



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 1.02, Responsibilities and Authority

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

Revisions; identify and explain the Governance and Accountability roles assumed by the trial courts; identify and explain the responsibilities of the Presiding Judge and Court Executive Officer that will be met as a result of establishing internal controls over financial reporting; clarify the budget and fiscal management responsibilities and duties of the Presiding Judge and court officers and staff.

Significant Revisions

1. Sub-section 6.1.1 removes general definitions of responsibilities of Presiding Judge, court executives, managers/supervisors, and staff, and adds more definitive explanation and description of the judicial branch governance and accountability role.
2. Sub-section 6.1.2 states the need for trial courts to maintain appropriate administrative framework to achieve accountability.
3. Sub-section 6.2.2 states that the Presiding Judge and Court Executive Officer will establish internal controls over financial reporting, and provides a list of outcomes that are expected as a result of their establishment.
4. Section 6.3 clarifies the duties of the Presiding Judge, Court Executive Officer, Fiscal Officer, Managers/Supervisors, and Staff.
5. Sub-section 6.3.3 adds a caveat to the Fiscal Officer who “**is generally responsible for performing the following duties:**” because the delegation of job duties lies within a particular trial court and not with the AOC.