



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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JONATHAN LIPPMAN
Chief Administrative Judge

BARRY A. COZIER
Deputy Chief Administrative Judge

WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

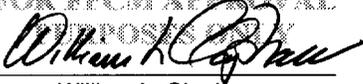
BULLETIN NUMBER: 254	June 12, 1997
SUBJECT: Jury Payrolls - Document Control Procedures	

Proper batch and document control are important elements of the process whereby UCS jury payrolls are prepared for payment via the automated Jury Management System (JMS). It has come to our attention that in certain circumstances, jury payroll voucher documentation is being submitted to the respective district/administrative offices without an essential internal control document being included by the Commissioners of Jurors offices.

Attached is a sample 'Batch & Voucher Totals Report' which is available for printing by Jury Commissioner staff via JMS and which constitutes the JMS equivalent of a Batch Transmittal (AC2387). While this document does not replace the AC2387 prepared by district/administrative offices when submitting jury batches to OSC for payment, the 'Batch & Voucher Totals Report' is designed to be used to ensure that all required voucher information has been properly entered by Jury staff, that all vouchers in the batch are actually received by the district/administrative office and to allow district/administrative staff to more easily identify jury batches requiring release and/or certification via the OSC Central Accounting System. As such, this constitutes an important internal control document.

District/administrative offices responsible for the pre-audit and release of jury payrolls via the OSC Central Accounting System should require the inclusion of this report with all jury batches which are submitted by the respective Jury Commissioners for payment.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, jury payrolls.

NYS UNIFIED COURT SYSTEM
FOR EPCM APPROVAL

William L. Clapham

NEW YORK STATE OFFICE OF COURT ADMINISTRATION

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* * * * AUTOMATED JUROR PAYMENT - BATCH & VOUCHER TOTALS REPORT * *

COUNTY : NEW YORK

AGENCY CODE : 052

BATCH #:JY0170 TYPE:VO2 NUM DOCUMENTS:8 NET AMOUNT:\$33,686.50 TOTA

EXPENDITURE CODES: FEE--> 05 230558 97 55972 MISC --> 05 230558 97 5597

VOUCHER # 02070	\$5,582.00	\$.00
VOUCHER # 02071	\$7,384.50	\$.00
VOUCHER # 02072	\$2,387.50	\$.00
VOUCHER # 02073	\$3,948.00	\$.00
VOUCHER # 02074	\$2,394.00	\$.00
VOUCHER # 02075	\$3,900.00	\$.00
VOUCHER # 02076	\$2,786.50	\$.00
VOUCHER # 02077	\$5,304.00	\$.00

BATCH TOTAL	\$33,686.50	\$.00