

STATE OF DELAWARE THE COURTS OF THE JUSTICES OF THE PEACE 620 NORTH FRENCH STREET, 1 1TH FLOOR WILMINGTON, DELAWARE 19801

NORMAN A BARRON Chief Magistrate

TELEPHONE: (302) 571-2485

POLICY DIRECTIVE 83-076

TO:

ALL CHIEF CLERKS

COURTS OF THE JUSTICES OF THE PEACE

FROM:

NORMAN A. BARROI

CHIEF MAGISTRATE

DATE:

MAY 25, 1983

RE:

BANK DEPOSITS

The following procedures concerning bank deposits shall be instituted effective immediately:

A. Regular Deposits

- 1. The Court Clerk working the front desk during her shift shall prepare the deposit slips. The original deposit slip along with two copies should be put in an envelope with the monies to be deposited. The envelope should be annotated as to the amount of money deposited, the shift, and the date. The fourth copy of the deposit slip should be given to the Chief Clerk who will place this in safe keeping. When the deposit slip has been returned, receipted by the Bank, it should be stapled to the copy that was given to her by the Clerk;
- 2. All envelopes containing deposits shall be placed in bank deposit bags by the said Court Clerk. The bank deposit bags should then be put into a locked cabinet or secured desk drawer to

await the actual transporting to the bank by Court assigned personnel instructed to make the deposit;

- 3. All deposits shall be transported in bank deposit bags by the assigned Court personnel, be they Constables or Clerks;
- 4. After the deposit is made, a copy of the deposit slip verifying that it has been deposited shall be given by the transporting personnel to the applicable Chief Clerk for the records; and
- 5. A copy of each deposit slip shall be verified by the Chief Clerk on a daily basis by reconciling the amount contained thereon with the deposit entry on the cash sheet.

B. Night Deposits

- The policies contained in paragraphs A.1. through
 A.3. shall apply;
- 2. Before a night deposit is made, a second Clerk, the Chief Clerk or a Constable, if any of the above is available, shall verify the amount to be deposited with the amount indicated on the deposit slip(s) and shall observe the transporting personnel lock the bank deposit bag in his or her presence. In the event that a second Clerk, the Chief Clerk or a Constable is not available at the Court, the Justice of the Peace on duty shall perform this function; and
- 3. When the deposit slip verifying that the deposit was made has been returned to the Court by the applicable banking institution, said slip shall be immediately turned over to the Chief Clerk who shall forthwith reconcile the amount contained thereon with the deposit entry on the cash sheet.



These procedures were intended to prevent an imbalance of Court accounts and will ensure prompt discovery of any imbalance. They are in accord with normal accounting procedures.

NAB:ch

cc: The Honorable Daniel L. Herrmann
John R. Fisher
Arthur R. Carello
Earl L. Shockley
Files