

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**

**MAGISTRATE INTERNAL
CONTROL EXCEPTION**

County Name

INSTRUCTIONS: Complete the form and retain a copy for your files.
Submit the original to: NCAOC FSD - ATTN: Field Accounting, PO Box 2448, Raleigh, NC 27602

Number Of Staff In Magistrate's Office

EXCEPTED AREA(S): Usage of Receipt Book Cashiering Submitting Funds Office Setting

We understand the importance of maintaining segregation of duties in the receipting of funds by the Magistrates and the transfer of those funds to the Clerk of Superior Court. This segregation of duties protects the public from the abuse of its assets and reduces the risk of fraud.

The proper segregation of duties is not feasible in this office due to the following unusual conditions:

Alternate Internal Control Plan Attached for Approval
(If approved, your Financial Management Analyst (FMA) will approve and sign below. A copy of this form will be returned to you for documentation of the approval or disapproval.)

Signature Of A Magistrate (a representative for all magistrates in the county)	Date
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Signature Of The Chief District Court Judge	Date
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Signature Of The Clerk Of Superior Court	Date
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		AOC INTERNAL USE ONLY	
Approved	Approver Signature		Approval Date
<input type="checkbox"/> Yes	Approver Name (printed) And Title		Effective Date
<input type="checkbox"/> No			