



KY Circuit Court Clerks' Accounting Manual Updates for December 2021

#	Change Request	Details/Notes
Systems Overview		
1	Added section on Web Receipts	<ul style="list-style-type: none"> • KyCourts II Counties: Automated receipts are three-part perforated forms (Blue Safety Paper S90000) that are completely blank. • KyCourts 3 Counties: Two Automated Receipts will be generated (Thermal Receipt Paper UNV35712)
Daily Closing		
1	Updated Web Payments/E-Filing	<p>From the bookkeeping unit, process Web/e-Filing receipts under the Daily Transactions tab in the Bookkeeping System.</p> <p>For KyCourts II counties: Print on three-part perforated blue safety paper.</p> <p>For KyCourts 3 counties: Print on plan white paper.</p>
Money Collected for Others		
1	Updated Crime Stoppers Fees	<p>Crime Stoppers fees may only be assessed when there is a written agreement between a Crime Stoppers organization and a county fiscal court or urban government.</p> <p>Clerk's office must retain a written copy of this agreement. The agreement is valid for a two-year period from the date it was signed per KRS 431.597(2). Recommend setting up a reminder every two years to ensure that a new agreement is received, or the Circuit Clerk's office discontinues collecting the fee.</p>