

**ACJA § 1-401: MINIMUM ACCOUNTING STANDARDS
COMPLIANCE CHECKLIST**



ARIZONA SUPREME COURT

Administrative Office of the Courts

**Minimum Accounting Standards
Compliance Checklist**

ACJA § 1-401: MINIMUM ACCOUNTING STANDARDS COMPLIANCE CHECKLIST

OVERVIEW

The Minimum Accounting Standards (MAS): [Arizona Code for Judicial Administration Section 1-401](#), have been developed to standardize accounting practices and procedures, and to assist judges, clerks, and all court or department personnel with bringing financial operations into compliance with statute and Generally Accepted Accounting Principles (GAAP). These standards are intended to ensure the safety of public monies and define the role and responsibilities of court or department personnel in complying with the requirements of MAS as established by the Administrative Office of the Courts (AOC). As a measure of accountability, courts and departments are required to conduct an annual self-assessment by completing this checklist to determine and document compliance with all the Minimum Accounting Standards.

INSTRUCTIONS

1. The checklist must be completed in its entirety and may be submitted in electronic format.
2. Please answer each question as it relates to your court or department.
3. At the top of Page 1 of the checklist; enter the name of the court or department for which the preparer is completing the checklist, the name and title of the preparer, and the date the checklist is completed.
4. Answer the questions based on your court or department's financial practices for the reporting calendar year by indicating whether you complied or did not comply with a standard, or whether a standard is not applicable to your court or department. Please select the appropriate check box for each question as it relates to a MAS standard. If a particular accounting standard does not apply because the specific function is not performed by the court or department, select the N/A checkbox and note the reason in the comment box for that standard. If the court or department is noncompliant with any part of a particular standard, select the NO checkbox and note the reason for noncompliance in the comment box for that standard. In addition, indicate the steps the court or department is taking to come into compliance. **Please note that if any part of a standard is noncompliant, the entire standard is noncompliant.**
5. After completing the compliance checklist, the preparer shall affix their electronic signature and select the "Submit for Local Approval" button. An email window will open and automatically attach the checklist to your email message. Enter the email address of the presiding judge of the court, clerk of the court, or department head to email the checklist for review and electronic signature. **Please indicate the name of the court or department along with the reporting year of the checklist in the subject line.** Then click "send".

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6. The preparer shall send the completed checklist to the presiding judge of the court, clerk of the court, or department head no later than **January 31, 2020**. If the preparer is the presiding judge of the court, clerk of the court, or department head, please sign as the preparer **and** as the presiding judge of the court, clerk of the court, or department head.
7. Once reviewed and approved by the presiding judge of the court, clerk of the court, or department head, they shall affix their electronic signature and select the “Submit for Final Approval” button next to their signature. An email window will open and automatically attach the checklist to the email message. Enter the email address for the Presiding Judge of the Superior Court of the County, Chief Judge of the Court of Appeals, or Chief Justice of the Supreme Court. Then click “send” so the checklist can be reviewed, approved, and electronically signed.
8. Upon receipt of the checklist, the Presiding Judge of the Superior Court of the County, Chief Judge of the Court of Appeals, or the Chief Justice of the Supreme Court, shall review, approve, and attach their electronic signature. After the electronic signature has been added, click the “Submit to AOC” button. An email window will open with the email address for the AOC (mas@courts.az.gov) and the checklist will automatically be attached to the email message. The completed checklist, with all required electronic signatures, should be e-mailed to the AOC by **March 1, 2020**. The AOC will send a confirmation email upon receipt.
9. Please retain an electronic copy of the completed MAS Compliance Checklist according to the retention schedule.

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Reporting Year: 2019

**Court/Department
Name:**

**County/Court
ID #:**

**Person Completing
Checklist:**

Date:

**Title of Person
Completing
Checklist:**

Contact #:

E. Administrative Requirements

*Each court and court department that handles money shall complete the annual MAS Compliance Checklist. Based on your court or department, answer **either** E.1.a. or E.1.b., **not both**, regarding the checklist completed for the previous calendar year of 2018.*

E.1.a. For superior court, clerk of the court, probation department, or limited jurisdiction court, did:

- The presiding judge of the court, the clerk of the court, or department head sign the completed checklist for 2018?
- The court or department retain a copy and forward the original to the Presiding Judge of the Superior Court of the County by January 31, 2019?
- The Presiding Judge of the Superior Court in your county send the completed and signed annual MAS Compliance Checklist to the AOC by March 1, 2019?

Comply: Yes No *(Comment Required for No Response)*

E.1.b. For clerks of the court of appeals, the clerk of the supreme court, and the administrative director of the AOC:

- Was the completed and signed 2018 compliance checklist submitted to the Chief Judge of the Court of Appeals or Chief Justice of the Supreme Court respectively, by January 31, 2019?

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- Did the Chief Judge of the Court of Appeals or the Chief Justice of the Supreme Court send the completed and signed annual MAS Compliance Checklist to the AOC by March 1, 2019?

Comply: Yes No *(Comment Required for No Response)*

Each court shall use an automated financial management system that ensures accurate reporting of all transactions and provides sufficient documentation for audit purposes. The automated financial management system shall include a record of all transactions and internal control measures to ensure the safety of public monies.

E.3.a. Did the court or department's automated financial management system meet all of the following requirements:

- (1) The system shall allow only court employees or authorized electronic interfaces to input or modify information in the automated system;
- (2) The system shall allow only authorized personnel to set or reset the receipt number assigned by the software program;
- (3) The system shall permit the voiding of a receipt or check and shall not allow the original entry of the payment to be changed or deleted; and
- (4) The system shall establish a documented audit trail of all changes to the financial records.

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

E.3.b. Were all financial transactions recorded in an automated cash receipts journal, to include all of the following:

- (1) Date payment was receipted;
- (2) Amount received;
- (3) Receipt/transaction number; and
- (4) Receipt allocation by type, such as but not limited to fine, criminal justice enhancement fund, medical services enhancement fund, restitution, and bond?

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Comply: Yes No N/A *(Comment Required for No or N/A Response)*

E.4. Did the court or department have written financial policies, procedures, or guidelines that reflected the court or department's financial practices?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

E.5. Were the court or department's financial policies displayed in a location within the court's main lobby, easily viewable by the general public, or next to each customer service station that included all of the following:

- (a) A statement regarding the methods of payment that the court accepts such as; cash, certified checks, money orders, or credit cards;
- (b) A statement that a receipt will 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?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

E.6. Were all court or department personnel handling monies, bonded or insured?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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E.7. Are all court or department employees, assigned money handling responsibilities, familiar with the MAS?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

E.8. Does the court or department understand it must notify local law enforcement and the AOC Court Services Division by the next business day upon discovery of a loss due to theft?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F. Safeguarding Monies and Financial Records

The court shall safeguard accounting records, such as receipts, checks, and monies received by the court.

F.1. Did the court or department store monies in a secure location upon receipt until they were deposited with the bank or local treasurer?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.2. Were monies retained, counted, and handled in a secure location that was not accessible to the public and only accessible to authorized court or department personnel until the monies were deposited with the bank or local treasurer?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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F.3. Were physical restrictions maintained between the public and the areas where court or department monies and financial records are stored and were only authorized individuals allowed access to those areas?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.4. Were signs displayed that limited admittance to areas where monies and financial records are stored, unless access was restricted by electronic access control?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.5. In 2019, was an employee who had full access to the safe terminated, or have their responsibilities changed?

Yes No (If No, proceed to Standard F.6.)

If yes, was the combination and/or key changed? (Answer "N/A" if the safe is located in a location where access is electronically controlled.)

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.6. Did each cashier have their own unique user identification (i.e. clerk or deputy number) and was the identification used only by the assigned user?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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F.7. Did each individual cashier secure their assigned cash drawer fund in a separate lockable drawer or locking bank bag at all times prior to reconciliation and verification?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Does the court or department have a checking account established under the name of the court or department?

Yes No (If No, proceed to Standard F.8.)

If yes, were blank checks secured in a safe, locked cabinet, or secured area? Comply:

Yes No N/A *(Comment Required for No or N/A Response)*

F.8. Does the court or department accept credit card payments in person and/or over the phone?

Yes No (If No, proceed to Standard F.9.)

If yes, were the credit card invoices stored in a safe, locked cabinet, or secured area?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.9. Were all manual receipt books secured and accessible only to authorized individuals?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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F.10. Did the court or department prohibit the use of signature stamps when signing financial documents such as, but not limited to checks? (Courts may use a check signing machine to imprint authorized signatures on checks)

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.11. Did the court or department keep cash drawers or bank bags, safes, and vaults locked at all times when not in use?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.12. Were monies stored overnight in a locked, immovable, and fireproof safe or vault with access restricted to authorized court or department personnel only?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.13. Did the court or department use locking bags or tamper-proof plastic bags to transfer monies to the bank or local treasurer?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.14. Did court or department employees and authorized personnel, who issue receipts on behalf of the court, keep court monies separate from their own personal funds, deposit court monies into a bank account established for court monies, and abstain from taking court monies home?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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F.15. Did court or department staff abstain from cashing personal checks or purchasing supplies using monies from the cash drawer fund?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.16. Did court or department staff abstain from commingling personal monies with court monies including making personal change from the cash drawer fund or court monies or making change for court payments with personal monies?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.17. Did the court or department have a shortage or overage of monies at the end of any day throughout the calendar year? If so, was the overage or shortage investigated within one business day and if there was still a discrepancy, did court staff document the discrepancy and report it to court management?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

F.18. Did court or department staff correct errors to financial documents and/or instruments by striking through the original entry, initialing the corrected entry, and having a second person initial the entry as verification and validation?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

G. Independent Review by Auditors

Each court or department shall undergo an independent review, at least triennially, of its accounting records, procedures, automated financial management system records, and internal controls.

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G.1. In 2019, did the court or department have an independent review by an auditor?

Yes No (If No, provide the date of last independent review in the comments box below and proceed to Standard G.3.)

G.1.a. If yes, was the review performed by a certified public accountant (CPA) currently licensed by the Arizona State Board of Accountancy, a certified internal auditor (CIA), or certified government auditing professional (CGAP) certified by the Institute of Internal Auditors, or under the direction of a CPA, CIA, or CGAP?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

G.1.b. Was the review performed in accordance with the applicable professional standards associated with the auditor's specific certification? Such professional standards include:

- (1) The American Institute of Certified Public Accountants, Codification of Professional Standards, Codification of Statements on Auditing Standards, Statements on Standards for Attestation Engagements, and Agreed-Upon Procedures Engagements.
- (2) The Institute of Internal Auditors, International Standards for the Professional Practice of Internal Auditing.
- (3) The Comptroller General of the United States, Government Auditing Standards.

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

G.1.c. Did the auditor review all procedures for compliance with MAS as outlined in the Guide for Independent Reviews, as published by the AOC?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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G.1.d. Was the final report delivered to the court or department no later than 90 calendar days after the fieldwork phase of the review was completed?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

G.2. Did the court or department date stamp the final report issued upon receipt, and send a copy of the final report with date stamp to its respective Chief Justice, Chief Judge, or Presiding Judge, and the AOC Court Services Division within seven business days of the court receiving the final report?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

G.3. Does the court or department understand that when any type of financial or operational audit other than the independent review described in this subsection is to be performed in any court or department by any agency or private firm, regardless of the nature of the audit, the Justice of the Peace, Court Administrator, Clerk of the Court, Presiding Judge, or the Administrative Director of the AOC shall, before or during the audit, advise their respective Chief Justice, Chief Judge, or Presiding Judge of the audit and provide their respective Chief Justice, Chief Judge, Presiding Judge, and the AOC Court Services Division with a copy of all reports, findings, and evaluations from any audit within seven business days of receipt?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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H. Segregation of Duties

To provide for internal checks on certain functions by a second authorized person.

- H.1.** Were all disbursements, deposits, voided receipts, and daily and monthly reconciliations verified by a second authorized person, who documented the verification in a method that identified the verifier such as initials, signatures, or other electronic identifiers?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

- H.2.** Did the court or department issue or void any manual receipts throughout the 2019 calendar year?

Yes No (If No, proceed to Standard H.3.)

- H.2.** If yes, were the issued and/or voided manual receipts reviewed by a second authorized person the same day as issued/voided, and did the review documented on the receipt clearly contain the initials of the court or department employee who issued or voided the manual receipt, as well as the second authorized person who verified the issuance or voiding?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

- H.3.** Did a second authorized person sign checks that were prepared by someone else?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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I. Cash Handling

Acceptance of Payment.

- I.1.a.** Did only court or department personnel or authorized electronic interfaces receipt payments on behalf of the court or department?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

- I.1.b.** Did the court or department accept monies from independent contractors (i.e. Defensive Driving Schools) only in the form of business check, cashier's check, money order, electronic fund transfer, or wire transfer?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

- I.1.c.** Did the court or department inform all agencies accepting monies or securities as a bond to remit the monies or securities collected to the court within three business days, unless precluded by city or county financial practices, and require the agencies to secure all bond monies during transportation to the court or department?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Endorsement.

- I.2.a.** Did the court or department properly and clearly endorse all checks and money orders payable to the court with a restrictive endorsement stamp that reads "For Deposit Only – Payable To (account's name)" upon receipt?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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I.2.b. Did the court or department receive a check or money order that was made payable to another court or department?

Yes No (If No, proceed to I.3. *Unidentified Monies.*)

I.2.b. If yes, did the court or department send the unendorsed checks and/or money orders made payable to another court or department to that court or department within two business days?

Comply: Yes No N/A (*Comment Required for No or N/A Response*)

I.3. *Unidentified Monies.*

I.3.a. Did the court or department receive cash, check(s), or money order(s) without information that identified the defendant's name, case number, or sender information?

Yes No (If No, proceed to Standard I.4. *Receipting.*)

I.3.a. If yes, did the court or department endorse checks or money orders received without information that identified the defendant's name, case number, and sender information the same day they were received?

Comply: Yes No N/A (*Comment Required for No or N/A Response*)

I.3.b. Did the court or department attempt to identify the defendant and case number for which cash, checks, or money orders were received without identifying information, receipt the unidentifiable funds into a suspense or hold account within the automated financial management system, and deposit into the bank within one business day?

Comply: Yes No N/A (*Comment Required for No or N/A Response*)

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I.3.c. Did the court or department retain copies or an electronic image of the checks, money orders, receipts, and any supporting documentation in a file labeled “Unidentified Monies”?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.3.d. Did the court or department report and remit unidentified funds as unclaimed funds pursuant to ARS §§ 22-116, 44-302, 44-307 & 44-308 as well as retain documentation of the remitted funds?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.4. Receipting.

I.4.a. Did the court or department receipt all monies as soon as they were received, but no later than the end of the next business day?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.4.b. Did the court or department ensure every receipt reflected the date monies were received?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.4.c. Did the court or department issue a sequentially numbered receipt or transaction for each payment received?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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I.4.d. Did the court or department issue receipts that included:

- (1) Name of the court or department;
- (2) Case number, if applicable;
- (3) Defendant's name, if applicable;
- (4) Plaintiff's name, if applicable;
- (5) Date payment was receipted;
- (6) Amount received;
- (7) Name and address of the third-party payor making the payment (if available) and if not included on the case financial record;
- (8) Identification of person receiving the payment;
- (9) Method of payment such as cash, check, payment card, or electronic fund transfer payment;
and
- (10) Unique sequential receipt/transaction number?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.4.e. Did the court or department record an entry in each defendant's case financial record when lump sum payments were received from outside agencies for multiple defendants?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.4.f. Did the court or department receipt overpayments as an overpayment and not as fines, surcharges, bonds, or restitution?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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Manual Receipts. Standards I.5.a-f. and I.6.c.

I.5.b. Does the court or department have an established written policy, procedure, or guideline to account for all *unissued* manual receipts at least quarterly?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Did the court or department issue or void manual receipts throughout the 2019 calendar year?

Yes No (If No, proceed to Standard I.6.a.)

I.5.a. If yes, were manual receipts only used as a primary receipt when the court or department's automated financial management system was inoperable?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.5.c. Did the court or department issue manual receipts that were at least a two-part form, pre-printed (not stamped) with the court or department's name, and pre-printed (not stamped) with unique sequential numbers on all copies of each receipt?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.5.c. Were manual receipts issued in sequence within each book?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.5.c. Was the original receipt given to the person making a payment, and was one copy retained in the manual receipt book according to the records retention schedule?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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I.5.d. When manual receipts were issued, did the court or department enter receipts issued in the automated financial management system by the end of each business day or as soon as the system became operable?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.5.e. Did the court or department cross-reference by receipt number all manual receipts entered in the automated financial management system?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.5.f. Did the court or department employee reviewing the manual receipts verify that the receipt was issued in sequence within each book, that it was recorded in the financial management system, that it was actually issued or voided, and document the verification in a method that identified the verifier such as initials or signature?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.6.c. Did the court or department retain all copies of voided manual receipts, if any?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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Voided Receipts. The court or department shall not alter receipts in any way.

- I.6.a.** For all issued receipts, if an error was made or a correction was needed, did the court or department indicate "VOID" on the automated receipt and on all copies of the manual receipt (if applicable), issue a new receipt, and reference the voided receipt number on the replacement receipt?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

- I.6.b.** Did the court or department state the reason for the void on all voided receipts unless indicated on the financial record?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Counterfeit Cash.

- I.7.** Does the court or department have an established procedure on identifying and handling counterfeit cash in accordance with U.S. Treasury, Office of Domestic Finance, Advanced Counterfeit Deterrence guidelines?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

I.8. Online Transactions.

- I.8.a.** Does the court or department retrieve online transactions through either a manual or automated process?

Yes No (If No, proceed to Standard J.1.a.)

- I.8.b.** If yes, were transactions receipted into the case financial management system no later than the end of the next business day?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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I.8.c. In addition to the receipting elements identified in I.4.d. was the following information recorded in the case financial record:

- (1) Online transaction date;
- (2) Online transaction number; and
- (3) 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?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J. Disbursements

J.1. Disbursement Practices.

J.1.a. Did the court or department make all disbursements in the form of a check (even if issued by the local treasurer), credit to the payment card originally used to make the payment, or an electronic fund transfer?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J.1.b. Did the court or department issue any checks throughout the 2019 calendar year?

Yes No (If No, proceed to Standard J.3.a.)

J.1.b. If yes, did the court or department allow only authorized signers, in accordance with the court or department's bank signature cards, to sign checks?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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Checks Disbursed.

J.2. Did the court or department use checks that were pre-numbered and disburse them in sequential order?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Refunding Bonds.

J.3.a. Did the court disburse (including forfeiting to fines/fees or general fund) bond monies **only** upon written order by a judicial officer?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J.3.b. Did the court return bond monies to the individual who posted the bond or to the third party authorized by the bond poster to receive the monies?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J.3.c. If an individual who posted a bond requested the bond be returned to someone other than the bond poster, did the court require the bond poster to produce identification and sign a document authorizing the bond monies be refunded to a third party?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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J.3.d. Did the court convert bond monies to pay court ordered monetary obligations only with the express written permission of the bond poster, unless the bond poster was the defendant?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J.3.e. Did the court have established written guidelines for refunding bond monies and did the court disburse bond monies to the appropriate party within the time period prescribed by the court's policies or procedures?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J.4. Were restitution payments disbursed to victims in accordance with [ACJA § 5-204](#)?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Overpayments.

J.5. Did the court or department have established written guidelines for refunding overpayments and disbursing overpayments to the appropriate party within a time period prescribed by the court or department's policies or procedures?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Automation of Disbursement Information.

J.6.a. Did the court or department automate all disbursements in accordance with [ACJA §1-501](#) and record all disbursements into the court or department's automated financial management system by the end of the next business day (even if the local treasurer/finance issues checks on the court or department's behalf)?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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J.6.b. Did the court or department record the following information in the court or department's automated financial management system, on the financial record concerning each case with a disbursement:

- (1) Case number;
- (2) Case party names;
- (3) Date check issued;
- (4) Check amount and/or bond amount converted to court assessments;
- (5) Name of payee;
- (6) Check number;
- (7) Method of payment distribution, such as fines, restitution, surcharges, and bonds;
- (8) Amount disbursed; and
- (9) Electronic fund transaction number, if applicable?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

J.6.c. Did the court or department's automated financial management system include the following information on the disbursements journal:

- (1) Date check issued;
- (2) Amount disbursed;
- (3) Name of payee;
- (4) Court or department check number;
- (5) Method of payment distribution, such as fines, restitution, surcharges, and bonds; and
- (6) Electronic fund transaction number, if applicable?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Did the court or department void, replace, or stop payment on any checks throughout the 2019 calendar year?

Yes No (If No, proceed to Standard J.11.)

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Voided Checks.

J.7. If yes, did the court or department write “VOID” on the face of the check and retain all voided checks?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Unclaimed Checks.

J.8. Did the court or department stop payment on any unclaimed check(s), unless the check indicated a date or number of days after which the check became void and the check had not been cashed by that date or number of days?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Lost or Stolen Checks.

J.9. Did the court or department stop payment on any check deemed lost or stolen?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Replacement Checks.

J.10. If the court or department determined that a replacement check needed to be issued, was a new check issued following the normal disbursement procedures, recorded, and cross-referenced to the cancelled check number on all accounting records?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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Petty Cash.

J.11. Does the court or department have an established petty cash fund authorized by its local funding authority?

Yes No (If No, proceed to Standard K.1.a.)

J.11. Did the court or department follow local policies and procedures regarding usage and reimbursement of the petty cash funds?

Comply: Yes No N/A (*Comment Required for No or N/A Response*)

L2.f. Did the court or department reconcile the petty cash fund on a monthly basis?

Comply: Yes No N/A (*Comment Required for No or N/A Response*)

K. Bank Accounts and Deposits

Establishment and Maintenance of Bank Accounts.

K.1.a. Does the court or department maintain established bank accounts under the name of the court or department?

Yes No (If No, proceed to Standard K.3.a.)

K.1.b. If yes, did the court or department maintain a list of all checking, investment, and other bank accounts which included:

- (1) The name and address of the banking institution;
- (2) The account number;
- (3) The account name; and
- (4) The names of persons authorized to sign checks or make withdrawals from each account?

Comply: Yes No N/A (*Comment Required for No or N/A Response*)

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K.1.c. Were the court or department bank accounts used to hold court or department monies insured by the Federal Deposit Insurance Corporation (FDIC) and did collateral agreements exist for amounts exceeding the current FDIC insured amount, including principal and interest?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Bank Account Signature Cards.

K.2. Did the court or department maintain current signature cards for all bank and investment accounts involving court or department monies?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Deposits.

K.3.a. Did the court or department deposit all court or department monies into court or department accounts only or in accounts maintained by the city, county, or in the case of appellate courts, the state treasurer, which are established in the name of the city, county, or state?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

K.3.b. Did the court or department ensure all monies were deposited to the bank or local treasurer in the same form as received?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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K.3.c. Did the court or department deposit all cash, checks, and money orders to the local treasurer or bank by the next business day the court or department and treasurer are open, unless the total was less than \$300.00? (If the total was less than \$300.00, the court or department deposited monies with the local treasurer or bank at least weekly.)

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

K.3.d. Did the court or department establish a secure procedure or practice for depositing monies with the local treasurer or bank?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L. Reconciliation of Financial Records

Daily Reconciliations.

NOTE: "Cash Drawer Fund" means all monies (cash, checks, etc.) received for the court in addition to the amount of cash established as the beginning cash fund, which is maintained by each employee designated to handle financial transactions.

L.1.a. Did each court or department employee, responsible for a cash drawer fund, verify the beginning balance of the cash drawer fund before usage?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L.1.b. Did each court or department employee, responsible for a cash drawer fund, reconcile and balance all monies received after each shift with the cash receipts journal?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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L.1.c. Did a second person verify the reconciliation of the cash drawer fund with the receipts journal?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

Monthly Reconciliations.

L.2.a. Did the court or department balance the receipts journal on a monthly basis?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L.2.b. Did the court or department balance the disbursements journal on a monthly basis?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L.2.c. Did the court or department reconcile receipts with deposits on a monthly basis?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L.2.d. If the court or department maintains a bank account, did the court prepare bank reconciliations on a monthly basis?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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L.2.e. Did the court or department reconcile the record of open items, such as bonds, with all bank accounts and/or cash balances on a monthly basis?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L.2.g. Does the court electronically process Defensive Driving School records using the AOC batching process? *Departments select No, then N/A, and place "Department" in the comments.*

Yes No (If Yes, proceed to Standard L.3.)

If no, did the court reconcile defensive driving completion records with the AOC completion report on a monthly basis?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

L.3. If the court or department maintains a bank account, were the following records retained for each bank account as required by the records retention schedule, such as but not limited to:

- (a) Copy of the bank reconciliation;
- (b) Record of outstanding checks;
- (c) Record of deposits in transit;
- (d) Bank statements;
- (e) Canceled checks;
- (f) Canceled deposit slips;
- (g) Bank issued debit and credit memos; and
- (h) Any documentation that requests the adjustment or void of a case financial record?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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L.4. Did the court or department maintain daily and monthly financial reconciliations and supporting documentation in accordance with the records retention schedule?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

M. Outstanding Checks

M.1. Does the court or department maintain a checking account?

Yes No (If No, proceed to Standard N.)

M.1. If yes, did the court or department investigate all checks outstanding for more than six months on a monthly basis, unless outstanding checks are maintained and investigated by a city, county, or state financial agency?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

M.1. Did the court or department document the action taken or the disposition of any outstanding checks investigated and retain documentation in accordance with the records retention schedule?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

M.2. When investigating outstanding checks, did the court or department perform the following:

- (a) Place a stop payment on the outstanding check(s), unless the check indicated a date or number of days after which the check became void and the check had not been cashed by that date or number of days;
- (b) Report and remit as unclaimed funds pursuant to ARS §§ 22-116, 44-302, 44-307, & 44-308; and
- (c) Retain copies of the outstanding checks documentation that were reported and remitted to the Department of Revenue or County Treasurer as unclaimed funds?

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Comply: Yes No N/A *(Comment Required for No or N/A Response)*

N. Bonds *Departments select N/A and place "Department" in the comments.*

N. Did the court review all pending and outstanding bonds posted for more than 90 days on a monthly basis to determine the status of the bonds based on court order and take appropriate action?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

O. Reporting *Departments select N/A and place "Department" in the comments.*

O.1. If the court is a trial court, did the court prepare a monthly remittance report identifying how monies deposited in a bank account, or with the city or county treasurer for the month were to be distributed?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

O.2. Did the court submit the monthly remittance report to their local treasurer and receive documentation acknowledging the submission of the report?

Comply: Yes No N/A *(Comment Required for No or N/A Response)*

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COMPLIANCE CHECKLIST**

SIGNATURE PAGE

Person Completing the MAS Compliance Checklist

I hereby affirm that I have completed the attached checklist and that I have confirmed to the best of my ability that the answers contained therein are true and accurate.

Signature

Date

Name and Title

Presiding Judge of the Court / Clerk of the Superior Court / Department Head

I hereby affirm that I have reviewed the attached checklist and that the answers contained therein are true and accurate to the best of my knowledge.

Signature

Date

Name and Title

Chief Justice of the Supreme Court / Chief Judges of Court of Appeals / Presiding Judge of the Superior Court

I hereby affirm that I have reviewed the attached checklist and that the answers contained therein are true and accurate to the best of my knowledge.

Signature

Date

Name and Title