



777 East Wisconsin Avenue
Milwaukee, WI 53202

May 28, 2001

The Honorable Members of the Common Council
of the City of Milwaukee
200 East Wells Street
Milwaukee, Wisconsin 53202

We have completed our analysis of the City of Milwaukee's (the City) current cash receipts and fine negotiation processes within the Municipal Courts. The purpose of this analysis was to understand the internal controls in place over the cash receipts and fine negotiation processes at the Municipal Courts and to identify areas for improvement.

Background

The City's Municipal Courts collect payments for bail, deposits, appeal bonds, motion fees, court costs, appeal fees, citizen witness fees, clerk fees, service fees, copy/miscellaneous fees, forfeitures, and general/miscellaneous items on a daily basis. For the year ended December 31, 2000, the Municipal Courts collected \$8,858,754 in revenues. In order to convince some defendants to enter a plea of "no contest" or "guilty", the Municipal Courts negotiates reductions in fine assessments. Given the amount of fine negotiation activity in the Municipal Courts, the Comptroller's Office requested this review.

Conclusion

Based upon the procedures performed, we have the following observation and recommended improvement:

- Sometimes incorrect information is entered into MCMIS regarding the specifics of the court cases. We recommend the City implement policies and procedures whereby the information entered into MCMIS is reviewed by another individual for accuracy.

This report is intended solely for the information and use of the Common Council and management of the City of Milwaukee and should not be used by others. Please contact me if you have any questions or need additional information.

Very truly yours,

KPMG LLP

Steven L. Pawlow
Partner

