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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - Revenue Refund Processing

** This supersedes the revenue refund procedures contained in Part IV / Chapter 3.070 of the Financial Planning & Control Manual, as promulgated via Budget Bulletin number 294, dated January 17, 1997.*

Attached is an amended Chapter 3.070 of Part IV of the Financial Planning & Control Manual. This section describes new revenue refund processing procedures for use by all UCS courts and agencies. These changes are being instituted at the request of the State Comptroller's Office, so as to facilitate the transition to laser-generated revenue refund checks. These new procedures are to be implemented by all UCS courts and agencies for revenue refund Special Charge vouchers entered into the OSC Central Accounting System on or after **August 1, 1997**.

A new statewide revenue cost center has been established to be used specifically for the processing of revenue refunds. This newly established revenue cost center will be used by the State Comptroller's Office to automatically generate semi-monthly journal transfers charging the UCS for revenue refunds paid during the prior two weeks.

On a monthly basis, district/administrative offices responsible for the preparation of revenue refund Special Charge Vouchers (AC 916) will be responsible for preparing a Revenue Transfer (AC 22) to charge the value of refunds paid during the month to the appropriate court/agency revenue cost center, object and fiscal year. **The Refund Charge Transfer (TSU-RF01) previously used for this purpose has been eliminated from the process.** The new refund procedures are summarized as follows:

1. Request for Refund of Fees/Fines Paid Into Court is prepared by the claimant or court personnel and is submitted to the appropriate district/administrative office (existing procedure).

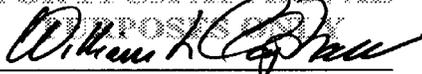
2. Special Charge Voucher (AC 916), Batch Transmittal (AC 2387) and, where appropriate, a Payee Continuation (AC 2395) are prepared by district/administrative staff using the appropriate batch and document prefixes and the charge line information shown in the table below (existing procedure). Documents are keyed into the OSC Central Accounting System by district/administrative staff. The Refund Charge Transfer (TSU-RF01) form has been eliminated (new procedure).
3. Twice monthly, OSC will process automated journal vouchers charging the new statewide UCS revenue refund cost center for the value of refunds issued during the prior two weeks. Generally, OSC will process these transfers by the 1st of the month for revenue refunds paid between the 15th and the last day of the previous month; and by the 15th of each month for revenue refunds paid between the 1st and the 15th of the month.
4. Upon receipt of revenue refund 'P' warrants (VOU065P), district/administrative offices should prepare a Revenue Transfer (AC 22) to reverse the charges to the statewide UCS revenue cost center and charge the refund to the appropriate court/agency revenue cost center. A single Revenue Transfer may be used to adjust for all revenue refunds paid during the month. **Batch numbers for all revenue refund Revenue Transfers should utilize prefix 'RF', followed by a sequential number (i.e. RF001).**
5. Revenue refund Revenue Transfers must be received by the Division of Budget & Finance no later than the tenth day of the month following the month during which the refund was paid by OSC. **All revenue refund Revenue Transfers will be keyed into the OSC Central Accounting System by staff of the Division of Budget & Finance.**

The table which follows lists the applicable cost center code key information for each of these revenue refund documents:

Document		Revenue Refund Cost Center Key				
	Prepared By:	Dept.	Cost Center	Var.	Object	Year
Revenue refund Special Charge Vouchers (AC 916)	District/Admin. Office	02	816508	Use appropriate 2 digit ident. code (see FPCM IV/3.070 pg. 24)	59610	99
Journal Voucher	OSC	05	910996	6A	35320	99
Revenue Transfer (AC 22)	District/Admin. Office	05	Court/ Agency Revenue cost center originally credited	Leave blank	Revenue object originally credited	Fiscal Yr. originally credited

In addition to facilitating OSC's conversion to laser-printed checks, these procedural changes will ultimately make it possible for UCS courts and agencies to utilize the Quick Pay system for the processing of revenue refunds. More information will be forthcoming on this development in the months ahead.

Please ensure distribution of these new procedures to all personnel within your respective jurisdictions whose responsibilities include the processing of, or the monitoring of internal controls relating to, refunds of State revenue.

NYS UNIFIED COURT SYSTEM
FOR EFCM APPROVAL

William L. Clapham