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McLean County Auditor's Office

Audit Summary

Court Document Storage Fund

An audit of the Court Document Storage Fund has been completed by the County Auditor's Office, as mandated by the Illinois Compiled Statutes, Chapter 705, Act 105, Section 27.3c. The scope of this examination consisted of reviewing financial transactions and financial documents related to the Court Document Storage Fund for the period of January through June 2013.

Background

- The Circuit Clerk's Office has been authorized by the County Board to charge a maximum Court Document Storage Fee of \$5.00. Fee patterns are set up for all the fees applicable to the Circuit Clerk's Office and are in the Circuit Clerk's fee processing procedures manual.
- The statute states fees collected must be remitted monthly to the County Treasurer.
- The statute states expenses against the fund must be approved by the Circuit Clerk, or their designee.

Findings

- A copy of the semi-annual report filed with the McLean County Clerk's Office was obtained and is in balance with the general ledger through June 30, 2013.
- Per review of the general ledger, fees collected were remitted monthly to the County Treasurer.
- The year to date cash balance for the account is \$338,662.72.
- The Circuit Clerk's Office confirmed collecting \$76,368.70 in Court Document Storage Fund Fees as of June 30, 2013.
- All expenditures were tested. No exceptions were noted.

Conclusion:

After reviewing the information gathered, we noted nothing that would indicate the Circuit Clerk's Office is not in compliance with statutory requirements regarding the fund account.

Michelle L. Anderson
McLean County Auditor

9/13/2013

Date