***END OF QUARTER SELF-AUDIT CHECKLIST***

*1. ATTORNEY SALARY*

Check that the **total amount paid to attorneys** in Part Imatches the **total amount of salaries that are individually listed in Part II: Attorney Qualification.** Use the worksheet below to double-check your totals.

**Step one:** Look at Part I of the Public Defender Reimbursement Request. Add the following amounts by writing the amounts listed in the blank spaces below:

**A1:** Chief Public Defender Salary \_\_\_\_\_\_\_\_\_\_\_\_ +

**A3:** Deputy PD Salaries and Compensation \_\_\_\_\_\_\_\_\_\_\_\_ +

**C1a:** Contract Counsel \_\_\_\_\_\_\_\_\_\_\_\_ +

**C1b:** Hourly Counsel \_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_

**Step two:** Look at Form II. Enter the total
“Noncapital Compensation Paid During Quarter ($)”in the blank space below:

 TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_

**Step three:** If the totals match, place a checkmark in the box and proceed to the
next section:

If the totals do not match, go back and review where the difference lies. These two totals should always match.

 *2. ATTORNEY QUALIFIACTIONS*

**Are your attorneys qualified to do the cases they were assigned?** If no, those cases are **non-reimbursable**. If you are unsure, check their Standard E & F Qualification Forms.

If you have reviewed that your attorneys are qualified and that you have a copy of
every attorney’s Standard E and F qualification on file, place a checkmark in the
box and proceed to the next section:

*3. Form IV – Non-Reimbursable Calculator*

The Public Defender Commission only reimburses counties for qualifying expenses. Certain cases are NOT reimbursable. Those cases must be separated out, and most counties use Form IV to make this calculation. If you use Form IV, use this final worksheet to double-check your totals:

**Step one:** Did you ensure that you counted cases from the correct quarter?

**Step two:** Did you double-check that the **total** cases listed on the Case Assignment
Worksheet match the **total** listed on Form IV?

 **Total number of cases from the Case Assignment Worksheet**
 **for each attorney, from the current quarter:** \_\_\_\_\_\_\_\_\_\_\_\_

**Total number of cases listed on Form IV**
**for all attorneys:** \_\_\_\_\_\_\_\_\_\_\_\_

If these two totals match, check this box and proceed to the
next step:

**Step three:** Did you calculate the non-reimbursable number of cases correctly? Adult Criminal Misdemeanors and Non-Reimbursable – Other cases are never reimbursable. Use the worksheet below to double-check that you counted cases correctly:

**Step four:** Fill in the totals from the Case Assignment Worksheet in the blanks below:

**Total number of adult criminal misdemeanor cases:** \_\_\_\_\_\_\_\_\_\_\_\_ +

 **Total number of Non-Reimbursable – Other cases:**  \_\_\_\_\_\_\_\_\_\_\_\_ +

 **Total number of JC/JT cases handled by UNQUALIFIED
 attorneys (per their Standard E and F qualification form):** \_\_\_\_\_\_\_\_\_\_\_\_ +

  **Any other cases handled by an UNQUALIFIED ATTORNEY:** \_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL:** \_\_\_\_\_\_\_\_\_\_\_\_

**Step five:** Compare this total you calculated directly above to the total listed
on Form IV.

**Total number of non-reimbursable cases listed in
Form IV:** \_\_\_\_\_\_\_\_\_\_\_\_

Do these totals match? If so, proceed to the final section!

*4. Non-Reimbursable Amount*

Double-check that the amount you calculated as the non-reimbursable amount on Form IV matches what you listed on the first page of the reimbursement request:

 **Total non-reimbursable amount listed on Form IV:** \_\_\_\_\_\_\_\_\_\_\_\_

 **Total amount listed on Part I of the report as Non-Reimbursable expenditures:**  \_\_\_\_\_\_\_\_\_\_\_\_

Do these totals match? If so, you’ve completed this section correctly!

***This should complete your self-audit!***

***If you have any questions, please commission staff!***