



## Docket Book and the Audit Process

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Dear Reader:

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We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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## Docket Book and the Audit Process

**Reference Number:** MTAS-322

The docket book is an integral part of the municipal court audit process. The information included in the court docket should contain the original ticket number or warrant number and the receipt number for payments. The receipt for any payments should contain the ticket number or warrant number and the docket number. The original ticket or warrant should contain the docket number and the receipt number. This cross referencing of numbers helps ensure the integrity of the municipal court process (Internal Control and Compliance Manual for Tennessee Municipalities, Office of the Comptroller; Title 5, Chapter 15, §§ 13-28 (updated 6/30/10)).

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