



YOU ASKED FOR IT, WE GOT IT

The Texas Justice Court Judges Association is excited to announce a new guide that will answer your questions about state and local court costs, fees, and selected fines, and much more, including:

- (1) What they are;
- (2) When to charge them and when not to charge them;
- (3) Current and historical charts to use in applying them;
- (4) Allocation and pro-ration with specific examples;
- (5) Accounting, reporting, and remitting to both the county and the state;
- (6) Restrictions for using the revenue when applicable; and
- (7) Jail and community service credits.

The new **JUSTICE COURT FINANCIAL MANUAL** is much more than a guide for court costs. This manual is a comprehensive, proactive resource sponsored by JCJ to assist you, your clerks, and your auditor will information on a wide range of topics including budgeting, receipting, auditing, and internal controls. The manual is a must for your office and many other departments within your County!

One of the primary goals of JCJ is to educate and improve judges and their staffs, and this new financial management manual is the latest in a series of onion projects to accomplish that mission.

The manual is authored by Rene Henry, one of the foremost authorities in Texas when it comes to court and personal financial management. Mr. Henry, a frequent speaker on the J.P. circuit, recently retired from the State after nearly thirty combined years with the Comptroller and the Office of Court Administration. When he was approached with this project by JCJ, he graciously agreed to help out!

**The Justice Court Manuals are available for \$35 each by
contacting.....
Texas Justice Courts
Financial Management Manual**

The goal of the manual is to provide a resource to help improve financial management in Texas Justice Courts. The manual topics, include:

- (1) Budgeting;**
 - **What is a budget;**
 - **Differing budget objectives;**
 - **Budgeting suggestions;**
 - **Information on budget revenues; and**
 - **Departmental budget requests.**
- (2) Internal Control;**
 - **Defined and described; and**
 - **An explanation of the components of internal control.**
- (3) Receipts, Disbursements, and Remittances;**
 - **General adaptable procedures for several areas including:**
 - **change funds;**
 - **over-the-counter receipts;**
 - **mail receipts;**
 - **accounting for receipts; and**
 - **disbursements and remittances; and**
- (4) Auditing.**
 - **Easy to understand audit information and steps for several areas including:**
 - **receipts;**
 - **credits;**
 - **confirmations;**
 - **cash counts;**
 - **bank reconciliations;**
 - **citations; and**
 - **analytical reviews.**

RENE HENRY

RENE HENRY is retired from the State of Texas and currently self-employed. He focuses on court financial management and personal financial management.

Mr. Henry worked for the Comptroller's Office over 20 years and for the Office of Court Administration over eight years.

He has authored several financial management articles and handbooks, provided on-site technical assistance to various local governments, and made numerous presentations to local government officials and employees on a wide range of financial management topics.

Mr. Henry holds a B.B.A. degree in accounting from the University of Texas at Austin and is a licensed certified public accountant.

The Order Form for

**“Texas Justice Courts Financial Management
Guide”**

by

Rene Henry

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(Reserve your copy by ordering now!)

**“Texas Justice Courts Financial Management
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Rene Henry

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