

CARE Processing of an NSF check on Restitution when Victim has been paid

When a check bounces that involves a restitution order account where the victim as been paid some or all the money receipted (and you are unable to get the money back from the victim), the following steps need to occur in order to be able to reverse the receipt as NSF:

Per the Accounting policies:

1. The amount already paid out in trust needs to come as a check from the affected court's budget. To cover the shortage in the trust account, you need to cut a check for the amount paid to the victim from your budget using your FINET Unit (if you don't know this, contact your district accountant or AOC – Finance) and deposit the check into the trust account. To do this you will need to process a GAX document in FINET payable to the court to be paid from your district's Unit and Object Code 6287.

Inside CARE:

2. Once the check has been generated and is ready to receipt in CARE, the restitution order account that had money already paid to the victim need to be edited with an Adjustment - Increase for the amount that was paid to the victim (this should match the amount of the check from step 1 above as well). Also change the Hold Status to 'Y' to prevent a new check to the victim from being generated (Note: this can be done at the same time as the adjustment increase).

3. Then, receipt the check to the restitution order account(s), at cutoff, this will set up additional payable to the victim.

4. Cutoff and deposit the journal as normal.

5. You will then be able to do the proper NSF Reversal of the check that bounced. All associated letters and fees will be generated.

6. Go back to the restitution order account edit screen and do an Adjustment - Decrease to reverse the amount in step 2 above.

7. When/if the money has been repaid by the youth, apply the receipt to holding.

!!! IMPORTANT NOTE: the amount that came out of the budget needs to be refunded from holding prior to applying money to any other order accounts and/or fees. **!!!**

8. On the Refund tab, enter the District Juvenile Court as the payee along with the appropriate address for the amount from step 1.

9. Generate the trust check.

Accounting:

10. Mail the check, along with a memo explaining why it is coming in and where it needs to be re-receipted to (the Unit and Object Code from Step 1 above), to AOC - Finance.

11. AOC - Finance will deposit the money and make the proper FINET entries.

Inside CARE:

12. Transfer any remaining money to the appropriate order account(s) and miscellaneous fees).