0100 General Fund Allotment	\$	\$	\$	\$	\$ 2,200,000.00	\$ 2,200,000.00
<u>Disbursements</u>						
Utilities and Communications					1,000,000.00	1,000,000.00
Professional Services					1,200,000.00	1,200,000.00
Total Disbursements					2,200,000.00	2,200,000.00
Excess (Deficiency) of Receipts Over Disbursements						
Cash Balances at Beginning of Year						
Cash Balances at End of Year						
Reserved for Year-End Obligations						
Unobligated Cash Balances at End of Year	\$	\$	\$	\$	\$	\$

Schedule of Cash Receipts, Disbursements and Balances
Unified Judicial System
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
Receipts						
General Fund Appropriation	\$156,684,810.00	\$ 151,574,948.00	\$ 149,375,950.00	\$ 108,294,242.00	\$ 100,562,214.00	\$666,492,164.00
Disbursements						
Personnel Costs	105,826,883.00	98,798,392.77	98,154,829.00	64,340,438.00	62,665,103.06	429,785,645.83
Employee Benefits	46,174,227.31	44,435,298.77	44,473,070.54	31,273,660.00	29,678,704.52	196,034,961.14
Travel, In-State	7,332.54	45,903.83	22,005.94	685,367.74	374,328.51	1,134,938.56
Travel, Out-of-State	6,005.06		7,262.22	22,092.18	16,403.96	51,763.42
Repairs and Maintenance				1,627.00	35,653.70	37,280.70
Utilities and Communications	863,453.84	2,696,930.18	2,073,589.56	2,510,610.86	477,108.35	8,621,692.79
Professional Services	161,696.84	1,447,793.19	1,126,182.00	2,395,936.00	132,023.07	5,263,631.10
Supplies, Materials, and Operating Expenses	45,744.58	63,139.94	29,334.39	1,162,563.27	83,853.02	1,384,635.20
Transportation Equipment Operations				19.37	25.75	45.12
Grants and Benefits	3,524,419.00	3,918,473.42	3,297,221.66	3,487,440.01	3,194,744.16	17,422,298.25
Other Equipment Purchases	3,688.19	158,552.26	46,574.77	865,582.65	34.99	1,074,432.86
Miscellaneous				1,392,300.00	3,970,100.00	5,362,400.00
Prior Year Reversion to General Fund	8,000.00		51.04		57.78	8,108.82
Current Year Reversion to General Fund	1.28	754.97		0.55	4,023.94	4,780.74
Total Disbursements	156,621,451.64	151,565,239.33	149,230,121.12	108,137,637.63	100,632,164.81	666,186,614.53
Excess (Deficiency) of Receipts Over Disbursements	63,358.36	9,708.67	145,828.88	156,604.37	(69,950.81)	305,549.47
Cash Balances at Beginning of Year	381,049.35	371,340.68	225,511.80	68,907.43	138,858.24	138,858.24
Cash Balances at End of Year	444,407.71	381,049.35	371,340.68	225,511.80	68,907.43	444,407.71
Reserved for Year-End Obligations	(444,407.71)	(381,049.35)	(371,340.68)	(225,511.80)	(68,907.43)	(444,407.71)
Unobligated Cash Balances at End of Year	\$	\$	\$	\$	\$	\$

Schedule of Cash Receipts, Disbursements and Balances
Education Trust Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
Receipts						
Education Trust Fund Allotment	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00	\$ 750,000.00	\$ 3,750,000.00
Disbursements						
Employee Benefits	28,152.64	69,815.95	225.06	5,435.98	178.34	103,807.97
Travel, In-State	146,249.86	67,184.95	240,982.91	117,053.00	131,183.88	702,654.60
Repairs and Maintenance				2,000.00	450.00	2,450.00
Rentals and Leases	179,844.19	111,038.34	137,125.16	168,588.35	139,092.37	735,688.41
Utilities and Communications	1,983.09	79,271.92	171,678.44	130,697.06	52,837.16	436,467.67
Professional Services	13,000.00	6,114.71	13,000.00	4,100.00	2,200.09	38,414.80
Supplies, Materials, and Operating Expenses	192,683.10	201,413.72	198,165.57	142,257.12	78,656.67	813,176.18
Transportation Equipment Operations				1,381.71	1,426.60	2,808.31
Grants and Benefits	455,528.94	192,901.70		77,395.58	130,613.00	856,439.22
Other Equipment Purchases	9,632.79	11,368.31	6,372.90	4,249.60	8,718.21	40,341.81
Prior Year Reversion to Educational Trust Fund	1,121.15			741.07		1,862.22
Total Disbursements	1,028,195.76	739,109.60	767,550.04	653,899.47	545,356.32	3,734,111.19
Excess (Deficiency) of Receipts Over Disbursements	(278,195.76)	10,890.40	(17,550.04)	96,100.53	204,643.68	15,888.81
Cash Balances at Beginning of Year	294,084.57	283,194.17	300,744.21	204,643.68		
Cash Balances at End of Year	15,888.81	294,084.57	283,194.17	300,744.21	204,643.68	15,888.81
Reserved for Year-End Obligations	(15,888.81)	(294,084.57)	(283,194.17)	(300,744.21)	(204,643.68)	(15,888.81)
Unobligated Cash Balances at End of Year	\$	\$	\$	\$	\$	\$

Schedule of Cash Receipts, Disbursements and Balances
Administrative Office of Courts Federal and Local Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
Receipts						
Judicial Article Fines	\$ 564.00	\$ 384.63	\$ 443.15	\$ 261.88	\$ 276.25	\$ 1,929.91
Insurance Recoveries			21,978.82	10,260.00		32,238.82
Reimbursements Not Otherwise Classified	2,783,588.99	2,771,295.52	3,209,275.56	3,641,886.14	3,541,595.30	15,947,641.51
Prior Year Refunds		179,613.86				179,613.86
Salvage Equipment or Other Property	600.54	36,624.36	12,607.84	1,854.62	6,287.09	57,974.45
Non-Government Operating Contribution	35,000.00	18,000.00	181,000.00	176,440.01		410,440.01
Other - Intragovernment	1,190,358.31	1,184,357.66	1,420,091.58	1,147,993.89	590,169.95	5,532,971.39
Cash Transfers In from Governor's Office (1)					140,000.00	140,000.00
Interfund Federal Programs	2,160,636.80	2,166,677.85	1,558,619.45	1,589,674.77	2,453,972.15	9,929,581.02
Federal Operating Grants	568,922.00	940,067.00	213,426.00	936,163.00	827,432.68	3,486,010.68
Local Government Operating Grants	7,636,665.59	7,543,658.22	6,809,869.88	7,392,726.69	8,689,431.72	38,072,352.10
Total Receipts	14,376,336.23	14,840,679.10	13,427,312.28	14,897,261.00	16,249,165.14	73,790,753.75
Disbursements						
Personnel Costs	7,388,293.96	5,658,609.18	6,268,735.69	7,550,474.10	6,500,971.91	33,367,084.84
Employee Benefits	3,870,699.79	2,248,583.07	1,973,863.22	2,585,018.84	2,267,540.99	12,945,705.91
Travel, In-State	307,795.97	77,943.03	130,903.57	101,185.31	101,790.73	719,618.61
Travel, Out-of-State	36,260.66	12,748.65	19,836.51	19,746.39	19,135.18	107,727.39
Repairs and Maintenance	151,596.38	170,156.81	197,185.89	177,161.07	259,065.71	955,165.86
Rentals and Leases	66,881.83	35,669.21	34,781.67	52,127.16	37,651.51	227,111.38
Utilities and Communications	336,806.46	544,155.67	379,163.09	60,019.83	461,332.84	1,781,477.89
Professional Services	1,195,197.81	439,970.84	876,084.55	465,379.55	1,085,674.06	4,062,306.81
Supplies, Materials, and Operating Expenses	1,022,150.47	2,262,251.79	1,810,436.96	997,607.72	1,480,950.99	7,573,397.93
Transportation Equipment Operations	28,177.07	21,510.64	19,160.03	29,115.65	17,341.63	115,305.02
Grants and Benefits	731,085.57	602,363.57	705,580.71	556,478.31	481,042.98	3,076,551.14
Transportation Equipment Purchases					22,100.00	22,100.00
Other Equipment Purchases	1,879,722.34	608,000.00	551,727.35	592,484.81	505,044.34	4,136,978.84
Total Disbursements	17,014,668.31	12,681,962.46	12,967,459.24	13,186,798.74	13,239,642.87	69,090,531.62
Excess (Deficiency) of Receipts Over Disbursements	(2,638,332.08)	2,158,716.64	459,853.04	1,710,462.26	3,009,522.27	4,700,222.13
Cash Balances at Beginning of Year	13,105,233.19	10,946,516.55	10,486,663.51	8,776,201.25	5,766,678.98	5,766,678.98
Cash Balances at End of Year	10,466,901.11	13,105,233.19	10,946,516.55	10,486,663.51	8,776,201.25	10,466,901.11
Reserved for Year-End Obligations	(1,346,762.64)	(834,164.69)	(1,605,320.45)	(765,697.42)	(586,056.03)	(1,346,762.64)
Unobligated Cash Balances at End of Year	\$ 9,120,138.47	\$ 12,271,068.50	\$ 9,341,196.10	\$ 9,720,966.09	\$ 8,190,145.22	\$ 9,120,138.47

(1) For the Alabama Justice Re-investment Implementation

Schedule of Cash Receipts, Disbursements and Balances
Court Referral Officer Trust
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
<u>Receipts</u>						
Alcohol/Drug Offender Assessment	\$ 1,199,170.00	\$ 1,156,085.00	\$ 1,016,090.00	\$ 1,314,970.00	\$ 1,382,925.00	\$ 6,069,240.00
Alcohol/Drug Offender Monitor	2,779,145.00	2,556,960.83	2,595,057.17	3,067,588.00	3,116,231.00	14,114,982.00
Non-Government Operating Contribution	305,525.00	285,337.13	214,109.00	302,739.00	332,903.00	1,440,613.13
Total Receipts	4,283,840.00	3,998,382.96	3,825,256.17	4,685,297.00	4,832,059.00	21,624,835.13
<u>Disbursements</u>						
Personnel Costs	457,960.07	442,797.36	406,420.78	399,004.40	370,145.30	2,076,327.91
Employee Benefits	148,281.69	147,167.20	138,035.97	135,349.40	129,929.41	698,763.67
Travel, In-State	3,692.38	6,195.81	2,722.77	8,868.09	8,135.52	29,614.57
Travel, Out-of-State					2,908.47	2,908.47
Repairs and Maintenance		7,835.60			468.82	8,304.42
Utilities and Communications	3,433.74	4,311.08	232.68		53.61	8,031.11
Professional Services	3,329,544.86	3,981,060.02	3,554,092.59	4,000,244.54	4,092,535.49	18,957,477.50
Supplies, Materials, and Operating Expenses	21,971.77	58,802.87	68,446.14	11,480.69	66,584.05	227,285.52
Grants and Benefits	61,200.00					61,200.00
Other Equipment Purchases		1,267.00	53.95		639.00	1,959.95
Total Disbursements	4,026,084.51	4,649,436.94	4,170,004.88	4,554,947.12	4,671,399.67	22,071,873.12
Excess (Deficiency) of Receipts Over Disbursements	257,755.49	(651,053.98)	(344,748.71)	130,349.88	160,659.33	(447,037.99)
Cash Balances at Beginning of Year	1,991,393.61	2,642,447.59	2,987,196.30	2,856,846.42	2,696,187.09	2,696,187.09
Cash Balances at End of Year	2,249,149.10	1,991,393.61	2,642,447.59	2,987,196.30	2,856,846.42	2,249,149.10
Reserved for Year-End Obligations	(818,775.27)	(365,177.12)	(618,380.01)	(236,357.05)	(215,083.89)	(818,775.27)
Unobligated Cash Balances at End of Year	\$ 1,430,373.83	\$ 1,626,216.49	\$ 2,024,067.58	\$ 2,750,839.25	\$ 2,641,762.53	\$ 1,430,373.83

Schedule of Cash Receipts, Disbursements and Balances
Court Automation Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
Receipts						
Criminal History Processing Fee	\$ 346,650.05	\$ 359,745.52	\$ 327,804.16	\$ 379,777.24	\$ 382,366.87	\$ 1,796,343.84
Reimbursements Not Otherwise Classified	4,175,365.60	3,841,738.85	4,040,018.20	4,086,405.97	3,668,014.17	19,811,542.79
Prior Year Refunds	11,018.97					11,018.97
Local Government Operating Grants				620.00		620.00
Total Receipts	4,533,034.62	4,201,484.37	4,367,822.36	4,466,803.21	4,050,381.04	21,619,525.60
Disbursements						
Employee Benefits	3,063.39	3,978.34	24,625.47	1,354.72	1,485.89	34,507.81
Travel, In-State	352,134.72	299,558.59	188,129.34	77,863.65	258,650.13	1,176,336.43
Repairs and Maintenance		4,452.81	24,858.31	19,073.36		48,384.48
Rentals and Leases	141,982.04	119,667.03	115,256.06	81,508.65	118,557.47	576,971.25
Utilities and Communications	1,740,460.32	836,616.51	1,655,611.40	1,298,237.48	2,026,304.52	7,557,230.23
Professional Services	3,740.00		56,326.56	96.46	9,456.33	69,619.35
Supplies, Materials, and Operating Expenses	326,591.11	898,007.18	780,741.87	660,547.47	584,921.41	3,250,809.04
Transportation Equipment Operations				26.70		26.70
Other Equipment Purchases	852,576.41	408,621.42	158,045.78	586,162.79	273,128.18	2,278,534.58
Total Disbursements	3,420,547.99	2,570,901.88	3,003,594.79	2,724,871.28	3,272,503.93	14,992,419.87
Excess (Deficiency) of Receipts Over Disbursements	1,112,486.63	1,630,582.49	1,364,227.57	1,741,931.93	777,877.11	6,627,105.73
Cash Balances at Beginning of Year	6,856,142.35	5,225,559.86	3,861,332.29	2,119,400.36	1,341,523.25	1,341,523.25
Cash Balances at End of Year	7,968,628.98	6,856,142.35	5,225,559.86	3,861,332.29	2,119,400.36	7,968,628.98
Reserved for Year-End Obligations	(478,464.46)	(320,384.13)	(452,836.93)	(512,570.18)	(552,556.47)	(478,464.46)
Unobligated Cash Balances at End of Year	\$ 7,490,164.52	\$ 6,535,758.22	\$ 4,772,722.93	\$ 3,348,762.11	\$ 1,566,843.89	\$ 7,490,164.52

Schedule of Cash Receipts, Disbursements and Balances
Advanced Technology and Data Exchange Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
Receipts						
Docket and Copy Fees - Courts	\$ 156,727.20	\$ 169,418.00	\$ 169,573.10	\$ 156,296.10	\$ 157,718.73	\$ 809,733.13
Fees-Docket-Courts	2,864,051.47	2,904,886.42	2,540,126.89	2,819,850.87	2,883,092.52	14,012,008.17
Reimbursements Not Otherwise Classified			61.84	1,034.76	1,425.00	2,521.60
Local Government Operating Grants				83,824.82		83,824.82
Total Receipts	3,020,778.67	3,074,304.42	2,709,761.83	3,061,006.55	3,042,236.25	14,908,087.72
Disbursements						
Travel, In-State					74,384.64	74,384.64
Travel, Out-of-State			2,025.52			2,025.52
Repairs and Maintenance			1,750.00	55.00	392.22	2,197.22
Rentals and Leases	857,201.83	820,366.13	938,394.94	1,256,184.91	1,183,592.41	5,055,740.22
Utilities and Communications	99,750.75				(177.46)	99,573.29
Professional Services					139.32	139.32
Supplies, Materials, and Operating Expenses	1,206,301.40	1,258,988.70	1,270,145.06	1,257,585.48	1,136,006.06	6,129,026.70
Transportation Equipment Operations					3,073.77	3,073.77
Transportation Equipment Purchases	219,156.00					219,156.00
Other Equipment Purchases	74,072.04				12,229.39	86,301.43
Debt Service		52,837.26	35,611.91			88,449.17
Total Disbursements	2,456,482.02	2,132,192.09	2,247,927.43	2,513,825.39	2,409,640.35	11,760,067.28
Excess (Deficiency) of Receipts Over Disbursements	564,296.65	942,112.33	461,834.40	547,181.16	632,595.90	3,148,020.44
Cash Balances at Beginning of Year	3,589,457.20	2,647,344.87	2,185,510.47	1,638,329.31	1,005,733.41	1,005,733.41
Cash Balances at End of Year	4,153,753.85	3,589,457.20	2,647,344.87	2,185,510.47	1,638,329.31	4,153,753.85
Reserved for Year-End Obligations	(206,686.46)	(205,881.79)	(325,534.89)	(198,905.64)	(316,394.57)	(206,686.46)
Unobligated Cash Balances at End of Year	\$ 3,947,067.39	\$ 3,383,575.41	\$ 2,321,809.98	\$ 1,986,604.83	\$ 1,321,934.74	\$ 3,947,067.39

Schedule of Cash Receipts, Disbursements and Balances
Children First Trust Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
<u>Receipts</u>						
Tobacco Settlement	\$ 6,136,509.00	\$ 5,956,710.00	\$ 5,211,204.00	\$ 5,481,655.00	\$ 5,680,204.00	\$ 28,466,282.00
<u>Disbursements</u>						
Personnel Costs	2,487,427.00	2,933,613.15	2,937,427.00	2,848,639.00	2,688,546.57	13,895,652.72
Employee Benefits	1,247,954.52	1,446,878.17	1,329,172.76	1,284,523.34	1,396,214.14	6,704,742.93
Utilities and Communications	599,881.18					599,881.18
Professional Services	433,689.38					433,689.38
Supplies, Materials, and Operating Expenses	6,248.40					6,248.40
Grants and Benefits	822,759.98	323,541.25	563,206.72	339,748.51	486,685.37	2,535,941.83
Current Year Reversion to General Fund		3,813.85			709.43	4,523.28
Total Disbursements	5,597,960.46	4,707,846.42	4,829,806.48	4,472,910.85	4,572,155.51	24,180,679.72
Excess (Deficiency) of Receipts Over Disbursements	538,548.54	1,248,863.58	381,397.52	1,008,744.15	1,108,048.49	4,285,602.28
Cash Balances at Beginning of Year	4,034,394.42	2,785,530.84	2,404,133.32	1,395,389.17	287,340.68	287,340.68
Unreserved Cash Balances at End of Year	\$ 4,572,942.96	\$ 4,034,394.42	\$ 2,785,530.84	\$ 2,404,133.32	\$ 1,395,389.17	\$ 4,572,942.96

Schedule of Cash Receipts, Disbursements and Balances
Administrative Office of Courts Special Revenue Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
Receipts						
Transfers In - Department of Transportation	\$	\$	\$	\$ 35,000,000.00	\$ 35,000,000.00	\$ 70,000,000.00
Salary Refund			2,702.68			2,702.68
Total Receipts			2,702.68	35,000,000.00	35,000,000.00	70,002,702.68
Disbursements						
Personnel Costs				25,089,135.00	24,585,263.00	49,674,398.00
Employee Benefits				9,910,865.00	10,414,737.00	20,325,602.00
Total Disbursements				35,000,000.00	35,000,000.00	70,000,000.00
Excess of Receipts Over Disbursements			2,702.68			2,702.68
Cash Balances at Beginning of Year	2,705.28	2,705.28	2.60	2.60	2.60	2.60
Unreserved Cash Balances at End of Year	\$ 2,705.28	\$ 2,705.28	\$ 2,705.28	\$ 2.60	\$ 2.60	\$ 2,705.28

Schedule of Cash Receipts, Disbursements and Balances
State Judicial Administration Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
<u>Receipts</u>						
Fees-Docket-Courts	\$ 10,724,323.51	\$ 10,314,341.58	\$ 9,715,503.61	\$ 10,773,579.08	\$ 10,890,666.07	\$ 52,418,413.85
<u>Disbursements</u>						
Personnel Costs	5,115,188.14	5,357,155.99	3,652,384.07	7,418,163.41	7,004,410.12	28,547,301.73
Employee Benefits	2,236,802.59	2,212,338.85	2,234,509.55	3,126,475.22	3,347,055.00	13,157,181.21
Travel, In-State	279,078.40	171,438.01	220,866.79			671,383.20
Utilities and Communications	198,832.84			64,287.14		263,119.98
Professional Services	341,311.81			82,804.85	201,164.11	625,280.77
Supplies, Materials, and Operating Expenses	1,596,116.51	194,193.57	1,361,779.67	23,723.58	18,879.53	3,194,692.86
Other Equipment Purchases	896,923.22	717,929.92	791,570.01	67,948.45	139,949.25	2,614,320.85
Total Disbursements	10,664,253.51	8,653,056.34	8,261,110.09	10,783,402.65	10,711,458.01	49,073,280.60
Excess (Deficiency) of Receipts Over Disbursements	60,070.00	1,661,285.24	1,454,393.52	(9,823.57)	179,208.06	3,345,133.25
Cash Balances at Beginning of Year	6,600,831.78	4,939,546.54	3,485,153.02	3,494,976.59	3,315,768.53	3,315,768.53
Cash Balances at End of Year	6,660,901.78	6,600,831.78	4,939,546.54	3,485,153.02	3,494,976.59	6,660,901.78
Reserved for Year-End Obligations	(590,138.56)	(4,439.39)	(465,599.99)		(844,299.79)	(590,138.56)
Unobligated Cash Balances at End of Year	\$ 6,070,763.22	\$ 6,596,392.39	\$ 4,473,946.55	\$ 3,485,153.02	\$ 2,650,676.80	\$ 6,070,763.22

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Other Financial Information

Schedule of Cash Receipts, Disbursements and Balances
Alabama Judicial College Education Fund
For the Period October 1, 2017 through September 30, 2022

	2022-2021	2021-2020	2020-2019	2019-2018	2018-2017	Total
<u>Receipts</u>						
Conference Fees	\$ 720,541.28	\$ 499,052.09	\$ 501,615.63	\$ 624,904.44	\$ 587,501.55	\$ 2,933,614.99
T-Shirt Sales	1,089.00	1,045.00	90.00		2,070.00	4,294.00
Interpreter Certification Fee	1,225.00	140.00	605.00	2,525.00	7,735.00	12,230.00
Domain Purchase Reimbursements by AOC			2,000.00	2,000.00		4,000.00
Meal Reimbursements by AOC	7,799.67	5,338.69	7,681.58	5,675.31	7,485.15	33,980.40
Drug Court Grants by AOC	50,000.00	50,000.00	45,000.00	50,000.00	50,000.00	245,000.00
Speaker/Training Reimbursements by AOC	300.00	5,525.84	730.00	451.23	3,072.91	10,079.98
Office Operations Reimbursements by AOC		15,694.30				15,694.30
Refund Against Disbursements	2,262.73	31.79	669.24	212.85	8,311.79	11,488.40
Bank Credit Reversals					135.00	135.00
Total Receipts	783,217.68	576,827.71	558,391.45	685,768.83	666,311.40	3,270,517.07
<u>Disbursements</u>						
Conference Expenses:						
Hotels/Event Centers	547,991.14	229,939.43	529,807.18	525,543.44	496,219.06	2,329,500.25
Meals	46,718.22	48,025.41	29,863.17	52,069.42	38,429.85	215,106.07
Speakers/Training/Education	29,917.15	24,615.07	13,799.89	25,019.20	22,196.60	115,547.91
T-Shirts	31,028.09	13,151.91	10,361.73	4,313.75	13,819.30	72,674.78
Refunds	23,261.80	11,125.44	39,279.20	5,563.60	7,405.07	86,635.11
Plaques/Trophies/Gift Cards/Door Prizes	2,304.08	2,046.67	8,931.17	8,879.25	2,398.65	24,559.82
Alcohol	936.54	320.11		3,111.59		4,368.24
Entertainment	9,120.41	5,596.98	1,347.14	11,840.51	1,871.33	29,776.37
Promotional Items	7,499.11	106,142.85	10,719.41	14,785.30		139,146.67
Supplies	14,764.15	5,881.81	7,014.28	1,847.76	12,106.81	41,614.81
Bank Fees	600.00	937.09	745.00	580.00	922.23	3,784.32
Interpreter Certification			200.00	751.97	4,308.70	5,260.67
Dues/Subscriptions	4,277.86	3,122.93	3,026.03	2,825.00	2,489.00	15,740.82
Laundry Services	44.78	75.53	177.24	1,532.03	467.25	2,296.83
Meals	27,257.41	7,410.14	17,229.80	23,016.34	22,329.34	97,243.03
Supplies	5,142.91	2,473.69	5,574.21	6,409.71	5,161.76	24,762.28
Transportation Maintenance/Repair	15.00	241.09				256.09
Tax Prep Services	850.00	750.00	750.00	750.00	750.00	3,850.00
Tax Payment		1,207.62				1,207.62
Domain Purchases for AOC	2,206.40		2,000.00	2,000.00		6,206.40
Total Disbursements	753,935.05	463,063.77	680,825.45	690,838.87	630,874.95	3,219,538.09
Excess (Deficiency) of Receipts Over Disbursements	29,282.63	113,763.94	(122,434.00)	(5,070.04)	35,436.45	50,978.98
Cash Balances at Beginning of Year	385,864.97	272,101.03	394,535.03	399,605.07	364,168.62	364,168.62
Unobligated Cash Balances at End of Year	\$ 415,147.60	\$ 385,864.97	\$ 272,101.03	\$ 394,535.03	\$ 399,605.07	\$ 415,147.60

Other Information

Officials
October 1, 2017 through September 30, 2022

Officials		Term Expires
Hon. Rich Hobson	Administrative Director 300 Dexter Avenue Montgomery, AL 36104 Phone: (334) 954-5000 http://www.alacourt.gov	
Hon. Randy Helms	Administrative Director	January 2019