

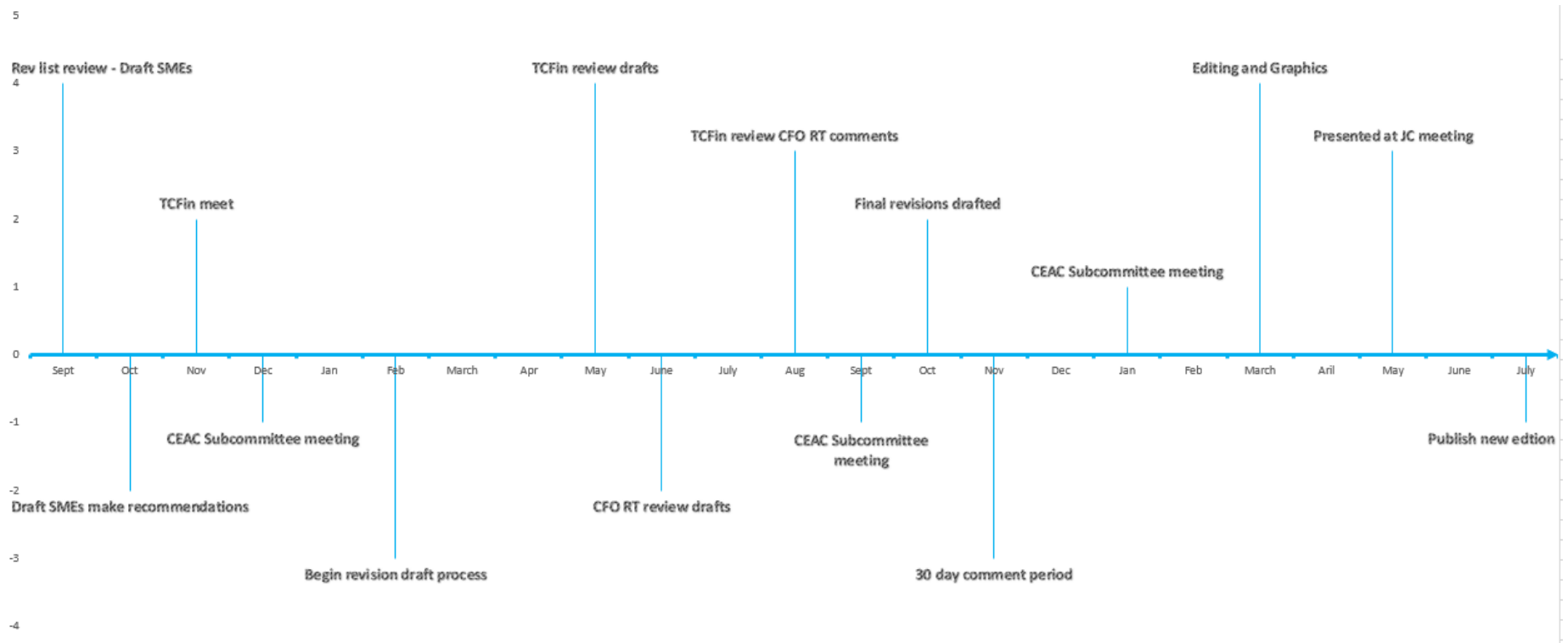
12th TCFPPM REVISION LIST

Update (Y/N)	Section Title	§	Policy Name	Policy No. FIN #	Sub-Section	Suggestion/Recommendation	Suggesting Entity/Staff	TCFin Comments
Y	Binder Cover & Spine					Edit title edition		Change: 11 to 12, "Eleventh Edition" to "Twelfth Edition", publication date
Y	INTRO					More clearly describe the use of shall, will, must, should, etc. Perhaps match the JBCM definitions for consistency?	Audits/Humboldt	TCFin - Recommend revision to clarify. Support standardized definitions across manuals (JBCM). Potentially choose single word when multiple words have same meaning.
N	MANUAL ORG & STRUCTURE					NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	ORGANIZATION	1						
N			TRIAL COURT ORGANIZATION RESPONSIBILITIES AND AUTHORITY	1.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N				1.02		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			INTERNAL CONTROLS	1.03		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	FISCAL MANAGEMENT	2						
N			FINANCIAL MANAGEMENT	2.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	FUND ACCOUNTING	3						
Y			FUND ACCOUNTING	3.01				
					6.3	Research the Trial Court Operation Fund. Some Government Code sections reference it, but it does not appear to be defined as a fund? Need to further define what we mean by this fund.	GL Unit & JCC Audits	TCFin - Recommend research. Currently assigned to JCC analyst.
N			BUDGET DEVELOPMENT	4.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			BUDGET MONITORING AND REPORTING	4.02		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			POSITION MANAGEMENT	4.03		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	ACCOUNTING PRACTICES	5						
N			ACCOUNTING PRINCIPLES	5.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			GENERAL LEDGER	5.02		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			GRANT ACCOUNTING AND ADMINISTRATION	5.03		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	PROCUREMENT	6						
Y			PROCUREMENT	6.01				
					?	Socioeconomic and Environmental Programs (e.g., DVBE, SABRC, Small Business Preference, etc.) are missing from policy.	Robert Downs	TCFin - Recommend inclusion. Concerns remain regarding overlap/redundancy with JBCM.
	CONTRACTS	7						
N			CONTRACTS	7.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	ACCOUNTS PAYABLE	8						
N			VENDOR INVOICE PROCESSING	8.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			CLAIM PROCESSING	8.02		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			REIMBURSEMENT FOR TRIAL COURT JUDGES AND	8.03		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			PETTY CASH	8.04		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			BUSINESS MEAL EXPENSE GUIDELINES	8.05		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	FIXED ASSETS	9						
N			FIXED ASSET MANAGEMENT	9.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	COLLECTIONS	10						
N			UNIFORM CIVIL FEES, AND CRIMINAL, TRAFFIC FINES, FEES COLLECTIONS AND	10.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
Y			CASH HANDLING	10.02				
				10.02	6.3.4(2)	Why should we require identification to accept checks at cashier counter when not required for mail or drop boxes?	San Mateo	TCFin - Any opportunity to prevent fraud mitigates unnecessary workload and fees. JCC Treasury staff recommend additional clarity to include identification requirement for money orders and cashier's checks. TCFin recommends leaving as-is to only require ID for checks.

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				10.02	6.3.4(9)	JCC Audit Services recommends immediate endorsement of all checks, warrants, money orders, and other negotiable instruments, which would require removal of the words, "and acceptance". Counter to this recommendation some court staff believe you shouldn't endorse and instrument until you fully accept it after receipt. If we leave "and acceptance", consider adding to 6.4(1) for consistency.	SD/JCC Audits	The words "and acceptance" were added in the 7th edition of the manual. Archived notes do not reflect rationale. TCFin - Recommend removal of "and acceptance".
				10.02	6.3	Consider adding foreign currency within sections dealing with processing foreign checks payments. Currently no mention of foreign currency in the manual.	LA/Robert Downs	TCFin - Recommend addition of foreign currency.
	AUDITS	11						
N			AUDITS	11.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	RECORD RETENTION	12						
Y			RECORD RETENTION	12.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
					6.1	The language regarding electronic records satisfying retention requirements implies it only applies to the general guidelines and not the specific records requirements below.	Calaveras	TCFin - Recommend clarification of applicability to all records.
	BANKING & TREASURY	13						
N			BANKING SERVICES	13.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	SECURITY	14						
N			COURT SECURITY	14.01		PENDING FURTHER GUIDANCE FROM JCC LEGAL SERVICES		Per JCC LSO (10/22/2020) pending litigation continues. Recommendation to maintain policy suspension.
	MISCELLANEOUS	15						
N			GIFTS OF PERSONAL PROPERTY	15.01		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
N			INDIRECT COST RATE PROPOSAL	15.02		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
Y			ESCHEAT	15.03				
					6.1(3)	Since access to the JCC Legal Opinions link is restricted to specific court staff, should we consider incorporating some of the guidance outlined in the opinions (escheatment)?		TCFin - Recommend inclusion to the extent possible.
					6.3.4	This section allows escheatment of unclaimed deposits of \$20 or less without publication of notice. It directs such deposits to be recorded to miscellaneous revenue. We have two escheatment accounts (823002 & 823003) already set up to record all escheatment revenue. Consider recording here instead of miscellaneous revenue. If this will not be incorporated, direct JCC to clarify in the chart of accounts descriptions.	Marcus Bray	TCFin - Recommend suggested change.
			CHANGE OF VENUE	15.04		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
			TCTF FUNDS HELD	15.05		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
			AB 2695 - SERVICE PROCESS REIMBURSE	15.06		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
			REIMBURSE COSTS - STATE PRISONS	15.07		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
			REIMBURSE COSTS HOMICIDE TRIALS	15.08		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
			REIMBURSE ELDER/DEP PETITIONS	15.09		NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	GLOSSARY							
Y			Glossary			NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		Edit as needed
	Index							
N			Index			NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		
	Misc							
N			Table of Contents			NO SUGGESTIONS/RECOMMENDATIONS RECEIVED		

TRIAL COURT FINANCIAL POLICIES AND PROCEDURES MANUAL REVISION PROCESS TIMELINE



December 2020