

# Accounting Manual Revision Notes

The Court's Accounting Manual was last updated:

**December 10, 2021**

## 01 General

- [01-03.00 Safeguarding of Assets](#). Updated the Dual Key Log and the Key Assignment Log examples.

## 02 Receipting

- [02-12.00 Payments for Other Courts](#). This section now allows the juvenile court sites to take over the counter cash/check payments intended for another location within the same district.

## 03 Daily Balancing

- [03-08.00 Ordering Banking Supplies](#). Added a new link to the new AOC Finance Docs Forms site to make ordering banking supplies easier and be able to see the status of the order.

## 07 Purchasing

- [07-03.02 Employee Recognition and Training Event Meals](#). This section was updated to only include training meal events. The Cash Awards, Cash Equivalent Awards, and Non-cash Awards sections were moved to section 19.
- [07-03.03 Retirement](#). A change has been made to increase the limit from \$5.00 to \$10.00 a person and increased the amount for refreshments from \$150.00 to \$300.00.
- [07-04.0 Store Account/Cards](#). This section was updated to include loyalty cards which can be in the name of the employee or the courts.

## 10 Jury and Witness

- [10-02.00 Witness Payments](#). Paragraphs 10 and 11 were combined to include the requirements for the county attorney and the Attorney General's Office into one paragraph instead of two.

## 11 Special Funds

- [11-07.00 Grants.](#) This section was re-written to include the new grant policies and procedures.
- [11-13.00 Targeted Response and Problem Solving Courts Incentive Program.](#) This section was updated to allow adults participating in Family Drug Courts to receive incentives purchased by the court.

## 12 Travel

- [12-01.00 Per Diem Rates.](#) Clarification on out-of-state lodging.
- [12-03.00 Lodging Reimbursement.](#) Travelers must receive the negotiated rate for the hotel to be considered a conference hotel.
- [12-05.01 Business Use of State Vehicles.](#) Wording was added to clarify when a portion of a trip runs through another state.

## 13 Budget Management

- [13-01.00 Budget Management.](#) A paragraph was added to address the costs of employees who live and work outside the State of Utah.

## 19 Employee Compensation

*(Section 19 was previously Prior Revision Notes and is now Section 20)*

- [19-01.00 Employee Incentive Awards.](#) This is a new section that includes the specifics for employee incentive awards.
- [19-02.00 Employee Bonuses.](#) This is a new section that includes the specifics for employee bonuses.
- [19-03.00 Employee Raises.](#) This is a new section that includes the specifics for employee raises.