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IADT
Integrated Court
Management System
Bond Processing Manual

November 30, 2006

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Introduction

The purpose of this manual is to define the procedures required, by our software, for the proper processing of bonds. When this software was designed and written, great care was taken to maintain proper accounting procedures. The HCSS product development staff consulted with the Comptroller’s Office of the State of Texas, and numerous outside auditors of county and municipal government.

Issuance of a Bond

Prior to the issuance of a bond, the money breakdown of the cause record may look something like this:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	0.00	89.00	0.00
Fines	45.00	0.00	45.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	0.00	0.00	0.00	0.00
Overpayments		0.00		0.00
Totals	134.00	0.00	134.00	0.00

You can see that in this case the charges have been assessed. The next step in the issuance of a bond is to press the “Money – Automated Procedures” button in the navigation pane and the following screen (or similar) will appear:

Integrated Court Management Systems Automated Posting Procedures					
<input type="checkbox"/>	No Selection - Abort Selection Process	FINE	FINE	Add Line Code	Delete Line Code
<input type="checkbox"/>	Defensive Driving	FEES	DDC	Add Line Code	Delete Line Code
<input type="checkbox"/>	Expiration Renewal Dismissal	FEES	ADMF	Add Line Code	Delete Line Code
<input type="checkbox"/>	Other Cause Dismissals	FEES	DIS	Add Line Code	Delete Line Code
<input type="checkbox"/>	Simple Fine Modification	FINE	FINE	Add Line Code	Delete Line Code
<input type="checkbox"/>	Complete Charge Review & Modification			Add Line Code	Delete Line Code
<input type="checkbox"/>	Deferred Disposition	FEES	DEF	Add Line Code	Delete Line Code
<input type="checkbox"/>	Issuance of a Warrant	COST	WRNT	Add Line Code	Delete Line Code
<input type="checkbox"/>	Issuance of a Bond	BOND	BNDH	Add Line Code	Delete Line Code
<input type="checkbox"/>	Disbursal of Money			Add Line Code	Delete Line Code
<input type="checkbox"/>	Time Payment Plan	COST	TIME	Add Line Code	Delete Line Code
<input type="checkbox"/>	Generate Warrant and FTA Cause Record	COST	DPSC	Add Line Code	Delete Line Code
<input type="checkbox"/>	Issuance of a Capias Warrant	COST	CAP	Add Line Code	Delete Line Code
<input type="checkbox"/>	Add a Transaction Fee	FEES	TRFE	Add Line Code	Delete Line Code

On this screen you must click the yellow “Issuance of a Bond” button. Once you have done so, the following screen will appear:



Integrated Court Management System

Charge Modification Screen

Recalculate Totals

Add New Code

Post Transactions

Print the Screen

Exit Current Screen

Court: JPCT Explanation: Effective Date:

Line	Type	Code	Description	Before	Adjust	After
1	BOND	BNDH	BOND - HELD	0.00	0.00	0.00
2	COST	CCC	CONSOLIDATED COURT COSTS	40.00	0.00	40.00
3	COST	TFC	TRAFFIC	3.00	0.00	3.00
4	COST	CHS	COURTHOUSE SECURITY	3.00	0.00	3.00
5	COST	STF	STATE TRANSPORTATION FEE	30.00	0.00	30.00
6	COST	TECH	TECHNOLOGY FUND	4.00	0.00	4.00
7	COST	AF	ARREST FEE	5.00	0.00	5.00
8	FINE	FINE	FINE	45.00	0.00	45.00
9	COST	JSF	JURY SPECIAL FEE	4.00	0.00	4.00
10	BOND	BNDH	BOND - HELD	0.00	134.00	134.00
				134.00	134.00	268.00

Using the mouse, click on the amount entry area at the right end of the bond line. Next, type the desired amount. Press the “Recalculate Totals” button and the screen will update the totals. When everything looks correct, click the “Post Transactions” button. Once you have done so, the Ticket/Citation Inquiry/Update screen will reappear with the bond issuance information added to the money breakdown screen at the bottom. The screen will look something like this:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	0.00	89.00	0.00
Fines	45.00	0.00	45.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	134.00	0.00	134.00	0.00
Overpayments		0.00		0.00
Totals	268.00	0.00	268.00	0.00

You must now receipt the money, using your normal receipting process. Once you have done so, the resulting money breakdown screen will look something like this:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	0.00	89.00	0.00
Fines	45.00	0.00	45.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	134.00	134.00	0.00	0.00
Overpayments		0.00		0.00
Totals	268.00	134.00	134.00	0.00

The issuance of this bond is now complete. Notice that the flow of money, related to this cause, is clearly displayed on the screen.

Disbursal of a Bond

When the time comes to disburse the bond, either for the purpose of a refund or bond forfeiture, the following procedure must be followed. The first step is to obtain the following screen:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	0.00	89.00	0.00
Fines	45.00	0.00	45.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	134.00	134.00	0.00	0.00
Overpayments		0.00		0.00
Totals	268.00	134.00	134.00	0.00

Once you have done so, click the “Money – Automated Procedures” button, and the following screen will appear:



Integrated Court Management Systems

Automated Posting Procedures

<input type="checkbox"/> No Selection - Abort Selection Process	FINE	FINE	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Defensive Driving	FEES	DDC	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Expiration Renewal Dismissal	FEES	ADMF	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Other Cause Dismissals	FEES	DIS	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Simple Fine Modification	FINE	FINE	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Complete Charge Review & Modification			<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Deferred Disposition	FEES	DEF	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Issuance of a Warrant	COST	WRNT	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Issuance of a Bond	BOND	BNDH	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Disbursal of Money			<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Time Payment Plan	COST	TIME	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Generate Warrant and FTA Cause Record	COST	DPSC	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Issuance of a Capias Warrant	COST	CAP	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>
<input type="checkbox"/> Add a Transaction Fee	FEES	TRFE	<input type="button" value="Add Line Code"/>	<input type="button" value="Delete Line Code"/>

When this screen appears, click the “Disbursal of Money” button. Once you have done so the following screen will appear:

Integrated Court Management System
Assign Disbursement Check Number

Exit Current Screen
Build Check Record

This is the Check Number that will be assigned to the disbursement check:
You may use the Check Number assigned by the computer or you may enter your own Check Number.
(Note, any duplicate check number will be rejected.)

This screen is asking you for a check number. If your court is actually writing the disbursal check, this number must represent that check number – otherwise, just accept whatever number is displayed. At this point you have the ability to override the check number displayed. Keep in mind that the system will not accept a duplicate check number, so be careful with your entry. The system will inform you if the check number you entered is a duplicate. Once you have verified the check number to be correct, click the “Build Check Record” button to continue. Once you have done so, the following screen will appear:

Integrated Court Management System
Check Record Inquiry/Update Screen
Check Number: 1919

Issue Check
Print Check
Cash Check
Void Check
Payee Name Scan
Remove Payee Number
Delete this Check
Save all Changes
Previous Check
Next Check
Exit Current Screen

Payee:

Status Code: Empty
Check Date:
Status Date:
Court ID: JPCT
Amount: 0.00

People Reference No: 40
Cause: CITA - 045894
Misc Receipt No:
Cause Disbursal Check

Line	Last Name	First Name	Docket Number	Line Amount
(01)	COURT COST DISBURSAL	CODE	045894	
(02)	FINE DISBURSAL CODE		045894	
(03)	FEEES DISBURSAL CODE		045894	
(04)	RESTITUTION DISBURSA	L CODE	045894	
(05)	OTHER MONEY DISBURSA	L CODE	045894	
(06)	BOND DISBURSAL CODE		045894	
(07)	OVERPAYMENT DISBURSA	L CODE	045894	

At this point, you need to make sure you are disbursing only the bond charges so if you see any unwanted line amounts entered you need to remove them by clicking the yellow button next to each line and adjusting the amounts accordingly. After that all you need do is click the “Issue Check” button and the system will issue the check. Also at this time, the system will perform all of the necessary posting to the cause record. When the computer has completed the issuance process, the check screen will reappear showing a status of “Issued”. Now you need to go back to the Ticket/Citation Inquiry/Update screen the following money breakdown screen will appear at the bottom:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	0.00	89.00	0.00
Fines	45.00	0.00	45.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	134.00	134.00	0.00	134.00
Overpayments		0.00		0.00
Totals	268.00	134.00	134.00	134.00

Notice that all the bond related information is displayed. This includes the issuance of the bond, the receipting of the bond payment, and the disbursement of the bond amount. **At this point you will either eliminate the charges, if the bond conditions have been fulfilled, or you will apply the disbursed money to pay the remaining debt.** If you must now apply the disbursed money to pay off the remaining court costs and such, left click the “Money - Accept Payment” button and use your normal receipting process. Once you have done so, the following screen will appear:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	89.00	0.00	0.00
Fines	45.00	45.00	0.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	134.00	134.00	0.00	134.00
Overpayments		0.00		0.00
Totals	268.00	268.00	0.00	134.00

At this point you can see that all moneys have been applied properly, including the disbursement of the bond amount.

Bond Forfeiture

The first step in this process is to disburse the bond amount, with a check to the court. This procedure is explained in the previous section of this manual: “Disbursement of Money”. When a bond is forfeited, the bond money is usually used to pay off the associated court costs, fines, etc. This is done by using your normal payment receipting

procedures, including the printing of a receipt. For proper accounting purposes, a copy of the check information and the receipt should be filed with all of the other paper work regarding this cause record. Once the bond money has been applied, the money breakdown screen will look something like this:

	Owed	Paid	Due	Disbursed
Court Costs	89.00	89.00	0.00	0.00
Fines	45.00	45.00	0.00	0.00
Fees	0.00	0.00	0.00	0.00
Restitution	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00
Bonds	134.00	134.00	0.00	134.00
Overpayments		0.00		0.00
Totals	268.00	268.00	0.00	134.00

Notice how all of the flow of the different moneys thru the system are summarized properly. An auditor can look at this screen and see exactly what has transpired. Combine this with the check and receipt supporting documents, and the proper audit and paper trail have been established. Yes, this can sometimes be confusing because of the processing of the bond money twice, but this too can be clarified, if when you post the receipt reflecting the use of the bond money to pay off the remaining debt, you set the mode of payment to “Bond Forfeitures”. By doing this, the money will be properly identified on your “Money Distribution Report”. It is important that your accounting department be able to see that this payment dealt with money resulting from a bond forfeiture.

If you follow these procedures properly, there is another bond related report that will summarize all bond activity, for any specified period of time. This report should also be provided to your accounting department with your “Money Distribution Report”. This report is call the “Bond Status Report” and requires only the entry of a starting and ending date, to properly print the report. These two dates reflect the period of time for which this report is printed. This should be the same date range you used in the printing of your “Money Distribution Report” Since most courts do not process that many bonds per month, it is suggested that you attach the check and receipt supporting documents to the other reports you provide for your accounting department.