

Memo

To: Board of Supervisors
From: Shelton Vance
Comptroller
CC:
Date: January 4, 2016
Re: Circuit Court Jury Account

Please authorize the establishment of a petty cash fund styled "Circuit Court Jury Fee Account". This account will be used to pay statutory fees and related mileage reimbursement to Jurors who are summonsed to appear for court. This fund will be administered by Madison County Circuit Clerk Anita Wray.

An immediate accounting of each payment made, detailing the payee and amount of such payment, will be made to the County. At such time, you will be asked to replenish this petty cash fund.

Please authorize transfer of \$10,000 to fund this account.