



# Judicial Council of California

## Administrative Office of the Courts

Trial Court Financial Policies and Procedures

Policy No.  
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# REVENUE COLLECTION AND DISTRIBUTION

POLICY NUMBER: AOC FIN 10.01

Original Release Date:

April 1, 2001

Effective Date:

September 1, 2010

Revision Date:

October 7, 2009

# Revenue Collection and Distribution

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## **2.0 Purpose**

(Original 8/01)

The purpose of this policy is to establish uniform guidelines for the trial court to collect, process, and report all fees, fines, forfeitures, restitutions, penalties, and assessments resulting from court orders.

## **3.0 Policy Statement**

(Original 8/01)

It is the policy of the trial court to collect and process revenue in a manner that protects the integrity of the court and its employees and promotes public confidence. The trial court shall institute procedures and internal controls that assure the safe and secure collection of revenue, prompt deposit of all revenues received, accurate accounting that creates an audit trail, and the generation of reports required for sound financial management.

#### **4.0 Application** (Revised 9/10)

This policy applies to all trial court officials and employees whose official job responsibilities involve any aspect of collecting or processing revenue whether received from the public either in-person, via internet website, by telephone or by mail.

#### **5.0 Definitions** (Revised 9/10)

Refer to the Glossary for the following key term used in this policy.

**Audit Trail**  
**Cash**  
**Cash Change Fund**  
**Cash Control**  
**Check(s)**  
**Collection Record**  
**Deposit**  
**Deposit Permit Request**  
**Internal Controls**  
**Monthly Cash Settlement Report**  
**Receipt**  
**Revenue**

## 6.0 Text

### 6.1 Trial Court Collection Activities

(Revised 8/02)

1. In addition to providing justice to the citizens of California, the trial court is also responsible for the collection and processing of fees, fines, forfeitures, restitution, penalties and assessments associated with traffic, civil, or criminal cases.
2. Payments collected by the trial court are in turn distributed to a number of recipients as defined by codes established by the state legislature.

(Revised 9/10)

3. Whenever the State is entitled to a portion of any fines, penalties, assessments, fees, restitutions, bail forfeitures, and parking surcharges, the trial court is required to deposit the State's portion of collections with the county treasurer as soon as practical and to provide the county auditor with a monthly record of the collections.<sup>1</sup>

The State Controller's Office is responsible for determining whether or not all collections remitted to the State Treasurer are complete, and is authorized to examine records maintained by any court for this purpose.<sup>2</sup>

4. The State Controller's Office provides on its website [www.sco.ca.gov](http://www.sco.ca.gov) eight distribution tables contained in Appendix C of the *Manual of Accounting and Audit Guidelines for Trial Courts*. Appendix C details

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<sup>1</sup> Government Code (GC) section 68101. Note that this does not apply to UCF fees, that is, fees that are listed in GC 68085.1(a) and reported on the TC-145. (GC 68101(c).)

<sup>2</sup> GC sections 68103 and 68104

guidelines on how trial courts and counties should distribute these collections to properly and uniformly account for them in order to comply with law.<sup>3</sup>

5. The Trial Court Revenue Distribution Manual may be obtained from the State Controller's Office. Distribution tables and other related material are available on the Controller's website at [www.sco.ca.gov](http://www.sco.ca.gov).
6. As discussed in Policy No. FIN 11.01 Audits, the State Controller's Office audits court revenues to ensure that the State and local agencies receive their proper shares of the various fees, fines, penalties, and forfeitures generated by the trial courts.
7. It is the responsibility of the trial court to assure the accurate distribution of the funds that it collects.

## **6.2 Case Management System**

(Revised 8/02)

1. The collection process starts with the setup of a case in the trial court case management system. The trial court shall employ a case management system that can maintain separate accountability for civil, criminal and traffic cases.
2. The case management system should be capable of assigning unique case numbers to be used to track the status of each case from inception to final judgment.
3. The trial court shall track and account for the payments it receives in one of the following ways:

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<sup>3</sup> GC 71380

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- a. The case management system should include a cash collection/receipting module that will allow the court to collect fees, fines, forfeitures, restitutions, penalties, civil trust, criminal bail trust, or assessments associated with the cases.
  - b. The collection/receipting module (if separate from the case management system) shall be integrated with the case management system so that each financial transaction can be tracked and reconciled with the applicable unique case number(s).
4. For control purposes, court employees assigned to set up new cases in the case management system shall not perform cash collection functions and/or accounts receivable functions as described in the following sections of this policy.

### **6.3 Enhanced Collections**

(Revised 9/10)

1. According to Government Code (GC) 77003 (7)(b), court operations do not include collection enhancements as defined in California Rule of Court 10.810 as it read on July 1, 1996. Rule 10.810 defines collection enhancement as “Collections performed in the enforcement of court orders for fees, fines, forfeitures, restitutions, penalties, and assessments (beginning with the establishment of the accounts receivable record)”. Collection enhancements do not include forthwith payments made to counter clerks and cashiers.
2. The court and county may maintain the collection program that was in place on January 1, 1996, unless otherwise agreed to by the court and county. The program may wholly or partially be staffed and operated either by the court itself, by the county, or by a third party contractor.<sup>4</sup>

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<sup>4</sup> Penal Code 1463.010

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3. The comprehensive collection program allows a county or court that meets program requirements to deduct its operating costs from eligible collections prior to the distribution of revenues to other governmental entities.<sup>5</sup> (Revised 09/10) However, the payment amount of all fines, forfeitures, restitution, penalties and assessments associated with traffic, or criminal cases must be recorded in the court's case management system in total, without deduction for any credit/debit card merchant fees, banking service fees or other collection expenses.
4. The trial court may employ court personnel, county or private collection agencies to pursue delinquent accounts. State trial court funding should not be used to fund these positions. Under all arrangements, the trial court shall ensure that its case management system is properly updated for all amounts collected or written off.
5. Outstanding balances from the case management system shall not be included in any accounts receivable account when the amount due to the trial court cannot be determined. A major portion of the outstanding balances will be distributed to other agencies. The portion of the outstanding balances that are state trial court funds are sent to the state and redistributed among all the trial courts.
6. Court employees who are assigned to maintain and update accounts receivable shall not have the ability to make adjustments in the general ledger system.

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<sup>5</sup> Penal Code 1463.007

## **6.4 Collections**

(Revised 10/03)

1. Cash control procedures are of primary importance to court managers in avoiding losses related to cash handling. The fundamental rules for controlling cash receipts include the following:
  - a. Designate specific responsibility for custody of cash funds during the workday and for securing cash in a safe, vault, or other secure storage place overnight.
  - b. Limit responsibility for receiving cash to as few employees as possible.
  - c. Separate cash handling from recordkeeping. Responsibilities for collection and deposit preparation should be segregated from those involving the recording of cash receipts and permanent court record entries.
  - d. Have bank reconciliations prepared by persons not responsible for handling cash.
  - e. Record cash receipts immediately if receiving cash by mail.
  - f. Secure cash receipts in a cash drawer, vault, safe or locked cabinet to which only specifically authorized personnel have access prior to deposit.
  - g. Deposit each day's cash receipts. Cash drawers and change funds shall be used for official court business only (i.e., the collection of fines, fees, penalties, etc.).
  
2. The court may be authorized to accept credit cards as a form of payment for criminal fees, fines, penalties and forfeitures. Under no circumstances should these credit card payments be commingled with cash deposits of operating monies. The trial court must coordinate with the county to establish a separate bank account linked to the credit card receipt mechanism prior to accepting credit

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card payments. Failure to observe this requirement may result in the withdrawal of authorization to accept credit card payments without notice, at the sole discretion of the Administrative Director of the Courts.

3. The court shall not be required to accept payment in coin.<sup>6</sup>
4. Court employees involved in collection activities are expected to conduct themselves professionally at all times in their contact with the public and in handling the payments received by the court. A high degree of personal responsibility and accountability is also expected.
5. To reduce the potential for losses due to errors or irregularities, court employees involved in collection activities (cashiers and supervisors) will observe the guidelines provided in this section and the more detailed procedures provided in Policy No. FIN 10.02, Cash Handling.

## **6.5 Uniform Civil Fee (UCF) Bank Accounts**

(Revised 9/10)

### **6.5.1 Uniform Civil Fee Depository Bank Account**

1. An individual UCF Depository Bank Account (UCF Depository) has been established by the AOC for each of the 58 trial courts for the deposit of Uniform Civil Fees (UCF ) pursuant to the Uniform Civil Fee and Standard Fee Schedule Act of 2005 (UCF Act). The UCF are those listed in GC 68085.1(a) and on the form TC-145.
  - a. The trial court executive office may request, that additional subsidiary UCF depository bank account (UCF Subsidiary Depository) be opened for each of the court's UCF depositing

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<sup>6</sup> GC 24353

locations. These UCF Subsidiary Depositories will automatically concentrate daily deposits made by each branch location of a trial court into its UCF Depository. UCF Subsidiary Depositories provide the ability to individually monitor the activities of each UCF depositing location within a trial court.

- b. All UCF Depositories and UCF Subsidiary Depositories are to be used only for the deposit of UCF. The trial court does not have the ability, independent of the AOC, to withdraw funds from a UCF Depository or UCF Subsidiary Depository. The court must not deposit criminal fines, fees and penalties to any UCF Depository or UCF Subsidiary Depository.<sup>7</sup>
- c. The trial court will deposit into its UCF Depository the total amount of UCF collected in accordance with the UCF Act as soon as practicable but not later than the day agreed by the court and on file with the Trust and Treasury Services Unit per Section 6.13, Uniform Civil Fee Monthly Reporting, Paragraph 1, during the calendar month following the month in which the UCF were collected. The day agreed by the court and on file with the Trust and Treasury Services Unit per Sub-section 6.8.3, cannot be later than the 30th day during the calendar month following the month in which the UCF were collected.
- d. All UCF Depositories and UCF Subsidiary Depositories of each trial court will reconcile each calendar month the amount of UCF deposited to its UCF Depository that calendar month to the amount of UCF recorded in its case management system as UCF collected that calendar month.

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<sup>7</sup> For the benefit of the depositing trial court, the AOC will invest the balance on deposit in each trial court's UCF Depository and UCF Subsidiary Depositories. The AOC will periodically transfer to each trial court any investment earnings (which may consist primarily of interest and dividends) on the net deposits.

## **6.5.2 Distribution Bank Account**

1. Pursuant to GC 68085.9, the AOC may open a depository / disbursement bank account (“Distribution Bank Account”) through which a trial court receives deposits of money required to be deposited into a county’s treasury or with the county treasurer. A Distribution Bank Account may be opened only with the written consent of the affected county and the Administrative Director of the Courts. See Policy No. FIN. 13.01 Banking Services, Section 6.1, Authority for Trial Courts to Establish Bank Accounts, Paragraph 3 for detailed information about opening a Distribution Bank Account.<sup>8</sup>
2. After obtaining the required approvals, a trial court must (i) make deposits of cash receipts received by the trial court directly to the Distribution Bank Account, (ii) transfer UCF to its UCF Depository as soon as practicable, (iii) transfer Civil Trust and Criminal Bail Trust funds to its Trust Bank Account as soon as practicable, and (iv) distribute at least monthly to the county all monies required to be paid to the county treasury.
3. All Distribution Bank Accounts may be used only for the deposit of UCF, civil trust, criminal bail trust, criminal fines, fees and forfeitures.
4. Any withdrawals from a Distribution Bank Account will be completed by the Trust and Treasury Services Unit. The trial court may not, independent of the AOC withdraw funds from a Distribution Bank Account.

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<sup>8</sup> For the benefit of the depositing court, the AOC will invest the balance on deposit in the court’s Distribution Bank Account. The AOC will periodically transfer to each trial court and county, in proportion to their respective shares established by Court-County agreement, any investment earnings (which may consist primarily of interest and dividends) on the net deposits.

5. The Distribution Bank Account will not be used (i) to pay criminal or civil bail refunds to individuals, or (ii) to make other refunds to individuals or vendors, either electronically or via check.
6. The trial court is responsible for reconciling on a monthly basis activity reflected in its Distribution Bank Account for that month to activity reflected in its case management system for that month.

### **6.5.3 Access to Uniform Civil Fee Bank Account Balance Reporting**

1. The Trust and Treasury Services Unit has on file each court's Schedule B – Bank Reporting Services Users and Electronic Funds Transfer Receiving Instructions (See 7.0, Associated Documents), which lists (i) the trial court employees who have access to the bank account balance reporting service, and (ii) the trial court's receiving bank instructions to be used for electronic transfer of funds by Trust and Treasury Services to the trial court.
2. The trial court must complete and submit to the Trust and Treasury Services Unit a new Schedule B if there is a change to (i) the court's employees who have access to the bank account balance reporting service or (ii) the receiving bank electronic funds transfer instructions.
3. The trial court will have at minimum the ability to access through the bank's proprietary information reporting system daily bank balance information and monthly bank statements for (i) the trial court's UCF Depository, (ii) its UCF Subsidiary Depositories, if any, and (iii) its Distribution Bank Account, if any.
4. Access to the bank's balance reporting and bank statement services should be limited to those individuals who require access

to reconcile UCF bank deposit activity or otherwise to perform their normal job responsibilities.

- a. The trial court must resolve any reconciling items, including returned checks and other bank adjustments, for the current calendar month as soon as practicable but in no event later than the end of the succeeding calendar month.
5. The court should verify that it receives directly from the bank all correspondence necessary to reconcile bank activity to the court's case management system for any UCF Depository, UCF Subsidiary Depository, or Distribution Bank Account, including any returned checks.

## **6.6 Daily Balancing and Closeout**

(Original 8/01)

1. At the end of the workday, each cashier must balance his or her cash drawer or register. Cashiers may not leave the premises nor transact new business until daily balancing and closeout are complete.
2. Balancing and closeout include completing and signing the daily report; attaching a calculator tape for checks; turning in the report, money collected and cash change fund to the supervisor; and verifying the report with the supervisor.
3. After daily balancing and closeout are completed, the collections are prepared for deposit to the bank. If the daily collections are not deposited on the same day they are collected, they must be locked in a safe, vault, or secure cabinet overnight.

## **6.7 Deposits** (Original 8/01)

1. The trial court shall prepare appropriate documentation to deposit funds in the county treasury or its bank account(s) or for pick-up by an armored transport service. Policy No. FIN 13.01 Banking Services, provides more detailed information regarding bank account deposits.
2. To deposit money in the county treasury, a deposit permit request must be prepared. This request, prepared in triplicate, must be supported by acceptable documentation such as duplicate receipts or a receipt listing.
3. The deposit permit request form and supporting documentation requirements shall be prescribed by the County Auditor/Controller.
4. Upon approval by the County Auditor/Controller, the deposit permit request and supporting documents, the permit request and money held for deposit shall be transmitted to the County Treasurer for deposit.

(Revised 9/10)

5. The trial court must obtain copies of all deposit permit requests receipted by the County Treasurer.
6. The County Treasurer shall deposit the money into the funds indicated on the deposit receipt (GC 26900-26903, 27008-27009).
7. The State's share of criminal fees, fines, forfeitures, and penalties must be remitted by the county auditor every month on a state remittance form (form TC-31). Submission of the TC-31 to the State is the county's responsibility. Instructions for the TC-31 can be found

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on the back of the form, which is available on the State Controller's website at [www.sco.ca.gov](http://www.sco.ca.gov).

## **6.8 Uniform Civil Fee Receipts and Deposits** (Revised 9/10)

### **6.8.1 Uniform Civil Fee Bank Deposits Directly to the UCF Depository**

1. Daily, or as often as practicable, each trial court must deposit fees collected pursuant to the UCF Act into its UCF Depository.
2. A trial court must deposit UCF into its UCF Depository using the pre-printed bank account deposit slips supplied by the bank, which are encoded with the trial court's bank account number and cannot be used by any other trial court. If the trial court has one or more UCF Subsidiary Depositories, deposits into those bank accounts may be made only by the trial court locations for which those bank accounts were established. Each trial court location must only use the pre-printed deposit slips supplied by the bank and encoded with the bank account number assigned to the specific location.
3. Each trial court location that accepts credit card payments solely for UCF should direct the credit card processor to deposit all proceeds in the trial court location's UCF Depository.

### **6.8.2 Bank Deposits Directly to the County Treasurer or Distribution Bank Account**

1. If a trial court deposits UCF directly to its County Treasurer, the court must direct the County Treasurer to electronically transfer the UCF deposited from the county treasury to the trial court's UCF Depository bank account daily, or as often as practicable, but in no event less than once per month.

2. If a trial court deposits UCF directly to its Distribution Bank Account, the court must direct Trust and Treasury Services to electronically transfer the UCF deposited from the UCF Depository to the trial court's UCF Depository bank account daily, or as often as practicable, but in no event less than once per month. A trial court must request the electronic transfer of funds from its Distribution Bank Account to its UCF Depository in writing by using Schedule C - Electronic Funds Transfer Form (See 7.0, Associated Documents).

### **6.8.3 Uniform Civil Fee General Depositing Instructions**

1. When funds are deposited in error to a UCF Depository, UCF Subsidiary Depository or Distribution Bank Account, the trial court must submit a request to the Trust and Treasury Services using Schedule C - Electronic Funds Transfer Form to have the funds returned to the trial court. Appropriate documentation should be attached to Schedule C.

### **6.9 Daily Reporting**

(Original 8/01)

1. All collections made by the court must be recorded in a collection record, which may be created manually or generated by an automated system. The receipts from all cashiers should be posted daily and reconciled with the daily deposit of funds.
2. The collection record should show in chronological sequence and by unique receipt number all amounts collected by the court and the nature of the money collected. At the end of the month, each column of the collection record should be added and the totals recorded. A duplicate copy of the collection record may be prepared and attached to the monthly cash settlement report as supporting documentation.

## **6.10 Case Management System Revenue Distribution** (Revised 8/02)

1. Each payment received by the trial court is ultimately distributed or disbursed according to a schedule established by the Legislature.
2. The court must assure that:
  - a. The state schedule for revenue disbursement is accurately entered in the court's case management system. Revenue distribution tables are available on the State Controller's website at [www.sco.ca.gov](http://www.sco.ca.gov).
  - b. The state schedule is consistently followed by every court location either through centralized input that serves all locations or by separately entering and verifying data entry for each location.
  - c. It is able to track revenues collected by case number and reimbursement code for accounting purposes.
3. Disbursement of funds is made from the county treasury after revenues collected by the courts have been accepted for deposit by the County Auditor/Controller. Disbursement is made using county warrants upon the order of the court, except where the distribution of revenue is otherwise provided by law (GC 24353, 68084, 68101).
4. The trial court shall pay into the county treasury all money collected that is due the treasury in timely manner and shall remit fee, fine, and forfeiture data within 35 days after the end of the month in which the money was collected. If the county auditor determines that the court is responsible for a delinquent penalty levied pursuant to GC 68085, the trial court shall reimburse the county general fund in an amount equal to the actual penalty.<sup>9</sup>

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<sup>9</sup> GC 24353 and 68085

## **6.11 Uniform Civil Fee Distributions**

(Revised 9/10)

1. Upon receipt each trial court's TC-145 is uploaded to the UCF Distribution System operated by Trust and Treasury Services. Trust and Treasury Services calculates the authorized distribution to the various State and local programs ("Monthly Distribution") as required by law. On or before the 45th day after the TC-145 reported calendar month, the AOC will transfer the appropriate amount indicated on the trial court's TC-145 from the trial court's UCF Depository to the State Treasurer's Office ("STO") or other account, as applicable.
2. All monthly distributions of Local Program Distribution Types are sent to each trial court's County Treasurer.

However, the County may give written instructions to the AOC to distribute all small claims advisory and/or Dispute Resolution Program Act funds to a local program beneficiary other than the County. The written instructions must indicate that a written agreement exists under which the designated local program beneficiary is performing the local program service. The AOC will begin distributing the affected funds to the local program beneficiary as of the calendar month following receipt of the written instructions.

### **6.11.1 Interest Earned on UCF Balances**

1. Interest on UCF Depository Balances
  - a. Actual interest received on each trial court's UCF Depository will be distributed directly from each court's UCF Depository bank account to each court during the calendar month in which the interest is paid by the investment entity.

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- b. The interest will be paid to the bank account designated by the trial court on its Schedule B on file with Trust and Treasury Services, which must be the same bank account currently receiving the trial court's monthly Trial Court Trust Fund allocation
  - c. A statement of interest paid will be made available to each trial court.
2. Interest Earned on Distribution Bank Account Balances
- a. Actual interest received on each trial court's Distribution Bank Account will be distributed per written instructions from the trial court directly from each trial court's Distribution Bank Account to that court and its county according to the trial court's agreement with its county.
  - b. A statement of interest paid will be made available to each trial court.

### **6.11.2 Electronic Funds Transfer Receiving Instructions**

The bank account listed on each trial court's Schedule B on file with Trust and Treasury Services will be used for the electronic transfer of funds by Trust and Treasury Services to the trial court. This includes transfers of interest earned on the investment of each trial court's UCF Depository balances.

The bank account listed in Schedule B must be the same bank account in which the Trial Court receives the deposit of its monthly allocation of operating funds from the Trial Court Trust Fund.

## **6.12 Monthly Cash Settlement Reporting** (Revised 9/10)

1. The proper accounting for or disposition of these collections is detailed in a monthly report to the county prepared by the trial court and filed with the County Auditor-Controller. An example of the detail needed to facilitate distribution includes:
  - a. Trial court cash on hand at the beginning of the month.
  - b. Collections during the month.
  - c. Payments received by credit card during the month.
  - d. Adjustments.
  - e. Deposits in the county treasury.
  - f. Trial court cash on hand at the end of the month.
  - g. The funds and accounts to which money deposited must be credited.
2. Proper development and maintenance of the collection record should provide the court with all the information necessary to prepare the Monthly Cash Settlement Report in an efficient, timely manner (GC 24352, 24353, 68101).
3. The Monthly Cash Settlement Report should be used as applicable to prepare the trial court's Quarterly Financial Statement (QFS) and Comprehensive Annual Financial Report (CAFR) information according to the requirements established by the Judicial Council.

## **6.13 Uniform Civil Fee Monthly Reporting** (Revised 9/10)

1. All Uniform Civil Fees collections for a calendar month must be reported on the TC-145 and its supporting reconciling Schedules

D and F. The TC-145 and supporting schedules must be delivered electronically to Trust and Treasury Services by the “Reporting Delivery Date” on file with Trust and Treasury Services.

2. The TC-145 and supporting schedules must be submitted electronically to the Trust and Treasury Services’ “TC-145” e-mail box at “tc145@jud.ca.gov”, per the TC-145 instructions on Serranus at the following address:

[http://serranus.courtinfo.ca.gov/programs/finance/fees\\_tools.htm](http://serranus.courtinfo.ca.gov/programs/finance/fees_tools.htm)

The instructions for completing Schedules D and F are included in the TC-145 instructions on Serranus at the address indicated immediately above.

3. Failure to deliver a TC-145 with the reconciling Schedules D and F to Trust and Treasury Services by the Reporting Delivery Date may result in a penalty assessed on the delinquent trial court in accordance with GC Section 68085(h).
4. All TC-145’s must be certified by the trial court. The TC-145 certification process is described on the “Certification” included in the TC-145 instructions on Serranus at the address:

[http://serranus.courtinfo.ca.gov/programs/finance/fees\\_tools.htm](http://serranus.courtinfo.ca.gov/programs/finance/fees_tools.htm)

### **6.13.1 TC-145 Reporting**

1. The total amount reported by each trial court on its TC-145 for each calendar month must be greater than or equal to zero and must be equal to the amount deposited into the court’s UCF Depository for the calendar month reported.

2. The amount of each UCF line item category reported by a trial court on a TC-145 must equal each fee line item category on the trial court's case management system for the calendar month reported.

### **6.13.2 Replacement TC-145**

A trial court's first monthly submission of a TC-145 is defined as an "Original" TC-145. Any revised TC-145 submitted after the Original TC-145 and on or before the court's Reporting Delivery Date is defined as a "Replacement TC-145".

### **6.13.3 Supplemental TC-145**

1. Supplemental TC-145 submission is required when a trial court has under-remitted UCF collected in a prior calendar month and is unable to submit a Replacement TC-145 prior to the court's Reporting Delivery Date. A Supplemental TC-145 may be subject to penalties based on the amount of UCF remitted after the remittance date to either the State or local program beneficiaries. The penalty due the State is calculated and invoiced by the State Controller's Office, and penalties due local program beneficiaries are calculated and invoiced by Trust and Treasury Services.
2. Trust and Treasury Services will make every effort to remit the distribution amounts per a Supplemental TC-145 to the STO and local program beneficiaries as quickly as possible to minimize penalties.

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**7.0 Associated Documents**  
(Revised 9/10)

**Schedule B – Bank Reporting Services Users and Electronic  
Funds Transfer Receiving Instructions**

**Schedule C - Electronic Funds Transfer Form**

**Schedule B – Bank Reporting Services Users and Electronic Funds Transfer Receiving Instructions**

Administrative Office of the Courts  
Trial Court Treasury Services

Trial Court of California:

**PICK YOUR COURT FROM THIS LIST** ▼

**Bank Reporting Services Users**

| User Name | User Title | User Phone Number | User E-mail Address |
|-----------|------------|-------------------|---------------------|
| 1         |            |                   |                     |
| 2         |            |                   |                     |
| 3         |            |                   |                     |
| 4         |            |                   |                     |
| 5         |            |                   |                     |

Trial Court Incoming Wire Instructions (Interest Payments Due to Trial Court)

(Please provide wire instructions to the bank account that currently receives your monthly TCTF allocation)

|                              |  |
|------------------------------|--|
| <b>Bank Name:</b>            |  |
| <b>Bank Branch Address:</b>  |  |
| <b>Bank Contact Name:</b>    |  |
| <b>Contact Phone Number:</b> |  |
| <b>Bank ABA Number:</b>      |  |
| <b>Bank Account Number:</b>  |  |

**SCHEDULE C**

**TRIAL COURT OF CALIFORNIA**

(Court Name)

(Court Address), (Court City, State, Zip), (Court Telephone and Fax Numbers)

**Select One Box Only:**

|                        |                          |
|------------------------|--------------------------|
| Federal Wire Transfer: | <input type="checkbox"/> |
| Book Transfer:         | <input type="checkbox"/> |
| ACH :                  | <input type="checkbox"/> |

FT # : \_\_\_\_\_  
(For TCAFS use only)

**ELECTRONIC FUNDS TRANSFER FORM**

**Transfer Amount :**

**Value Date :**

**CHARGE ACCOUNT**

|   |                             |
|---|-----------------------------|
| <b>Transfer FROM (Debit) Acct # :</b> _____ | <b>Account Name :</b> _____ |
| <b>Routing Number :</b> <b>121000358</b>    | <b>Bank Name :</b> _____    |

**BENEFICIARY ACCOUNT**

|  |                             |
|--|-----------------------------|
| <b>Transfer TO (Credit) Acct # :</b> _____ | <b>Account Name :</b> _____ |
|  | <b>Bank Name :</b> _____    |
| <b>Routing Number :</b> _____              | <b>Bank Address :</b> _____ |

**Payment Description:**

**Special Instructions:** \_\_\_\_\_

| Account Coding: | G/L   | CC    | FA    | Fund  | Amount |
|-----------------|-------|-------|-------|-------|--------|
| DR              | _____ | _____ | _____ | _____ | _____  |
| CR              | _____ | _____ | _____ | _____ | _____  |

\_\_\_\_\_  
(Court Person)

\_\_\_\_\_  
(Court Approved Signer)

Prepared By

Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NOTE:** Please allow on day for TCAFS to process your requests. Kindly attach the necessary supporting documents for this fund transfer request. Thank you.

**Completed by:**

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date of Completion