

Juvenile Holding Account

Resources:

- See Section 06-11 [Unclaimed Property](#)

Policy:

1. Payments received in the Juvenile court which cannot yet be applied to an order must be receipted into holding until a valid order has been created.
2. Holding accounts should be reviewed at least weekly and any amount older than five days should have the reason the money cannot be transferred out of holding noted on the report.
3. Anything dated one year or older should be reviewed for potential transfer to unclaimed property.

Procedures:

Responsible Action

Cashier

1. Receipt unidentified payments into holding.

Accountant

2. Review items listed in the Trust Account Summary Report at least weekly. Note on the Trust Account Summary Report any reasons why an item in holding cannot be transferred.
3. When the holding amount can be applied, transfer the holding amount to a valid order.
 - a. Create the appropriate order, if necessary.
 - b. Transfer the receipt.