



# Wyoming Judicial Branch

## Purpose and Structure of the Circuit Court Audit Committee (V2)

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### Section 1. Purpose.

In furtherance of the Wyoming Judicial Branch 2025-2028 Strategic Pillar 2: Public Trust and Accountability, the purpose of the Circuit Court (CC) Audit Committee is to provide support, guidance and consultation to the Administrative Office of the Court's (AOC) internal audit function to provide for the proper and uniform accounting of all money received and disbursed by circuit courts. The CC Audit Committee will also provide consultation on required court processes to be audited on the designation of best practices and discretionary processes in the circuit courts.

The Committee members will act as representatives of their individual stakeholder groups. Members will be responsible for communicating Committee decisions and discussions to their respective stakeholder groups and will also be responsible for communicating input and feedback from stakeholder groups back to the Committee.

### Section 2. Committee Membership, Meetings, and Voting.

1. Membership. The CC Audit Committee membership will include the Chief Justice of the Supreme Court or a designee, three circuit judges representing small, medium and large courts as appointed by the Circuit Court Conference, and two chief clerks from different sized courts as appointed by the Circuit Court Conference. The State Court Administrator will be a non-voting member.

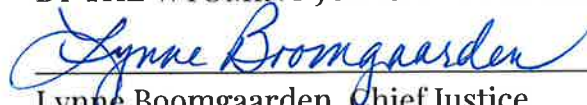
- a. Membership terms will be three years. Initial terms will be staggered as one, two, and three years to ensure continuity.
  - b. Members may serve two consecutive terms.
  - c. Election of the chairman will take place during the first meeting in odd-numbered years. The chairman will serve a two-year term. If the chairman position is vacated, a new chairman will be elected at the next meeting and will complete the vacated term. Members may serve as chairman for two consecutive terms.
2. Staffing. The Deputy Administrator/CFO and the Internal Auditor will staff the Committee.
  3. Meetings. The CC Audit Committee will meet every six months to review audit findings and determine audit focus areas for the following six months, but may meet more frequently as necessary upon the request of a member or upon suggestion of staff. No action of the Committee may be taken without a quorum of the Committee. Four members of the Committee shall constitute a quorum.
  4. Voting. Voting shall take place in a meeting of the Committee or via email if necessary.

### **Section 3. Roles and Responsibilities.**

1. The Committee staff will be responsible for the following:
  - a. Facilitating Committee meetings;
  - b. Compilation of potential audit topics after discussion with AOC staff, review of help desk tickets, and inquiry of audit committee members;
  - c. Developing and distributing meeting agendas no later than one week prior to scheduled Committee meetings, absent extenuating circumstances;
  - d. Compiling and distributing meeting minutes; and
  - e. Implementing decisions of the Committee and the Wyoming Judicial Council (WJC).
2. The Committee members will be responsible for the following:
  - a. Reviewing information provided in preparation for Committee meetings, and determination of appropriate follow-up actions, if needed;
  - b. Communication of Committee decisions to their respective stakeholder groups;
  - c. Approval of audit focus areas;
  - d. Notification of potential areas of concern from stakeholder groups; and
  - e. Presenting Committee recommendations to the WJC.

Dated this 1st day of April, 2026.

BY THE WYOMING JUDICIAL COUNCIL:

A handwritten signature in blue ink that reads "Lynne Boomgaarden". The signature is written in a cursive style and is positioned above a horizontal line.

Lynne Boomgaarden, Chief Justice  
Chair, Wyoming Judicial Council