

POLICY AND PROCEDURES

NUMBER: 204

SUBJECT: Bail Bond Check Processing

ACA STANDARDS: 4-ALDF-7D-11

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/00 REVISION DATE: 5/05, 4/11, 11/13



I. POLICY

The St. Louis County Department of Justice Services will ensure that checks written from the bond fund account are not issued for funds not received.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Accounting Supervisor, responsible for the bonding account, the Accounting Services Representative and staff in the Bonding section are responsible for the following procedures.

III. DEFINITIONS

Other Bonds: Appearance Bonds and Appeal Bonds

IV. PROCEDURES

- A. The Accounting Services Representative/designee will obtain a copy of the Payment Proof (Attachment 1) and a copy of Cash Drawer Activity Reports (Attachment 2) from the bonding window, relating to the Munis deposit receipts from the Bonding section at least three (3) times a week.
- B. The Accounting Services Representative/designee will ensure the deposit to the bond fee account, the fines and cost account and bond fee account are reconciled to

the Cash Drawer Activity Report that accompanied the payment proof receipt.

- C. The Accounting Services Representative/designee will report any discrepancies between the payment proof slip and the Cash Drawer Activity Report to the Accounting Supervisor, responsible for the bonding account and the Bonding/Court Services Supervisor.
- D. The Accounting Services Representative/designee will then make a copy of the Account Balancing Report for Account 6003 and the Total Disbursement Amount Report from the Integrated Jail Management System (IJMS) for the period of time covered by the deposit. These reports will be reconciled with the Payment Proof slip and the Cash Drawer Activity Report. The Accounting Services Representative/designee will attach adding machine total tape of both the deposit amount for bond checks and the fees deposit to the Account Balancing Report.
- E. The Accounting Services Representative/designee will report any discrepancies between the Account Balancing Report, Total Disbursement Amount Report and the payment proof slip to the Accounting Supervisor, responsible for the bonding account and the Bonding Supervisor.
- F. When the Bonding staff makes an "Other Bond" the Accounting Services Representative/designee will be notified by phone or e-mail. The staff member will ensure the Accounting Officer Assistant receives the following information:
 - 1. The IMJS transaction number
 - 2. The court that the bond was made for
 - 3. The party that the bond was made for
 - 4. The amount of the bond.
- G. When the payment proof slip reconciles with the Accounting Balancing Report for Account and Total Disbursement amount, the Accounting Services Representative/designee will print the checks clearing these amounts.
- H. Bail Bond, Fines and Cost checks will be written utilizing the IJMS and using the Total Disbursement Amount Report totals for each court. The Accounting Services Representative/designee will write one (1) check for

each court with a total of all bonds for that period. He/she will write a separate check for each court with a total of fines and costs for that same period. A copy of the Bond Transmittal Report will accompany each check to provide details of which transactions are related to which checks.

- I. After the Accounting Services Representative/designee has written all the checks, which clears the bonds and the fines and costs from the account in the IJMS, he/she will add the checks to ensure they equal the total of the Payment Proof slip for bonds/fines and costs for that period.

- [J. The Accountant Services Representative/designee will also check the bail bonds and the fines and costs totals in the IJMS to ensure the funds deleted for each check from the system match the total. **Portions of this record are closed pursuant to Section 610.021(19) RSMo and Section 114.020(18) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.**

NOTE: "Other Bonds" checks are not included when checking the IJMS, because these bonds are not in the IJMS report. This information will be verified by ensuring the balance of the fund receipt (See Attachment 5) agrees with the total of the check.

- K. When the totals reconcile, the Accounting Services Representative/designee will sign the checks and then walk the checks and the Bond Transmittals and any other paperwork to the Bonding section and physically hand the package to a member of the Bonding staff.

- L. If these totals do not reconcile, the Accounting Services Representative/designee will report the discrepancy to the Accounting Supervisor responsible for bonding.

- M. Only the following Bonding/Intake staff are authorized to verify the checks and bond transmittal balances:
 - 1. Bonding Supervisor
 - 2. Bonding Coordinator
 - 3. Intake Service Center Manager

- N. Upon receiving the checks, the Bonding staff will verify the check total matches the Bond Transmittal received. Each check will be matched to the appropriate bond by:

1. Name
2. Cause number
3. Amount
4. Court

NOTE: Information for “Other Bonds” is not on the Bond Transmittal. This information will be on a fund receipt, which will be included in the package, by the Accounting Services Representative/designee.

- O. When the information has been verified, only the authorized Bonding staff member, who verified the information, will place a second signature on the check.

NOTE: Do not use a signature stamp to endorse bail bond checks.

- P. If these totals do not reconcile, the Bonding staff will report the discrepancy to the Accounting Supervisor responsible for bonding.
- Q. The Bonding staff will send the checks to the appropriate court. All checks will be signed for by a member of the court staff.