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U.S. DISTRICT COURT
NORTHERN DISTRICT OF IOWA
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CEDAR RAPIDS HDQTRS. OFFICE
BY D. Ratay

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF IOWA

IN RE APPROVAL OF CHANGES TO INTERNAL CONTROLS	)	ADMINISTRATIVE ORDER NO. 03-AO-0013-P

Having received approval by the Eighth Circuit Judicial Council as evidenced by the attached.

IN IS ORDERED

The attached revised Internal Controls are adopted.

July 25, 2003.

Mark W. Bennett

Mark W. Bennett Chief Judge
UNITED STATES DISTRICT COURT

United States Courts
Judicial Council of the Eighth Circuit
Thomas F. Eagleton United States Courthouse
111 South 10th Street - Suite 26.325
St. Louis, Missouri 63102-1116

JUL 14 2003

Millie B. Adams
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EIGHTH CIRCUIT JUDICIAL COUNCIL
ORDER

I hereby certify that the Eighth Circuit Internal Controls Committee, under authority by the Eighth Circuit Judicial Council, has reviewed and approves the 2003 revisions to the following Internal Control Plans:

District Courts
Eastern District of Arkansas
Northern District of Iowa
District of Minnesota
Eastern District of Missouri
Western District of Missouri
District of Nebraska
District of North Dakota
District of South Dakota

Bankruptcy Courts
Eastern and Western Districts of Arkansas
Northern District of Iowa
Southern District of Iowa
District of Minnesota
Eastern District of Missouri
District of North Dakota
District of South Dakota

Pretrial Services Offices
District of Minnesota
Eastern District of Missouri
Western District of Missouri
District of Nebraska

Probation Offices
Eastern District of Arkansas
Northern District of Iowa
Southern District of Iowa
District of Nebraska
District of North Dakota
District of South Dakota

Federal Public Defenders
District of Minnesota
Eastern District of Missouri
Western District of Missouri

Millie B. Adams
Circuit Executive

St. Louis, Missouri
July 11, 2003

cc: Judicial Council Members
Clerks of Court
Internal Controls Committee Members
Chief Judges
Administrative Office

Approval was given by the Internal Controls Committee.

SPO1585

NORTHERN DISTRICT OF IOWA
INTERNAL CONTROL PLAN (ICP)

ADOPTED

April 1, 1996

Revised

May, 2003

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INTRODUCTION

The primary responsibility for the safeguarding of assets, security, and the prevention and detection of errors and fraud rests with the Clerk of Court. The Clerk is responsible for the collection, accounting, and proper disposition of the assets, funds and securities placed in his possession.

In an effort to meet its financial responsibilities and to ensure compliance with prescribed financial management procedures found in the Guide to Judiciary Policies and Procedures, the Northern District of Iowa establishes the following internal control plan. While the procedures outlined in this plan are intended to govern the day-to-day operations of the Clerk's Office in both the headquarters and divisional offices, it is recognized that situations are likely to arise where, due to the volume of work or the availability of staff, it will be impossible or impractical to follow all policies at all times. Compliance with the procedures outlined in this plan shall be evidence of due care, however, the failure to follow these procedures, in and of itself, does not constitute the lack of due care or give rise to any legal rights on the part of anyone which, where not already in existence, separate and distinct from the provisions of this plan.

The Clerk of Court is responsible for developing and maintaining the internal control plan. On an annual basis, this court will review the plan and make such modifications, if any, as are required.

In formulating this plan the court has used the following fundamental principles as a guide where their application is practical.

I. Systemization

Each operation, including what an employee should or should not do, must be clearly defined.

II. Documentation

The records of transactions and the internal control procedures must be clearly documented to firmly fix responsibility and to ensure that all transactions are processed appropriately. The documentation must be available for inspection by supervisors and examination by the Administrative Office auditors. Due to the

space required to store records and the desire to minimize space requirements, non-essential financial records may be disposed of after the audit period has expired.

III. Supervision

Continuous, effective supervision should be provided to make timely modifications of the system as needed, to ensure that approved procedures are being followed, to take corrective action when errors occur, and to ensure that internal control objectives are being met.

IV. Segregation of Duties

Duties and responsibilities in authorizing, approving, and recording transactions; purchasing and receiving property; and reviewing or auditing transactions should be separated among individuals whenever possible. No one individual should control all key aspects of a transaction without outsider approval or supervision. The application of this principle may be mitigated where office size, daily staffing or work loads make its application impractical. In this situation, efforts should be made to have the transaction reviewed and approved by a non-involved person.

V. Access to and Accountability for Resources

To prevent unauthorized transactions, it is necessary to restrict access to computer systems and to all items that can be used to initiate or process a transaction. Access to cash, negotiable instruments, accountable documents and accounting records should be limited to authorized personnel. Accountability for resources should be assigned to specific individuals. Periodic reconciliation of the resources to the recorded accountability should be made.

VI. Competence and Integrity

Personal and professional integrity of all personnel is fundamental to effective internal controls. Likewise it is important that personnel maintain a level of competency through continued training to allow them to perform their assigned duties, as well as understand the importance of developing and implementing good internal controls. Because of office size and the importance of cross-training to the continued operation of the office,

principles relating to separation of duties may be relaxed where necessary to ensure adequate levels of training.

VII. Control Objectives

Internal control objectives should be developed for each activity. Complying with this principle involves identifying operating and financial processes from beginning to end and analyzing each specific process in depth to develop control objectives.

VIII. Transactions

Basic control tasks are designed to ensure that transactions are recorded promptly, completely, and accurately, and that errors are detected quickly. Basic control tasks are:

Authorizing Transactions: Assuring that transactions are authorized by personnel acting within the scope of their authority.

Validating Transactions: Assuring that the processing system excludes invalid, fictitious, or non-existent transactions.

Checking for Completeness: Assuring that all transactions and data relevant for accounting purposes that should be present at each step in the information processing flow are actually present.

Checking for Accuracy: Assuring that all transactions are recorded with correct amounts, in proper accounts and on a timely basis.

Prompt Recording: Assuring that transactions and other significant events are promptly recorded and properly classified.

IX. Prompt Resolution of Audit Findings

The audit function provides an additional level of discipline. In addition to the Administrative Office audits, local court management should be involved in periodic unscheduled audits. Such audits should take place at least annually. Management responsibilities include prompt evaluation of audit findings and recommendations and prompt responsive action to correct deficiencies and improve procedure.

X. Training

The Clerk, using the resources of the Federal Judicial Center and the Administrative Office of the United States Courts, should ensure that all deputies who have responsibility for the court's resources or who are involved in fund processing are properly trained. In addition, the Clerk must ensure that all authoritative treatises bearing upon the performance of their duties are made available to all deputies. This would include copies of this plan, all applicable rules and regulations, and procedural manuals, whether generated at the national or local level. Finally, because of the staffing limitations present in this district, it is incumbent that employees be crossed-trained and are able to perform multiple functions.

XI. Designations

The written designations referred to in this Plan are contained in Appendix A.

1. PROCESSING FUNDS RECEIVED THROUGH THE MAIL AND SEPARATION OF DUTIES

1.01 In the headquarters office at Cedar Rapids and the divisional office in Sioux City, the Clerk shall designate in writing a mail clerk (see Appendix A) who will be responsible for opening the mail and who is not a designated cashier. Where shortage of personnel dictates the mail may be opened by a designated cashier who shall not act as a cashier that day. For the purpose of this section mail shall include funds received by Federal Express, UPS or other delivery services in addition to funds received through the United States mails.

1.02 To the extent practicable, taking into consideration the number and location of personnel within an office as well as number of employees working on a given day, financial duties will be separated. It is, however, impractical in this district, due to current staffing levels as well as the physical location of deputies within the office, for the mail clerk not to be involved in record keeping and other financial duties. Given the size of the court, sufficient internal controls are provided by unannounced audits and the policy that the mail clerk shall not perform consecutive steps in any financial transaction or act as a cashier on days when he/she opens the mail.

1.03 After opening the mail, the mail clerk shall immediately stamp all negotiable instruments with a restrictive endorsement stamp. Likewise, funds received over the counter shall be immediately stamped with a restrictive endorsement. Pursuant to Section 2.03 cashiers shall insure that all negotiable instruments are stamped with a restrictive endorsement before a receipt is prepared.

1.04 Upon receipt of checks, money orders, cash or any other negotiable instrument, the mail clerk shall log in each item, mark the remittance with "M" in the lower right corner, identifying the remittance by check/money order number and amount, with initials of the cashier to whom each sum is being delivered for processing.

1.05 The mail clerk then distributes all funds to the indicated cashiers for receipting. Only a cashier may receipt for

funds. Each cashier verifies receipt of her funds by initialing the mail log in the presence of the mail clerk. All Cedar Rapids mail logs shall be hand-delivered to financial as they are completed. All Sioux City mail logs are forwarded to financial with daily reconciliation sheets. Financial verifies that all remittances listed on the log are receipted or properly returned to sender.

1.06 The major duties that are designated are as follows:

a. **Mail Clerk**
Open mail and prepare log of funds received in mail.

b. **Cashier**
Receipt funds manually at receipt machine.

c. **Reconciliation**
Daily reconciliation by comparing funds in cash boxes to the receipts locked in machine. Reconciliation will be done by the mail clerk.

d. **Deposits**
Preparation of bank deposit tickets.

e. **Posting**
Posting of funds received to the cash receipts journal and applicable subsidiary ledgers.

f. **Banking**
Transporting funds to the bank.

1.07 Foreign currency ordinarily should not be accepted; however, if such a need arises, see Treasury Guidelines set out in Guide to Judiciary Policies and Procedures Volume I-A, chapter VII, part C, section 2.2.7. which will be followed.

1.08 Any funds that cannot be processed or receipted on the day they are received must be included on the mail log with a notation that they are being held in suspense. Suspense funds must be delivered to the cashier for safekeeping in a locked cash box until they have been receipted or returned.

1.09 If a check or money order must be returned to the sender, the endorsement shall be crossed out, and a letter explaining why the remittance is being returned must accompany it with a copy of the letter and remittance to financial. The mail log must reflect that the remittance was returned.

2. RESPONSIBILITY OF CASHIERS

2.01 Cashiers shall immediately issue receipts for all funds received.

2.02 Cashiers shall be designated in writing by the Clerk of Court. (See Appendix A.) Cashiers shall not have access to financial records or to the keys to locked receipt machine.

2.03 Cashiers shall prepare a receipt for every collection or payment consistent with the following procedures:

a. The restrictive endorsement stamp containing the information referred to in Section 1.03 shall be placed on each negotiable instrument by the first person handling the funds.

b. The cashier shall use the next receipt (A.O. 82) in numerical order.

c. Cash collections tendered should be counted at least twice and the amount be confirmed with the customer if possible. Where the amount exceeds $500, the second count shall be made by a different cashier who will also initial the receipt.

d. All checks should be examined to ensure that they are payable to proper payee. Third-party checks will not be accepted other than those made payable to the U.S. Attorney, U.S. Marshal or Probation Office and which are properly endorsed.

e. Foreign currency ordinarily should not be accepted; however, if such a need arises, see Treasury Guidelines set out in Guide to Judiciary Policies and Procedures Volume I-A, chapter VII, part C, section 2.2.7. which will be followed.

f. The following items should be legibly written on the receipt:

1. The location where the receipt is written.
2. "Received From" should include the name of payer, address, and any other information that will help identify the purpose of the receipt.

3. The case number, if applicable.
4. The correct accounting classification corresponding to the payment.
5. The amount of the payment.
6. The date and form of payment and indicate number of remittances if more than one.
7. The signature or initials of the cashier.

g. The receipt number should be written on the corresponding check or money order so a returned check is traceable to the receipt.
h. The cashier then should place the payment is his/her individual cash box.

2.04 No alteration of the amount of the receipt shall be made and white-out correction fluid should never be used on a receipt. Each transaction must be completed before another is started. Whenever possible, if money is received across the counter, the person tendering the money should be asked to wait for the receipt.

2.05 All voided receipts must be initialed by the cashier and a designated second person (see Appendix A). All copies must be marked "VOID" and all copies of the voided receipt must be given to financial deputy with daily reconciliation, to be posted to cash receipts journal and retained in numerical sequence with issued receipt copies.

2.06 A manual, locking receipt machine using AO-82 receipt forms in triplicate is used. In Cedar Rapids the official financial copy of the issued receipts (pink) and the reconcilers copy (yellow) turns into the locked compartment of the machine, unaccessible to the cashiers. In Sioux City the financial copy is yellow and reconcilers copy is pink. The white copy is given to the customer. In Sioux City, the cashier shall promptly make a copy of the receipt and fax it to the financial deputy in Cedar Rapids for posting. The key to the locked compartment of the receipt machine shall be maintained by the reconciling deputy.

2.07 The inventory of pre-numbered receipts is stored in the locked vault. The financial deputy has access to the supply and keeps record of the distribution and assignment of the pre-numbered receipts and of the available stock of them.

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2.08 Cashiers shall not cash checks or make change for anyone. Disbursements are not made from cash collections.

2.09 "Loans" shall not be made to court personnel from receipts or any other government funds; government funds cannot be intermingled with personal funds.

2.10 Money should be secured at all times. Each cashier has a separate locking cash box at their desk. Funds should not be left unattended or placed in an unlocked receptacle at any time. After issuance of a receipt, the funds are placed into the locking cash box by the cashier.

2.11 Any time a cashier feels unsafe or uncomfortable with the amount of money in their cash box, the cashier should request that the funds be deposited or placed in the safe, following the procedures described in the section on reconciliation/and daily closing out of receipts.

2.12 A cashier who leaves before the close of business or has scheduled leave approved and has unreconciled receipted funds in cash box should, prior to departure, request another designated cashier to accept the receipted funds. The receiving and original cashiers shall both initial on a calculator tape evidencing the amount of the funds to reflect acceptance of funds and transfer of liability for the funds.

3. DAILY CLOSING OUT OF RECEIPTS

3.01 Unless staffing or workload make it impractical, each cashier's cash box shall be closed out and reconciled at least once a day, by a reconciling deputy who is designated in writing by the Clerk and who does not post these receipts to financial records.

3.02 The reconciling deputy[1] shall remove the pink financial and yellow reconcilers copies of all issued receipts from locked compartment of receipt machine; run a calculator tape total of all issued receipts; and complete a Daily Reconciliation Form, showing inclusive receipt numbers and voided receipts, if any.

3.03 The reconciling deputy shall then go to each cashier and request the funds from that cashier's cash box. With use of a portable calculator with print tape, the reconciler runs a tape of total funds without leaving that cashier's work area. The reconciler then initials the tape and cashier also initials the tape to show agreement and transfer of liability for those funds from the cashier to the reconciler. These tapes shall be retained by financial during the audit period.

3.04 Next the reconciler completes the daily reconciliation sheet, by filling in the dollar amount from each cashier. This total should then be compared with and in agreement with the total of issued receipts from the locked receipt machine.

3.05 The Cedar Rapids daily reconciliation sheet, with financial receipt copies and all copies of any voided receipts shall then be given to financial. In Sioux City receipts shall be forwarded to Cedar Rapids in accordance with Section 5.01 & 5.05

3.06 In Cedar Rapids the reconciler shall then immediately prepare the bank deposit (as set out in Section 5) for delivery to bank, or places the reconciled funds in a locking box until deposit is prepared. Deposit slips shall be prepared and

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[1]While the court recognizes the desirability of not assigning reconciliation duties to the mail clerks, current staffing levels do not allow this and it is believed that since the mail clerk does not control all steps of this process that these controls are adequate.

deposits made at least every Thursday or whenever the total funds on hand exceed $5,000.

3.07 In Sioux City, on each Tuesday, or on any day when receipted funds exceed $5,000.00, reconciler prepares local form (Sioux City Reconciliation, rev 09/99), forwards to Cedar Rapids the receipted funds and yellow financial copies of applicable receipts and all copies of voided receipts, if any. If Sioux City receipted funds include $100 or more in cash, deputy purchases a bank check as replacement for the receipted cash prior to forwarding the receipts and funds to the Cedar Rapids office. Bank deposit of same is prepared in Cedar Rapids, as set out above.

4. RECORDING AND POSTING OF RECEIPTS

4.01 Financial shall be given copies of all Cedar Rapids receipts by the reconciler and shall scan receipts for proper accounting classification, date, initials or signature of cashier, amounts, payor, case number and case caption, or other pertinent information. For Sioux City, see Sections 2.06, 3.05 and 5.05.

4.02 Receipts relating to payment of criminal case judgments, Prisoner In Forma Pauperis Filing Fees, library funds, registry funds, deposit funds, court-ordered reimbursement of CJA representation, refunds to appropriated accounts, employee reimbursed parking, proceeds from sale of government property, repayments of salary/travel advance, all require posting on subsidiary ledgers/forms by the financial administrator or deputy.

4.03 All receipt forms should be accounted for by verifying at the time of posting to the cash receipts journal that there are no breaks in the numerical sequence. Likewise, the total must agree with the total funds reflected on the daily reconciliation sheet.

4.04 Deposit ticket number and deposit totals should be inserted in the cash receipts journal, and the date of confirmation by the bank is entered in cash receipts journal, taken from the green "confirmed" copy of SF215 deposit ticket returned to the court by the bank at the time of daily deposit.

4.05 Confirmed deposit tickets shall be stored in the financial vault for the current month. After their inclusion on the given month-end report of confirmed deposit tickets, they shall be stored in the file of monthly accounting records.

4.06 Any receipt reflecting payment of more than $10,000.00 in cash as bail for any individual charged with a specified criminal offense may require specific reporting on Form 8300 per Internal Revenue Code. Refer to Administrative Office Memorandums of 02-06-95 and 2/20/96 re "Violent Crime Control and Law Enforcement Act of 1994 (Pub. L. No. 103-322, 108 Stat. 1796 September 13, 1994) - Section 20415" for applicability of the regulations and guidelines to follow for compliance.

5. DEPOSITS TO DESIGNATED DEPOSITORY

5.01 Receipted funds, shall be deposited in accordance with Section 3.06 to the Treasury account at the U S Bank Cedar Rapids, IA , a designated depository, by use of SF215 deposit ticket form.

5.02 Deposit ticket SF215 shall be typed with an American National Standards Institute's Optical Character Recognition (OCR) element. The OCR element and supply of deposit tickets are accessible only to financial and deposit preparer.

5.03 Each check or money order is examined to ensure it has proper endorsement, including our agency location code.

5.04 Cash and checks are separated. A photocopy of all checks and money orders is made to comply with the regulation to have a record available of all deposited checks, including sufficient detail to process a stop payment and obtain a duplicate check if necessary. See Memo dated November 8, 1993.

5.05 A verification of total of cash and/or checks and money orders making up the daily deposit is made by comparing totals from receipts for cash and checks and money orders. That verification is documented on the reverse side of the memorandum copy of SF215 deposit ticket, and is stapled to the photocopies of the checks and money orders making up the deposit. In Sioux City, the original documents shall promptly be forwarded to Cedar Rapids.

5.06 Photocopies of checks or money orders are given to financial deputy who checks off each item entered on the daily listings of funds received in mail.

5.07 Deposits are delivered to the depository by the Clerk or by his designate. In the event of larger receipts of money the Clerk or deputy may request the U.S. Marshal or his deputy to accompany them to the bank. Notation is made on memorandum copy of SF215 deposit ticket when U.S. Marshal accompanies deputy to bank.

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5.08 If possible, deposits are limited to one per day prior to the cut off times established by the banks for treasury deposits to allow for confirmation that day. However, multiple deposits can be made when large sums are receipted after the initial deposit.

5.09 The depository signs and dates the green "confirmed" copy of SF215 and returns it to the Court. That confirmed copy is given to financial.

6. FINANCIAL AUTOMATION (COURT FINANCIAL SYSTEM)

6.01 Access to the InfoWeb or to passwords relating to financially automated financial programs shall be limited as follows:

a. Infoweb see section 11.12
b. PPS see section 11.13
c. Postage Obligating Reporting System(PORS) see section 27).
d. CJA payment processing (see section 19)
e. Department of Treasury Financial Management Service dial up access is limited to:

Cashlink: James D Hodges, Jr., MaryLou Brunkhorst, and Timi Ruff

Pacer: (with Secur ID card) MaryLou Brunkhorst, and Timi Ruff

GOALSII and IPAC: MaryLou Brunkhorst and Timi Ruff

InfoWeb access will be terminated when employees leave the court, and all passwords relating to systems which are password protected will be changed within two weeks after the departure of any such employee from the court's employment.

6.02 The remainder of this section is reserved.

7. UNANNOUNCED AUDITS

7.01 Periodic reviews of financial transactions should be performed by the Clerk or Chief Deputy Clerk, at least annually.

7.02 The periodic reviews should be given in the following areas:

a. Collections, receipts and deposits

b. Disbursements and fund control

c. Registry and Deposit funds

d. Non-Appropriated funds

e. Personnel

f. Payroll

g. Postage

7.03 Written documentation of the reviews should be kept on file. The reviews of above areas do not have to be done at one time. All areas should be covered during the year.

7.04 If discrepancies to internal controls are found, follow-up action should be taken to ensure that corrective action is taken.

7.05 The procedures used can be found in Appendix A of Administrative Office memo dated September, 2001 "Guide for Periodic Evaluations of Internal Control Procedures."

8. IMPREST FUND

This section is not applicable to the offices of the Clerk of District Court, Northern District of Iowa.

9. REGISTRY FUND/DEPOSIT FUND

REGISTRY FUNDS

9.01 Registry funds are funds that are received from an outside party as bail or as funds to be held pending resolution of litigation or determination of ownership. The court's role is to act as guardian or custodian of such funds until the matter is resolved. At that time they are released to the rightful owner or recipient by court order. The policies and procedures surrounding registry funds are in the Guide to Judiciary Policies and Procedures, Part I.

9.02 Registry funds may only be withdrawn pursuant to a court order.

9.03 Registry funds are receipted with procedures set out in Sections 2 and 4 of this ICP.

9.04 Upon receipt of registry funds, financial deputy should ensure that a subsidiary ledger is established which accounts for monies, and relevant identifying information.

9.05 At the time registry funds are ordered disbursed financial must confirm that sufficient funds are available to make the payment and appropriate entries are made on subsidiary ledgers.

9.06 Upon order of the court, registry funds may be deposited with financial institutions and held outside of the Treasury in interest-bearing accounts or instruments, pursuant to FRCP 67 & LR67.1.

9.07 Local depositories holding funds in commercial accounts are subject to the collateral provision of 31 C.F.R. 202. The financial administrator must verify that sufficient collateral has been pledged by the local depository prior to depositing registry funds in interest-bearing accounts.

9.08 Monthly statements received from Federal Reserve Bank showing status of collateral pledges must be reconciled with court records by financial deputy.

9.09 All registry funds deposited in interest-bearing accounts will be assessed a registry handling fee in accordance with

Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part I.

9.10 Court registry accounts are reconciled by a financial deputy monthly by comparing individual balances on subsidiary ledgers to the balance shown in the Treasury Control record for all registry funds. A quarterly report of these totals is made to the AO using AO183A.

9.11 The financial administrator shall annually review the registry fund accounts and transfer applicable registry funds to the unclaimed funds accounts of the United States Treasury, in accordance with Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part J.

9.12 Unless the court orders payment forthwith, no funds paid into court under FRCP 67 shall be disbursed until the time for appeal has expired and it has been determined that no appeal has been filed except up on the written consent of all parties or by order of court.

DEPOSIT FUNDS

9.13 The Deposit Fund account (6855XX) is used for funds temporarily held by the court, later to be disbursed, transferred or refunded.

9.14 Deposit funds are receipted with procedures set out in Sections 2 and 4 of this ICP.

9.15 Upon receipt of deposit funds financial establishes subsidiary ledgers which account for the funds, with relevant identifying information.

9.16 Deposit funds are disbursed upon an authorized approving officer's signing of a SF1166 voucher, using procedures set out in Section 13 of this ICP.

9.17 Deposit fund accounts are reconciled by financial monthly by comparing individual balances from subsidiary ledgers to the balance in the Treasury Control ledger.

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9.18 The Financial Administrator shall annually review the deposit fund ledgers and transfer applicable deposit funds to the unclaimed funds accounts in Treasury, as set out in the Guide to Judiciary Policies and Procedures, Part J.

10. SECURITY OVER FUNDS

10.01 There are two built-in fire-resistant financial vaults with 4-position dial type combination locks within the offices of the Clerk of Court in Cedar Rapids and one in Sioux City which shall be used for the storage of matters of value. The Cedar Rapids third floor and Sioux City vaults are on an alarm system through the offices of the United States Marshal. These vaults shall be locked at all times by means of a day gate, except when authorized personnel must have access. All other vaults within the Clerk's Office shall not be used for the storage of valuables and shall not be subject to the restrictions in this section.

10.02 Combinations to these vaults shall be changed annually, as well as any time there is a change in financial personnel or when an individual with access to the combinations leaves court employment.

10.03 Keys and combinations for vaults and other locking devices shall be kept in the custody of the Clerk or his designated deputy at all times. The Clerk shall maintain a record of employees who have combinations to vaults/safes or keys to locked boxes or cabinets.

10.04 The inventory of blank receipt forms is stored in a different area of the vault than cash and blank Treasury checks and/or blank Library Fund checks. Authorizing documents shall be stored separately from cash and blank checks.

10.05 Cash, negotiable instruments, blank Treasury checks, blank Library Fund checks, postage stamps, and the supply of receipts are stored in the vault, as are any cash exhibits or non-cash collateral items in the custody of the court.

10.06 Accounting records and books are stored in locked areas to which access is limited to financial personnel to the extent possible.

10.07 The receipt machine is located in an area highly visible to court personnel and to the public and shall be locked at all times.

10.08 Office supplies and other consumables items shall be kept in locked areas or storage units except those amounts required to perform the required daily operations.

10.09 All offices and storage areas with public corridor access shall be kept locked when not in use by court staff.

10.10 All manually prepared financial records should be created using permanent ink or typewritten ribbon. If typewritten or hand-written ink mistakes are made, no "white out" or other ink eradicating materials or self-correcting tape shall be used. Corrections to entries made in error shall be by use of non-obliterating single line through the entry with the correct entries made as close to the error as possible and initialed by the person making the correction.

10.11 The entire contents of all financial vaults shall be inventoried at least once a year.

11. CONTROL OF APPROPRIATED FUNDS

11.01 Allotments are received on an annual basis from the Administrative Office.

11.02 Funding is also available for obligations covered by general authorizations such as grand and petit jurors, Criminal Justice Act, contract court interpreters, travel of judicial officers and training for chambers' staffs.

11.03 Specific funding authorizations are given throughout the year for expenses such as travel for Federal Judicial Center training.

11.04 The Clerk has the authority to obligate funds up to the allotted level of funding. Funds may not be obligated in advance of, or in anticipation of, an allotment or additional funds secured through reprogramming.

11.05 As an allotment holder, the Clerk is responsible for establishing adequate controls and records to ensure that obligations and expenditures do not exceed available allotment funding.

11.06 An Allotment Control Ledger (Form AO 184) is maintained for each BOC. The financial deputy or administrator shall enter allotted funds, (initial allotments, adjustments to allotments, supplemental allotments, etc.) obligations as incurred, liquidation of obligations (expenditures) and available balances in each budget object code on a daily basis, by posting all allotment letters, disbursement vouchers paid, purchase orders, reprogramming documents, and de-obligations.

11.07 The Monthly Unliquidated Obligations by Allotment Report (AO 185), due in the Administrative Office by the 4th working day of each month, shall be prepared by the financial deputy, using summary information from the AO-184 Allotment Control Ledgers. All allotments are reported with the exception of travel (Budget Object Code 2120) since the obligation of travel funds is not required prior to the travel and postage (Budget Object Code 2336) which is actually disbursed through the Administrative Office. Unliquidated obligations for the general authorized BOCs' under chambers training are also included on AO185 report. A copy of this report shall be signed by the Clerk before submission.

11.08 The financial deputy shall prepare a Status of Funds Report for submission to the Budget Division of Administrative Office on a quarterly basis during the first three quarters of the fiscal year and on a monthly basis during the last quarter of the fiscal year. A copy of this report shall be signed by the Clerk before submission. In addition monthly Status of Funds Report may be prepared and provided to the Clerk for internal use.

11.09 Reprogramming of funds between Budget Object Code and between funds (automation and non-automation) is available per all specific guidelines published for each fiscal year. A local form shall be used for reprogramming actions not requiring Administrative Office approval. The form shall be signed by the Clerk or Chief Deputy Clerk, the authorized disbursing officers of this Court for all reprogramming. A copy of the form 11.09 is attached.

11.10 A separate control ledger shall be maintained by financial deputy for reimbursable work orders processed through General Services Administration (Form 2957) for overtime utilities, tenant alterations, etc., reflecting total sums authorized and obligated and liquidated to date.

11.11 The status of available funding in operating allotments shall be reviewed on a monthly basis by the Clerk to ensure that anticipated expenditures will not exceed funds and for considerations of required reprogramming actions.

11.12 Requests for appeals, supplemental allotments and reprogrammings which must be submitted to the AO must be submitted electronically via the InfoWeb on the J-Net after completion of the appropriate local form. Rights to make

such requests via the InfoWeb are granted by the Clerk to appropriate employees, and they must indicate that the transaction has been authorized by the unit executive See Local Form 11.12 "Record of Interfund Reprogramming of Allotment Funds" A copy of the form is attached.

Employees with rights to make these entries are the financial administrator, financial deputy, Clerk and Chief Deputy Clerk.

11.13 The Personnel Specialist shall maintain the Personnel Projection System (PPS) as a budget tool to project personnel expenditures for current and subsequent fiscal years. PPS shall be balanced each pay period and discrepancies reported to the Clerk. Access to PPS is restricted by password to the Clerk, Secretary and Chief Deputy. Periodically, the Clerk shall review these records or balance PPS.

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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

FORM 11.09

RECORD OF REPROGRAMMING OF ALLOTMENT FUNDS

FUND YEAR	FUND	BUDGET ORGANIZATION	BUDGET OBJECT CODE	B/O/C DESCRIPTION	AMOUNT

REPROGRAM FROM (Decrease Allotment):

REPROGRAM TO (Increase Allotment):

REPROGRAM FROM (Decrease Allotment):

REPROGRAM TO (Increase Allotment):

REPROGRAM FROM (Decrease Allotment):

REPROGRAM TO (Increase Allotment):

Above reprogramming of allotment funds approved by:

(Signature) (Title)

(Date)

ENTERED ON ALLOTMENT RECORDS ON _____ by _____
(Date)

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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

FORM 11.12

RECORD OF **I N T E R F U N D** REPROGRAMMING OF ALLOTMENT FUNDS

For electronic submission notice to Budget Division, funds must be reprogramming into/out of **BOC 1100 (Salaries) or** AGGREGATE BASKETS of:
BOC 2000 - 092000 Non-automation Operating Expenses, or
BOC 2000 - 51140X Automation.

Further reprogramming into/out of **specific BOCs within** the 092000 Non-Automation BOCs or the 51140X Automation BOCs must be done locally.

FUND YEAR	FUND	BUDGET ORGANIZATION	BUDGET OBJECT CODE	B/O/C DESCRIPTION	AMOUNT

REPROGRAM FROM (Decrease Allotment):

REPROGRAM TO (Increase Allotment):

PURPOSE:

Notice of above reprogramming to be given to Budget Division by electronic submission.

RECORD OF **LOCAL UNIT** REPROGRAMMING **TO SPECIFIC BOC** TO COMPLETE ABOVE:
(to be completed **after** Budget Division enters on InfoWeb)
REPROGRAM FROM (Decrease Allotment):

REPROGRAM TO (Increase Allotment):

Above reprogramming of allotment funds is approved by:

(Signature) (Title) (Date)

NOTICE GIVEN TO BUDGET DIVISION ON_____ by_____
ENTERED ON ALLOTMENT RECORDS ON_____ by_____

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12. PURCHASE OF GOODS AND SERVICES

12.01 The Clerk of Court is designated in writing by the Chief Judge as procurement liaison officer and disposal officer.

12.02 The Chief Deputy is designated as the property and procurement administrator custodial officer and is delegated the responsibility for procurement management. The procurement liaison officer (PLO) distributes a copy of Part D (Policy Governing Implementation of the Procurement Integrity Act) of Chapter VIII Judiciary Procurement Program of the Guide to Judiciary Policies and Procedures to each employee delegated procurement authority. (See Appendix A.)

12.03 The procurement liaison officer and the property and procurement administrator or other designee are responsible for the signing of purchase orders for goods and services. All purchases shall be made upon forms approved by the Clerk.

12.04 The purchase of office consumables and obtaining services for all court units shall be made by the Clerks Office at regular intervals, on forms approved by the Clerk, by the procurement administrator or procurement assistant. In the event that emergency purchases are required by chambers they may be accomplished through the use of forms approved by the Clerk provided the cost does not exceed $500.

12.05 Whomever orders goods or services should not verify receipt of those goods or services. Only under extraordinary circumstances may the same person both order and verify receipt of the goods or services that person ordered, and the circumstances must be documented on the receiving document.

12.06 The procedure to be followed in purchasing goods shall be substantially as follows:

a. When it has been determined that goods or services must be purchased, the individual responsible for making the purchase shall make any price comparisons required by the Guide, Chapter VIII, Part B. In determining where items are purchased, in addition to the price, consideration should be given to both government and private sources of supply, timing of delivery, the quality of service as well as the administrative costs of placing separate orders. See Acquisition Bulletin 2001-07.

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b. After determining what goods or services are to be purchased and the price, the individual responsible for the purchase shall advise the financial administrator who will verify that sufficient funds are available to make the purchase.

c. A purchase order or requisition should then be prepared and provided to financial, who shall review it and confirm funding availability and indicate purchase order number if applicable. The financial deputy shall then forward the purchase order or requisition to the vendor. The procurement administrator or procurement assistant shall provide a copy of the purchase order to the person or office which will receive the goods or services purchased and place a copy in the procurement folder.

d. When the goods are delivered, the individual who receives the purchase should be someone other than the person who signed the purchase order or placed the order, and shall verify the order and the condition of the purchase, completing the receiving report section and forward the document along with any packing slips to the procurement administrator.

e. The procurement administrator shall then verify the receiving report portion of the purchase order or requisition. If any item received is an accountable item to be included on the property list, the property administrator shall ensure that an inventory control number is adhered to the item and that the number is inserted on the purchase order or requisition. The purchase order or requisition containing the originally signed receiving report is then forwarded to the financial deputy keeping a copy in the procurement folder.

13. DISBURSEMENT PROCEDURES AND PREPARING CHECKS TO PAY AGAINST VOUCHERS.

13.01 Authority for the disbursing function, by the disbursing officer and assistant disbursing officer, and appointment of approving officers is set out in Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Parts A & D.

13.02 The responsibilities of the approving officer and of the disbursing officer are set out in Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Parts A & D.

13.03 The Chief Deputy shall maintain a supply of blank checks equal to a minimum four-month average usage level. When necessary, the financial administrator or deputy will order checks in sufficient quantity to provide a supply of checks to last one year. Upon receipt of a shipment of checks, the financial deputy shall immediately examine each box of checks to ensure that the shipment is complete, no serial numbers have been omitted, and to examine a sample group for accuracy of printing and that the checks are of satisfactory quality. Specific procedures relating to the ordering, receiving and inspection of checks, storage and safeguarding of Treasury checks is set forth in Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part D. After the examination is complete the checks shall be delivered to the Chief Deputy.

13.04 Checks shall be made payable to the payee stated on the voucher. **Under no circumstances will a check be made payable to "Cash".**

13.05 U.S. Treasury checks shall be positioned and inscribed by computer printer or typewriter in accordance with Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part D.

13.06 The amount inscribed on Treasury checks shall be printed on the face of the check in clearly distinguishable type characters. The amount shall be printed within the amount box, using eleven characters starting with a dollar ($) sign, followed by asterisks (*) or numbers, including a comma if the amount is high enough to use a comma. No spacing shall appear in the amount. Examples of the amount box are as follows: $**1,234*56 and $*****78*90. No corrections can be made in the amount printed.

13.07 Financial must examine all vouchers presented for payment by other Units for proper authorization.

13.08 Upon receipt of invoices for this Unit, financial shall then prepare the documents necessary to make payment. Except in an emergency, checks in payment of purchases shall be signed by someone other than the individual responsible for approving the voucher.

13.09 To prevent duplicate payments, an accounts payable file of pending purchase orders will be kept by the financial administrator. Pending purchase orders will be removed from the accounts payable file when the invoice is received.

13.10 If payment is made from a replacement or duplicate invoice, the voucher shall reflect an explanation of the circumstances of the loss of the original invoice.

13.11 Payments shall be made in a timely fashion to take advantage of all cash discounts. A written statement will be attached to file copies explaining failure to take cash discounts.

13.12 Financial shall number vouchers starting with document number 1 at the beginning of the fiscal year (October 1) and continue in an unbroken sequence throughout the fiscal year.

13.13 The voucher number shall be inscribed on the check. When multiple vouchers are paid with a single check, all voucher numbers must appear on the check. When sequential vouchers are paid with a single check, only the first and last voucher numbers are required.

13.14 Checks must be signed by the disbursing officer or assistant disbursing officer in accordance with requirements of the TFM. The officer certifying the voucher is prohibited from also signing the check for payment.

13.15 Disbursements shall be posted to the cash disbursement journal and applicable ledgers daily by the financial administrator or deputy. Vouchers and checks must be reconciled with each other prior to the distribution of checks.

13.16 Spoiled checks, or any check that is improperly prepared prior to its release by financial will be treated as a void check, and shall be rendered non-negotiable by stamping or marking the face of the check: "VOID - NO CHECK ISSUED UNDER THIS NUMBER." Void checks will be entered as zero (0) on the Check Issue Transmittal Report. Void checks shall be destroyed at least quarterly by shredding in the presence of witnesses in accordance with the TFM.

13.17 The financial administrator shall maintain a signature card (AO 210) or (SF 210) for each designated approving officer. Each voucher must be signed by one of the approving officers or designated approving officers. Signature cards shall be reviewed annually and obsolete cards removed from the active file or destroyed.

13.18 Copies of paid vouchers should be mailed weekly by financial to the Administrative Office on the first working day following the end of the week, or at the end of a reporting month if it occurs during a week.

13.19 All undeliverable and returned checks shall be forwarded to the financial administrator. If the proceeds are still due the payee and a corrected mailing address is known, the returned check should be mailed to the payee at the new address. If the proceeds of the check are not due the payee, or a new address is not known, the check shall be canceled with the restrictive endorsement and scheduled on the SF 1098, "Schedule of Canceled Checks." A written record shall be maintained by the financial administrator of each undeliverable or returned check reflecting the final disposition of the check.

13.20 When the court is notified by a payee that a check has not been received, was lost, destroyed, or stolen, financial processes an Unavailable Check Cancellation procedure thru the Treasury dial up access PACER system. Specific instructions for unavailable check cancellation and claim procedures is set out in Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part D, In his/her discretion the financial administrator may require the payee to submit an affidavit and indemnity agreement before processing the claim.

13.21 Checks not cashed within one year of the issuance date will be canceled by Treasury under the provisions of the Limited Payability Act (P.L. 100-86). Financial accesses Limited Payability Cancellation information thru the Treasury dial up access IPAC system, and issues SF1098 "Schedule of cancelled checks" to record the credit to the original fund. The financial administrator or Clerk will determine if the debt is still valid and the payee can be located. If so, the financial administrator will prepare another SF 1166 voucher and issue a new check to the payee. Specific instructions for limited payability cancellation is set out in Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part D, Section 2.3.9.

14. TRAVEL AND TRAVEL ADVANCES

TRAVEL AUTHORIZATIONS:

14.01 Clerk's Office Employees:

a. At the beginning of each Fiscal Year the Clerk of Court issues a yearly blanket authorization for those members of the Clerk's office who travel on a regular basis to conduct routine court business within the district and for travel for which funding authorizations are issued by the AO and FJC. This authorization will be used only where it is impractical to obtain prior approval for travel.

b. For all travel not authorized by 14.01 a above, all employees of the Clerk's office must receive prior written authorization by the Clerk of Court, or the Chief Deputy in the Clerk's absence.

c. Prior approval shall be obtained by completing the designated Travel Authorization Form. See attachment form 14.01. (The form is also located on the J drive.) The form shall be submitted to the Clerk of Court or Chief Deputy in Clerk's absence, for approval prior to the start of travel.

d. The completed and signed Travel Authorization Form or an explanation of why the traveler was unable to obtain such approval must be attached to the travel voucher when submitted for payment.

14.02 Clerk's Travel:

a. At the beginning of each Fiscal Year the Chief Judge issues a yearly blanket authorization authorizing in-district travel for the Clerk of Court and for travel for which funding authorizations are issued by the AO and FJC.

b. The Clerk must obtain prior approval for travel other than that authorized under paragraph a above. Such approval shall be obtained from the Chief Judge or such other person as designated by the Chief Judge.

c. Prior approval shall be obtained by completing the designated Travel Authorization Form See attachment form 14.01. The form is also located on the J drive.) The form shall be submitted to the approving officer for approval prior to the start of travel.

d. The completed and signed Travel Authorization Form or and explanation of why the traveler was unable to obtain such approval must be attached to the travel voucher when submitted for payment.

TRAVEL VOUCHER APPROVAL

14.03 Clerk's Office Employees: After travel is completed, traveler prepares and signs voucher and forwards it to financial with all required receipts. Financial shall review the voucher for compliance with the travel regulations and mathematical accuracy and that the required supporting documentation is attached. After financial reviews and adds funding numbers to voucher, it is forwarded to Clerk of Court or his designated approving officers, for approval and authorization of voucher.

14.04 Clerk's Travel: The Chief Judge has delegated the authority to approve the Clerk's travel vouchers. All travel vouchers submitted by the Clerk shall be approved by a designated official. Financial reviews for compliance with the travel regulations and mathematical accuracy.

TRAVEL ADVANCES

14.05 The Clerk of Court as disbursing officer may, upon presentation of a properly prepared and approved advance form (SF1038, Application and Account for Advance of Funds) and properly approved travel voucher form with necessary documentation and applicable funding authorization, make advances to any officer or employee of the court for official travel. The amount for travel advances for employees not holding government travel cards is limited to the authorized per diem plus incidental expenses expected to be incurred. Cost of common carrier transportation is not advanced. For employees holding government travel cards, advances are limited to 20 percent of total subsistence expected for the travel. Provisions set forth in section 14.01 re authorizations prior to travel must also be complied with prior to obtaining an advance.

14.06 The financial administrator or deputy shall assign an advance number, being the last five digits assigned to the accompanying travel voucher. The advance must reflect applicable funding authorization numbers.

14.07 The advance payment is posted to the cash disbursement journal and to any applicable allotment ledger. It is also entered on the reverse side of the SF1038 form, which is used as a record of the disbursement and repayment.

14.08 A copy of the advance form (SF1038) is mailed to the Administrative Office with copy of the voucher in routine weekly mailings of paid voucher copies.

14.09 A separate ledger shall be maintained by financial deputy showing status of any advances. Financial deputy maintains a suspense follow-up to determine whether employees have liquidated all advances within 30 days after end of travel period.

14.10 An employee who receives a travel advance is required to satisfy the advance within 30 days after completion of the travel or before separation of the employee, whichever occurs first. Final paychecks for those employees leaving the court should be held until all travel advances have been satisfied.

14.11 All travel vouchers (SF 1012 or Form 28) presented to the disbursing office for payment shall reflect the amount of any outstanding travel advances for that traveler, regardless if the travel expenses being claimed on said voucher are funded by same or different funding.

14.12 Liquidation of the advance, by payment of the travel voucher upon completion of travel, should be posted on the SF 1038 advance form, on this Court's Advance Ledger, and posted to the cash disbursement journal with gross amount of travel voucher and a negative entry for the amount deducted for the advance, and the net amount of payment to traveler as actual disbursement amount in "Total" column in cash disbursement journal.

14.13 In the event of cancellation of the travel for which an advance was paid, or when the amount of the advance is greater than the actual cost of travel, the traveler must pay the outstanding amount, either by cash or personal check or money order payable to Clerk, U.S. District Court. A receipt is issued to the traveler. The receipt is posted to the cash receipts journal. Financial deputy prepares an AO 275 form (Schedule of Collections) and the payment is posted in the Advance File Ledger to indicate liquidation of the advance.

Form 14.01

U. S. District Court for the Northern District of Iowa
Travel Authorization Form
(Authorization Must Be Approved Prior To Date Of Travel)

Name of Traveler:

Date(s) of Travel: Beginning: **Ending:**

Destination: **From:** **To:**

Purpose:

Funded by: _____ **Clerk's Budget** _____ **FJC, AO, etc.**
(must attach copy of authorization)

Transportation: _____ **POV**** _____ **Airlines *** _____ **Rental Car****
****If sharing POV or rental car, name employees who will be riding with you:**

*** Airline tickets will be charged to: Personal Card** _____ **Office Account** _____

Subsistence:

_____ **Per Diem**

_____ **Actual-Itemized Expenses**
(Not to exceed 150% of applicable per diem and must indicate necessity for this below)

_____ **Staying With Relative Or Friend**
($38 Meals and Incidental Expenses Only)

_____ **Modified Actual Expenses**
(Actual Lodging Plus $38 Meals & Incidental Expenses not to exceed 150% of applicable per diem)

Additional Information:

Phone Calls Home: **Traveler will carry FTS2001 Foncard:** **YES** _____ **NO** _____

Note: Travel voucher will not be paid without this original authorization.
Voucher must be submitted within 30 days after completion of travel.

_____ _____
Date Requested **Traveler**

_____ _____
Date Authorized **Authorizing Official**

01/02tr **Copy to financial**

15. SUBSTITUTE SALARY PAYMENTS

15.01 When the Clerk of Court, authorizes a substitute salary payment, the Clerk or Chief Deputy shall provide the name of the employee receiving the advance, the amount of the salary advance, and the social security number of the recipient and the check amount to the financial administrator on SF 1166 and SF1038. They shall reflect the budget year, the general appropriation fund and the budget and cost organization to be charged. The payroll section of Administrative Office must always be notified when an interim salary payment is issued.

15.02 The SF1166 is chronologically numbered and SF1038 Advance Application is numbered with the last 5 digits of the SF1166 number. The payment is posted in Cash Disbursements Journal to the appropriate fund and on the reverse side of SF1038 and on financial's ledger of advance payments. Financial deputy maintains a copy of SF1038 as suspense follow-up.

15.03 Processing a payment to liquidate a substitute salary payment is handled as set out in the Guide to Judiciary Policies and Procedures, Volume I-A, Chapter VII, Part F, Section 3.4, depending on whether repayment is received from the Administrative Office or from the employee. Receipts (AO Form 82) are issued to each employee who repays a substitute salary payment whether by personal check or Treasury check. Endorsed personal or Treasury checks are scheduled on AO275, deposited and are posted to Cash Receipts Journal and SF1038 records. The financial administrator shall follow the record keeping procedures regarding substitute salary payments as set forth in the Guide to Judiciary Policies and Procedures, Volume I-A, Chapter VII, Part F, Section 2, Financial Management. Complete files are to be maintained on all of the above transactions.

15.04 If an employee fails to repay the substitute salary payment in its entirety immediately upon receipt of the regular salary payment, the Clerk shall notify the Administrative Office in writing. Under no circumstances should an employee be allowed to separate with an unliquidated salary advance.

16. JURY VOUCHERS

16.01 Juror attendance will be recorded by the jury administrator on attendance sheets at the beginning of each day of jury service.

16.02 When jurors are checked in the first time pursuant to summons, the jury administrator shall secure the following information from each juror: 1) one-way mileage from the jurors' home to court, 2) whether a parking fee has been incurred, 3) whether the juror is entitled to a subsistence reimbursement 4) whether the juror is entitled to reimbursement for a long distance call and 5) whether the juror is a federal employee.

16.03 The deputy who checks in the jurors shall initial the attendance sheets and provide them to the deputy responsible for preparation of the payment vouchers.

16.04 A deputy other than the deputy checking in the jury shall prepare AO Form 71 voucher for certification.

16.05 The AO Form 71 will then be forwarded to the financial administrator or deputy for payment.

16.06 The financial administrator or deputy shall then prepare the checks and deliver them to the Clerk or Chief Deputy for review and signature.

16.07 Jurors will be paid weekly when possible.

17. GENERAL SERVICES ADMINISTRATION - REIMBURSABLE WORK AUTHORIZATION ACCOUNTING

17.01 The Clerk is authorized to conduct procurement in accordance with Chapter VIII of the Guide to Judiciary Policies and Procedures, and the current fiscal year's Guidelines for Obligating Tenant Alteration and Cyclical Replacement/Maintenance Funds. Building alterations funded under BOC 2515 must be procured via an RWA to GSA. Cyclical maintenance funded under BOC 2510 may be accomplished via RWA to GSA, or, with GSA's approval, such maintenance costing up to $25,000 may be accomplished using small purchase procedures.

17.02 The Clerk has the authority to obligate funds for payment to GSA under BOC 2341 for overtime utilities.

17.03 In addition to appropriated fund management, when preparing GSA Form 2957, Reimbursable Work Authorization, financial will maintain a log by fiscal year of local RWA number, date submitted, description of work, GSA cost estimate, location where work to be performed, date completed, voucher number, invoice amount, and date paid. When GSA invoice is received, costs must be compared against this log before payment to ensure cost estimate is not exceeded.

18. RETURNED/INSUFFICIENT FUNDS CHECKS

18.01 Checks are accepted subject to collection. The Clerk of Court is responsible for taking the necessary follow-up action on dishonored checks to recover payment. Local depository banks have been instructed to phone the financial administrator when a check that has been deposited to the Treasury account is returned unpaid. Normally, if payment is refused for insufficient funds the financial administrator should request the bank to process the check a second time. A check can be presented to the bank only twice.

18.02 When a check is returned to the court for insufficient funds a second time, or any other reason, the financial administrator or deputy will:

a. Notify the payor by telephone or in writing that the check has been returned unpaid.

b. If a filing fee is involved, send a copy of the notice to the judge noting that a case has been filed for which the filing fee has not been paid.

c. The U.S. Probation Office and/or the U.S. Attorney should be notified when applicable.

d. Allow the payor a reasonable time to replace the check with cash, cashier's check, or money order and in the case of insufficient fund check, to pay a $35 fee.

e. Financial deputy establishes an account receivable with follow-up to ensure the funds are replaced and the return check fee is paid.

f. If the returned check was for a defendant's criminal case special assessment, fine or restitution payment, procedures set out in the November 2002, Memorandum of Understanding for the Collection and Processing of Criminal Fines, Restitution, Special Assessments and PreTrial Diversion Orders (at Responsibilities of the Clerk (#9) will be followed.

18.03 Personal checks will not be accepted if the payor has had two checks returned for insufficient funds within the last 18 months.

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19. CRIMINAL JUSTICE ACT VOUCHER PROCESSING PAYMENT

19.01 Insofar as practical no persons involved in the vouchering process shall perform consecutive steps as to a specific voucher: deputy who signs the appointment order Criminal Justice Act liaison who audits the completed vouchers, deputy who makes the data entry into the computer terminal for the CJA, and the clerk or his/her designee who verifies the data entry and gives the final approval for the check to be cut in Washington.

19.02 The presiding judicial officer may sign the order appointing counsel and must sign the order for expert services or the order for a transcript.

19.03 Counsel should be appointed pursuant to the court's CJA Plan.

19.04 A copy of the appointment must be placed in the case file and docketed.

19.05 The Clerk shall act as the CJA liaison who will be responsible for auditing and reviewing all CJA vouchers submitted for payment. Unless directed by the Court, all vouchers tendered for payment should be forwarded to the CJA liaison for review, after being screened by a designated deputy, before being presented to the judicial officer for approval.

19.06 The CJA liaison, or the deputy clerk, will check for completeness, for mathematical and technical accuracy, and for compliance with the CJA Guidelines. Specifically, the voucher and supporting documents will be checked to see if:

a. The docket number, charge and case code, name of person represented, payment category, and attorney/payee information has been provided.

b. The appointment date is prior to any claim for expenses or services.

c. The hourly rates or the case maximum have been exceeded.

d. The mathematical computations are correct.

e. Costs have been itemized.

f. Any required receipts have been attached.

g. Mileage has been claimed at the correct rate.

h. Copy fees do not exceed the allowable rate.

i. Counsel has provided the Social Security or Employer Identification Number.

j. All required signatures have been provided. (Payment cannot be made until the signatures of individuals requesting, certifying and approving payment have been obtained.)

k. A claim has been made for unallowable expenses such as officer overhead or per diem.

l. If the claim is being made by substitute counsel the CJA liaison shall note that a computation must be made of the combined total of all claims made by all attorneys in the case to determine if the statutory maximum compensation has been exceeded.

m. No voucher shall be processed for payment until it is assigned a individual identifying number and the original voucher is submitted except as provided below. It is the responsibility of the deputy reviewing the voucher to insure that an original voucher is present and this number is present before it is presented to a judge for approval. In the event that a voucher is submitted directly to a judge for approval before signing the Judge or attorney shall contact the CJA deputy to obtain an identifying number prior to the voucher being approved. An original voucher is not required where the copy contains an individually assigned identifying number before being signed by the Judge.

19.07 If correct, the voucher will be forwarded to the judicial officer for consideration. If errors are found, the voucher shall be returned to counsel for correction. Minor errors may be corrected with the consent of counsel. If counsel is requesting an excess fee, the judicial officer should be advised, so that, if the presiding judge concurs, approval of the judge of the Eighth Circuit Court of Appeals may be sought. A letter setting out in detail that the case was extended or complex and the amount claimed is necessary to provide fair compensation shall be attached to the voucher before forwarding to a Judicial officer for approval.

19.08 When vouchers have been approved either by the district court judicial officer or the circuit judge, they will be returned to the CJA liaison who will make one final check. When satisfied that everything is in order, the liaison will deliver the vouchers to a deputy authorized to make data entries into the computer.

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19.09 The data entry clerk should be designated in writing by the Clerk. This person will need to obtain a password from the Financial Application and Analysis Division of the Administrative Office.

19.10 The data entry clerk should be limited to Approval 1 status which allows the clerk to enter and preliminarily approve payment vouchers, set up and run reports, and access the daily transactions, password update and inquires segments of the program.

19.11 Once the data entry clerk has gained access to the program she will carefully and accurately enter the data called for by each successive screen. In some instances the computer will advise the operator that incorrect data has been entered, but the operator should exercise great care in making certain that the data entered is correct without relying on the computer to flag errors.

19.12 When all the daily transactions have been inputted, the Clerk of Court or another person designated by the Clerk must approve the vouchers for payment. Access to this part of the program is limited to persons having approval 2 status and a password assigned by the Financial Application and Analysis Division of the AO.

19.13 The verification and final approval for payment shall be accomplished by comparing data on the computer screen with that on the corresponding CJA voucher.

19.14 The verification step will be followed by the final check approval which can only be accessed by a person who has an assigned password authorizing such access. This step provides one final opportunity to verify the accuracy of the information which will appear on the checks to be generated in payment of the CJA claims.

19.15 Insofar as the above procedures apply, they should be followed in processing for expert services.

19.16 The CJA voucher will be initiated by counsel and submitted to the presiding judge for advance approval.

19.17 When the service has been rendered, counsel will complete the voucher and submit to the CJA liaison who will check the voucher for accuracy, completeness, and conformity to the Guidelines. The liaison should be sure that the type and purpose of the requested services is described in detail and the basis for payment is set forth.

19.18 Because of the effect it will have on the maximum allowable fee, the liaison should check to see whether or not the judge had given prior authorization for the expenditure. A copy of the order and motion approving any

expenses in excess of $300 should be attached to the voucher.

19.19 When satisfied that the voucher is in order, the liaison should forward it to the presiding judge for approval.

19.20 If an excess fee is requested and certified by the presiding judge, the voucher must be forwarded to the circuit judge with approval authority.

19.21 Following approval by the district judge and, when necessary, the circuit judge, the voucher is returned to the CJA liaison who delivers it to the data input clerk for entry of the approved amounts into the computer.

19.22 Interim payments to appointed counsel and providers of expert services are authorized, but the CJA liaison must be certain that prior approval has been obtained pursuant to Volume VII, Appointment of Counsel in Criminal Cases, of the Guide to Judiciary Policies and Procedures, Section A, Appendix E and F.

19.23 The vouchers should be processed in the same way as other vouchers. Additionally, the CJA liaison should check to see if:

a. All vouchers shall be assigned the same number.

b. The time period covered by each interim voucher is specified and the last voucher to be submitted is marked as "final."

19.24 A list of vouchers paid, together with the vouchers, will be provided to the Clerk on a monthly basis by the data entry clerk. The Clerk will compare the vouchers with the report and note any disparities on the report.

19.25 All vouchers and reports must be maintained in a secure place until they have been audited by auditors from the AO during one of their periodic audits of the Clerk's Office.

20. PROCEDURES FOR COURT-ORDERED REIMBURSEMENT OF CJA FUNDS

20.01 If a presiding judicial officer finds a person partially eligible for appointment of counsel and orders the person to pay funds to the Clerk of Court at the time of appointment and from time to time thereafter, the criminal deputy who processes the order shall furnish a copy to the financial deputy. The financial deputy shall set up an account receivable ledger for posting payment.

20.02 As payments are received, they shall be receipted for by a cashier to the credit of the Criminal Justice Act appropriation (092300) for deposit to the United States Treasury. The financial deputy shall post the payments to the cash receipts journal and to the specific ledger maintained for the particular case.

21. BOND PROCESSING, PERSONAL AND REAL PROPERTY

21.01 Pursuant to 18 U.S.C. 3142, the court may allow an individual to be released pending trial, sentence or appeal upon the execution of a bail bond with solvent sureties sufficient to assure the appearance of the defendant as required by the court. Such sureties may be collateral other than cash, such as negotiable securities, titles to property, deeds, or personal property.

21.02 Bonds requiring the posting of personal or real property, other than cash, will be accepted for a surety bond only upon order of the court. The court will specify the personal or real property required to be posted by the defendant and/or sureties. The collateral must be fully described on the appearance bond (AO 98) and approved by the court.

21.03 The defendant and/or surety must provide written proof of ownership and value of the personal or real property tendered as collateral. This will include a sworn affidavit listing all encumbrances, other mortgages or outstanding liens on the personal or property. Such surety shall have a net worth which shall have sufficient unencumbered value to pay the amount of the bail bond.

21.04 When non-cash collateral is received, a controlled pre-numbered receipt will be prepared by the cashier. The receipt must contain sufficient description to identify the collateral, but no dollar value will be assigned. A copy of this receipt, along with copies of the order setting conditions or release and appearance bond will be forwarded to the financial administrator.

21.05 Collateral, such as stock certificates, bonds, or certificates of deposit, must be delivered to the custody of the Clerk, and will be stored in the vault or safe.

21.06 Upon receipt of a copy of an order directing release of non-cash collateral, the collateral may be returned as directed in the order. The return shall be noted on the journal referred to below.

21.07 The financial administrator will maintain a Collateral Receipts Journal listing all non-cash collateral in the custody of the Clerk in Cedar Rapids. Deputy in charge will maintain listing in Sioux City office.

21.08 At least quarterly, the Clerk, or his designee, and the deputy-in-charge of the divisional office will inventory the will inventory the non-cash collateral retained in the safe or vault. A copy of this inventory will be forwarded to the financial administrator and used to reconcile the open items on the Collateral Receipts Journal. Specific instructions for collateral other than cash is set out in Volume I-A, Chapter VII, Financial Management, Guide to Judiciary Policies and Procedures, Part C, Section 2.1.12.

22. SANCTIONS AGAINST ATTORNEYS

22.01 When a judge imposes a money sanction on an attorney which requires payments to the court, upon entry of the order, the original shall be delivered to the docket clerk and a copy shall be delivered to the financial administrator.

22.02 After receipt of a copy of the order, the financial administrator shall enter the case number, the amount and the time limit imposed by the order in a ledger book.

22.03 As the financial administrator processes cash receipts daily, the amount of any payments shall be noted on the ledger.

22.04 A written notice shall be sent to the judge by the financial administrator after full payment is received.

22.05 Unless otherwise specified in the court order, if no payment is received within 30 days, the financial administrator shall send written notice to the judge.

23. COURT FILES

23.01 Removal and copying of court files or papers shall be in accordance with L.R. 79.1

24. SECURITY OVER COURT EQUIPMENT, FURNITURE AND SUPPLIES

24.01 An automated list shall be maintained by the Property and Procurement Administrator, by divisional office, for all portable equipment deemed susceptible of loss, equipment, furniture, and other property that costs $250.00 or more (original price) obtained by procurement, transfer, or donation. The list shall be compiled from acquisition records or inspection. At a minimum, the property list must be incremented using documents provided systematically from the procurement process by the property and procurement administrator, so that an audit trail exists from the procurement process to the property list. Manufacturer's serial numbers as available shall be used to identify each item on the list.

24.02 All accountable property and equipment shall be assigned an inventory control number. A numbered property label shall be affixed to each item. Likewise, all non-expendable property shall be marked in such a manner as to allow its identification.

24.03 All accountable property and equipment shall be physically inventoried and reconciled at least in alternate years pursuant to Chapter VIII, Part C of the Guide to Judiciary Policies and Procedures.

24.04 The Chief Deputy has been designated by the Chief Judge as the custodial officer and property and procurement administrator for the Northern District of Iowa. The property and procurement administrator is responsible for maintaining equipment and furniture records. Transfers of equipment between divisional locations or within specific locations shall be documented.

24.05 The Clerk of Court has delegated to the property and procurement administrator the responsibility for maintenance and repair records for each office machine. The record must include the date, cost and a brief description of each repair and adjustment. The record shall be used to identify continuing problems and to assess potential replacement.

24.06 Assignment and Use of Clerk's Office Property:

A. Accountable property shall be assigned to a caretaker who shall accept responsibility for the care of the property. Each caretaker shall sign a Property Charge Out Receipt, which is generated by the Clerk's Office inventory control system. The property and procurement administrator shall be responsible for preparation and maintenance of these forms, and for assigning caretakers.

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B. Court property may be removed from court facilities only with the issuance of a property pass. Caretakers shall sign a Caretaker's Property Pass (Form 24.06B) which allows the specified accountable property assigned to the caretaker to be removed from court facilities for as long as the property is assigned to the caretaker. The property and procurement administrator shall be responsible for preparation and maintenance of Caretaker's Property Passes.

C. Court property may be checked out to court employees when there is a need to temporarily remove from court facilities court property for which the employee is not the caretaker, e.g. taking a laptop computer on a business trip. Employees shall sign a Property Checkout Form/Property Pass (Form 24.06C) to document such temporary use. The property and procurement administrator shall be responsible for preparation and maintenance of Property Check Out Forms.

D. Reasonable care must be exercised in the custody and maintenance of court property. Return of accountable property and temporarily assigned property shall be noted on the appropriate form. The person receiving the property shall report any loss or damage to the property on the appropriate form and forward the document to the custodial officer. These records will be maintained by the custodial officer for five years.

24.07 The property and procurement liaison officer has delegated responsibility to the property and procurement administrator for ensuring that procurement and requisitioning of any consumable supplies are only by authorized court personnel for the conduct of official business.

24.08 Personal use of government equipment or systems is governed by the Court's POLICY GOVERNING PERSONAL USE OF GOVERNMENT OFFICE EQUIPMENT AND THE USE OF AUTOMATED SYSTEMS, which was adopted by the Court on January 24, 2003. Employees may engage only in personal use permitted by the above policy.

Form 24.06B

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

CARETAKER'S PROPERTY PASS

This caretaker may remove from court facilities the assigned property described below, for official government business purposes as required by workload requirements or ongoing business needs, for as long as the property is assigned to the caretaker.

CARETAKER:_____

CARETAKER SIGNATURE:_____ DATE:_____

ITEM DESCRIPTION	SERIAL NUMBER	PROPERTY NUMBER

APPROVED BY:_____

SIGNATURE:_____ DATE:_____

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Form 24.06C

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA

PROPERTY CHECKOUT FORM/PROPERTY PASS

The property below may be removed from government facilities by the designated employee for official government purposes only.

EMPLOYEE:_____

EMPLOYEE SIGNATURE:_____ DATE:_____

APPROVED DATE OF RETURN:_____

APPROVING SIGNATURE:_____ DATE:_____

ITEM DESCRIPTION	SERIAL NUMBER	PROPERTY NUMBER

DATE RETURNED:_____ APPROVING SIGNATURE:_____

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25. TELEPHONE SYSTEMS CONTROL

25.01 The Clerk has designated a telephone coordinator for the Northern District of Iowa.

25.02 The telephone coordinator has responsibility for maintaining a permanent inventory of telephone equipment and lines pursuant to the Guide to Judiciary Policies and Procedures.

25.03 Telephone equipment and services will be procured pursuant to procurement procedures outlined in the Guide to Judiciary Policies and Procedures. The telephone coordinator will make every effort to reduce the number of telephone lines by arranging for voice/modem/fax lines to be shared when practical.

25.04 FTS 2001 service is in effect for all telephone lines: voice, modem and fax FTS 2001 services will not be used for personal calls.

25.05 To ensure availability of open lines, personal calls will be kept to a minimum.

25.06 Court employees are permitted one personal call of short duration each day at government expense while in travel status. To the extent possible employees are encouraged to use FTS 2001 foncards to place these calls.

25.07 Invoices for long distance calls shall contain a certification as follows: "Pursuant to 31 USC 1348, I certify that the long distance calls listed on the attached statements were required for official business, except those calls for which payment is attached," signed and dated by an approving officer before payment.

25.08 Invoices for all telephone charges will be closely examined by the financial administrator to ensure that all charges are proper and correct for payment. Vendors will be contacted to correct improper charges and documentation will be made of any discrepancy and subsequent action.

25.09 Every effort will be made to ensure that cellular telephone services will be under a government plan allowing discounted calling. Cellular telephones are provided to judges or other members of the court's staff to increase security, official availability, and communication in the best interest of the government. The use of cellular telephones purchased by the court shall be primarily for business purposes, however, court personnel may make personal use of these telephones to the same extent that personal calls are permitted from office telephones. To the extent that such calls result in any additional charges beyond the basic plan purchased by the

court, the judges shall pay for those charges. If individuals have purchased the telephones and are billed for the use charges, the user may request reimbursement from the government for official calls made and for the activation and sustaining costs of the system.

25.10 The Automation Committee of this court has, incident to the implementation of an on call policy, approved reimbursing automation staff for the actual cost of cell phone expense incurred in connection with official business. Recognizing the nature of phone contracts the committee has approved as an alternative form of reimbursement the payment of 50% of the costs of the plan to the extent that this amount represents a fair estimate of the time attributable to business use of personal cell phones. To insure that these policies are complied with automation staff shall claim reimbursement on the attached form (25.10).

Certification for Payment of Cell Phone Bills Automation Staff

Form 25.10

With the advent of an on call policy the Automation Committee approved a policy of reimbursing automation staff for the actual costs of cell phone expenses incurred in connection with official business. As an alternative, recognizing the nature of cell phone contracts and billings, the committee approved, as an alternative form of reimbursement the payment of 50% of the costs of a plan to the extent that this amount represents a fair estimate of the time attributable to business use of personal cell phones.

Pursuant to this policy I_____ certify that the following amounts are calls which were actually incurred and required for official business or 50% of my actual costs for incurring cell phone services and that this amount is a reasonable estimate of the amount of usage attributable to official business.

Amount Claimed $_____

Period Covered _____through _____

This amount represents:

a. Costs as evidenced by the attached bill:

Base rate of $_____per month plus taxes $_____per month = $_____per month for _____months X .50 = $_____ total claimed;

or

b. I am claiming my actual expenses as noted on the attached bill in the amount of $_____

Date _____

Signature

RECORDED BY FINANCIAL OFFICE ON ALLOTMENT LEDGER:

BFY	FUND	BUDGET ORG.	COST ORG.	BOC	AMOUNT	DATE	BY
	51140X	D08IANC	D08IANC	2337			

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26. PHOTOCOPYING PROCEDURE/ACCOUNTS RECEIVABLE FOR SERVICES

26.01 When a request for photocopies is received by mail or telephone, court staff shall first determine whether or not the record is in the court's possession. If the requested record is available, court staff shall next determine the photocopy charge, computed by multiplying the number of copies by the photocopy rate of $.50 per page. This information shall be transmitted to the requesting party, either by return mail or telephone, depending on the proximity of the requestor to the court.

26.02 Funds received by mail or in person for photocopies shall be receipted immediately (AO-82). The original receipt along with the requested copies shall be returned to the requestor.

26.03 Mail requests which are accompanied with "not to exceed" checks shall be immediately entered on the mail log. The designated cashier shall determine the location of the requested record and the photocopy charge. If the record is not available, the "not to exceed" check shall be voided and returned to the requesting party.

26.04 The Clerk may waive copy fees for small numbers of copies.

26.05 Prepaying for services to be provided is the strongly preferred method of payment, but if photocopying, certifying, etc. services are provided without prepayment of costs, an accounts receivable will be established using the following procedures:

a. At the time services are provided an invoice is prepared and forwarded to the customer.

b. The invoice will state payment due date is 10 days from date of invoice, information regarding case number and caption and cost for services provided; and name & address of purchaser.

c. A copy of the invoice is given to financial deputy.

d. Financial makes entry in Accounts Receivable ledger and follow up 2 weeks from billing date; after which financial rebills for unpaid charges. Next follow up is made 7 days after second billing.

26.06 Invoices remaining unpaid after second notice are reviewed by Financial Administrator and called to attention of the Clerk for appropriate actions regarding prohibition of further services to that customer, without prepayment of costs.

27. METERED MAIL

27.01 The Clerk has designated postage deputies in Cedar Rapids and Sioux City for postage meter control, as set out in Appendix A. Postage equipment located in the Clerk's offices supports both the Clerk and Probation Units.

27.02 Postage metering equipment is located in rooms that are not accessible to the public. Meters are locked in non-operating position during the workday. Keys for operating meters are held by designated deputies. Meters are locked in non-operating position after hours.

27.03 Financial uses the InfoWeb's Postage Obligating Reporting System(PORS) to report to the AO all meter refills, including apportionment of obligations with shared Probation unit. At the end of each month a certification of monthly transactions is also entered into PORS.

27.04 Postage meters for both Cedar Rapids and Sioux City are refilled by telephone by a financial deputy from the Cedar Rapids office. Appropriate notice shall be given to the AO after refilling and entry is made on allotment ledger for postage funding (BOC 2336 or BOC 2343). All allotments, reprogrammings, obligations and unobligated balances for postage funding are reflected on each Status of Funds Report. No more than one-twelfth of each meters obligations should be carried over from one fiscal year to another fiscal year.

27.05 The postage deputy records the daily ascending register value and daily descending register value in the Record of Meter Register Readings (PS Form 3602-A 2/94). The postage deputy also completes on a weekly basis our local form for Postage Meter Account Readings, including breakdown of usage between Probation and Clerk Units, and forwards the same to financial. Periodically financial provides to Probation Unit the status of usage and funding remaining in postage meter.

27.06 Maintenance agreements are carried to cover repairs of postage equipment. In the event repairs cannot be made during a work day for which postage is needed, the following back-up plans are implemented:

a. Use of the Bankruptcy Court Unit's postage meter equipment (after phoning Bankruptcy Clerk or the financial deputy) located in the Ground Transportation Center in Cedar Rapids and located in the Federal Building in Sioux City. A record of the amount of usage and the unit using the postage would be made at the time of using Bankruptcy's equipment.

b. Supplies of penalty mail stamps are maintained and stored in financial vaults in Cedar Rapids and Sioux City with a log showing usage by date, unit, dollar value, number of stamps used, and signature of user.

27.07 Envelopes or tapes printed with postage in an incorrect amount or unusable imprint should be saved (entire envelope or tape) and forwarded to financial deputy to be processed for credits or processed to be used at later date.

27.08 Postage meters are removed and taken to the United States Post Office for official inspections upon notification received from Pitney Bowes.

28. DROP OFF BOXES

This section is not applicable to the offices of the Clerk of District Court, Northern District of Iowa.

29. NON-APPROPRIATED FUNDS

29.01 A non-appropriated fund titled the "Library Fund" was established for the United States District Court, Northern District of Iowa, by Administrative Order entered January 29, 1982, and Administrative Order #1509. The Clerk shall serve as custodian of the fund and shall make such disbursements as directed by the court.

29.02 The following sums are paid to the Clerk of Court, to be processed into the Library Fund:

a. $75.00 pro hac vice fee per May 25, 1990, Order.

b. $30.00 or $50.00 biannual registration fee per Court Order.

c. $10.00 late fee for reports that are not timely filed.

29.03 Per above orders, the funds are receipted to the deposit fund 6855XX for deposit to the U.S. Treasury. Financial deputy posts the receipts to cash receipts journal, to deposit fund ledger and to Library Fund ledger.

29.04 By not later than the last business day of each month, the Clerk withdraws (by use of SF1166 voucher form prepared by financial and approved by specified approving officer) total of funds on deposit in Treasury in the deposit fund for benefit of the Library Fund, with a Treasury disbursement check payable to Library Fund, U.S. District Court, Northern District of Iowa.

29.05 That check is deposited into an interest-earning money market checking account at Wells Fargo Bank Iowa, a federally insured bank, on the same date the check is issued.

29.06 Disbursements are made from the Library Fund checking account at Wells Fargo Bank Iowa, only upon receipt of a certified copy of a court order issued by a judicial officer. Financial prepares disbursement checks which are signed by the Clerk or Chief Deputy Clerk, the authorized signatories on said account. The disbursements are posted to the check register and the library fund ledger.

29.07 Non-appropriated library funds are to be used for the benefit of the bench and bar in the administration of justice. They are not to be used to supplement appropriated funds and may not be used to supplement the salary of any court officer or employee.

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29.08 In addition to the Library Fund checking account, an interest account is maintained at the Iowa-Nebraska State Bank, Sioux City, Iowa, a federally insured bank, per administrative order of January 14, 2003. Clerk of Court and Chief Deputy Clerk are authorized signatories on this account.

29.09 Monthly statements are received for both bank accounts, and are reconciled upon receipt and the interest earnings are posted to the check registers and to Library Fund ledgers.

29.10 The financial administrator prepares an annual report, signed by the Clerk of Court, to the Chief Judge by not later than January 15 of each year. All activity within the Library Fund for the calendar year is reflected, as required by the order which established the fund.

29.11 Library fund records are made available for audit by Administrative Office auditors and the Clerk in his/her discretion may secure a private audit to be paid for from the Library Fund.

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30. PERSONNEL MATTERS

30.01 Office Hours: Pursuant to FRCP 77(c) the Clerk's Office shall be open during normal business hours on all days except Saturdays, Sundays and legal holidays. Normal business hours shall be defined to mean 8:00 a.m. to 4:30 p.m. in the Cedar Rapids Office and 8:00 a.m. to 5:00 p.m. in the Sioux City Office.

30.02 Employee Hours: Employees are expected to perform all duties required of their position in a timely and competent fashion. Normally these duties are to be performed during normal business hours as set out above however, in his sole discretion, the Clerk may establish a different work schedule where the position does not require the employee's presence during normal business hours to perform the principal duties contemplated by the position. Each employee shall be entitled to a one-half hour lunch break in Cedar Rapids and a one hour lunch break in Sioux City as well as morning and afternoon coffee breaks of fifteen minutes. If lunch hours or coffee breaks are not taken they are lost and may not be used as compensatory time or flex time. All employees are employed "at will" and nothing in this plan is intended to alter this status.

30.03 Notification of Absence: All employees are responsible for notification of their supervisor at the earliest opportunity of any absences.

30.04 Annual Leave:

a. Full-time employees earn and are credited with annual leave as follows: Employees with less than three years of service receive four hours each two week pay period; employees with more than three but less than fifteen years of service receive six hours of leave each two week pay period; employees with fifteen years of service or more receive eight hours per two week pay period.

b. Employees may accumulate and carry forward a maximum of 240 hours of annual leave for use in succeeding years. Upon request, the Clerk or Chief Deputy shall provide employees with a written statement of accumulated leave. Leave not used as required shall be forfeited.

c. Annual leave must be used in one hour increments.

30.05 Sick Leave: All full-time employees earn and are credited with four hours of sick leave each two week pay period regardless of the number of years of service.

30.06 Procedure for securing Annual or Sick Leave:

a. Generally:

A standard Form 71 (application for leave) must, where practical, be completed and approved before an employee may be absent from work for annual leave. Where it is impractical to obtain prior approval immediately upon returning to the office after an employee is on sick leave a standard Form 71 shall be submitted.

b. Sick Leave:

1. Sick leave is available for the reason set out in Volume 1, Section H(1) of Guide to Judiciary Policies and Procedures. Applications for sick leave for medical or dental appointments should, wherever possible, be submitted and approved at least one week in advance of the day for which leave is sought. Applications shall also state specifically the purposes for which such leave is claimed, such as for illness, care of a family member, adoption or bereavement.

2. The Clerk may request a medical certificate or other evidence verifying the basis for a request for sick leave of any duration. If requested, the medical certificate or other evidence should be submitted within three days of the employee's return to work.

3. Sick leave must be used in one hour increments.

c. Annual Leave:

1. Annual leave should be requested at the earliest time possible by the submission of Standard Form 71 and must be approved in advance by the Clerk or Chief Deputy. Annual leave must be used in one-hour increments.

2. Approval of annual leave for any specific date is within the discretion of the Clerk or Chief Deputy who shall consider the time that the request is made, workload anticipated at the time leave is requested for, available staff to fill in for the employee seeking leave as well as any other relevant factors. In Sioux City the Deputy in Charge is authorized to approve requests for leave subject to review by the Clerk. While an employee is entitled to annual leave, no employee is entitled to annual leave at any particular time.

3. Annual Leave will generally be approved on a "first come, first serve" basis except for the weeks of Thanksgiving, Christmas and New Year's. Leave during these periods will be rotated in order to give priority to individuals who last received leave during these time periods. However, approval is subject to the considerations set out above.

d. Leave slips shall be submitted to the Clerk or, in his absence, the Chief Deputy Clerk for approval. Personnel Specialist shall post leave promptly both on the official ledger and on the leave calendar maintained for payroll certification purposes. Whenever practical posting should be done bi-weekly. Leave records shall be maintained by the Personnel Specialist and reviewed and verified annually by the Clerk. The leave records of the Personnel Specialist and her relatives shall be separately verified by the Clerk or Chief Deputy. The Personnel Specialist shall notify employees bi-annually of their leave balances. Employees are responsible for being familiar with available leave and the provisions for forfeiture.

e. Leave should be approved by someone other than the individual taking leave.

1. The Clerk's leave has been approved in advance by the Chief Judge provided that the a leave balance in the appropriate category is maintained in an amount sufficient to cover any leave taken. The Clerk shall provide the Personnel Specialist with an AO 71 whenever leave is taken. The Personnel Specialist shall at the end of each biweekly pay period provide the Chief Judge with a report of all leave taken during the pay period. Unless the Chief Judge advises the Personnel Specialist to the contrary leave will be deemed approved as indicated on the report.

f. Due to staffing consideration in this district it is impractical to have the individual responsible for maintaining the records not maintain their own records therefore the Personnel Specialist will maintain all leave records subject to annual review by the Clerk.

30.07 The Time and Attendance Report generated by the AO shall be signed by the Clerk of Court (Payroll Certifying Officer) at the close of each pay period. A summary of changes to the report shall be e-mailed to the Court Services Branch of the Administrative Office when additions or deletions are made which are required to be reported. In the absence of the Clerk, the Chief Deputy has been authorized, in writing, to serve as alternate

payroll certifying officer. In such instances, to provide for proper separation of duties, the Clerk, upon his return, shall review the court copy of the Time and Attendance Report and verify by his signature that the information is correct.

In Cedar Rapids the Personnel Specialist shall maintain a leave calendar on which all absences shall be noted. The Personnel Specialist shall review this calendar at the end of each pay period and advise the Clerk of any unexcused absences. The Court Reporter Supervisor will maintain leave and work records for court reporters in Cedar Rapids and supply a copy to the Clerk at the end of each pay period. In Sioux City the Deputy in charge will maintain a record of all leave and provide a copy of the record to the Clerk at the end of each pay period. These documents shall be the basis for the time and attendance report.

Certification of the Time and Attendance report requires a review of the names, social security numbers and hours in pay status for each employee listed as well as the leave calendar and the documents submitted by the Court Reporter Supervisor and Deputy in Charge. New employees are noted with their entrance on duty date, social security number and number of hours worked in the pay period. Separated employees are deleted showing the date of separation and the number of hours worked during the pay period in which they separated. Employees on leave without pay are noted and the number of hours due payment is corrected.

30.08 In the event an employee does not receive a payroll check, the Clerk of Court or Chief Deputy shall contact the Court Services Branch or Judges Compensation and Benefits Branch of the Administrative Office to verify whether or not a check was issued. If the Administrative Office indicates that payment was made, and efforts to locate the check are unsuccessful, the Clerk or Chief Deputy may authorize the financial administrator to issue a substitute salary check. For additional information concerning substitute salary payments, see Section 15 of this Plan.

30.09 The Northern District of Iowa has adopted an Equal Employment Opportunity Plan/Employee Dispute Resolution Plan. A copy is on file in each office. The Clerk of Court shall maintain a file documenting all AO 343 (appointment information) and other information necessary to annually compile the AO 341 - Automated Equal Employment Opportunity Report.

30.10 Employee Benefits: Employee benefits such as health insurance, retirement (FERS, TSP, CSRS), optional group life insurance, worker's compensation and leave are administered in accordance with Administrative Office policies and procedures.

30.11 Electronic Transmission of Personnel Forms: The Clerk, Chief Deputy, and Personnel Specialist shall have access to the password and user ID for the purpose of transmitting electronic personnel forms to the AO.

A. The Clerk, Chief Deputy, and Personnel Specialist have the authority to initiate, approve and submit electronically the following personnel actions:

1. Request for Personnel Action Form AO-193;

2. Report LWOP hours;

3. Report Mid-Pay Termination.

B. Absent an emergency situation, the following procedure shall be followed in processing any of the above actions:

1. In most cases, the Personnel Specialist shall initiate the action by entering the required information into the electronic data base.

2. After the information is entered, the Personnel Specialist shall print a copy of the form and take it to either the Clerk or Chief Deputy for approval and signature. The form shall then be kept in the local personnel file.

3. After the Personnel Specialist has obtained the above approval, she shall enter the approval in the electronic system. The Personnel Specialist shall attach the confirmation received from the AO Human Resources Division to the form and place it in the personnel file.

C. In those situations where a personnel action must be processed on short notice to prevent from prejudicing the individual, the Clerk, Chief Deputy, or Personnel Specialist may perform all of the above actions. In this event, approval shall be obtained from one of the other designated individuals as soon as possible and memorialized in the personnel file together with a memo setting out the need for immediate action.

30.12 Jury Fees:

Compensation received by an employee for jury duty or witness service while on court leave should be sent to the financial officer for the employee's court or court unit. Reimbursements received by an employee for travel expenses while on court leave may be retained by the employee.

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31. EXHIBITS

31.01 The handling of trial exhibits is set out in the Local Rules of the Northern and Southern Districts of Iowa, which became effective January 1, 2001. Refer to L.R.83. 7 re civil case exhibits and L.Cr R. 57.4 re criminal case exhibits. Also refer to L.R. 79.1 Removal of Files or Withdrawal of Papers.

32. CRIMINAL CASE DEBT MANAGEMENT

32.01 A Memorandum of Understanding for the Collection and Processing of Criminal Fines, Restitution, Special Assessments and Pretrial Diversion Orders as revised November, 2002, was entered into by the Clerk of U.S. District Court, U.S. Attorney, and U.S. Probation Office for the Northern District of Iowa, setting out responsibilities and procedures for collection and processing of fines, restitution and special assessments.

Policies & procedures for accounting for payments and disbursements in criminal cases are set out in Guide to Judiciary Policies and Procedures, Volume I-A, Chapter VII, Financial Management, part H, and are available on the J-Net at "Finance" (Accounting Policies & Procedures) Criminal Debt Data Management.

32.02 Payments received for criminal cases are receipted and processed as set out in section 1 and section 2 of this ICP.

32.03 Financial posts criminal case receipts as set out in chapter 4 of this ICP.

32.04 Criminal case payments are credited to appropriate Treasury accounts, Treasury special fund for fines and assessments to Crime Victims account; Treasury general fund for criminal debt penalties or costs of prosecution; or deposit fund for restitution and fine proceeds exempt from Crime Victims Fund and are posted to subsidiary ledgers for deposit fund and defendant.

32.05 Disbursements of restitution payments are made as set out in part 13 of this ICP, in accordance with criminal judgment orders and the memorandum of understanding, upon approving officer's signing on SF1166 voucher, and are posted to subsidiary ledgers for deposit fund and victims.

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The foregoing revised Internal Control Plan is hereby adopted and shall become effective upon the approval of the Judicial Council of the Eighth Circuit.

Dated:

Mark W. Bennett, Chief Judge

APPENDIX A

NORTHERN DISTRICT CLERK'S OFFICE EMPLOYEES AND THEIR TITLES AND/OR OPERATING DUTIES*

TITLE AND /OR OPERATING DUTIES	EMPLOYEE
Clerk of Court	James D. Hodges, Jr.
Chief Deputy Clerk	Roger J. Brockmeyer
Financial Administrator	Mary Lou Brunkhorst
Financial Deputy	Timi Ruff
Financial Technician	
Deputy-in-Charge - Sioux City	Julie Hoch
Disbursing Officers	James D. Hodges, Jr. Roger J. Brockmeyer
Approving Officers	James D. Hodges, Jr. Roger J. Brockmeyer Maura E. McNally Marcia Prochnow Karen S. Yorgensen
Property/Procurement Administrator/Custodial Officer	Roger J. Brockmeyer
Property/Disposal Officer	James D. Hodges, Jr.
Procurement Liaison Officer	James D. Hodges, Jr.
Property/Procurement Assistants Cedar Rapids	Maura E. McNally(Court Reporters/Interpreters) Bryan Woodward (Automation) Deborah Frank(Consumable/Misc. services) Karolyn Stigler(Consumable/Misc. services) Diane Leibold(Consumable/Misc.services)

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TITLE AND /OR OPERATING DUTIES	EMPLOYEE
Sioux City	
	Julie Hoch(Consumable/Interpreters/Misc. services/Court Reporters)
	Susan Young (Limited - Open Market)
	Jennifer Gill(Consumable/Misc.services)
	Jami Gollhofer(Consumable/Misc. services)
	Leslie Walker(Consumables/Misc. services)
Court Reporter Clerk	Maura E. McNally
Jury Administrator	Marcia Prochnow
Jury Assistants	
Cedar Rapids	Karen S.Yorgensen
Sioux City	Andrea Kjos
	Pam Maynard
Cashiers	
Cedar Rapids	Mary Jehle
	Marcia Prochnow
	Dianne Eveland
	Virginia Clark
	Maura E. McNally
Sioux City	Andrea Kjos
	Kim Schwartz
	Pam Maynard
Receipt Supervisor (Re: voided receipts)	
Cedar Rapids	Debra Ratay
	James D. Hodges, Jr.
Sioux City	Julie Hoch
	Denise Scott
Telephone Coordinator	Bryan Woodward
Postage Meter Key Control	
Cedar Rapids	Karen S. Yorgenson
	Key Control: Maura E. McNally
	Debra Ratay
	James D. Hodges, Jr.
Sioux City	Kim Schwartz
	Key Control: Denise Scott
	Julie Hoch

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TITLE AND /OR OPERATING DUTIES	EMPLOYEE
Mail Clerk (Reconciling Deputy)	
Cedar Rapids	Denise Pickens Karen S. Yorgenson
Sioux City	Julie Hoch Alternate: Kim Schwartz
Time and Attendance Clerk	Debra Ratay
Payroll Certifying Officer	James D. Hodges, Jr.
Alternate Payroll Certifying Officer	Roger J. Brockmeyer
CJA	
Liaison	James D. Hodges, Jr.
Approval Certification Clerk	Dianne Eveland Marcia Prochnow
Entry and Verification Clerk	Denise Pickens

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