



STATE OF NEW YORK
UNIFIED COURT SYSTEM
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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 217	October 6, 1994
SUBJECT: Internal Control Documentation - Juror Payments	

Effective immediately, all jury vouchers submitted to the Office of the State Comptroller for payment are to be accompanied by a copy of the **Verification List** for that voucher, in order to facilitate the pre-audit of juror payments. The Verification List, which must be printed by the respective Commissioner of Jurors via the automated UCS Jury Management System (JMS), includes the name, address and social security number for each juror to whom payment is to be made. The list also details the number of days attended, days served, days paid, the amount paid for transportation, if any, and the total payment to each respective juror included in the voucher.

Jury Commissioners should be instructed to immediately begin including the Verification List when transmitting jury vouchers to their district/administrative office for processing. Jury vouchers which are submitted to OSC Batch Control without the appropriate Verification List, a Batch Transmittal and an error-free Batch Control List (BCL) will be rejected.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who are responsible for the processing of, or the monitoring of internal controls relating to, jury vouchers.

NYS UNIFIED COURT SYSTEM
 FOR FPCM APPROVAL

 William L. Clapham