

THE JUDICIAL DEPARTMENT, FEDERATION OF MALAYA.
REGISTRAR'S CIRCULAR NO. 4 OF 1955.

Court Accounts.

All Senior Assistant Registrars/Assistant Registrars, Presidents, Sessions Courts and Circuit Magistrates in the Settlements of Penang and Malacca and in the former Unfederated Malay States are informed that with effect from 1st July, 1955 the accounting and Audit procedure followed in the former F.M.S. should be introduced in all Courts in the Settlements and former Unfederated Malay States.

2. To satisfy the audit requirements it is necessary to keep the account books and submit them monthly to the local Audit Department together with summary of Court cases as shown in Appendixes A. and B. attached.



(D.H. SHACKLES)
REGISTRAR.

The Federal Registry,
Supreme Court, F. of M.,
Kuala Lumpur. 6th May, 1955.
(RSC.154/53. KV/JAB.)

Distribution.

Senior Asst. Registrars, Supreme Court,
Assistant Registrars, Supreme Court,
Presidents of Sessions Courts,
Circuit Magistrates
In the Former Settlements of Malacca & Penang and
Unfederated Malay States.

c.c. Senior Asst. Registrars/ Assistant Registrars,
Presidents, Sessions Courts/ Circuit Magistrates,
In the Former Federated Malay States.

For information.

2. It has now been decided to use Fin.248 in lieu of Fin.249 and 250 and you are requested that Fin.248 should be brought into use as soon as the present stocks of Form Fin.249 and Form 250 have been exhausted.

SUMMARY OF CASES

MONTH: NOVEMBER

YEAR: 1955

Serial	No: of Ac- cu- sed (2)	Judgment (3)	Cash Book Folio No: Rt.No:War- rant/Bond No: (4)	Remarks (5)
1042/55	1	Cases B/F from October '55 To December, 1955		
1044/55	1	Fined \$60 - I/d 20 days imprisonment	W/C 70845/ 2.11.55	
1049/55	1	Fined \$200 or 2 months imprisonment. \$75 to informer if fine paid \$99.20 confiscated.	CB.692330 \$125 Rt. No.917550	\$75 paid to informer vide M.P.O. \$99.20 confiscated
1050/55	1	Sentenced to 1 day's im- prisonment and fined \$75 or 1 month's im- prisonment	CB.692331 \$75	Paid Released on rising of Court.
S.C.1051/55	1	Fined \$250 or 3 months imprisonment on both Charges (To pay by 5 equal monthly instal- ments effective from 20.10.55	Rt.No:917535 \$50. Bond 1708	\$50 paid on 20.10.55 \$50 paid on 20.11.55 \$150 balance due in 3 instalments of \$50 on 20.12.1955 20. 1.1956 and on 20. 2.1956
1052/55	1	To December, 1955 <u>Cases during November, '55</u>		
1053/55	1	Fined \$5 or 3 days im- prisonment	CB.692332 \$5	Paid.
1054/55	1	Fined \$175 or 2 months and 10 days imprisonment on both charges	Bond 2210/ 16.11.1955 Rt:917553 \$100	Time given to pay balance of .75 by December, 1955.
1055/55	3	1st and 2nd Accused each fined \$5 or 3 days im- prisonment, 3rd Accused cau- tioned and charge dismis- sed.	CB.692333 \$10.	Paid.
S.C.1056/55	1	To December, 1955		
S.C.1057/55	1	Fined \$50 and 1 month im- prisonment or in default of fine another month im- prisonment	W/C.70846/ 28.11.55	Fine not paid W/C amended to 2 months imprisonment.
S.C.1058/55	1	Fined \$600 or 6 months in default	W/C.80142/ 29.8.55	Fine Part Paid and cr of release, 29.11.55 \$328.Rt.No.817424

I certify the above summary is correct in every detail.

Date:.....

.....
(PRESIDENT/MAGISTRATE)

Court Accounts.List of Documents for Submission to Audit.

1. Tear-off Portion of Combined Cash and Classification Book (Fin.248).
2. Audit Copy of Receipts (Fin.38).
3. Tear-off copy of Return of Counterfoil Receipt Books (Fin.68).
4. Statement of Debits & Withdrawals (Fin.70).
5. Summary of Court Cases showing:-

- (i) All unsettled cases transferred from the previous month.

Note: Where fines are being paid in instalments the balance outstanding, the amounts of the instalments and the dates when due should be recorded in the "Remarks" column.

- (ii) All cases brought to court during the month.

The summary should be prepared daily from the Charge Sheets and should be checked and certified correct by the Magistrate/President.

Notes. (1) Where a Branch Audit Office is located in the same town, summary of cases need not be compiled. 1-4 above however, should be complied with in such instances.

- (ii) A specimen page of a Summary is given below - Appendix B.

6. List in duplicate of documents sent for audit.

Appendix B.SUMMARY OF CASES.

	<u>COURT</u>	<u>MONTH.</u>	<u>YEAR.</u>	
Serial No.	No. of Accused.	Judgment.	Cash Book Folio No. Receipt No. Warrant/Bond No.	Remarks.
(i)	Unsettled cases brought forward.			(Here record details of balance o/s, amount of instalment(s) and due date(s))
(ii)	Current cases.			

I certify the above summary is correct in every detail.