

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

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BUDGET BULLETIN	NUMBER 252	April 19, 1994
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Committees Serving the Unified Court System

This Bulletin is provided to establish appropriate fiscal and internal control procedures to be used with respect to official committees, designated by the Chief Judge, Chief Administrative Judge (or those whom they designate) to address issues of particular concern to the Judiciary. Such committees include, but are not limited to, those which have been established to evaluate and recommend improvements to the jury system; to examine lawyer conduct in matrimonial actions; or to streamline case management procedures. Such committees represent an invaluable resource for the Judiciary, generating new ideas and problem solutions at a nominal cost. Committees are generally composed of members of the public, bench and bar, and many members serve without compensation.

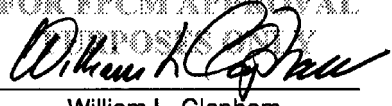
Effective for all committee activities which occur on or after April 1, 1994, the following procedures shall apply:

- 1) An official list of UCS committees will be maintained by the Office of the Deputy Chief Administrator for Management Support. The official list will include the primary mission of the each committee, its chairperson, membership and lead staff person. Whenever there is a change in committee membership or mission, the official list will be amended.
- 2) A new cost center has been established to be used specifically for UCS committee expenses and use of all prior cost centers is to be discontinued. All committee expense vouchers to be charged to this new cost center must be processed centrally for internal control purposes. Eligible vouchers should be submitted for processing to the following address:

Unified Court System
Office of Management Support
Accounts Unit - Room 544
80 Centre Street
New York, New York 10013

- 3) To ensure that only legitimate committee member expenses are paid, the most current version of the official committee list will be used to audit vouchers. Prior to the reimbursement of any committee expenses, the lead staff person for each of the respective committees is responsible for supplying the Accounts Unit staff with written notice that a committee meeting or activity has been scheduled, as well as the expenses that are anticipated to be incurred. Committee staff persons are also responsible for providing the Accounts Unit with written evidence that all necessary administrative approvals have been obtained in advance.

To ensure compliance with these provisions, please distribute this bulletin to all personnel who may serve as committee staff; or who are responsible for the processing of, or the monitoring of internal controls relating to, expense vouchers.

NYS UNIFIED COURT SYSTEM
FOR EPCM APPROVAL

William L. Clapham