CITY OF PASCO

MUNICIPAL COURT Phone (509) 545-3491

1016 North Fourth, Pasco, Washington 99301

April 21, 2017

Data Dissemination Committee
Administrative Office of the Courts
PO Box 41170
Olympia, WA 98504-1170

Re: Access to the JIS Database

Dear Committee Members:

Pasco Municipal Court is requesting the City of Pasco Finance Department be allowed access to the JIS database in order to reconcile the monthly bank statement. With your permission I could give access to only one finance department employee. I was recently advised by Stephanie Happold, the AOC Data Dissemination Administrator, that AOC is not authorized to provide JIS access to non-court city workers without a specific exemption for that access as granted by this committee.

The city finance department has been reconciling our manual checkbook against the JIS database since we went on JIS in 1995. Before that, finance reconciled the checkbook since 1986. The finance person comes to the court office, uses the manual checkbook to balance against the information in JIS and they leave our office. The Washington State Auditors that do the annual audit of our court have continually praised our separation of duties through the use of an outside person coming to the court office and performing this function. A "read-only" access will not sufficiently allow the access needed to enter data in the screens used to perform the checkbook reconciliation in JIS.

There are other small courts that also have a different city division, typically finance, that also reconcile their checkbook as it is an auditing recommendation. For smaller courts, having one person receipt in cash payments, write bail refund checks and then reconcile the bank statement have caused problems for courts in the past with the scandal that goes with the misappropriation of court funds. The opportunity for theft exists when there are no separation of duties. Although we are not a "small" court with one or two people, Pasco Municipal Court does not have the staffing to keep one person from handling cash on a daily basis so they are available to reconcile the checkbook at the end of the month.

Thank you for taking the time to consider this very important issue for Pasco Municipal Court.

Sincerely,

Dot French

Dot French, Court Administrator
Pasco Municipal Court