



Susan Montee, CPA
Missouri State Auditor

Twenty-Fourth Judicial Circuit

St. Francois County



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Office of the
Missouri State Auditor
Susan Montee, CPA

February 2009

The following finding was noted as a result of an audit conducted by our office of the Twenty-Fourth Judicial Circuit, St. Francois County, Missouri.

Payments for new case filings are not processed timely in the Associate Circuit Division. A cash count performed on July 9, 2008, identified 20 checks totaling \$2,070 dated February 2008 that were recorded on either July 8 or July 9, 2008. Also, on July 21, 2008, there were 522 additional checks totaling \$47,465 retained in case files that were not yet processed. These checks were dated from January to June. These monies were held in an unlocked desk.

Also in the Associate Circuit Division, cashiers' sessions are not always closed daily, and as a result, receipts are not deposited timely. In addition, procedures are not adequate to review and disburse cases with liabilities such as bonds and garnishments. Further, procedures have not been established to routinely follow up on old outstanding checks. As of June 24, 2008, there were 105 outstanding checks totaling \$25,249 that were older than one year, including one check dating back to December 2000.

For the Circuit Division, procedures are not adequate to review and disburse cases with liabilities such as bonds and garnishments. A monthly open items listing is not always printed and agreed to the reconciled bank balance each month, and the open items amount is not included as part of the bank reconciliation. The composition of receipts is not reconciled to the composition of deposits, and receipt slips are not always issued for copy monies. Procedures have not been established to routinely follow up on old outstanding checks, the change drawer is not maintained at a constant amount, and old petty cash monies are being held that should be turned over to the county. Receipt information for the 2006 passport fees could not be located.

Law Library funds were used for items which may be unallowable such as carpeting for the Judges' office space. Adequate guidelines have not been established for approving disbursements and ensuring late payment fees or service charges are not incurred. Accounting duties over the Law Library bank account are not adequately segregated and although bank reconciliations are performed, unidentified differences were not investigated and corrected. In addition, deposits are not recorded timely.

Receipts for the Probate Division are not deposited in a timely manner, and accounting duties are not adequately segregated.

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YELLOW SHEET

TWENTY-FOURTH JUDICIAL CIRCUIT
ST. FRANCOIS COUNTY

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STATE AUDITOR'S REPORT



SUSAN MONTEE, CPA
Missouri State Auditor

Presiding Judge and Court en banc
and
Circuit Clerk of the
Twenty-Fourth Judicial Circuit
St. Francois County, Missouri

We have audited certain operations of the Twenty-Fourth Judicial Circuit, St. Francois County. The scope of our audit included, but was not necessarily limited to, the 2 years ended December 31, 2007. The objectives of our audit were to:

1. Determine if the judicial circuit has adequate internal controls over significant financial functions such as receipts.
2. Determine if the judicial circuit has complied with certain legal provisions.

Our methodology included reviewing written policies and procedures, financial records, and other pertinent documents; interviewing various personnel of the judicial circuit, as well as certain external parties; and testing selected transactions.

We obtained an understanding of internal controls that are significant within the context of the audit objectives and assessed whether such controls have been properly designed and placed in operation. However, providing an opinion on the effectiveness of internal controls was not an objective of our audit and accordingly, we do not express such an opinion.

We obtained an understanding of legal provisions that are significant within the context of the audit objectives, and we assessed the risk that illegal acts, including fraud, and violations of other legal provisions could occur. Based on that risk assessment, we designed and performed procedures to provide reasonable assurance of detecting instances of noncompliance significant to those provisions. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. Abuse, which refers to behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary given the facts and circumstances, does not necessarily involve noncompliance with legal provisions. Because the determination of abuse is subjective, our audit is not required to provide reasonable assurance of detecting abuse.

We conducted our audit in accordance with the standards applicable to performance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides such a basis.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the judicial circuit's management, the Office of State Courts Administrator, and St. Francois County and was not subjected to the procedures applied in our audit of the judicial circuit.

The accompanying Management Advisory Report presents our findings arising from our audit of the Twenty-Fourth Judicial Circuit, St. Francois County.



Susan Montee, CPA
State Auditor

The following auditors participated in the preparation of this report:

Director of Audits:	Alice M. Fast, CPA
Audit Manager:	Randall Gordon, CPA, CGAP
In-Charge Auditor:	Monique Williams, CPA
Audit Staff:	Robert Graham
	Denise Huddleston

MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

TWENTY-FOURTH JUDICIAL CIRCUIT
ST. FRANCOIS COUNTY
MANAGEMENT ADVISORY REPORT -
STATE AUDITOR'S FINDINGS

1. Associate Circuit Division Controls and Procedures
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Payments for new case filings are not processed timely or held securely. Cashiers' sessions are not always closed daily, and deposits are not made timely. Procedures are not adequate to review and disburse cases with open items (liabilities) such as bonds and garnishments, and procedures have not been established to routinely follow up on old outstanding checks.

- A. Payments for new case filings are not processed timely or held securely. A cash count performed on July 9, 2008, identified 20 checks totaling \$2,070 dated February 2008 that were processed (recorded) on either July 8 or July 9, 2008. Also, on July 21, 2008, there were 522 additional checks totaling \$47,465 retained in case files that were not yet processed. Three checks were dated in January or February, 108 checks were dated in March, 141 checks were dated in April, 133 checks were dated in May, and 137 checks were dated in June. Court personnel indicated the back log of checks started in 2007 and resulted from an increase in the number of requests for bankruptcy filings. Also, these monies are held in an unlocked desk.

To adequately safeguard receipts and to reduce the risk of loss, theft, or misuse of funds, receipts should be posted and deposited daily. In addition, procedures should be developed to eliminate the back log of checks. Any checks that have not been processed should be kept in a secure location until deposited.

- B. Cashiers' sessions are not always closed daily, and as a result, receipts are not deposited timely. During August 2006, several cashiers' sessions were left open for a period of five days resulting in \$21,138 not being deposited timely. The cashiers' sessions were left open to process checks received for new case filings. Two other cashiers' sessions left open for two to four business days were noted and the amount of these cashiers' sessions totaled \$8,489 and \$12,045.

To adequately safeguard receipts and to reduce the risk of loss, theft, or misuse of funds, cashiers' sessions should be closed daily to ensure all receipts are deposited daily.

- C. Procedures are not adequate to review and disburse cases with open items (liabilities) such as bonds and garnishments.

- 1. As of July 8, 2008, \$6,200 in bond open items needed to be disbursed. Three bonds were forfeited more than a year ago, and one case, for which

a bond was received, was nolle prossed in 2004 and should be refunded to the defendant. Another case has a \$410 balance for which \$177 in court costs have not been applied. After court costs have been applied, the difference of \$233 should be refunded to the defendant.

Section 544.665, RSMo, provides that failure to appear results in forfeiture of any security which was given or pledged for a person's release. Bond forfeiture monies are to be distributed to the various school districts in the county according to Section 166.131, RSMo. In addition, Supreme Court Operating Rule 21.02(a) requires all fees collected be disbursed within 30 days of receipt.

2. Garnishments are not disbursed timely to the garnishor. Current policy requires a garnishment to be held up to 30 days after the return date on the garnishment. One garnishment case with a balance of \$1,747 has been held in open items since February 2008.

A procedure to routinely review garnishments and make more timely disbursements should be established. If disbursement is possible but the payees cannot be located, these monies should be disposed of in accordance with state law. In addition, a comprehensive review of garnishments should be performed to determine the appropriate disposition of funds held.

- D. Procedures have not been established to routinely follow up on old outstanding checks. As of June 24, 2008, there were 105 outstanding checks totaling \$25,249 that were older than one year. One of these checks dates back to December 2000.

Old outstanding checks create additional and unnecessary record keeping responsibilities. Procedures should be adopted to routinely follow up on outstanding checks and reissue them if the payees can be located. If the payees cannot be located, these undistributed monies should be disposed of in accordance with state law.

WE RECOMMEND the Associate Circuit Division:

- A. Ensure payments for new case filings are recorded and deposited in a timely manner. In addition, procedures should be developed to eliminate the back log of checks, and payments that have not been processed should be kept in a secure location until deposited.
- B. Close cashiers' sessions and deposit receipts daily.
- C. Establish procedures to review the status of open items to determine the appropriate disposition of funds held on closed cases to ensure bond forfeitures, bond refunds, garnishments, and court costs are disbursed on a timely basis. If

disbursement is possible but the payees cannot be located, these monies should be disposed of in accordance with state law.

- D. Adopt procedures to routinely follow up and reissue old outstanding checks. If the payees cannot be located, these monies should be disposed of in accordance with state law.

AUDITEE'S RESPONSE

The Chief Division Clerk indicated:

- A. *We are working on getting caught up. A pending case is being set up in JIS to receipt the payments sooner. We have assigned two other clerks to process these cases on a daily basis in order to get caught up. At year end, numerous case filings are received and many of them are collection cases. Thus, this has delayed us getting caught up but we do plan to get caught up. We will look into better securing these checks until they are processed.*
- B. *We are now processing payments and closing cashiers' sessions daily.*
- C. *We have discussed the problems with the Office of State Courts Administrator (OSCA). One case needed to be fixed because the money that was posted would not apply correctly to the balance. This case was corrected by OSCA. Several old cases came from the conversion to the Judicial Information System in 2000. We have reviewed some cases where the report shows the case being open when it was actually closed. We will establish procedures to review the status of open items. For garnishments, we generally wait to the return date because the attorneys resend the garnishment when they receive a check from the court. We prefer to wait until the return date to dispense the funds as we think this is the best procedure for us.*
- D. *We are currently working to clear these up and will establish procedures to follow up on old outstanding checks at least yearly.*

2. Circuit Division Controls and Procedures
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Procedures are not adequate to review and disburse cases with open items (liabilities) such as bonds and garnishments. A monthly open items listing is not always printed and agreed to the reconciled bank balance each month, and the open items listing amount is not included as part of the bank reconciliation. The composition of receipts is not reconciled to the composition of deposits, and receipt slips are not always issued for copy monies. Procedures have not been established to routinely follow up on old outstanding checks, the change drawer is not maintained at a constant amount, and old petty cash monies are being held that should be turned over to the county. Some records could not be located.

A. Procedures are not adequate to review and disburse cases with open items (liabilities) such as bonds and garnishments.

1. As of June 10, 2008, a \$5,000 bond was held that was forfeited in 2002. The bond was disbursed shortly after we brought this to the attention of the deputies in the Circuit Clerk's office. Another case has had a balance of \$2,043 since 2005 from an overpayment of a court award that should be refunded to the parties.

Section 544.665, RSMo, provides that failure to appear results in forfeiture of any security which was given or pledged for a person's release. Bond forfeiture monies are to be distributed to the various school districts in the county according to Section 166.131, RSMo. In addition, refunds should be made timely to the applicable parties.

2. Garnishments are not disbursed timely to the garnishor. Current policy requires the garnishment to be held up to 30 days after the return date on the garnishment. One garnishment case with a balance of \$1,504 was not disbursed until June 2008 even though some of these monies were collected in January 2008.

A procedure to routinely review garnishments and make more timely disbursements should be established. If disbursement is possible but the payees cannot be located, these monies should be disposed of in accordance with state law. In addition, a comprehensive review of garnishments should be performed to determine the appropriate disposition of funds.

B. A monthly open items listing is not always printed and agreed to the reconciled bank balance each month. The balance per the open items listing dated January 2, 2008, was \$188 less than the reconciled bank balance. In addition, while the bank reconciliation form in the Judicial Information System (JIS) includes a place to record the open items listing balance to help ensure the open items listing agrees to the reconciled bank balance, this procedure is not performed.

Monthly reconciliations of open items to the reconciled bank balance are necessary to ensure proper accountability over open cases and to ensure monies held in trust are sufficient to meet liabilities. Monthly open items listings should be printed, reviewed, retained, and included as part of the bank reconciliation to ensure that accounts are in balance.

C. The following concerns were noted during our review of receipts:

1. The composition (cash, checks, and money orders) of receipts is not reconciled to the composition of deposits. A \$750 discrepancy for one deposit was identified between the composition recorded on the daily

cashier report and the bank deposit slip. Additional information received from the bank indicated the difference was due to a check being recorded as a cash bond instead of a check bond. Although the total amount of receipts on the daily cashier report agreed with the total amount deposited, the composition of the receipts did not agree to the composition of the deposit. Differences in the composition should be investigated and documented.

2. Receipt slips are not always issued for copy monies. During a cash count, we noted no receipt slip was issued for the \$96 of copy monies on hand. In addition, during our review of deposits, JIS receipts could not be located for three manual receipt slips written for copy monies and one receipt slip for copy monies was missing from the receipt slip book.

To adequately account for all monies and reduce the risk of loss, theft, or misuse of funds, receipt slips should be issued for all monies received, and the composition of receipts should be agreed to the composition of the deposit.

- D. Procedures have not been established to routinely follow up on old outstanding checks. As of December 31, 2007, there were 30 outstanding checks totaling \$2,988 that were older than one year. One of these checks dated back to June 2004.

Old outstanding checks create additional and unnecessary record keeping responsibilities. Procedures should be adopted to routinely follow up on outstanding checks and reissue them if the payees can be located. If the payees cannot be located, these undistributed monies should be disposed of in accordance with state law.

- E. The change drawer is not maintained on an imprest basis. A cash count of the change drawer performed on May 22, 2008, totaled \$227, while the change drawer should always total \$200. In addition, a cash count of petty cash monies performed on May 22, 2008, totaled \$114. The petty cash monies were left by the previous Circuit Clerk and are not being used. The petty cash monies should be turned over to the county.

To adequately safeguard receipts and reduce the risk of loss, theft, or misuse of funds, change funds should be maintained at a constant amount and petty cash funds should only be established when necessary.

- F. Receipt information for the 2006 passport fees could not be located.

Record retention is necessary to ensure the validity of transactions and provide an audit trail. In addition, Supreme Court Operating Rule 8 requires the accounting records be maintained for a specified time period.

WE RECOMMEND the Circuit Division:

- A. Establish procedures to review the status of open items to determine the appropriate disposition of funds held on closed cases. In addition, procedures should be established to disburse bond forfeitures and garnishments on a timely basis. If disbursement is possible but the payees cannot be located, these monies should be disposed of in accordance with state law.
- B. Prepare and review a monthly open items listing and reconcile the open items listing to the reconciled bank balance. Differences between the open items listing and the reconciled bank amount should be investigated.
- C. Issue receipt slips for all monies received and ensure the composition of receipts agrees to the composition of deposits. In addition, any differences should be investigated and documented.
- D. Adopt procedures to routinely follow up and reissue old outstanding checks. If the payees cannot be located, these monies should be disposed of in accordance with state law.
- E. Ensure the change drawer is maintained on an imprest basis, and determine if petty cash monies are necessary. If not needed, the petty cash monies should be turned over to the county.
- F. Retain financial records in a manner that will prevent misplacement or loss in accordance with state law.

AUDITEE'S RESPONSE

The Circuit Clerk indicated:

- A. *The bond forfeiture was an oversight. The civil case that holds a balance of \$2,043 is an open case which had been coded in error as closed. The case remains open and we have no authority to release the funds until it is ordered by the court. We feel our procedures are adequate but a couple of items could have been handled better. For garnishments, a monthly report is run on garnishments and reviewed to determine which monies should be disbursed. Since a garnishment may run up to 180 days, it is quite possible that monies may be held for that period of time and disbursed on or about the return date of the garnishment. We feel that holding monies for the length of the garnishment and making one disbursement is the best procedure for us. Otherwise, we would be writing a lot more checks and we would prefer to minimize the number of checks written.*
- B. *We are now generating the monthly open items report at month-end. We will compare this amount to the reconciled bank amount to ensure it agrees or investigate the difference if a difference is noted.*

- C. *This is an isolated incident when composition of receipts was not reconciled to the composition of deposits. This reconciliation is done on a daily basis. We will properly document any differences if a difference is noted. Receipt slips are now being issued for all copy monies received and a copy ledger is being maintained. Weekly, the total of copy monies received is recorded into the JIS and deposited.*
- D. *Procedures have been established to routinely follow up on old outstanding checks and we are working on clearing up the old outstanding checks.*
- E. *The extra in the change drawer and the petty cash drawer have been turned over to the county.*
- F. *We believe that the missing box was lost in the move of the office. The accounting clerk that handled passports during 2006 is no longer here. We will try to ensure all records are retained.*

3.

Law Library Controls and Procedures

Law Library funds were used for items which may be unallowable, and adequate guidelines have not been established for approving disbursements and ensuring late payment fees or service charges are not incurred. Accounting duties are not adequately segregated, bank reconciliations are not adequate, and follow up actions have not been made to correct various posting errors. Deposits are not recorded timely.

A. The following concerns were noted with disbursements:

- 1. Law Library funds were used for items which may be unallowable. During 2007, monies were spent on renovations (carpet) to the Judges' office space totaling \$2,640.

These disbursements were not related to courtroom renovations or technology enhancements as required by Section 488.429, RSMo. The primary purpose of the Law Library is to provide legal resources to private practicing attorneys. The Court En Banc needs to ensure that Law Library funds are expended in compliance with state law.

- 2. Adequate guidelines have not been established for approving disbursements and ensuring late payment fees or service charges are not incurred. The Presiding Judge approves disbursements from the Law Library account; however, there was no documentation of his approval for courtrooms and offices renovation disbursements. The Law Library Treasurer signs the checks for the disbursements; however, he does not review the supporting invoices submitted for payment. In addition, a late payment fee of \$20 was incurred on the monthly telephone bill for January 2008 and an \$8 service charge is incurred monthly on the bank account.

Adequate guidelines for approving Law Library disbursements is necessary to ensure monies are spent on allowable disbursements. In addition, timely payment of the monthly expenses is necessary to avoid late payment fees. Also, discussions should be held with the bank regarding the service charges.

- B. Accounting duties over the Law Library bank account are not adequately segregated. The custodian of the account performs all of the accounting duties including recording receipts, preparing deposits, and performing bank reconciliations. The Law Library Treasurer signs the checks; however, an independent review over the financial activities is not performed. In addition, the Law Library bank statements are addressed to the previous Treasurer.

Internal controls would be improved by segregating duties of receiving and depositing monies from the duty of reconciling the account. The Law Library Treasurer should review the monthly bank reconciliation and have more oversight over activities. If proper segregation of duties is not possible, at a minimum, periodic reviews of the records should be performed by an independent individual and documented. In addition, the previous Treasurer's name should be removed from the bank account address.

- C. Although bank reconciliations are performed, unidentified differences were not investigated and corrected. The unidentified differences on the bank reconciliation increased from \$4 at December 31, 2006, to \$20 at December 31, 2007, even though there are only a few transactions each month. Our review indicated some service charges incurred and interest income earned were not recorded in the check register. Although the unidentified difference increased, follow up actions were not taken to identify the reasons for the differences and corrections were not made to the records. In addition, deposits apparently are not recorded in the check register until the bank reconciliation is performed during the following month.

Bank reconciliation differences should be investigated and corrected on a timely basis to ensure bank activity and accounting records are in agreement. In addition, deposits should be recorded in the check register when made.

WE RECOMMEND the Court En Banc:

- A. Establish guidelines for approving expenditures and ensure funds are expended in compliance with state law.
- B. Ensure accounting duties are adequately segregated or independent reviews are performed periodically. In addition, the previous Treasurer's name should be removed from the bank account address.

- C. Ensure bank reconciliation differences are investigated and corrected on a timely basis. In addition, deposits should be recorded in the check register when made.

AUDITEE'S RESPONSE

The Presiding Judge indicated:

- A.1. *This Circuit was instrumental in getting the amendment to Section 488.429, RSMo, allowing Law Library funds to be used for courtroom renovation and technology enhancement. The judges consider the judges' chambers to be an extension of their courtroom; indeed, court is frequently held in their chambers. We had no reservations about proper use of Law Library funds for renovation of chambers.*
- 2. *All expenditures were verbally approved by the Presiding Judge, with written documentation of the bills paid.*

The Law Library Treasurer indicated:

- B. *He will be working to implement the recommendations.*

The Law Library Custodian indicated:

- C. *She does not know how the account got out of balance. She will watch the entries in the check register more carefully, particularly the interest income, deposits, and the bank charges. She will ensure the account is in balance each month. She has already started recording deposits in the check register when made.*

4. Probate Division Controls and Procedures
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Receipts are not deposited in a timely manner, and accounting duties are not adequately segregated.

- A. Receipts are not deposited in a timely manner. Deposits are made approximately two to three times a month. For the two deposits reviewed, the deposits were over \$1,000 and included monies that had been received 10 to 19 days earlier.

To adequately safeguard receipts and to reduce the risk of loss, theft, or misuse of funds, deposits should be made in a timely manner.

- B. Accounting duties are not adequately segregated. One clerk records deposits, writes checks, and performs monthly bank reconciliations.

Internal controls would be improved by segregating the duties of recording deposits and writing checks, from the duty of reconciling the account. If proper

segregation of duties is not possible, at a minimum, periodic reviews of the records should be performed by an independent individual and documented.

WE RECOMMEND the Probate Division:

- A. Deposit all monies in a timely manner.
- B. Ensure accounting duties are adequately segregated or independent reviews are performed periodically.

AUDITEE'S RESPONSE

The Associate Circuit Judge who supervises the Probate Division indicated:

- A. *Probate Division personnel will try to deposit at least weekly.*
- B. *He will review the bank reconciliation and the associated records to provide an independent review.*

HISTORY, ORGANIZATION, AND
STATISTICAL INFORMATION

TWENTY FOURTH JUDICIAL CIRCUIT
ST. FRANCOIS COUNTY
HISTORY, ORGANIZATION, AND
STATISTICAL INFORMATION

Organization

The Twenty-Fourth Judicial Circuit consists of St. Francois County as well as Madison, Ste. Genevieve, and Washington Counties.

The Twenty-Fourth Judicial Circuit consists of two circuit judges and five associate circuit judges. The court en banc consists of all divisions of the circuit acting collectively. The circuit judges hear cases throughout the circuit. One circuit judge is elected presiding judge by the court en banc and is responsible for the administration of the circuit. Of the five associate circuit judges, two are located in St. Francois County and preside over the Associate Circuit Division and the Probate Division. The other three associate judges are located in Madison, Ste. Genevieve, and Washington Counties.

In addition to the judges, the personnel of the Twenty-Fourth Judicial Circuit, St. Francois County, include a circuit clerk, an associate circuit division clerk, a probate clerk, twenty-two deputy clerks, a juvenile officer, two chief deputy juvenile officers, four deputy juvenile officers, seventeen juvenile detention center employees, a juvenile office attorney, two court reporters and one secretary.

Circuit personnel located in Madison, Ste. Genevieve, and Washington Counties are not included in the scope of this audit, but are reported on separately.

The juvenile officer's home base is St. Francois County, but he also serves the residents of Madison, Ste. Genevieve, and Washington Counties.

Operating Costs

The operating expenses of the Circuit Division, the Associate Circuit Division, the Probate Division, and the juvenile detention center are paid by St. Francois County. The operating expenses for the circuit judges, court reporters, and juvenile office are paid for by the various counties within the circuit based on the percentage of the county's population to the total circuit population.

The salaries of all the court, juvenile office, and juvenile detention center personnel are paid for by the state of Missouri, except for the salaries of one employee in the Circuit Division, four employees in the Associate Circuit Division, one deputy juvenile officer, ten juvenile detention center employees, and the juvenile office attorney which are paid by St. Francois County.

Receipts

Receipts of the Twenty-Fourth Judicial Circuit, St. Francois County, were as follows:

	<u>Year Ended December 31,</u>	
	<u>2007</u>	<u>2006</u>
Court deposits, fees, bonds, and other	\$ 2,990,494	2,860,812
Interest income	7,931	6,255
Total	<u>\$ 2,998,425</u>	<u>2,867,067</u>

Caseload and Time Standards Statistics

From the Office of State Courts Administrator Missouri Judicial Reports, caseload statistics of the filings and dispositions of the Twenty-Fourth Judicial Circuit, St. Francois County, were as follows:

	<u>Year Ended June 30,</u>			
	<u>2007</u>		<u>2006</u>	
	<u>Filings</u>	<u>Dispositions</u>	<u>Filings</u>	<u>Dispositions</u>
Civil	3,920	3,475	3,416	3,503
Criminal	5,975	6,744	5,871	5,829
Juvenile	163	129	185	181
Probate	498	453	474	450
Total	<u>10,556</u>	<u>10,801</u>	<u>9,946</u>	<u>9,963</u>

From the Office of State Courts Administrator Missouri Judicial Report for fiscal year 2007, statistics on compliance of the Twenty-Fourth Judicial Circuit, St. Francois County, with time standards for disposition of certain types of cases were as follows:

<u>Type of Case</u>	<u>Time Standard</u>	<u>Twenty-Fourth Judicial Circuit St. Francois County</u>	<u>State Total</u>
Circuit Civil	90% in 18 months	72 %	77 %
	98% in 24 months	79	88
Domestic Relations	90% in 8 months	79	84
	98% in 12 months	85	91
Associate Civil	90 % in 6 months	81	87
	98 % in 12 months	95	97
Circuit Felony	90 % in 8 months	81	81
	98 % in 12 months	92	90
Associate Criminal	90 % in 4 months	56	71
	98 % in 6 months	71	85

Personnel

At December 31, 2007, the judges, Circuit Clerk and Juvenile Officer of the Twenty-Fourth Judicial Circuit, St. Francois County, were as follows:

Circuit Judges:

Sandy Martinez, Division I

Kenneth W. Pratte, Division II

Associate Circuit Judges:

Thomas L. Ray, Division III

James H. Kelly, Division IV

Vicki J. Weible, Circuit Clerk

Jerry Chamberlain, Juvenile Officer

An organization chart follows:

TWENTY-FOURTH JUDICIAL CIRCUIT
ST. FRANCOIS COUNTY, MISSOURI
ORGANIZATION CHART
DECEMBER 31, 2007

