



ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL 7th EDITION

Policy No., FIN 15.01, Gifts of Personal Property

EXECUTIVE SUMMARY OF UPDATE

POLICY ISSUE(S)

One change pertains to amendment of the gift reporting requirement from every quarter to 45 days after receipt were to: reduce the level of explanation of internal controls in that section and to remove examples of accounting records in that section.

Significant Revisions

1. Sub-section 6.4.2 Gift Monitoring and Reporting – To minimize unnecessary reporting, this section has been amended to reflect that courts are no longer required to submit a quarterly report of gifts accepted to the AOC Office of Budget Management. The new reporting requirement is 45 days after a gift is accepted by a court. The list of required information has been retained.