

## How to handle a returned check

### 1- Check and NSF happen in the same month, before the monthly report has been submitted

Check is received, entered on the case and deposited in JUNE.

Fines	100.00
Civil Fees	0.00
SurCharge	85.00
Bail	0.00
Other	0.00
AmountDue	0.00

Notice from bank of insufficient funds is received in June (before AC Report has been done)

While on the case information screen, touch the letter C to edit the checkbook records

Click on NEW to add a new checkbook record

Enter minus (-) Fine\$ and (-) Surcharge\$ transactions showing the money coming off the case

Enter the day you are entering the NSF transaction as the Today Date and the Bank Date

Remove the Report Date from the Original Fine Payment checkbook record

\$ Fines	0.00
Civil Fees	0.00
\$ SurCharge	0.00
Bail	0.00
Other	0.00
AmountDue	185.00

DO NOT delete the original checkbook record showing the payment. If you do, you will lose the audit trail of the original payment being made. If you delete the record and rerun your deposit slip or cashbook for the payment day, they would be incorrect, since you did deposit that check, in good faith.

DO NOT enter a Report Date on the NSF checkbook record

DO NOT enter anything in the CASH field on the NSF checkbook record

DO NOT put a checkmark in DEPOSIT on the NSF checkbook record

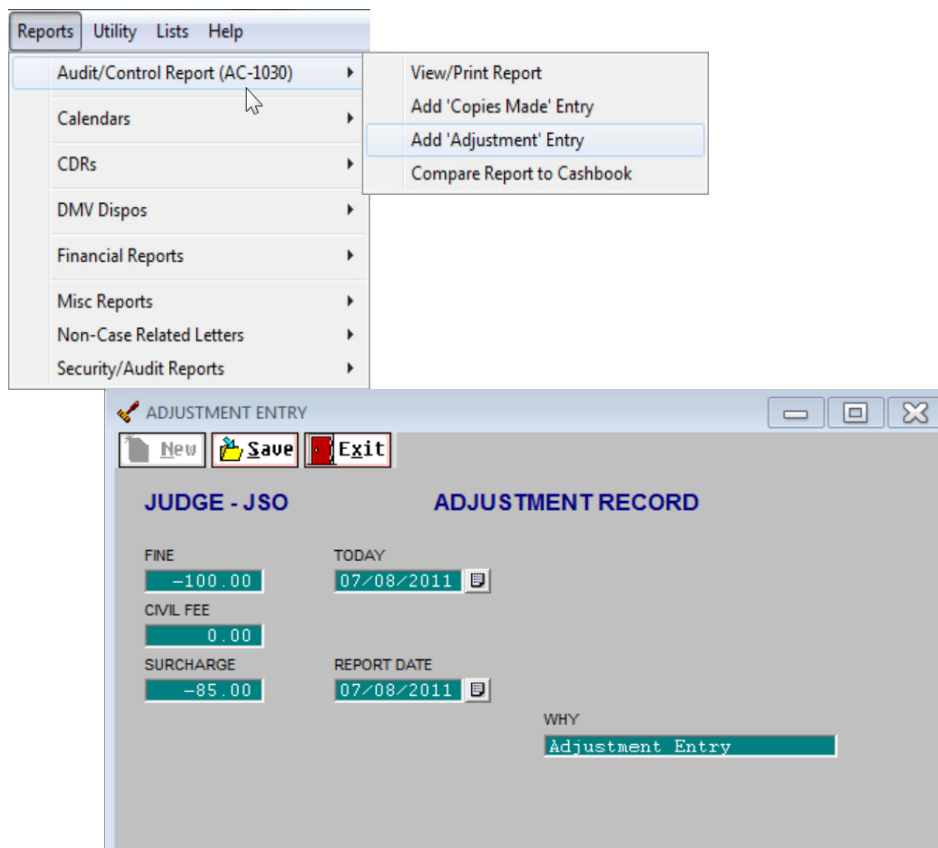
The two transactions ( + and -) zero each other out so nothing will appear on the AC Report showing this defendant paid any money. Of course, if you received a subsequent payment within the same month, enter it as a Fine Fee Payment and it will show on your AC Report. The transactions will show on the cashbook report.

Back on the Case Information Screen, click Modify Case, Case Modification, Blank out Disposition Date

Click Modify Case, Adjourn Case and enter the new payment due date and action code. You might want to leave the original 099 disposition code and date to show that at one time, the case was closed. Also, write copious notes.

### **CHECK and NSF are in different months (check has already been reported on the AC1030)**

Follow the above procedures **EXCEPT you must NOT delete the report date on the original Fine payment checkbook record**. The case shows the original payment and the bounced check (- transaction). In addition, you must create an adjustment record for your audit and control report for the month the NSF notice was received and entered.



On the Adjustment Record enter the minus amount of fine and surcharge and the dates. If the amount of the adjustment is \$250 or more, please refer to your Justice Court Fund Handbook to see how it should be handled.

Adjustment Records with negative surcharge amounts greater than \$-99.99 will not fit in the Justice Court Fund transfer file. The new method will break any large negative values into -99.00 blocks. Example: A \$-195.00 surcharge adjustment shows as one transaction on the printed report, but will now be reported as two separate adjustments one for \$-99.00 and one for \$-96.00 in the electronic file that is sent to JCF.

Monthly Report for July, 2011  
Form AC-1030(sei)

County: Monroe  
Phone: (585) 385-3845

Defendant Name or Title of Action	TSLE&D # Statute & Section Description	Arrest Date	Disposition		Fines Forfeited Bail & Civil Penalties	Civil Fees	Mand Surchg
			Date	Sentence			
	MISC_ADJUS						
ADJUSTMENT	Adjustment Entry				-150.00	0.00	0.00

**REMEMBER, the bottom line of your AC Report will be less than your deposit total because you are reducing the amount being reported by the amount of the adjustment.**