

Clerks Advisory Council Minutes

November 18, 2016

The Clerks' Advisory met at the Judicial Center November 18, 2016. Attendance was as follows:

Judicial Department One	Connie Stithem
Judicial Department Two	Krisena Silva (absent)
Judicial Department Three	Janet Westbrook
Judicial Department Four	Janel Downey (absent)
Judicial Department Five	Vacant
Judicial Department Six	Debbie Schmidt (absent)
Urban Court	Sandy McCurdy
KADCCA President	Ruth Wheeler
KADCCA Pres. Elect.	Lea Throckmorton
KADCCA Secretary	Amanda Truant
Accounting Workgroup Member	Doug Hamilton
District Court Clerk Specialist	Benita Chaplin
OJA Staff Attorney	Sarah Hoskinson
OJA	Mary Rinehart

The purpose of the meeting was to review the work done by the Accounting Manual Workgroup on the accounting manual revision. It was agreed the contents of the manual were acceptable. There were a few recommendations for the Accounting Manual Workgroup to consider addressing in the manual:

1. The manual should include how the honorarium is receipted when a judge performs a marriage ceremony.
2. Can the amount (\$1000) requiring two signatures on a check be increased (perhaps to \$5000)?
3. There was discussion regarding the amount of money a clerk can hold if the clerk is unable to make a bank deposit.
4. It was suggested the manual be separated into two parts; mandatory policies and recommended best practices.
5. Are clerks required to print two receipts or is this a best practice?
6. Should the prosecutor be required to pay law library fees in dismissed cases?

The meeting adjourned.