

RESTA

Resources:

- Statutory references: [UCA 78A-6-210](#),
 - [UCJA Rule 7-307](#). Disbursement of money in the restitution fund.
 - [Section 08-00.00 Payment Processing](#), [Section 07-04.00 Purchasing Card](#)
[Section 06-01.00 Trust Check Writing](#)
- CARE Help Applet: Accounting – “RWF Checks”

Policy:

1. The following areas are authorized as appropriate for use of funds from the RESTA account:
 - a. Salaries and benefits for staff spending the major portion of their time supervising youth in community service work, monitoring community service programs or developing and monitoring diversion programs for referred youth;
 - b. Developing and establishing community service programs for youth who are referred to court and needing a community service site to complete their court ordered service;
 - c. Special education programs for court staff including conferences whose primary focus is diversion, community service, or restitution;
 - d. Equipment, transportation and other costs directly related to supporting youth assigned to community service teams supervised by court staff in community service work. Up to \$4.00 per youth **per day** to purchase snacks for youth on community service teams; and
 - e. Restitution.
2. The Court Executive may establish a District RESTA spending plan, taking into account local needs, available resources, and other factors in order to ensure program sustainability. Such a plan may include but is not limited to such local measures as:
 - a. Maximum spending limits imposed on a per case, per individual, or per incident basis.
 - b. Annual or other program expenditure maximums expressed as a percentage of program revenue, percentage of program balance, or other figure.
3. Expenditures made from the fund for functions other than direct victim compensation shall be approved by the Juvenile Court Administrator for any amount of two hundred and fifty dollars or more. Court Executives may authorize payments for any amount less than two hundred and fifty dollars.

4. As the State must meet federal requirements for reporting taxable income, any personnel paid for from RESTA funds must be placed upon the state payroll and the salary paid from the RESTA Unit(s) listed below by district. The State takes care of the W-2s and 1099s for these employees.
5. All expenditures, originating from the RWF Admin Fund, no matter the amount, will be initiated through the state payable process (FINET). The cost of the expenditures charged through FINET shall be offset by issuing a trust check using Restitution Admin funds from the appropriate juvenile court account quarterly. The check, with the FINET unit to be credited, shall be submitted to the Administrative Office of the Courts.

Procedure:

1. Issue a check to the vendor through the State payable process (FINET). [See Section 08-00.00 Payment Processing](#). Ensure the appropriate unit code is applied.

Unit Codes:

- District One = 4261
- District Two = 4262
- District Three = 4263
- District Four = 4264
- District Five = 4265
- District Six = 4266
- District Seven = 4267
- District Eight = 4268

2. Purchases may also be initiated using the purchasing card. [See Section 07-04.00 Purchasing Card](#).
3. Quarterly (October, January, April, and July) AOC Finance will notify the court executive when reimbursements are required. The court shall initiate an RWF trust check made out and forwarded to the Administrative Office of the Courts. [See Section 06-01.00 Trust Check Writing](#).