

TYLER COUNTY JURY CASH PAY PROCEDURES

1. The Clerk of the Court will submit a Jury funds request form to the Treasurer's Office notifying the Treasurer of a pending jury call, the date and estimated cash requirements based on the number expected for the jury call using an agreed upon format such as Form #1. The form must be turned in to the Treasurer's Office no later than two weeks prior to the Jury Trial Date. The Treasurer will ensure cash is available no later than two days preceding the jury date.
2. The Treasurer's Office staff will secure the jury funds in a cash box used exclusively for juror pay in a vault or safe, except when in use. Treasurer Office staff will attend the jury call and bring the cash box and related supplies to the courtroom the morning of the jury call.
3. The clerk of the court will hand out a "Juror Payment Instructions" form to each prospective juror. Each Juror will complete the form and present it to the Treasurer or Treasurer's Office staff seated near the entrance to the courtroom. The juror's signature is required to receive payment. The signed form turned in by the juror will serve as proof of payment.
4. The Juror's signed form will be used to reconcile the juror cash drawer, record the expense of jury service, and to document the request to replenish the Juror Cash Drawer.
5. After all jurors have been paid and the courtroom doors are closed, the Treasurer and/or Treasurer's Office staff will secure all cash and forms and return them to the Treasurer's Office. The Treasurer or Treasurer's office staff will perform a cash count in the presence of a co-worker or an Auditor's Office staff member and prepare the "Cash Reconciliation." (Form #3.) Both individuals should sign off on the Reconciliation Form, verifying the cash count.
6. The above procedures will repeat each additional day a juror reports for jury service.
7. The Treasurer's Office Staff will prepare purchase orders to pay out the donations and submit them to the Auditor's Office as part of a regular AP submission, on a schedule as determined by the Auditor and the Treasurer.
8. The auditor may perform a cash count and perform other internal audit procedures at any time.
9. A copy of these procedures shall be attached to the Commissioner's Court Resolution approving cash payment to jurors.
10. Each person who reports for jury service shall be provided the opportunity to donate all or a specific amount of the person's daily reimbursement using the "Voluntary Donation of Juror Reimbursement" form.
11. Each juror is free to donate any or all their funds by completing the "Voluntary Donation of Juror Reimbursement" and placing their payment in the donations box. The Treasurer will account for these donations and remit them to the designated organization.
12. The Treasurer's Office will prepare a deposit for the donation funds and will receipt these donations to the liability accounts in the juror fund by using the Juror Donation Cash Count (Form #2).

TYLER COUNTY
JUROR PAY CASH ADVANCE VOUCHER

Court (circle one)

Grand Jury District Courts CCL Justice

I hereby notify the Treasurer's Office of a Juror Call scheduled on _____, 20____. The jury trial is expected to last _____ days. Jury payment is expected to be in the amount of \$_____and requested in the following denominations:

Number of \$20's Requested	Total Amount Received

GL: _____

District Clerk Signature

Date

County Treasurer

Date

TYLER COUNTY
JUROR DONATION CASH COUNT

Court:	Date:
---------------	--------------

Crime Victims Compensation Fund	GL	\$
Tyler County Child Welfare Board	GL	\$
Tyler County Veteran's Services	GL	\$

Total Donations Deposited:	\$
-----------------------------------	----

Counted by _____

Verified by _____

Date _____

JURY PAY CASH BOX RECONCILIATION

Court:	Date:	Time:
---------------	--------------	--------------

Cash In Drawer @ Beginning of Day	\$
Cash Paid Out to Prospective Jurors @ \$20	\$
Cash Paid Out to Selected Jurors @ \$60	\$
Cash Paid Out for Additional Day of Jury Duty @ \$60	\$
Cash Paid Out of Grand Jury Additional Days @ \$60	\$
Total Cash Paid Out to Selected Jurors:	(\$)
Cash on Hand at the End of the Day:	\$

Actual Cash Count	
Number of \$20 (Bills) in hand	
Total	\$

CASH COUNT MADE BY _____

WITNESSED BY _____

DATE/TIME OF COUNT _____