



Columbus Consolidated Government

Georgia's First Consolidated Government

Post Office Box 1340

Columbus, Georgia 31902-1340

John D. Redmond, CMA, CIA
*Internal Auditor /
Compliance Officer*

706 225-3110
FAX: 706 653-4970
jredmond@columbusga.org

Final Report on Transition Audit of

Jury Manager's Office

June 4, 2019

Audit Authorization

The Honorable Gil McBride, Chief Judge of the Chattahoochee Judicial Circuit, State of Georgia; requested a Transition Audit of the Jury Manager's Office upon notification of the Jury Manager, Marsha M. Griffith of her plan to retire at the end of April 2019. City Council approved the audit on April 9, 2019.

History and Background

Former Judge, John H. Land requested the creation of The Jury Manager's Office in 1978 to replace the six-member Jury Commission that was responsible for the selection of qualified jurors. Judge Land envisioned an Office staffed with a Jury Manager and a Secretary to handle the duties currently handled by the Jury Commission. Upon City Council approval, he enlisted the services of Ms. Cupidine Browder of the District Attorney's Office to assist with the establishment of the office and its process for developing a pool of jurors for the courts and working court and prosecutorial offices to affect a smooth transition. The jury pool was to supply prospective jurors to the three Superior Courts, the one State Court and the Municipal Court and the Probate Court, when needed. Today, there are seven Superior Courts, and two State Courts, Municipal Court, and the Probate Court.

Ms. Browder was selected as the first Jury Manager, assisted by Ms. Andrea Mixon. When Ms. Mixon relocated to another city, Marsha M. Coram (Griffith) replaced

her. Upon Ms. Browder's retirement, Marsha was promoted to Jury Manager. The two managers combined for 41 years of Jury Manager Service. Ms. Sonya Kibble became the third Jury Manager effective May 1, 2019.

The Office coordinates with the courts and provides enough jurors to supply each court with an ample supply of jurors, based on the court and the types of trials on their dockets. The Jury Manager notifies jurors of their dates of service, calls roll to ensure juror presence, sends jurors with court bailiffs to the courts, arranges payment to jurors for their service, distributes parking lot tokens to jurors and reconciles the bank account for Jury Pay each month, and prepares reports as necessary. The jury box is revised annually and sent to the State of Georgia for verification and approval.

Audit Scope

The Transition Audit of the Jury Manager's Office included a review of the duties of the office. The auditor verified the Capital Assets assigned to the office. The auditor verified employees through the physical distribution of payroll vouchers to each employee and confirmed the employee's identify with their government –issued photo identification badge. The auditor reviewed the Bank Account Reconciliation for the past six months, to ensure timeliness and accuracy of the reconciliation.

Audit Findings

The Office had no capital assets valued at over the \$5,000 capitalization threshold of the City. The payroll audit identified all employees, without discrepancy. The review of the bank account reconciliations found that the account was reconciled within 10-15 days following the end of the previous month and outstanding items identified. The staff reviews returned mail, cancels stale checks, and reissues as necessary. We observed the staff as promptly answering phone calls and walk-in inquires and handling issues in an efficient manner. The courts are supplied jurors based on the court and the type of trial.

Overall, we observed the Office to be handling their duties in an efficient and cost-effective manner.

Audit Recommendations

The auditor found no adverse findings that warranted any audit recommendations.

Auditee Response

The auditee agrees with the findings.

John D. Redmond

6/04/19

John D. Redmond, CIA, CMA

Date