

STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT

CSC INTERNAL CONTROL EXCEPTION

INSTRUCTIONS: Complete this form and retain a copy for your files.
 Attach a copy of the alternate plan and submit to:

NCAOC - Financial Services Division
 P.O. Box 2448
 Raleigh, NC 27602
 Courier Box: 56-10-50

Name Of County

Number Of Staff In Clerk's Office

EXCEPTED AREA(S)

- Bank Reconciliation
 Cashiering
 Head Cashiering (close-out)
 Bank Deposit
 Bookkeeping
 ACIS
 VCAP
 Emergency
 Ongoing

Alternate Internal Control Plan Attached For Approval

(if approved, the NCAOC Financial Services Division (FSD) will provide you an approval in writing. The FSD approval should be attached to your copy of this form and retained for your records.)

NOTE: Submission of this plan does no guarantee that the NC State Auditors will not take exception to the policy deviations granted by this form.

EXCEPTION JUSTIFICATION

I understand the importance of maintaining segregation of duties in the receipt and disbursement of funds by the Clerk of Superior Court. This segregation 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:

Signature Of Clerk Of Superior Court

Date

AOC INTERNAL USE ONLY

Approved

- Yes
 No

Approver Signature

Effective Date

Approval Date

Alt Plan End Date (not to exceed one year from effective date)