


State of Connecticut
Department of Administrative Services
State Marshal Commission
das.ct.gov/statemarshal

W. Martyn Philpot, Jr., Esq.
Chairperson

Jeffrey Beckham
Staff Director

DATE: January 4, 2017
TO: State Marshals
FROM: Jeffrey Beckham 
SUBJECT: 2017 Annual Client Fund/Trust Account Reporting Requirement

ADMINISTRATIVE BULLETIN 17-01

Please be advised, pursuant to the State Marshal Commission Audit Policy (rev. 10/15/2014), all state marshals who maintained a Client Fund/Trust Account during all or part of 2016 are required to complete an annual account reconciliation due on **Wednesday, February 15, 2017**.

- 1) We have not provided a form for this reporting requirement; however, you may utilize the chart provided on page 6 of the Audit Policy as a template (attached hereto).
- 2) Each filing must include a copy of the December 2016 bank statement for the account. This statement must accompany your filing in order for it to be considered complete.
- 3) While the Audit Policy states the reconciliation should be complete as of December 31, 2016, it is sufficient to reconcile the account according to the **closing date** of your December 2016 bank statement. This date likely falls on an earlier date than December 31, 2016.
- 4) You must complete this reporting requirement if you maintained a Client Fund/Trust Account at any time during the 2016 Calendar Year. This is true even if there was no account activity during 2016. If you hold a Client Fund/Trust Account, but had no activity during the 2016 Calendar Year, please submit a copy of your December 2016 bank statement and a written statement that there was no account activity. If your account has a balance, please provide the bank statement with a written statement indicating to whom the money in the account belongs (i.e. \$75.00 - marshal fees generated from Smith Jones Execution).

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- 5) Please submit your filing via **regular mail** or **fax only**. Our email system is not equipped for the volume generated by this filing requirement. Thank you for your compliance with this matter.
- 6) If you cannot complete the reporting requirement by February 15, 2017 for any reason, please contact our office as soon as possible and send a written request for an extension of time for our records.

Please contact this office with any questions concerning this matter.

Encl.