

Juvenile Procedure

Resources:

- [03-02.00 Deposit Preparation for Policy](#)
- ([UCA 51-4-1](#), and [CJA Rule 3-407](#))
- 03-02.05 Forms and Instructions
- [Court Learning Management System](#) (LMS)

Procedures:

Responsibility Action

Deposit slip preparer/verifier

1. Credit card payments shall be verified prior to the preparation of the deposit slip, as they may affect the grand total of either the revenue or trust deposit.
2. Count currency and coins separately.
3. The computer system automates the transfer of money between the trust and revenue accounts, and the revenue and trust accounts. The amounts listed on the Pre-Deposit Summary Information have already been split between the two accounts. If receipts have been reversed or transfers have been made, the computer makes the adjustments necessary to accommodate those functions. Amounts in transit between the two accounts are tracked on the Pre-Deposit Summary Information and the Bank Account Recap as "owed to revenue from trust" or "owed to trust from revenue."
4. Deposit slips are completed using the amounts listed under Deposit Total for trust and revenue. For those courts that do not have Loomis pickup (and some southern Zion's banks) the bank will no longer allow split deposits. Deposit everything into the trust account and request a transfer from AOC Finance (google doc) for the portion that is to be deposited in the revenue account.
5. If LOOMIS does pick up, based on the Pre-deposit Summary,
 - i. if there is both a trust and revenue deposit for the journal:
 1. List all coin, currency and checks on the trust deposit slip. The revenue deposit amount is subtracted from the total of coin, currency and checks written on the trust deposit. The difference is the trust amount to be deposited. Enter the amount to be transferred to revenue in the "Transfer to Revenue Account" field.

- ii. if there is only a revenue deposit for the journal:
 - 2. List all coin and currency and checks on the revenue deposit slip. DO NOT prepare a trust deposit slip. It is not necessary to enter a zero amount or enter a 'transfer to' amount.
- 5. If money needs to be transferred from trust to revenue or from revenue to trust and the procedures listed above cannot be implemented, complete a google transfer form. Be sure to inform the trust reconciler a transfer was requested.
- 6. For each type of deposit (revenue or trust), prepare two adding machine tapes of all checks (including check number and amount for each check) to be deposited. (One tape stays with the daily accounting records and one goes to the bank with the deposit. NCR tape or Excel listing may be used.) If only a few checks are received each day, they can be listed individually on the deposit slip (check number and amount.) If there is a large volume of checks, it is advisable to run a calculator tape of checks in batches of approximately one hundred checks each. Indicate the court location and deposit date on each tape that will be sent to the bank.
- 6. Prepare the deposit slips:
 - a. Enter the date the deposit slip is prepared in the space provided.
 - b. Write the journal number and depositing clerk's initials on the face of the deposit slip. (Do not enter any information within an inch of the bank routing number).
 - c. Enter the amount of currency and coin in the spaces provided.
 - d. Enter separately the total of each batch of checks. If only a few checks are received each day, they can be listed individually on the deposit slip (check number and amount). If showing checks on a calculator tape, write "See Tape" on deposit slip.
 - e. Total the deposit slip. List the total deposit amount on both the bottom and the side of the deposit slip.
 - f. Verify the accuracy of the deposit slip by re-calculating the total.
 - g. A second clerk, in the deposit clerk's presence, must verify the currency, checks and totals on the deposit slips with the daily accounting receipt records. Document the verification by initialing and seal the deposits in a sealed/secured depository bag. For small sites, when a second clerk is not available, the deposit clerk writes 'sole clerk' on the deposit slip.
- 9. Prepare the deposit for delivery to Zions bank. Do not use staples in your deposit. Use elastics or paper clips (preferably elastics) to batch checks and currency with deposit slips, etc. (Currency and coin wrappers, loose coin envelopes, etc., are available from the bank.)
- 10. If another level of court is co-located in the same facility and deposits are gathered centrally prior to Loomis car pick up, ensure these steps are followed once the deposit is prepared:
 - a. Document transfer of funds ([Example form](#))
 - b. Court receiving funds shall keep monies secure until pick up by the armored car service.

11. Deposits are made in one of the following ways:
- a. Deliver the deposit directly to the bank:**
 - i. Take the deposit, the original deposit slip and yellow copy to the bank.
 - ii. The validated deposit slip is kept with the accounting records.
 - b. Leave the deposit in the night depository:**
 - i. Enclose the deposit and the original deposit slip (not yellow copy as it won't be returned) in a self-sealing plastic depository bag. Seal the depository bag. (Note: If an error is made and a new bag is prepared, only the detachable stub (strip) with the word "void" is required to be retained).
 - ii. Complete the information requested on the bag and the detachable stub.
 - iii. Remove the detachable stub and retain it with the daily accounting records. This will be used to verify the deposit in lieu of a validated deposit slip.
 - c. Deposit with armored car service:**
 - iv. Enclose the deposit and the original deposit slip (not yellow copy as it won't be returned) in a self-sealing plastic depository bag. Seal the depository bag. (Note: If an error is made and a new bag is prepared, only the detachable stub (strip) with the word "void" is required to be retained). Make a corresponding note on the consignment log.
 - i. Complete the information requested on the bag and the detachable stub.
 - iii. Remove the detachable stub and retain it with the daily accounting records. This will be used to verify the deposit in lieu of a validated deposit slip.
 - iv. Customer Consignment Logs (provided by Loomis) are completed by both the court and the armored car service. The 'Date' and 'Released by' field should be filled in at the time the Loomis Courier picks up the deposit. The employee releasing the sealed bag to the courier shall sign the form. The signature attests to the transfer of the sealed bag to Loomis, not the accuracy of its contents.