

The Court finds it has the duty to provide for proper accounting of public funds it receives and/or expends; and,

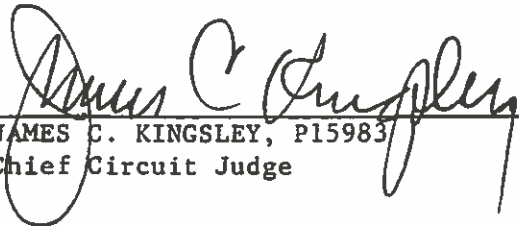
As authorized by MCR 8.110;

IT IS ORDERED:

1. The Court will maintain imprest cash accounts as determined by the Circuit Court Administrator. The Court Administrator may provide that any or all imprest cash accounts be maintained through a checking account. If maintained by checking account, whenever possible, two (2) signatures shall be required on each check drawn against the account. The Court Administrator shall designate a custodian of each imprest cash account who will be responsible for the safekeeping, daily accounting and balance of the account and for providing reports as prescribed by the Court Administrator.
2. Disbursements from the account will be made only on the approval of a judge or the Court Administrator in accordance with state law or court rules. At all times, the assets remaining in each account, together with authorized disbursements, supported by receipts, with appropriate written authorization, shall equal the authorized amount of the account.
3. The books and transactions of imprest cash accounts shall be open to inspection and auditing by appropriate state, court and/or county officers.
4. The Court Administrator shall maintain a separate account for the receipt and payment of mediation fees.
5. The Court Administrator may prescribe such regulations as necessary for the operation of imprest cash accounts consistent with appropriate law and court rule.
6. This Order becomes effective April 1, 1993.
7. Administrative Order 1985-4, page 5001, is rescinded upon the effective date of this Order.

Dated: _____

2/26/93


JAMES C. KINGSLEY, P15983
Chief Circuit Judge

CERTIFIED, TRUE COPY OF
ORIGINAL ON FILE.


Thina Pleasant
37th Judicial Circuit,
Deputy Court Clerk