

## TEXAS COURT CLERKS ASSOCIATION Internal Audit Committee Chair

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The Internal Audit Committee was introduced at the 2002 Annual Board of Director's meeting. The audit committee Chairperson serves a two-year term, being appointed by the TCCA President. The Chairperson will then appoint two Co-chairpersons to help in the internal audit.

The Committee Chair is responsible for selecting two other clerks whose membership is in good standing to serve on the committee. It usually works best if those clerks are planning to attend the conference, but it is not required that they attend.

As a Board Member, there are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Mid Year Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting.

Reports should be submitted to the Annual Conference Host no later than the date requested by the President or Conference Host. The Bylaws require that reports be included in each of the meeting binders and must be submitted timely so that the Conference Host has sufficient time to prepare the meeting binder. If you are unable to submit your report to the Host as requested, it then becomes your responsibility to contact the Host and confirm how many copies of the report you must print and bring with you to the meeting. Reports should be stapled together and hole-punched for placement into a three-ring binder. A copy of your reports must be sent to the Secretary via email for permanent electronic storage. Committee Chairs excused from attendance shall provide a written report to the board for review. If the board has questions

about that report it will be relayed to the Committee Chair by the President as soon as possible following the meeting and any information provided by the Committee Chair will be shared with the TCCA Board.

TCCA will reimburse committee members for their hotel rooms at the conference site for a maximum of two nights. Travel will be reimbursed for one-way travel if the committee member is attending the conference, but round trip will be reimbursed if they are not attending the conference. Meals associated with their travel will also be reimbursed.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt. Correspondence must be mailed via the postal service to any Board Member or Committee Chair who does not have an email address.

Board members will be asked to sign a Code of Ethics during the Post Conference Board meeting. The signed copy will be maintained by the Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by board members each year.

Job Descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied onto a diskette and given to the Secretary for safekeeping.

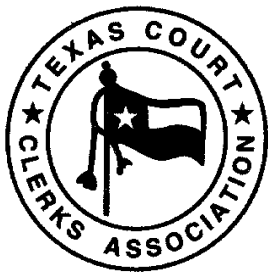
It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.

The Chairperson will arrange for the Co-chairpersons to arrive for the audit on Saturday prior to the annual meeting. TCCA will reimburse the travel expenses for the Co-chairpersons for Saturday only. The Chairperson and Co-chairpersons must be responsible to pay their own registration fees, lodging, and any additional travel expenses to the annual meeting (Clerk's should be reimbursed by the City they represent.)

The purpose of this Committee is to make an independent audit of financial records to assure reliable and accurate reporting of income and expenditures. This audit will be made on both the general operating account and the certification program account.

This audit will determine if financial reports are in order, statements complete and reliable, receipts properly recorded, and expenditures comply with TCCA policies.



TEXAS COURT CLERKS ASSOCIATION  
Mission Statement  
September 23, 1988

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There is no other position in municipal management, other than City Manager and City Attorney; which faces greater complexity on a daily basis than the Court Clerk. The TCCA makes a concerted effort to assist clerks in the management of their municipality's justice system.

- 1) The Texas Court Clerks Association is to insure the highest quality of court management for member and non-member courts.
- 2) The TCCA works assertively to maintain an open public forum to serve to the citizens.
- 3) The TCCA reviews administrative procedures to protect due process and reduce potential liability for the city.
- 4) The TCCA designs management strategy, which assures a neutral magistrate in the courtroom before the public.
- 5) The TCCA encourages the maintenance of daily court activity, which endorses no greater benefit for the police than the citizen.
- 6) The TCCA keeps a vigil to deny clerks, citizens, police, management and judges from using the courts as an instrument of revenge.
- 7) The TCCA provides assistance to any Court wanting a review of its administrative process to enhance or enrich the quality of its service.
- 8) The TCCA assesses the impact of present and future legislation on the operations of courts.

➤ **Internal Audit Procedures**

- ❑ The Treasurer(s) of the TCCA and the TCCA Certification Program shall have all financial records readily available for the audit; including the check registers and/or savings books, all invoices and receipts from the last fiscal and current year for comparison, expense re-imbusement requests, and any other paperwork that may reflect reasons for the expenditure.
- ❑ Assign each of your co-chairpersons and yourself a part of the financial records. Compare the invoices, receipts, and other paperwork, making sure the figures correspond correctly and charges are not questionable. If the expenditure is questionable, record the check number, vendor or person, the item purchased or expense reimbursed, why think it may have an error, and how it may be corrected now or for future reference.
- ❑ For receivable items, compare deposits with checking and/or savings registers. Compare registration applications with amounts collected. Make sure deposits tally with the amount collected from certification or dues receivables. Check for missing deposit slips or statements, or anything out of the ordinary.
- ❑ When finished comparing records, list any discrepancies and/or comments on each phase of the audit. Present a summation of findings to the Board of Directors at the Pre-Conference Board meeting.
- ❑ Make corrections or additional comments as the Board may suggest during the Pre-Conference meeting. Finalize the audit report to be submitted at the TCCA Annual Conference general meeting.

<b>Record Description</b>	<b>Retention Period</b>
Agendas	Permanent
Articles of Incorporation	Permanent
Audio Tape Recordings	2 years
Awards Lists	Permanent
Bank Statements	FE+5 years
Board of Directors Listings	Permanent
Budgets	FE+5 years
By-Laws	Permanent
Certification Program - Misc. Correspondence	5 years
Code of Ethics	Permanent
Conference Budgets	5 years
Conference Guidelines	Permanent
Correspondence - Miscellaneous	5 years
Equipment Purchased	Life of Equipment
Financial Correspondence	5 years
Financial Reports	Permanent
Forms - Miscellaneous	Administratively Valuable
General Counsel Agreement	Term of contract + 3 years
Grant Applications - Denied	2 years
Grant Applications - Granted	Permanent
IRS Non-Profit Status	Permanent
Legislative Committee Information	5 years
Legislative Updates	End of Legislative Session + 6 months
Meeting Minutes	Permanent
Membership Lists	Permanent
Mid-Year Meeting Information	3 years
Mission Statement	Permanent
Nominations for Office	Election + 1 year
Nominations for Awards	Date Awarded + 1 year

Previous Conference Information	5 years
Records Retention Schedule	Permanent
Scholarship Information	Permanent
Signature Cards	5 years
SJI Grant	Permanent
State of the Association Address	Permanent
Tax Forms	Permanent
TCCA Chapter Information	Permanent
The Scribe	Permanent
TML-TCCA Information	Permanent
Votes by Proxy	Date of Vote + 3 years