

## **Purpose and Structure of the Circuit Court Audit Committee**

### **Section 1. Purpose.**

The Circuit Court Audit Committee (CCAC) provides 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 CCAC will also provide consultation on required court processes to be audited and on the designation of best practices and discretionary processes in the circuit courts.

### **Section 2. Commission Membership, Meetings, and Voting.**

1. Membership. The CCAC membership will include three circuit judges representing small, medium and large courts; two chief clerks from different sized courts; and the Chief Justice of the Supreme Court or a designee. The State Court Administrator will be a non-voting member. The Deputy Administrator/CFO and the Internal Auditor will staff the committee.
  - 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 a 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. Meetings. The CCAC will meet every six months to review audit findings and determine audit focus areas for the following six months.
  - a. Additional meetings may initially occur as the audit program develops.
  - b. If decisions need to be made between meetings, voting may take place by email.

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

1. The Committee staff will be responsible for the following:
  - a. Facilitation of meetings;
  - b. Compilation of potential audit topics after discussion with AOC staff, review of help desk tickets, and inquiry of audit committee members;
  - c. Development and distribution of the agenda one week prior to scheduled meetings; and

- d. Compilation and distribution of meeting minutes.
- 2. The Circuit Judge and Chief Clerk members will be responsible for the following:
  - a. Review of audit reports and determination of appropriate follow-up actions, if needed;
  - b. Approval of audit focus areas; and
  - c. Notification of potential areas of concern from circuit judge and chief clerk perspective.

Dated this 29th day of July, 2024.

BY THE WYOMING JUDICIAL COUNCIL:

Kate M. Fox

Kate M. Fox, Chief Justice  
Chair, Wyoming Judicial Council