

Earlier Revisions from 1997 thru July 2007

Information purposes only

Links do not work

Accounting Model

7/07 [Update](#) to include the New FINET process in the purchasing/payables cycle.

03/07 [Accounting Model](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

07/06 - Links added - Added links to [Phase I \(Final\)](#) and [Phase II \(Draft\)](#) Separation of Duties Forms for Purchasing/Payables Transaction Cycle for use with the New FINET.

07/06 - [Flow of Collected Funds in the District Courts](#) - Added the following wording to the accounting clerk duties box, "Reconciles Original Mail Log to the CORIS Mail Log Report."

12/03 - [Flow of Collected Funds](#) Inserted wording about Flow of Collected Funds charts.

12/03 - [Separation of Duties Forms](#) Updated forms as of 12-02-03.

11/01 - [Accounting Model/Separation of Duties Forms:](#) Updated Separation of Duties

Accounts Payable

12/04 - [Authorizing Signature](#) - Clarification of the "authorizing original signature" in the [Accounts Payable](#) section (policy 7) and the [Travel Section](#) (General Policy 1).

Accounts Receivable

3/07 [Outdated Material for Reference Only](#) - Added link to packet containing outdated reference materials in "Background/history of receivable types, listed chronologically" Topic.

07/06 - [Miscellaneous changes/updates](#) - Additional wording added to clarify accounts receivable for defendants sent to prison or deported. Also added date reference to legal opinion links.

03/06 - Link to Legal Opinion Added - Added a link to the "Joint and Several Obligations" (2/3/06) Legal Opinion - Fourth bulleted item under "Collection of:" heading.

11/05 - [New Section References and Links](#) - Added "Purpose" statement, "Statutory References and helpful links" section, "Collection of" section, and "Background/history of receivable types, listed chronologically" section.

04/05 - [New Accounts Receivable Section](#) - This section is a work in progress as we gather policies and procedures that should be included. Any suggestions for topics that should be included in this section are appreciated.

AOC Cash Receipts

03/07 [AOC](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

12/03 - [Mail Payments](#) AOC mail personnel should not open mail addressed to another court office in the Matheson Courthouse.

12/03 - [Overpayments](#) Clarification of 10-business-day waiting period.

02/03 - [AOC Deposits](#) New policy and procedure (entire section replaced)

Appendix/Exhibits

07/06 - [Travel Reimbursement Rate Change](#) - Effective July 1, 2006 the mileage reimbursement for use of private vehicle on official state business if a fleet vehicle is not available will increase from 40.5 cents per mile to 44.5 cents per mile to coincide with the rate allowed by the IRS. Please note that the mileage reimbursement rate if a fleet vehicle is available will remain at 32 cents per mile.

07/06 - [Lodging Per Diem](#) - Effective July 1, 2006 the lodging per diem for "All other areas" will increase from \$55 per night plus tax to \$60 per night plus tax.

03/06 - [Surcharge Chart](#) - Added new Surcharge Chart topic and link to Surcharge Chart to Appendix/Exhibits Section.

04/05 - [Post Judgment Interest Rate](#) - The rate for 2005 is 4.77%

07/04 - [Premium City Meal Reimbursement](#) - New computation for \$50 premium city meal allowance.

01/04 - [2004 Post Judgment Interest Rate](#) 2004 Post Judgment Interest Rate is 3.28%.

02/03 - [2003 Post Judgment Interest Rate](#)

06/02 - [Post Judgment Interest Rate](#) Added 2002 rate.

06/02 - [New Travel Rates](#) Effective July 2, 2002. Increased rate for personal vehicle use from \$.27 to \$.28 and from \$.345 to \$.365. Also increased overnight stay for Tooele from \$55 to \$68. Also updated in travel section [here](#).

11/01 - [Rates for Meals and Lodging Updated:](#) Effective as of July 1, 2001

Appendix/Forms

03/07 [Credit Card Charge Form](#) - Updated both pdf and excel files to include the following fields: "prepared by," "receipted by," and "date."

03/07 [Budget Transfer Request Form](#) - New form added to manual (pdf file version only).

07/06 - [Key Log Examples](#) - Added examples of key logs (4) currently used by courts statewide.

07/06 - [Authorized Signatures Form](#) - Added link to Authorized Signatures Form.

07/06 - [FI-40B \(FY07\)](#) - Effective July 1, 2006 the mileage reimbursement for use of private vehicle on official state business if a fleet vehicle is not available will increase from 40.5 cents per mile to 44.5 cents per mile to coincide with the rate allowed by the IRS. Please note that the mileage reimbursement rate if a fleet vehicle is available will remain at 32 cents per mile.

07/06 - [FY07 Increased Reimbursement Request Form](#) - Added new form and link to reflect increase from 40.5 cents per mile (FY06) to 44.5 cents per mile (FY07) effective July 1, 2006.

07/06 - Links added - Added links to [Phase I \(Final\)](#) and [Phase II \(Draft\)](#) Separation of Duties Forms for Purchasing/Payables Transaction Cycle for use with the New FINET.

07/06 - [Link to Unit Chart](#) - Added link to Unit Chart to be used in conjunction with the New FINET implementation beginning July 1, 2006.

07/06 - [Court Fees Juvenile](#) - Added new Declaration of Emancipation code "EP" for new \$50.00 filing fee per UCA 78-7-35(1)(w)(ii).

07/06 - [Court Fees Changes/Effective Dates](#) - Updated Court Fees Changes/Effective Dates form which details recent changes to Appellate/District/Juvenile Civil Fee charts and Revenue Distribution Codes chart.

07/06 - [Org Structure Chart](#) - Updated Org Chart as of 6/23/06, revisions listed on last page. This will be the last update to the Org Chart. Please reference the "Unit Chart" when working with the New FINET.

07/06 - [Revenue Distribution Codes](#) - Updated Revenue Distribution Codes chart on 7/1/06 with changes as detailed in the "Court Fees Changes/Effective Dates" chart.

07/06 - [FI-40A \(FY07\)](#) - Slight changes to this form due to conversion to New FINET ("Agency" is now "Department", "Low Org" is now "Unit"). Use this form to request reimbursement for private vehicle use related to FY07 travel.

07/06 - [Flow of Collected Funds in the District Courts](#) - Added the following wording to the accounting clerk duties box, "Reconciles Original Mail Log to the CORIS Mail Log Report."

03/06 - New forms - Added the following documents to the "Forms" heading of the Appendix/Forms Section: [OSDC Additional Monies to be Collected](#), [OSDC Code Reference Sheet](#) and [Surety Bond Judgment Information Form](#).

03/06 - [Court Fees District](#) - Total fee for filing "Divorce or Separate Maintenance Petition" increased from \$95.00 to \$155.00. Portion of fee applied to revenue code "DV" increased from \$62.00 to \$122.00. Increase will be effective as of May 1, 2006.

03/06 - [Court Fees Changes/Effective Dates](#) - Updated Court Fees Changes/Effective Dates form which details recent changes to Appellate/District/Juvenile Civil Fee charts and Revenue Distribution Codes chart.

03/06 - [Org Structure Chart](#) - Updated Org Chart as of 3/28/06, revisions listed on last page.

03/06 - [Revenue Distribution Codes](#) - Updated Revenue Distribution Codes chart on 1/19/06 with changes as detailed in the "Court Fees Changes/Effective Dates" chart.

11/05 - [Revenue Distribution Codes](#) - Combined Juv. and Dist. Code columns due to implementation of CARE. Juvenile revenue codes will be two characters to match current District codes. Old (JJIS) Juv. Code column listing three character codes to remain temporarily for reference purposes.

11/05 - [Org Structure Chart](#) - Updated Org Chart as of 9/30/05, revisions listed on last page

11/05 - [Court Fees: Juvenile](#) - Modified Juvenile Court Fee chart to list both old JJIS (3 character) and new CARE (2 character) revenue codes

04/05 - [Cash Count Form: Law Library](#) - Created a cash count form for the State Law Library.

04/05 - [Financial Postings Information Page \(Example\)](#) - This is an example of what could be included in a posting, which would usually be displayed at the counter area where payments are taken.

04/05 - [Surety Bond Judgment Information Form](#) - An example of a form that OSDC has requested that we use for sending to OSDC.

04/05 - [Daily Mail Log](#) - Excel and PDF versions of the Daily Mail Log.

12/04 - [Court Fees - Changes/Effective Dates](#) - A record of the changes made to the Court Fees charts.

12/04 - [Form Updates](#) - Most PDF forms are now able to be filled in electronically. The format of the forms should be the same as before, but they now have fill-in fields. Please review the Appendix/Forms page for the updated forms.

12/04 - [Increased Reimbursement Request Form](#) - Added some links to the Increased Reimbursement Request Form in the [Travel section](#), and added "Travel" before the form in the [Appendix/Forms section](#).

12/04 - [New Mileage Reimbursement Forms](#) - State Finance has posted new mileage reimbursement forms. Form [FI-40A](#) is for the .32 cent rate and [FI-40B](#) is for the .375 cent rate per mile. These forms can be found in the [Travel Section](#).

12/04 - [New PDF Forms](#) - Previously, some forms or worksheets were only available in Microsoft Excel or Word format. 12/04 - The following forms have been converted from Excel or Word to PDF format:

[Credit Card Charge Form](#)

[Electronic Transfer Request](#)

[Hand Receipt Log](#)

[IBA Agreement](#)

[Juvenile Court Cash Count Form](#)

[Revenue Reconciliation Form](#)

[Undeliverable Juror/Witness Payment Log](#)

09/04 - [Revenue Reconciliation Form](#) - There is a new revenue reconciliation form to be submitted with each DF-55. This form will be found in the [Appendix/Forms](#) section of the manual.

09/04 - [Lost Check Replacement Form](#) - Included the Lost Check Replacement Form in the [Appendix/Forms](#) section. This form is to be used to replace lost Juror/Witness checks.

07/04 - [Revenue Distribution Codes](#) - Two new Distribution Codes become effective 7/1/04 due to Senate/House Bills passed during the last Legislative Session: OV (Fines - Off-Highway Vehicle) and RV (Registration - Vehicle).

07/04 - [Appendix/Forms](#) - The Appendix/Forms page has been updated and reorganized.

07/04 - [FY05 Org Chart](#) - Updated Org Chart as of 7/1/04.

07/04 - [IBA Interest Rate](#) - Updated interest rate for Interest Bearing Account Agreements. This will be updated monthly.

07/04 - [Petty Cash Expenditure Log](#) - New Excel document for Petty Cash Expenditure Log. Document is recommended but not required. This document may also be found in [Appendix/Forms](#) and [Cash Funds](#).

01/04 - [Electronic Transfer Request](#) - Excel version of form for transferring money between Revenue and Trust Accounts. Replaces old form.

12/04 - [Revenue Distribution Codes](#) - Updated Juv Code for Security Fees to reflect programming change.

12/04 - [Separation of Duties Model](#) - Added "Transaction Cycle: *Fixed Assets and Inventory*" (page 10) to the Separation of Duties Model

12/04 - [Training Committee List](#) - A list of members of the District Court Clerical Training Resource Committee which is working on training resources for the courts. This list can be found in the Appendix/Forms section.

12/04 - [Travel Coordinators](#) - Updated the Travel Coordinators List. Polly Atwood has replaced Tricia Atwood in the 7th District.

09/04 - [Juvenile Cash Count Form](#) - Replaced the Juvenile Cash Count form. The form is now in Excel format and may be filled in electronically or printed and filled in manually. If you don't have Excel on your computer, contact the Help Desk. [Cash Count Form](#)

09/04 - [Credit Card Charge Form](#) - [PDF Version](#) or [Excel Version](#). New recommended form to use when taking credit card payments over the phone. You can choose from forms that are 4 to a page (4x1), 2 to a page (2x1), or 1 page (1x1). You still need to collect the information on the form, even if you choose not to use it.

12/03 - [Cash Change Fund Assignment Log](#) Updated form. [cashfdlg1.pdf](#)

12/03 - [Cash Change Fund: Change in Custodian/Verification Count](#) Updated form. [cshchg.pdf](#)

12/03 - [Increased Reimbursement Request Form](#) Updated mileage amount from \$.34.5 to \$.36.

12/03 - [Transcript Request/Billing Statement](#) Corrected link to this document. [tranrqs.pdf](#)

12/03 - [2 Digit Prefix Number used in the PV#](#) Updated list of Juvenile Prefix Numbers. [Prefix Numbers.pdf](#)

12/03 - [Cash Fund Distribution Summary](#) Form to be used with Cash Change Funds. [Cash Fund Distribution Summary.pdf](#)

12/03 - [Daily Cash Count Form](#) New Daily Cash Count form for Juvenile Courts. [Cash Count Form.xls](#)

12/03 - [Petty Cash Count Form](#) Form for counting Petty Cash Fund at least three times a year. [petty ca.pdf](#)

02/03 - [Juror/Witness Payment Log](#) New Form

06/02 - [Request To Reissue Trust Check Form](#) Added Case Number line to form.

06/02 - [Appendix Forms](#) Reimbursement of finders check and unclaimed property forms and instructions.

06/02 - [Separation of Duties](#) New form noting that the deposit verifier should also prepare the deposit. Also [here](#).

Appendix/Legal Opinions

07/06 - Legal Opinion Added - Added the following Legal Opinion to the list: **District** - "Defendants Sent to Prison for Probation Violation" (1/26/06)

03/06 - Legal Opinions Added - Added the following Legal Opinions to list: **District** - "Joint and Several Obligations" (2/3/06) and **Juvenile** - "Court Security Fee" (1/23/06)

11/05 - Legal Opinions added/deleted - Added the following Legal Opinions to list: "Applying money question-Restitution ordered following fine payments previously receipted on a case" (3/4/05); "Citations, Traffic Schools and the Authority of Judges - A" (12/11/00); "Citations, Traffic Schools and the Authority of Judges - Changes in Law Since 12-11-2000 Legal Opinion - B" (2/9/05); and "Deceased Defendant's fines, fees, costs and restitution" (8/4/05). Deleted "Accounts Receivable (Prison)" (10/15/03) per letter from AOC General Counsel - refer to "Accounts Receivable when OSDC and Board of Pardons are Involved" (05/10/05) for guidance.

07/05 - Legal Opinions - Accounts Receivable when OSDC and Board of Pardons are involved

04/05 - Legal Opinions added to list

12/04 - Collections Summary - Collection of monetary penalties in criminal cases, added to the Appendix/Legal Opinions section.

12/04 - Legal Opinions - The Accounting Manual Committee has made minor changes to legal opinion titles and has added a few more opinions to the list. This was done to clarify the subject of the legal opinion and to make searching the opinions easier.

12/04 - Returned Checks Policy Change - Addition to the Returned Checks section regarding Contract Sites. There is also a new legal opinion (Appendix / Legal Opinions) regarding this policy.

07/04 - Certified Copies and Juvenile Expungement - New legal opinion in Appendix/Legal Opinions.

05/04 - A new page with District and Juvenile Legal Opinions. Opinions will be updated as AOC Finance receives them.

Budget Management

07/06 - [Links to Unit Chart](#) - Added links to Unit Chart [here](#) and [here](#) to be used in conjunction with the New FINET implementation July 1, 2006.

05/04 - [Budget Procedures](#) - Updated Budget Procedures section and added [Appendices](#) with examples, forms and org chart.

05/04 - [Judicial Operations Budget](#) - Additional restrictions for reimbursement from this budget.

12/03 - [Payment/Expenditure Reconciliation Process](#) Revised to reflect discontinuing of FINET CD and Reconciliations to be quarterly.

08/03 - [Payment/Expenditure Reconciliation](#) New section giving guidelines for budget support staff monitoring FINET.

06/02 - [Judicial Operations Budget Report](#) New link to spreadsheet (download, print, or open). Also in Forms appendix [here](#).

Cash Bail over \$10,000

04/05 - [Employer Identification Number](#) - Included the Court's Employer Identification Number for filling out Form 8300.02/03 - [Large currency transactions](#) Form 8300 new instructions.

11/01 - [Cash Bail Over \\$10,000](#): New Section, Link to IRS form 8300.

Cash Funds

03/07 [Petty Cash Procedure 5\(a\)\(ii\)\(3\)](#) - Added "designee" to procedure to agree with policy 7(c)(i)

03/06 - [Completed example](#) - Corrected link in Petty Cash Section, Procedure 2c. Will now display examples of completed FI10 forms.

03/06 - [Cash Change Funds policy](#) - Additional wording added to policy 2 ("If a clerk assigned a portion...") and added new policy 3 ("Court Management should periodically...").

03/06 - [Procedure 2f](#) - Deleted reference to "transfer of custody" and replaced with "limited audit" in Procedure 2f of Cash Change Topic.

11/05 - [Cash Change Fund](#) - Added new policy #4 "Co-located court locations must maintain separate Cash Change Funds for District (CORIS) and Juvenile (CARE) receipts in order to prevent the commingling of funds."

07/04 - [Petty Cash](#) - Revisions to Petty Cash Procedure to bring Accounting Manual in line with current state procedure. Changes effect [Transferring Custody](#) and [Replenishing the Fund](#).

05/04 - [Cash Funds](#) - Minor changes in wording, typo corrections and added links.

05/04 - [Petty Cash](#) - Minor change in procedure for reviewing Petty Cash reimbursement forms.

05/04 - [Petty Cash Overages](#) - New procedure for Petty Cash Overages.

12/03 - [Jury Meals](#) May come from Petty Cash IF approved by local Court Exec. and documented with reimbursement request.

- 12/03 - [Petty Cash Count Form](#) Form for counting Petty Cash Fund at least three times a year.
- 02/03 - [Petty Cash Periodic Counts](#) Managers must perform [periodic](#) counts of petty cash funds.
- 06/02 - [Petty Cash Funds](#) Clarify approval authorization for both petty cash and cash change.
- 06/02 - [Petty cash](#) Alternate custodian rules. Also see [Alternate Change Fund](#) rules.
- 11/01 - [Cash funds/Cash Change #4](#): Option for Finance Director to use over/short on cash change funds
- 11/01 - [Making change for court patrons](#): New policy for giving change to cash, traveler's/cashier's checks, or money orders. Also see change in the [Overpayments section](#) policy #6 reflecting the change.
- 11/01 - [Disbursing petty cash](#): Clarification on completing a Petty Cash Request Form.
- 11/01 - [Expenditures from petty cash funds](#): Increase limit from \$10.00 to \$50.00

Civil Fees

- 7/07 Divorce Education fee coding change to "DO" updated [Court Fee Chart](#).
- 03/06 - [Appellate Reference](#) - Added "Appellate" reference to the following topics under the Civil Fees Section: Certified Copies, Exemplified Copies and Photocopies.
- 11/01 - [Civil Fees/Notary Fees](#): Written authorization is required from Deputy Court Administrator

Collections

- 03/07 [Collections](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.
- 07/06 - [New Policy](#) - New Policy #3 added to Collections Section ("Receivables on cases for an individual...")
- 03/06 - [New Policy](#) - New Policy 7 added to Sending Cases to State Debt Collection Topic ("When a case is at the Office of State Debt...").
- 03/06 - [Links to new forms](#) - Added links to new forms in the Sending Cases to State Debt Collection Topic as follows: [Policy 7](#) (OSDC Additional Monies to be Collected and OSDC Code Reference Sheet) and [Procedure 3](#) (Surety Bond Judgment Information Form and OSDC Additional Monies to be Collected).
- 03/06 - [New Procedure](#) - New Procedure 3 added to Recall Cases from OSDC heading ("When the case is paid in full...").
- 11/05 - [Policy and Procedure changes and new links](#) - Various changes: added policy #2, procedure #1, procedure #3 (District Court), policies 6 & 7 (Sending Cases to State Debt Collection), procedure #3 (District Courts) and made changes to procedure #1 (Recall Cases from OSDC). Added links to: OSDC-web

access instructions, OSDC receivable guidelines, Legal Opinion Deceased Defendant's fines, fees, costs and restitution, OSDC flowchart, OSDC website and OSDC Instructions for recalling a case on the web.

09/04 - [Collections](#) - Changed section heading "Local Collections" to "Juvenile Collections"

05/04 - [Recall Cases from OSDC](#) - additional procedure for resending cases to OSDC.

05/04 - [Sending Cases to Debt Collection](#) - Included information for surety bonds and Joint and Several

05/03 - [Sending Cases to OSDC](#) Instructions for sending.

05/03 - [Collections Policy](#) Guidelines for developing local policy.

02/03 - [New Collections Section](#) (cut from receipting section...

Court Interpreters

7/07 Council approved [fee increase](#)

03/07 [Hourly Rate Increases](#) - Hourly rate increases paid to Court Interpreters as approved by the Judicial Council (effective 10/1/06).

03/06 - [Court Interpreters Section](#) - Miscellaneous changes throughout entire section. Revisions to this section were reviewed and recommended by the Court Interpreter Committee on January 21, August 26 and October 28, 2005, and became effective December 19, 2005, after approval by the Judicial Council.

07/05 - [Rates for Court Interpreters](#) - were increased as of July 1, 2005.

11/01 - [Court Interpreters](#): Entire policy revised (new rates will not be added until July 2002)

Fixed Assets/Inventory

03/06 - [Procedure 4](#) - In Procedure 4 changed reference from "Brian Ross" to "the Budget Payables Manager."

11/05 - [Fixed Asset Inventory](#) - Effective November 1, 2005 Rule 3-102(3B) requiring list of Judge's personal property be filed with the trial court executive was eliminated. Policy #11 revised to reflect change.

04/05 - [Fixed Asset Inventory](#) - Items over \$1000 should be tagged (was \$500) and a list of all assets over \$1000 should be sent to AOC Finance for the annual inventory (was \$2000).

04/05 - [Fixed Asset Cover Sheet and Instructions](#) - A [Fixed Asset Cover Sheet](#) must be completed at the time the payable is created, or as soon as the required information is known. This cover sheet should be sent to David Rogers at AOC Finance. There are also [Instructions](#) for the cover sheet.

02/03 - [Fixed Assets Inventory](#) Corrected rule number.

06/02 - [Fixed Assets](#) Clarify Video equipment is tracked by IT/IS.

General Information

7/07 [Change in AOC Finance Staff and assignments](#),

click here for overall [organizational chart](#).

03/07 [General Information](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

07/06 - [Key Log Examples Link](#) - Added link to "Key Log Examples" to the [Key Control](#) heading and to Safeguarding of Assets [Policy #1](#).

07/06 - [Authorized Signatures Link](#) - Added link to the Authorized Signatures Form to the General Information Section, Safeguarding of Assets Topic, Policy 13C.

11/05 - [AOC Finance Department](#) - Updated Personnel section and AOC Finance Department Organization/Responsibilities Chart to reflect changes in job duties as of 10/20/05.

11/05 - [Policy 1](#) - Added reference to UCA 78-3-24(5).

11/05 - [Safeguarding of Assets](#) - Rearranged existing policy/procedure statements and added new policy/procedure statements #2, #4 and #6.

04/05 - [Law Library DF-55](#) - Added the Law Library DF-55 form to the General Information section of the Accounting Manual.

04/05 - [Clarification of Policy](#) - Clarifies and states that if a policy or procedure is not covered by the Utah State Court's Accounting Policies and Procedures, the Court should abide by the State of Utah Accounting Policies and Procedures.

12/04 - [Safeguarding of Postage Assets](#) - This new section requires that postage machines and/or stamps are to be safeguarded the same as other court assets.

05/04 - [AOC Responsibilities Chart](#) - Replaced old AOC Assignments section with an updated chart. Also [here](#).

12/03 - [AOC Finance Personnel Changes](#) Updated department changes.

12/03 - [Payroll Inaccuracies](#) Entry clerk notifies the employee and their supervisor.

12/03 - [Safeguarding of Assets](#) New section concerning Safeguarding of Assets in General Information section.

02/03 - [Flexing Work Hours](#) Updated language to accurately reflect FLSA standards

02/03 - [AOC Finance Department Duties](#) Changes in some duties are reflected.

02/03 - [Signature Stamps](#) No stamps, all signatures in ink.

06/02 - [Payroll Timesheet](#) Added new section for Time and Attendance Entry clerk.

11/01 - [Payroll and Timesheets](#): New Section with link to examples of completed time sheets:

11/01 - [Law Library Accounting Procedures](#): New section describing methods of taking payment and keeping records.

Introduction

7/07 Update to Accounting Manual [Committee Members](#)

03/07 [Introduction](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

11/05 - [Committee Member Changes](#) - Updated listing of committee members to include new members Marv Thurston, Jason Porter and Maurie Montague (hired to fill the vacant position created by the departure of Paula Bandley).

12/03 - [New Committee Members](#) Updated Manual committee.

02/03 - [Accounting Manual Committee](#) Updated list of members and support. Also [Here](#).

Juror/Witness: Fees

12/04 - [Juror Mileage Payments](#) - Clarifies the [policy](#) and [procedures](#) of paying "\$1 for each four miles" by stating "\$.25 for each mile traveled."

12/04 - [Lost Check Replacement Form](#) - Added policy #17 to the [Juror/Witness: Fees and Expenses](#) section regarding the Lost Check Replacement Form.

12/03 - [Jury Meals](#) May come from Petty Cash IF approved by local Court Exec. and documented with reimbursement request.

12/03 - [Juror/Witness: Fees and Expenses](#) Minor clarifications and helpful links.

12/03 - [Juror/Witness Payment to Court Employees](#) Supervisors to submit checks directly to the AOC.

06/02 - [Rule 4-405](#) Updated rule to reflect current amendments.

06/02 - [Employee Jury/Witness check deposits](#) Clarify procedure to deposit as "refund of expenditure"

Juror/Witness: Payment Reconciliation

03/07 [OLAJPlus Juror/Witness Payment Reconciliation Instructions](#) - Updated link to [Juror/Witness Payment Reconciliation Instructions](#) to reflect changes related to New FINET and New DataWarehouse.

07/05 - [Juror/Witness Reconciliation Instructions](#) - Updated the instructions in the manual and added a link to a [PDF version](#) of the entire Instruction Manual and screen prints.

07/05 - [SA-8 Form](#) - FINET Access request form for Juror Witness payments. There are also [instructions](#) on how to access and complete this form.

12/03 - [AOC Finance Personnel Changes](#) Updated department changes.

12/03 - [2 Digit Prefix Number used in the PV#](#) Updated list of Juvenile Prefix Numbers.

Miscellaneous Revisions

12/04 - [Pat Bartholomew](#) - Pat will replace Paulette Stagg as the Appellate Court representative on the Accounting Manual Committee.

12/04 - [Carolyn Smitherman](#) - Carolyn has been chosen to represent the Clerks of Court on the Accounting Manual Committee.

12/04 - [Peggy Gentles](#) - Peggy will be replacing Rick Davis as the TCE on the Accounting Manual Committee.

05/04 - For a Minimum of 10 Business days - Changed all occurrences of 10 business days to a "minimum of 10 Business days". [here](#), [here](#), [here](#), [here](#), and [here](#).

Purchasing

7/07 Increase per diem for [group gatherings](#) from \$3.00 to \$4.0003/07 [Cell Phone Policy Revision](#) - Revision to Policy 1 in the Judge/Employee Cell Phone Purchase Topic approved by Deputy Court Administrator for inclusion in manual.

07/06 - [Judge/Employee Cell Phone Purchase Procedure #4](#) - Change in procedure #4 to comply with S.B. 132 - Surplus Property Amendments (effective date April 1, 2006)

07/06 - [Link to Telephone Quotation Form](#) - Added link to Telephone Quotation Worksheet to the General Information and Policy Topic, [Policy #10](#) and to the Non-Contract Vendors Topic, [procedure B1](#).

03/06 - [Link to Fixed Assets/Inventory Procedure 4](#) - Added the following wording and link as new procedure 5 to Purchasing Section, Non-Contract Vendors Topic, Procedure C Heading: "Insure the

procedures for accounting for Fixed Assets over \$5,000 are followed (See Fixed Assets/Inventory Procedure)."

11/05 - [Purchasing Changes \(General\)](#) - Miscellaneous changes throughout entire section per the Purchasing Audit.

11/05 - [Meals and Refreshments](#) - Section heading changed to read "Meals and Refreshments for Meetings." Replaced policy 1 defining meal periods with more detailed policy statement related to Breakfast, Lunch, Dinner and/or AM/PM Breaks.

04/05 - [PDA Policy](#) - Judges are excluded from the requirement to be employed for one year before they can receive reimbursement for a PDA.

04/05 - [Cell Phone Purchase and Use](#) - New [policy](#) and [procedures](#) that were approved by the Judicial Council in December, 2004.

04/05 - [Personal Fax Fee](#) - Clarification that the personal fax fee of \$.25 covers the cost for the call and eliminates the need for tracking and reimbursing the actual long distance cost.

04/05 - [Personal Use - Telephone, Fax, Photocopy and Printed Page](#) - Created procedures for this policy for both district and juvenile courts.

12/04 - [Honorariums](#) - Purchasing policy regarding honorariums (given to guest speakers instead of cash payments for services).

12/04 - [Office/Division Parties](#) - Purchasing guidelines regarding office and division parties.

12/04 - [Personal Use Charges](#) - Added "Printed Page" to Personal Use at \$.05 per page, fixed a typo regarding faxes (should be \$.25, not \$.025) and clarified that the fax charge is for incoming and outgoing faxes. Two Employee State Reimbursement Logs, one for the [AOC](#) and one for [other court locations](#). These can be found in the [Appendix/Forms](#) section.

12/04 - [Supplementary Training Materials](#) - Purchasing guidelines for items that may be given out during training.

09/04 - [Electronic Planner \(PDA\) Policy revision](#) - Upon acceptance of the funding, the employee agrees to reimburse the state (\$150 prorated) if he/she terminates employment before the three-year employment fulfillment.

05/04 - [Education Discretionary Money Reimbursement Procedure](#) Procedures included at the end of the Purchasing Section.

12/03 - [Franklin Planners/Electronic Planners](#) Policy for purchasing and reimbursing planners.

12/03 - [Purchasing Card Monthly Log](#) Additional wording for monthly log procedures.

12/03 - [Purchasing](#) Clarification of policies pertaining to holiday decorations and flower arrangements. Also [here](#).

06/03 - [Refreshments Policy](#) New rules for purchasing refreshments for swearing-in ceremonies.

06/03 - [Purchasing Guidelines](#) Changed dollar amounts for obtaining price quotes. Also [Here](#).

05/03 - [Purchasing Card Program](#) Changes revised by Management Committee 3/28/03 and [form](#).

Receipting

03/07 [Mail Payments Policy Revision](#) - Revision to Policy in the Mail Payments Topic approved by Finance Manager for inclusion in manual.

03/07 [Receipting](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

03/07 [Credits](#) and [Adjustments](#) - Former "Credit/Suspend Amount Due" Topic replaced with separate Credits and Adjustments Topics.

03/07 [Foreign Currency or Check Payments](#) - "Foreign Currency or Check Payments" topic deleted. New policy statement (#10) added to "Over the Counter Payments" topic to replace "Foreign Currency or Check Payments" topic.

03/07 [Credit Card Payments](#) - Added the following wording to [Policy 5](#), "When instructed, call the Authorization Center at 1-800-834-0409 and follow the instructions given by the Authorization Center."

07/06 - [Fax Fees Policy 2](#) - Added link to CJA Rule 4-202.08(4)(b) in Policy #2 under the Miscellaneous Payments (Revenue Only) Topic and deleted wording "Approved by Judicial Council 4/26/04" from policy statement.

07/06 - [Policy 3](#) - Added link to Policy #4 in Purchasing Section / Personal Use - Telephone, Fax, Photocopy and Printed Page.

07/06 - [Exception to policy](#) - Added exception to policy #5 in the Over the Counter Payments Topic regarding situations when refunding cash/check to a payer is allowed.

07/06 - [Hand Receipts Procedure](#) - New procedure 3i. added to Hand Receipts Topic ("Date hand receipt book destroyed...")

07/06 - [Hand Receipts Procedure](#) - New procedure 7c. added to Hand Receipts Topic ("If the hand receipt copy and yellow copy...")

07/06 - [Hand Receipts Policy](#) - Additional wording added to policy #8 to clarify what is not considered altering a hand receipt ("Adding information to note corrections...")

07/06 - [Unsigned Credit Cards](#) - Additional wording added to policy #1 (as #1b) to clarify steps clerks are to take with court patrons presenting unsigned credit cards for payment.

03/06 - [Mail Log Procedure 1ai. deleted](#) - Removed former procedure 1ai. "running two calculator tapes, OR" as all courts should be preparing a Mail Log that contains greater detail than the calculator tapes.

03/06 - [Returned Check Fee code](#) - Reference to code CC (court costs) was incorrect, changed to refer to correct code CO (collection cost) under Partial Payments Topic.

03/06 - [Hand Receipts Procedure 7](#) - Additional wording added to procedure 7 in the Hand Receipts Topic related to who should issue the hand receipt on the computer.

03/06 - [Appellate Reference](#) - Added "Appellate" reference to the following headings under the Credit Card Payments Topic: Over the Counter Receipts, Mail Payments, Void Credit Card, Refunds, Depositing & Balancing and Collecting Disputed Claims.

03/06 - [Credit Card Payments Sections D and E](#) - Revised wording related to procedures detailed in Sections D and E under the Credit Card Payments Topic.

03/06 - [Daily Balancing/Deposits additions](#) - Added wording to the Daily Balancing Topic ([Policy 10](#) and Deposit Clerk/Deposit Preparation [Procedure 6](#)) and Deposits Topic (District Court [Procedure 4](#)) related to depositing both the revenue and trust deposit slips in the same depository bag for the same journal.

03/06 - [Mail Payments Procedures](#) - Added the wording "blacking out the payer's account number" to [Procedure 5](#) (Cashier), [Procedure 11](#) (District Court Accountant/Mail Log Reconciler), [Procedure 7](#) (Juv. Court Accountant/Mail Log Reconciler) and [Procedure 7](#) (Appellate Court Accountant/Mail Log Reconciler) in the Receipting Section, Mail Payments Topic.

03/06 - [Miscellaneous Payments Procedure](#) - Procedure 1 modified under the "Create a Miscellaneous Receipt" Title, District Courts heading under the Miscellaneous Payments (Revenue Only) Topic. Deleted reference to "explanation note" and replaced with "address or telephone number of payor."

11/05 - [Mail Payments Procedures](#) - Added Appellate Court Accountant/Mail Log Reconciler procedures

11/05 - [Over the Counter Payments](#) - Added new policies (#4 and #5)

11/05 - [CARE Partial Payments Priority](#) - Deleted previous Juvenile Court payment priority procedure related to JJIS computer system and added Juvenile Court payment priority procedure related to CARE computer system

11/05 - [Mail Payments](#) - Deleted wording "blacking out the payer's account number" from procedure #5.

11/05 - [Mail Payments Policy](#) - Added new policy #1 related to trust checks written by the court returned through the mail as "undeliverable."

11/05 - [Depositing and Balancing](#) - Added "Designee" reference and added clarification related to policy #1.

11/05 - [Quarterly Review](#) - Added new procedure E.

11/05 - [Mail Payments Procedures](#) - Deleted former procedure #6 referencing completing a cash count sheet. Deleted reference to "and cash count sheet" in new procedures #6 and #8, replaced wording in procedure #8 with "original Mail Log."

07/05 - [Daily Balancing Policy Revision](#) - A journal must be closed (Final Cutoff) as soon as the deposit is prepared for delivery.

07/05 - [Telephone Authorization Center](#) - The phone number to call has changed. The new number is 1-800-834-0409

04/05 - [Returned Checks Policy](#) - Added note to the returned checks section stating that NSF fees should be paid prior to other fines/fees.

04/05 - [Partial Payments on an NSF](#) - Added note to the partial payments section stating that NSF fees should be paid first.

04/05 - [Deposits](#) - Every check should be listed by the check number and amount. More extensive instructions for [Juvenile Courts](#).

04/05 - [Deposits - Adding Tapes](#) - For each type of deposit (revenue or trust), prepare to adding machine tapes of all checks to be deposited.

04/05 - [Reverse / Cancel Receipts](#) - This revision provides direction to juvenile court clerks working in an office with limited clerical staff.

04/05 - [Mail Payment Contact Information](#) - Added procedures for random verification of payments returned to sender, and for contact information to be written on the mail log by clerks and/or accountant, or retain a copy of the check.

04/05 - [Mail Payments](#) - Inserted the word "manual" before "Mail Log" to clarify which mail log is to be used in the particular instance. Also inserted the statement "Sign the "Reconciled by" line on the manual Mail Log after the reconciliation is completed."

04/05 - [Daily Mail Log](#) - Inserted links to the sample Daily Mail Log that is found in the Appendix/Forms section.

04/05 - [Review Daily Reversals/Cancellations for Juvenile Court](#) - Added instructions for reviewing the daily reversals/cancellations.

12/04 - [Bank Deposits \(Over the Counter Payments Policy 13\)](#) - All payments are to be deposited daily, if practicable, but no later than once every three banking days.

12/04 - [Hand Receipt Log](#) - Changed the monthly review to quarterly to bring Accounting Manual Policy/Procedures in line with the Separation of Duties Model.

12/04 - [Receipting](#) - Removed the word "loose" before coin, to avoid implying that the court would accept large quantities of rolled coin.

12/04 - [Returned Checks Policy 12 Change](#) - Addition to the Returned Checks section regarding Contract Sites. There is also a new legal opinion (Appendix / Legal Opinions) regarding this policy.

12/04 - [Reverse/Cancel Receipts](#) - How to cancel and enter receipts on the same day for Juvenile Courts.

09/04 - [Returned Checks](#) - Modifications to the Returned Checks section when dealing with NSF checks that have been applied to multiple cases.

05/04 - [Credit Card Payments](#) - Procedures have changed due to programming changes at the beginning of the year. Changes were made in the [Policy Section](#), [Void a Credit Card](#), [Refunds](#), and [Depositing and Balancing](#).

05/04 - [Fax Fees](#) - New established fee for Faxes. (Approved by Judicial Council 4/26/04).

05/04 - [IVR / E-Filer](#) - Procedures for balancing Interactive Voice Response (IVR) and E Filers (Electronic Filing).

05/04 - [Making Change](#) - Cash may be given as change if payment is made by cash, traveler's check, cashier's check or money order.

05/04 - [Overpayments applied to other cases](#) - Policy for applying overpayments to other cases.

05/04 - [Partial Payments](#) - CORIS Delinquent and Warrant Enhancement changes and changes to the Credit Disbursement Screen. Also [here](#), [here](#) and [here](#).

05/04 - [Partial Payment Distribution](#) Included Security Fees in [Juvenile](#) and [District](#) Partial Payment Distribution priority. Also included new District Warrant Enhancement codes and other modifications to correspond to Utah Code and CORIS.

05/04 - [Receipting/Distributing Reimbursements](#) - All Court case management systems have a mechanism for receipting/distributing reimbursements for telephone charges (personal use) and copy fees (personal use). See [procedures](#) and instructions for [District](#) and [Juvenile](#) Courts.

05/04 - [Receipting/Revenue](#) - Changed order of sections in the Receipting Section and moved Credit/Suspend Amount Due from Revenue to Receipting.

05/04 - [Refund of Overpayments](#) - What to do if account was paid for by credit card.

05/04 - [Returned Checks](#) - Collections and OSDC. Separated policy 8 into 8 and 9. Also changed [procedures](#).

12/03 - [Receipting/Mail Payments](#) Procedures if the case for the payment is not known.

12/03 - [Payments by Phone](#) Change in procedures for taking payments by phone.

12/03 - [Hand Receipts Semiannual Review](#) Semiannual Review emphasis.

12/03 - [Overpayments](#) Clarification of 10-business-day waiting period.

12/03 - [Void a credit card transaction](#) Record the reason on the credit card slip.

12/03 - [Refunds - Issue a Credit](#) Record the reason on the credit card slip.

12/03 - [Returned Check Policy](#) Policy changes regarding items sent to the Office of State Debt Collection (OSDC).

12/03 - [Correcting Errors](#) The CORIS procedure for correcting errors depends on the type of error and when it is discovered.

12/03 - [Daily Cash Count Form](#) New Daily Cash Count form for Juvenile Courts.

12/03 - [District Court Accountant/Mail Log Reconciler](#) Policy 9, Changed "'after' the day recorded" to "'from the day recorded."

12/03 - [Returned Checks \(Appellate Courts\)](#) Updated the procedure for returned checks.

12/03 - [Electronic Auto Payments](#) Example of Electronic Auto Payment checks. Also [here](#).

12/03 - [Daily Mail Log](#) Exception was removed from Policy 6.

02/03 - [Juvenile Partial Payment Distribution](#) New distribution priority with DNA fee

02/03 - [Cashiers Total Report](#) Corrected report name in receipting section.

02/03 - [Overpayments](#) Deleted requirement for clerk to review and authorize. Also deleted under procedure.

02/03 - [Electronically Authorized Transactions](#) Modified to include Mail as well as Phone transactions.

06/02 - [Hand Receipt Custodian](#) Inventory access restriction.

06/02 - [Credit Card Payments By Phone](#) Information to gather and steps to take when taking a card payment by phone.

06/02 - [Returned Checks](#) Added Judge or Judicial Order to valid reasons to waive fees.

11/01 - [Receipting/Hand Receipts/#4](#): Hand Receipt books transferred between courts allowable in emergency situations

11/01 - [Receipting/Mail Payments/Policy](#): Cashier Clerks

11/01 - [Receipting/Mail Payments/Procedure](#): Cashier Clerks

11/01 - [Receipting/Sending Cases to OSDC](#): Updated Juvenile court referral form and instructions

11/01 - [Returned Checks](#): Clarification on qualification to send do osdc.

Records Retention

03/07 [Records Retention](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

12/04 - [Records Retention](#) - Updated the Records Retention section to have it agree with the current practice regarding Interpreter Payments.

Revenue

03/06 - [Link to Surcharge Chart](#) - Added link to Surcharge Chart in Appendix/Forms Section to Procedures [1b.](#) and [2b.](#)

11/05 - [Warrant Enhancement](#) - Reversed date order of policies listed under policy 1. Combined previous policy statements 2-8 to form new policies 2 & 3 and moved link references within this section.

05/04 - [Revenue/Surcharge](#) New links to Surcharge Charts

06/03 - [Over/Short](#) Changed findings reporting for cash accounts over/short.

05/03 - [Revenue distribution](#) Credits must be distributed proportionately to the total fine or fee.

02/03 - [Plea in Abeyance](#) Changes adding a surcharge. Also [here](#). Also Diversion Agreements fee clarification.

02/03 - [Tape Duplication](#) Added compact disks to definition.

02/03 - [FN balancing](#) Check FN totals on DF-55.

11/01 - [Revenue section:](#) Revenue should not be used to make up shortages in the trust account. Also see a [similar statement](#) in the trust section.

Revenue Codes

12/03 - [Updated Revenue Code Charts](#) Reflects accurate Security Fee codes. 05/03 - [New Revenue Charts](#) Reflects the changes for the new court security fee and increased fee schedule

02/03 - [New Fee Chart](#) Updates for tape & CD fees, also new labor rates for special searches.

06/02 - [Revenue Codes](#) New fee schedules for revenue and a list of codes. New rates effective May 6, 2002.

Special Funds

03/07 [Trust Interest Income Fund](#) - Added the following wording to the Policy heading, "equipment necessary for maintaining revenue and trust accounts" ([click here](#)) and updated Department Employee Position Percentage of Salary Paid table to reflect office reorganization, deleted reference to Audit Department ([click here](#)).

03/06 - [New grant procedures #10 & #11](#) - Added new procedures (#10 & #11) to provide additional direction regarding the requirement that the State Court Administrator sign all grant applications and that the audit contact should be the Office of the State Auditor.

03/06 - [UCA 78-3a-502\(2\)\(d\)\(i\)](#) - Corrected link in the Non-Judicial Adjustment Account Topic to point to the correct code reference, link was pointing to UCA 78-3a-503 in error.

04/05 - [UCJA Rule 9-107](#) - The judicial council has amended the Rule regarding the Justice Court Technology, Security, and Training account in the [Special Funds](#) section.

04/05 - [Grant Management](#) - [UCJA Rule 3-411](#) has been amended by the Judicial Council.

05/04 - [Grants](#) - New [Procedures](#) and forms (forms approved by Judicial Council 4/26/04) for applying for grants. Also links to [HB231](#) and [proposed Rule Change 3-411](#).

Title Page

03/07 [Title Page](#) - Miscellaneous revisions to section based on committee review during 8/29/06 accounting manual meeting.

11/05 - [Committee Member Changes](#) - Updated listing of committee members to include new members Marv Thurston, Jason Porter and Maurie Montague (hired to fill the vacant position created by the departure of Paula Bandley). Camille France has primary responsibility for taking minutes for meetings, Lou Ann Miller serves as backup.

09/04 - [Accounting Manual Committee Rule](#) - The rule defines who should be on the manual committee and lists the current members of the committee.

09/04 - [Hollie Richards](#) - Hollie has replaced Tricia Atwood on the Accounting Manual Committee.

07/04 - [Vacancy Filled](#) - Tracy Chorn has filled the vacant Audit position.

12/03 - [New Committee Members](#) Updated Manual committee.

Transcription

07/06 - [Procedure 8](#) - Under subsection "All Other Transcript Requests," formerly separate procedure statements for receipting Reporter Fees in District and Juvenile courts were deleted and combined into one procedure statement. Juvenile court transcript payments may be receipted into the District Court CORIS system, as long as the case number is recorded in the miscellaneous note field.

07/06 - [Transcript for a Government Agency](#) - Miscellaneous changes made to subsection "Upon Completion of the Transcript for a Government Agency." Formerly separate procedure statements for receipting Reporter Fees in District and Juvenile courts were deleted and combined into single procedure statements.

03/06 - [Managing Court Reporter](#) - Deleted list referencing names of the three Managing Court Reporters.

05/04 - [Transcription](#) - Procedure for sending outstanding transcripts to Collections.

6/02 - [Transcript postage costs](#) Updated for District court [here](#) and [here](#), and Juvenile court [here](#).

06/02 - [Authorized Expenses for org 4115](#) Clarification on tape fees.

06/02 - [Judge Ordered Transcripts](#) Revised policy for transcription for court reporters.

Travel

7/07 [Mileage Increase](#) - New effective rate for mileage reimbursement from \$.32 to \$.36 when a state car is available and rate increase from \$44.5 to \$48.5 when a state car is **not** available. Click here for actual [FY'08 Forms link](#). Also try accessing the state Finance web page: www.Finance.utah.gov/main

7/07 [Increased Per Diem for In-state Meals](#): Breakfast increased from \$6.00 to \$8.00, Lunch increased from \$9.00 to \$11.00, Dinner increased from \$15 to \$16.

7/07 [Increase Per Diem for Out-of-state Meals](#): Breakfast \$9.00 to \$10.00, Lunch from \$11.00 to \$13.00, Dinner from \$18.00 to \$20.00. Also [Increase for Premium Cities](#).

7/07 [Lodging](#) increase adjustment for specific cities within the state. An increase also occurred for reimbursement when staying at [alternate housing](#) (family, campground).

03/07 [Meal Reimbursement Section](#) - Changed return time used to determine when dinner is paid to travelers from 7:00 pm to 6:59 pm in [Policy 4c](#), [Policy 9c](#) and [Policy 9d](#).

07/06 - [Private Vehicle Reimbursement Rates](#) - These rates go into effect July 1, 2006. The new rates can be found in [Private Vehicle Use](#) and [Appendix/Exhibits](#).

07/06 - [Lodging Per Diem](#) - Effective July 1, 2006 the lodging per diem for "All other areas" will increase from \$55 per night plus tax to \$60 per night plus tax.

07/06 - [FI-40B \(FY07\)](#) - Effective July 1, 2006 the mileage reimbursement for use of private vehicle on official state business if a fleet vehicle is not available will increase from 40.5 cents per mile to 44.5 cents per mile to coincide with the rate allowed by the IRS. Please note that the mileage reimbursement rate if a fleet vehicle is available will remain at 32 cents per mile.

07/06 - [FY07 Increased Reimbursement Request Form](#) - Added new form and links to reflect increase from 40.5 cents per mile (FY06) to 44.5 cents per mile (FY07) effective July 1, 2006.

07/06 - [FI-40A \(FY07\)](#) - Slight changes to this form due to conversion to New FINET ("Agency" is now "Department", "Low Org" is now "Unit"). Use this form to request reimbursement for private vehicle use related to FY07 travel.

03/06 - [General Policy 6](#) - Deleted wording "All State Court employees are required to use this service, whenever possible, for travel on court business" under General Policy #6. Replaced with the following wording "However, court personnel are not required to use the State Travel Office. Effort must be made to secure the lowest possible price for air travel."

11/05 - [Commercial Airline Use](#) - Added the following statements to clarify policy #1: "Court personnel are not required to use the State Travel Office. Effort must be made to secure the lowest possible price for air travel."

07/05 - [FI-5 Reminder](#) - The FI-5 is required to be filled out for ALL out-of-state travel. In order to be reimbursed for this travel you must turn in the completed, signed (by Myron March) FI-5 along with your out-of-state travel reimbursement form. This applies to both state employees and non-state employees.

07/05 - [Travel Reimbursement Rate changes](#) - The mileage reimbursement for use of private vehicle on official state business if a fleet vehicle is not available will increase from 37.5 cents per mile to 40.5 cents per mile to coincide with the rate allowed by the IRS. Please note that the mileage reimbursement rate if a fleet vehicle is available will remain at 32 cents per mile.

07/05 - [Lodging per diem](#) - The lodging per diem in Price will increase from \$55 per night plus tax to \$60 per night plus tax.

07/05 - [Premium Cities](#) - The Atlanta, GA will be deleted from the list and Arlington, VA will be added.

12/04 - [Increased Reimbursement Request Form](#) - Added some links to the Increased Reimbursement Request Form in the [Travel section](#), and added "Travel" before the form in the [Appendix/Forms section](#).

12/04 - [Private Vehicle Use](#) - Senior Judges are resumed to have no access to state vehicles and are therefore exempt from submitting this form with any travel documents.

07/04 - [Private Vehicle Reimbursement Rates](#) - These rates go into effect July 1, 2004. The new rates can be found in [Private Vehicle Use](#) and [Appendix/Exhibits](#).

01/04 - [Travel Coordinators](#) Updated list of Travel Coordinators.

12/03 - [Increased Reimbursement Request Form link](#) Updated link in Travel/Private Vehicle Use.

12/03 - [Travel Section Revision](#) New instructions for Travel Reimbursement forms online.

12/03 - [Private Vehicle instead of Flying](#) 30 cents per mile

12/03 - [FI-61](#) Took out references to FI-61

06/03 - [Private Vehicle Reimbursement](#) New Rate for 2003. Also [Here](#).

11/01 - [Meal Reimbursement policy](#): Entire policy revised

11/01 - [Use of private Vehicles](#): Entire policy revised

Trust

7/07 [HB157](#) addresses the need to disburse restitution to victims within 60 days of receipt. Clarification has been made regarding releasing amounts [under \\$10.00](#).

03/07 [Jail Bail](#) - Miscellaneous revisions to [Purpose](#), [Policy 1](#), [Procedure 1](#) and [Procedure 2](#) related to the requirement by state laws for the cash bail to be delivered to the appropriate court directly by the bail commissioner or by check.

03/07 [Check Writing](#) - Additional wording added to [Policy 18](#) to remove the ability for using the CORIS transfer function for cash bail forfeiture and for requiring accountant review of transfers entered by other clerks. Deleted the following wording from [Procedure 2](#), "If desired, the accountant may transfer funds through the Coris 'Transfer' function if the money is needed in a different account. Make certain to take this transfer into account when preparing the deposit the next day."

03/07 [Cash Bail Disbursements](#) - Deleted the following wording from [Policy 7](#), "If desired, the accountant may transfer funds through the Coris 'Transfer' function from Cash Bail to Fine. Be certain to take this transfer into account when preparing the deposit the next day." Deleted policy statement to remove the ability for using the CORIS transfer function for cash bail forfeiture.

07/06 - [Policy #8 Revision](#) - Under the Check Writing Topic, Policy #8 the following sentences were **deleted**, "The court shall verify the original check has not cleared the bank and wait a minimum of 10 business days upon receipt of the form before a new check is issued. This time period may be waived by judicial order."

07/06 - [Procedure 1d. Revision](#) - Procedure 1d. under the Check Writing Topic, Void and Lost Checks heading was revised.

03/06 - [FINDERS](#) - Added the following wording to the "FINDERS" discussion under the "Guidelines for Releasing Trust Money" heading: "unless contact is made by the taxpayer. If the taxpayer fails to respond and monies are applied to the case, the statute requires that "notice of the forfeiture shall be mailed to the taxpayer."

03/06 - [ST-1 and ST-2 forms](#) - Updated website address in the Unclaimed Property Topic to point to the correct website, was pointing to <http://www.up.state.ut.us/asp/reportinginformation.asp>.

11/05 - [Trust Account Reconciliation](#) - Deleted wording "please do not staple to reconciliation" referring to the Trust Distribution Report in step #7.

11/05 - [Trust Account Reconciliation](#) - Added reference to submit "original" Trust Account Bank Statement (step #3) and "original" Trust deposit slips (step #4) to AOC Finance with monthly Trust Account Reconciliation.

11/05 - [Void and Lost Checks](#) - Added new procedure to related to trust checks returned to the court as "undeliverable"

04/05 - [Unclaimed Property](#) - Unclaimed property, regardless of the amount, needs to be reported for each individual. If the court is holding unclaimed money without an individual's name, only report in the aggregate.

04/05 - [Wagers.net](#) - The court may elect to use the wagers software when more than 25 records will be reported, otherwise the ST1 form can be used.

04/05 - [Unclaimed Property Juvenile Procedures](#) - Inserted procedures 2 and 3 into the Juvenile Court Procedures for Unclaimed Property.

04/05 - [Pass Through Payments](#) - Inserted [Policy](#) 3 and 4 and [Procedure](#) 5.

04/05 - [Surety Bond Judgment Information Form](#) - Created link from the Surety Bonds Forfeited topic of the Trust section to the form.

04/05 - [Refunds](#) - Cashiers should never return check or cash from their drawer once a receipt has been created.

04/05 - [Trust Check Writing - Juvenile Court](#) - Added instructions to check for any irregularities and ways to match the victim's name to the payee.

04/05 - [Void and Lost Checks](#) - Attach yellow duplicate copy of the check and write "VOID" on the duplicate copy.

12/04 - [Interest Bearing Accounts](#) - When receipting interest use the "NONMONETARY" option.

12/04 - [Manual Registers](#) - The district court shall maintain a register of deposits, checks, transfers, etc. occurring within the month.

12/04 - [Outstanding Checks](#) - Among other additions, if money is unclaimed after one year it may be applied to other fines owing or sent to Unclaimed Property. Also included links to the [Outstanding Checks](#) section from Unclaimed Property and [Trial Court Procedures](#).

12/04 - [Trust Account Check Reconciliation](#) - If you receive a check with a suspicious endorsement, notify Internal Audit.

12/04 - [Void and Lost Checks](#) - Deleted "and the current date" from the Clerks' Responsibilities (1. a. i.) when voiding a check.

09/04 - [Refunds](#) - A new refunds section on the Trust page that combines refund procedures from many different areas of the accounting manual.

09/04 - [Trust Account Reconciliation](#) - now requires original Bank Statement and Credit Card Batch Reports.

05/04 - [Check Writing](#) Updated policy/procedures for verifying documentation before sending the check. Also [here](#).

05/04 - [Interest Bearing Accounts](#) New instructions for creating with litigated money and [New Online Form](#) (also [here](#)). (Approved by Judicial Council 4/26/04).

05/04 - [Surety Bond Forfeited](#) - Contact insurance department after 60 days.

05/04 - [Trustee Sale Proceeds](#) - The degree of ownership for Unclaimed Property must be established before sent to the Division of Unclaimed Property. Also added to [Unclaimed Property](#).

12/03 - [Merchant Fees for Credit Card Bail Payments](#) Merchant Fees percentage.

12/03 - [Unclaimed Property Forms](#) Electronic reporting info and [District](#) and [Juvenile](#) ST-1 and ST-2 forms.

12/03 - [Check Writing Documentation Verification](#) A more detailed description of verification.

12/03 - [Trust Account Disbursements](#) Disbursement checks may only be written if over \$10.01 unless it is a final payment.

12/03 - [Credit or Debit Cards Used for cash bail](#) Cash cannot be used to refund debit or credit cards.

12/03 - [Check Writing](#) Second signer of a check is responsible for it until it gets in the mail.

12/03 - [Create-a-Check access rights](#) Access rights and controls for Create-a-Check.

05/03 - [Credit Cards for Cash Bail](#) New policy updated from HB 201. Also links [here](#) and [here](#).

05/03 - [Monthly Reporting](#) Management must secure the unopened bank statements.

05/03 - [Trust Account Checks Reconciliation](#) Procedures to reconcile the trust account checks.

05/03 - [Reporting Unclaimed Property](#) Changes for reporting procedure.

02/03 - [Shredding signature lines](#) Procedure for "VOID" checks.

02/03 - [Non Monetary Adjustment](#) for Interest Bearing Trust Accounts (IBA)

02/03 - [Using Credit Cards for IO Bond](#) Also using cards for cash bail [here](#) and [here](#).

02/03 - [Trust Section Links](#) New jump links for many sections.

02/03 - [Surety Bond Forfeited](#) Additional changes from last update.

06/02 - [Approval to write trust checks](#) Bankruptcy rules.

06/02 - [Trust check writing](#) Only of approved stock with proper paper orientation.

06/02 - [Surety Bond Forfeited](#) Clarification of bond forfeiture notification and tracking procedures.

06/02 - [Trust Section](#) Several internal links added for ease of use.

11/01 - [Trustee Sale Proceeds:](#) Explains when funds are "distributable"

11/01 - [Trust Policy #7:](#) Cash transactions over \$10k require additional forms

11/01 - [Trust Check Writing Policy 18 & Procedure 2:](#) New policy authorizing use of Coris transfer screen

11/01 - [Trust Cash Bail Disbursement District Court policy 3:](#) Transferring from Cash Bail to Fine.

(July 18, 2001)

- **Travel/Lodging Reimbursement/ Policy 6:** Travelers electing to utilize alternative housing in lieu of motel or hotel accommodations may be reimbursed actual costs up to \$30.00 with signed receipt (campground, trailer park, etc., not a private residence, condo, or time share).

- **Trust/Check Writing/ Policy 8:** If there is a question, if a stop payment should be issued, contact the AOC Finance Department.
- **Trust/Procedure/Immediate Occupancy Bond:** The courts shall not accept payment using a credit card for this type of trust transaction.
- **Transcription/Policies & Procedures:** Miscellaneous revisions.
- **Receipting/Mail Payments/General Procedure # 8 revised:** Reconcile the original manual Mail Log to the CORIS Mail Log Report and/or Transaction to the Transaction Detail Report (Appellate and District Courts), or to the Receipt Listing (Juvenile Courts), to verify that all/sample payments were receipted on the Case Management.
- **Receipting/Mail Payments/District & Juvenile Court Accountant/Mail Log Reconciler sections:** Procedures added.
- **Receipting/Hand Receipts/Policy 11 revised:** "The accountant clerk or designee must perform a monthly reconciliation... the clerk assigned to reconcile hand receipt use should not perform hand receipt custodian duties."
- **Trust/Check Writing/Policy 12 e & f added:** "retain duplicate checks..." and "document any problems that occurred when issuing trust checks."
- **Records Retention/Juvenile Courts:** Work Hours Documentation are to be retained for a minimum of four full fiscal years.
- **Revenue/Credit/Suspend Amount Due/Policy section revised:** Miscellaneous revisions.
- **Cash Fund/Cash Change/Policy 7 added:** Absent cash change clerk policy added.
- **Cash Fund/ Petty Cash/Policy 12 changed:** A transfer of custody should be documented by the custodian and the Alternate before the extended absence.
- **Fixed Assets/Inventory/Policy 8b move to 9d:** the Court Executive will do this, instead of the AOC Finance Department: "verify the fixed asset inventory at least once every two years;"
- **Budget Management/ Judicial Operations Budget/ Policy 6d added:** These funds may not be used to offset the cost of electronic planners.
- **Juror/Witness Fees & Expenses/Policy 9:** In order to be paid, all witnesses must be certified as eligible by "letter of certification" from the county/city attorney or Attorney General.
- **Receipting and Revenue sections:** miscellaneous changes regarding Appellate Court.
- **Appendix/Forms/Chart of Accounts/Object Expense Summary added.**
- **Appendix/Exhibits/Travel Rates/Per Diem Rates:** \$3 am break and \$3 pm break removed (for basic In State meal allowance. \$3 break was in the manual in error).
- **Purchasing/Policy 21 added to:** Those who qualify for an electronic day planner are full time benefitted employees, no longer on probation, and employed for at least one year. Court Executives may authorize the purchase of the electronic planner based upon available funding.

- **Receipting/Partial Payments/District Courts/Cashier Distribution Priority 4 inserted:** Other Trust or warrant transportation reimbursement, attorney recoupment fee. WT, AF, AC, AS
- **Trust/Monthly Reporting/Policy 1 added to:** The AOC will reply within 30 days that the [adjustment] problem has been fixed and when, and confirmations will be sent out to the local court and person requesting the adjustment.

(9/22/00)

Sections revised

- **All Forms have been changed into PDF format.** You should be able to access them all now, using adobe acrobat reader. Use query word, "adobe" to find them all.
- **Receipting/General/Statutory References:** Reference changed from 70A-3-607 to 70A-3-311.
- **Receipting/Collections:** section added.
- **Appendix/Forms: Several forms have been added to this section, including:** Request for New Employee Setup; Increased Reimbursement Request; Request to Reissue Trust Check; NSF Letters; Revenue Report/Deposit Slip Reconciliation; and Revenue Summary Distribution Report (District Court Contract Locations).
- **Travel/M Meal Reimbursement/Policy 1 added to:** State guidelines for meal reimbursement should be adhered to as closely as possible in group meetings.
- **Receipting/Hand Receipts/Procedures/District-Juvenile Courts#5f:** ...A handwritten receipt...should reflect the...Payer's address or Phone number
- **Receipting/Mail Payments/Policy 2f:** A "Mail Log" of payments [must record]: #2f. in order of priority: the case/citation number (if available), or case name (if available), or payer's name
- **Civil Fees/Filing Fees/Policy 2 & 3 added to, including:** ...The sums collected ...shall be applied to the fees after credit to the judgment, order, fine, tax, lien, or other penalty and costs. As filing fees are received from government agencies, they should be receipted as filing fees on the case...
- **Travel/Private Vehicle Use section updated.** Basically, the reimbursement rate for using a State vehicle is 32.5 cents per mile. The rate for using a private vehicle is 25 cents. See the "Increased Reimbursement Request" form added to Appendix/Forms..
- **Court Interpreters/Policy A.4.h; and Travel/Form FI-51A#14 and FI-51#16; and Appendix/Exhibits/Travel Rates sections:** Updated to reflect the travel rate change.
- **Receipting/Sending Cases to State Debt Collection:** Section under construction.
- **Trust/Check Writing/Policy 4, 8, 9, & 14 changed:** Miscellaneous changes including lost or stolen

checks, stop payments, and requests to reissue.

- **Trust/Check Writing/Procedure 3/Void and Lost Checks:** Section revised.
- **Trust/Monthly Reporting/Policy 1 added:** "The primary responsibility for balancing and reconciling is the Clerk of Court or designee. The court will contact the AOC Finance for assistance on any adjustment not made in 60 days."
- **Trust/Monthly Reporting/Procedures/Monthly Trust Account Reconciliation:** Miscellaneous procedural changes made throughout this section. Clarification is given on who is responsible to make corrections (the local court versus AOC Finance).
- **Travel/Miscellaneous Expense Reimbursement/Policy 4 revised:** Personal telephone calls made while out of town overnight on state business will be reimbursed as follows: Four nights or less is \$2.50 per night no receipt required. The traveler must provide an original lodging receipt or an original personal phone bill showing the number called and the dollar amount if the trip is more than four nights. Five to eleven nights. Actual amount up to \$20. Twelve to thirty nights. Actual amount up to \$30.

•EARLIER REVISIONS ARE LISTED AT THE END OF THE MANUAL.

(6/26/00)

Sections revised, updated or corrected:

- Receipting, Hand Receipts, Procedure 6 revised: District: Write the computer transaction # or attach a copy of the computer receipt. Juvenile: Write the computer entry date and the receipt #.
- Juror/Witness: Fees and Expenses/Policy 16 added: Payments to jurors/witness shall be entered in FINET within 10 calendar days.
- Receipting/Returned Checks Policies and Procedures revised, NSF Letters added.
- Juror/Witness Payment Reconciliation/ Payment Reconciliation Results (legends), Juror #7, Witness #8: What to do when another court's prefix was used.
- Revenue/Warrant Enhancement/Policy I: Warrants issued after January 1, 1992, will increase the fine by \$70. The \$70 is made up of \$20 late fee and \$50 warrant enhancement. The appropriate surcharge applies.
- Fixed Assets/Inventory Policy 11: A list of judge's personal property shall be filed with the trial court executive (not the Administrative Office).
- Receipting/Hand Receipts/Procedures added on Monthly and Quarterly Review of hand receipt books.
- Receipting/Hand Receipts/Policy 11 & 12: Reconcile monthly and check on hand receipt books quarterly.
- Purchasing/Policy 21 inserted: Electronic Planners may be reimbursed up to \$150.
- Trust/Checkwriting/Procedure 1 revised: Regarding check signatures, documentation review, and mail/delivery.
- Trust/Checkwriting/Procedure 2 inserted: Sample selection for trust check review
- Cash Funds/Petty Cash/Procedure 5, b and d: Reviewer should document policy discrepancies.
- Cash Funds/Petty Cash/Procedure 5: Keep copies of the forms and receipts.
- Cash Funds/Petty Cash/Procedure 4.a.v. added: Maintaining an optional expenditure log.
- Internal Audit Department: Entire section revised.
- Receipting, Reverse/Cancel Receipts section: Major revisions.
- Purchasing Policy 23 revised: "Retirement awards up to \$200 may be purchased with state funds..."

Reference is made to this policy under "Retirement and Recognition Award Refreshments, Purpose" section, along with minor editing to Policy A, B, and C.

- Purchasing Policy 32-34 renumbered.

- Juror/Witness Payment Reconciliation/Guidelines #2 & #3: Print the OLGLPlus datasheet on the last day of the following month so that all payments will have been processed by that time.

- Receipting/Mail Payments Policy 9 and Over the Counter Payments Policy 14: The court may receive authorization from the AOC Finance Department to accept two-party checks.

- Over the Counter Payments/Receipting/Returned Checks/Policy 4 revised: Once a check has been returned by a payor, further payments by that case should be made with cash, cashier's check, money order, or credit card.

- Records Retention section: Revised wording about Juvenile Court Duplicate Receipts being retained for 10 days.

- Receipting/Overpayments/Policy 7 added. Part of the procedure telling what to do with change rejected by customers was moved to the policy section.

- Court Interpreters, Policy, Non-qualified interpreters, 5h, Mileage: Interpreters will be paid for mileage necessarily traveled in excess of 25 miles or more one-way at the rate of \$0.31 per mile.

(2/3/00)

Sections revised, updated or corrected:

- Purchasing/General Policy section: Items 32, 33, and 34 removed, as they were already replaced by items 36 and 37.

- Trust/procedures section: Miscellaneous revisions.

- Receipting/Overpayments/II Procedures/Change Rejected subsection added. This tells what to do with change rejected by customers.

- Cash Funds/Cash Change/General Policy #6 revised: The Cash Change Custodian should maintain a "Cash Change Fund Assignment Log" showing who has been assigned a portion of the fund.

- Trust/Interest Bearing Accounts/Procedure #16 inserted: "The check shall not be issued until the 1099 information is obtained."

- Special Funds/SAPA/Procedures Flowchart added

- Trust/Check Writting section: Miscellaneous updates.

- Receipting/Over the Counter Payments/Policy 2, Procedure 1, and Procedure 5 revised, regarding writing case numbers on checks.

(1/4/00)

Sections revised, updated or corrected:

- Records Retention section: Added paragraph that Juvenile Court Duplicate Receipts are to be retained for 10 days, and removed "Computer Receipts" from Juvenile list of records to be retained for 4 years.

- Purchasing, General Policy 36 and 37 added: Regarding purchase of surplus property after 30 days notice given to AOC Purchasing Department.

- Fixed Assets/Inventory section revised.

- Appendix/Exhibits section: Post Judgment Interest Rate for year 2000 is 7.670%

- Cash Funds, Petty Cash section: Miscellaneous revisions to procedures 4, 5, & 8. AOC Finance will now

be processing petty cash reimbursement checks instead of forwarding paperwork to State Finance and waiting for them to do it.

(11/9/99)

Sections revised, updated or corrected:

- Receipting/Hand Receipts section: Added this new section. Deleted the old "Handwritten Receipts" section which was under "Receipting/Over the Counter Payments/Procedure B."
- Budget Management/Budget Procedures section replaced "Purpose" and "Budget Adjustment" sections.
- Juror/Witness: Fees & Expenses/Procedure 3C clarification on payment for meals and refreshments using an Accounts Payable Authorization Form or Petty Cash funds.
- Purchasing section: Miscellaneous corrections in General Policy (3, 9 & 31), Sales Tax Exemption (Fed ID#), and Meals and Refreshments subsections (#8).
- Purchasing/Personal Use--Telephone, Fax and Photocopy section added.
- Purchasing/Retirement and Recognition Award Refreshment section added.
- Receipting/Partial Payments/Procedures: Priorities revised.
- Receipting/Deposits/Juvenile Procedure #3 added to, Procedure #6 inserted, regarding Revenue deposits.
- Receipting/Over the Counter Payments/Policy #8 was revised, regarding cashiering and separation of duties.
- Cash Funds/Cash Change section, General Policy 2 and 3 removed. Policy & Procedures for Making Change for Court Patrons added.
- Purchasing/General Policy section, Policy #35A, B, and C added.
- Receipting/Holding Accounts section, Policy 2 (holding 5 days) was removed, Policy 3 was added (after holding for one year, transfer to unclaimed property).
- Small Coris Update.
- Transcription Section revised. There are now three sections: Transcription, Transcript Reconciliation Procedures, and Transcript Request/Billing Statement.
- Appendix/Forms: Added Mileage Chart, linked to Travel/Lodging Reimbursement/Policy 6A.
- Receipting/Over the Counter Payments, Policy #2, wording added: "and/or the case number written on the check."
- Juror/Witness Payment Reconciliation section: Updated.
- Civil Fees/Notary Fees: Section removed. Policy under revision.

(9/16/99)

Sections revised, updated or corrected:

- Accounts Payable section, Policy 20: Write the case number on Payables for Jury meals.
- Juror/Witness Fees & Expenses, Procedure II, C: Meal and refreshment expenses to be paid through the voucher payable system.
- Trust/Check Writing section: language changed regarding stop payment on checks older than 180 days. Policy 9 & 19, and Procedure 2 "Void and Lost Checks" District & Juvenile Courts number 1.
- Purchasing/State Agencies Section, Procedures B removed about how to purchase from Central Stores. Mention of Central Stores is removed throughout the manual.
- Purchasing/General Policy section: Added Policy 19: "Up to a cumulative total of \$50.00 per court site per fiscal year may be used for the purchase of decorations for any holiday recognized by the state."

- Trust/Pass Through Payments/Policy 8: Pass through payments should be kept secure until mailed.
- Receipting/Mail Payments/Policy 9 and Receipting/Over the Counter Payments/Policy 14 added: The courts should not accept two party checks.
- Receipting/Mail Payments section: Policy 5 and 7 revised regarding applying the stamp as soon as payment type is identified, and being logged, receipted, and deposited within 3 days.
- Receipting/Reverse/Cancel Receipts section: Policy 3 & 4 added. Procedures added for District Courts (CORIS Approval Option).
- Trust Section: Procedures Subsection added.
- Cash Funds/Petty Cash/Procedure #5 "Replenishing the Fund" (form instructions)/Body of Front Page: Additional Requirements for State Finance sub-section added.

(8/25/99)

Sections revised, updated or corrected:

- Revenue Code section updated.
- Travel, Form FI-51[A] updated to reflect \$.31/mile, not \$.28/mile for reimbursement.
- Receipting/General Section: Deleted policy 1 regarding Generic cashier ID's.
- AOC Cash Receipts Accounting Policies and Procedures section added.
- Revenue/Credit-Suspend amount Due/Background section: Wording altered to allow for either adjustments or credits. Trial Court (Automated & Non-Automated) sections deleted, detail not wanted.
- Daily Balancing Section: Policy 3 deleted, and policy 8 revised and renumbered as #7 regarding calculator tapes and CORIS listing of checks.

(8/5/99)

Sections revised, updated or corrected:

- General Information Section: Key control subsection added.
- Receipting, Returned Checks, Policy 3: Non-sufficient Funds (NSF) revised.
- General Information & Policy section: Policy #30 revised to state that Judges are expected to pay for their personal phone calls.
- Special Funds Section: Added list of special funds. Revised Substance Abuse Prevention Account, RESTA, and Nonjudicial Adjustment Account sections.
- Over the Counter Payments: Changed #10-14 of the Policy section. Miscellaneous changes regarding the computer receipt number in #2 of the Policy section and in #1 and #5 of the Computer Receipts sub-section.
- Reverse/Cancel Receipts: Removed Policy #1 and 2 about hand receipts. Removed procedure B, "Void/Cancelled Receipts-Hand."
- Separation of Critical Duties: Two cycles were added-Personnel/Payroll and Transcripts
- Juror/Witness Fees and Expenses: Added #4, Lodging, and miscellaneous changes
- Update Sales Tax Exemption section.
- Juror/Witness Payment Reconciliation section with Undeliverable J/W Payments flowchart added.
- Appellate Court procedures added.
- Court Interpreters: Interpreter Fees, Guaranteed Fees, and miscellaneous changes.
- Petty Cash: Added I.1.h. Removed I.18. Petty cash cannot be used for gifts and office decorations.
- General Information & Policy: Revised General Policy 19, refrigerators & microwaves.

(2/13/99)

Sections revised, updated or corrected:

- Juror/Witness: Fees and Expenses: general revision
- Credit Card Payments: general revision
- Mail Payments: Exceptions added and garnishee/garnishment checks defined.
- Pass Through Payments: Exceptions added.
- Glossary: Garnishee and garnishment checks defined.
- Accounting Model: Separation of Duties & tables added.
- Accounting Model: Flow of Collected Funds flowcharts added.
- Special Funds: Added several sections.
- Petty Cash, Replenishing: Added instructions about reimbursement form. Added Change in Custodian Count Forms to Appendix.

(8/27/98)

Sections revised, updated or corrected:

- Accounting Model sent out by email to TCE's and Clerks of Court. To be included as a graphic in the Intranet release of the manual.
- Civil Fees: Special Search Fees: Base time allowed for search is reduced from 20 minutes to 15 minutes, per Council Rule.

(7/2/98)

Sections revised, updated or corrected:

- Receipting: Credit Cards: general revision

(6/5/98)

Sections revised, updated or corrected:

- Various CORIS procedures and miscellaneous changes

(5/21/98)

Sections revised, updated or corrected:

- Receipting: General: Modified policy and procedure to reflect CORIS instead of TCIS.
- Receipting: Miscellaneous Payments (Revenue Only) and Reverse/Cancel Receipts
- Plea in Abeyance: Added CORIS procedures.
- Civil Fees: Changed procedures to reflect CORIS procedures and eliminate TCIS.

(5/15/98) Sections revised, updated or corrected:

- Records Retention: Timesheets and two payroll reports to be retained for at least 3 calendar years, plus the current calendar year.

(5/5/98) Sections revised, updated or corrected:

- Trust: Unclaimed Property: UCA references added to Policy 1.
- Receipting: Over the Counter Payments: Policy 17: Deposit all payments within

three working days of receipt.

-Budget Management: Judicial Operations: Procedure 5: Changed dates for reporting to judges to May 1st and December 1st each year.

-Cash Funds: Petty Cash: Procedures: Added a Paragraph 3 to Procedures 4,a,ii and 4,b,ii to comply with policy regarding requiring supervisor signature if person being reimbursed is the Petty Cash Custodian.

-Records Retention: Objective: Added references to UCJA Rule and Appendix F.

-Appendix: Exhibits: Chart listing Post Judgment Interest rates, 1993 to 1998, added.

(5/4/98) Sections revised, updated or corrected:

-Receipting: General: State Courts exempt from use of Advanced Receivables (FINET)

(4/21/98)

Sections revised, updated or corrected:

-Unidentified Payments: Revised CORIS section for Trust Without A Case instead of pending, pending;

Revised Juvenile section to receipt to miscellaneous revenue instead of creating a pending, pending case.

(4/3/98) Sections revised, updated or corrected:

-Pass Through Payments:

(3/26/98)

Sections revised, updated or corrected:

-Civil Filing Fees: Juvenile Court: Petition for Expungement: Spacing corrected to place \$15.00 distribution underneath "Judges Retirement" (JRE)

(3/3/98) Sections revised, updated or corrected:

-Petty Cash: Increase limit of single expense to \$10. Provide detail of information to include in support memo when purchasing soft drinks from a machine for jurors. Clarifying language on Policy 12 regarding alternate Petty Cash Custodians.

(1/22/98)

Sections revised, updated or corrected:

-Trust--Cash Bail Disbursement procedures under section E "Refund Bail Forfeited"

(1/13/98) Sections revised, updated or corrected:

-Holding Accounts (Juvenile Courts Only) changed "Receipt Listing" to "Holding Account Status Report" on procedures 2 and 3 to indicate actual report name.

(12/31/97)

Sections revised, updated or corrected:

-Transcription: New section created addressing court reporter transcription

-Audiotape Transcription: most of this section is now incorporated into "Transcription"

(12/2/97) Sections revised, updated or corrected:

-Travel (Gascard, Emergencies): New telephone numbers to call in an emergency.

(11/19/97)

Sections revised, updated or corrected:

-Bearer Check (Juror/Witness Payments): Local Bearer Check logs now optional.

-Bearer Check (Juror/Witness Payments): Subpoena with certification is acceptable substitute for letter of certification.

(11/07/97) Sections revised, updated or corrected:

-Travel: Use of UDOT map for city-to-city mileage to qualify for lodging.

-Juror/Witness: Lodging for in-state, but out of county witnesses needs preauthorization of Court Executives. 50 mile one-way guideline suggested

-Stop Payment: Fee change: increased from \$15.00 to \$20.00 in all locations where cited.

(09/11/97)

Sections revised, updated, or corrected:

-Civil Filing Fee Chart: Distribution for the Trial de Novo fee was corrected.

(06/16/97)

Sections revised, updated, or corrected:

-Juror/Witness: Policy 35 provides for donation of Bearer Checks to CASA program.

(06/13/97) Sections revised, updated, or corrected:

-Audiotape Transcription

-Fixed Assets/Inventory: Changed amounts from \$200 to \$100 per Judic.Council Rule 3-408.

(06/12/97) Sections revised, updated, or corrected:

-Monthly Reporting (Trust): Substantial revision, including new trust account reconciliation instructions and modification of policies and procedures. CORIS procedures have been added also. New Trust Account Reconciliation Forms for District and juvenile courts will be distributed.

(06/06/97) Sections revised, updated, or corrected:

-Daily Balancing (Receipting): full revision.

(05/30/97)

Sections revised, updated or corrected:

-Deposits (Receipting): substantial revision of procedures, including, but not limited to, new verbiage on split deposits, documented procedures for transferring funds between trust and revenue, clarification of dates to use in the deposit process, etc. Revisions to policy also.

(05/27/97) Sections revised, updated or corrected:

- Petty Cash: clarification of replenishment process and frequency of requesting reimbursement.

(05/15/97) Sections revised, updated or corrected:

- Overpayments: correction to state 10 day waiting period

(05/09/97) Sections revised, updated or corrected:

- Petty Cash: clarification of role of AOC in processing requests for reimbursement.
- Petty Cash: additional policy clarifying usage of fund and custodian responsibility.
- Sales Tax Exemption: now includes the Federal ID Number
- Travel, Lodging Reimbursement: clarification of when to pay sales and room tax
- Retention Schedule: 3 years for timesheets; wording improvements on section
- Purchasing: policy added to allow other state agency and employee purchases of court surplus property
- Cash Bail Disbursement: all ordered refunds will be paid by the state Warrant system
- Revenue Codes, Cashier Codes: Juvenile Court pay codes changed from alphanumeric codes to three character alphabetic codes.
- Deposit and Trust Check Writing: Fixed numbering sequences.
- Depositing: Several policy revisions and clarifications
- Fixed Assets/Inventory: includes new Council Rule on inventory and further clarifications
- Budget Management: New section on Budget Adjustments, per memo from Myron 3/26/97
- Court Interpreters: Entire section rewritten with new payment schedule and policies
- Returned check fee: increased from \$15.00 to \$20.00 (UCA 7-15-1(2)(b), SB 180)

(2/21/97)

Sections revised, updated or corrected:

- Judicial Operations, both Policy and Procedure
- Deposits, Policy 1
- Civil Filing Fees, District Courts
- Purchasing, Policy 20 re: Cellular phones for judges
- Purchasing, Policy 28 re: printing and postage expenses relative to juries
- Section "Interest Accruing to Litigants" renamed "Interest bearing Accounts"; full revision
- Cross referencing links created for: Interest Bearing Accounts, Unclaimed Property
- Petty Cash: Rewording and clarification of policy statements regarding use of Petty Cash.
- Addition to Petty Cash- Policy 6,B,iv: Supervisor of custodian to sign when the disbursement is to the custodian.
- Petty Cash & Cash Change Fund: Change in procedures for transferring custody of funds
- Petty Cash: Procedures on over/short
- Ordering Banking Supplies- whole section rewritten
- Unclaimed Property- end date changed from June 30 to December 31; reporting date changed from November 1 to May 1.
- Records Retention - fully revised.
- Juror/Witness: Inclusion of statutory language regarding juror/witness payments
- Juror/Witness: Bearer Check distribution included in local court Accounting Model
- Juror/Witness: Policy 29 - Requirement to maintain a local court Bearer Check Register (log)
- Juror/Witness: Include statute on payment of fees and mileage. Incarcerated are not paid.
- Purchasing: revisions and corrections throughout. Dollar levels revised.

