

**\*\*NOTE:** The following material is provided only as a reference guide and not intended to supersede or replace actual Standard Accounting Procedures or practices.

<b>OFFICE OF THE DIRECTOR OF FINANCE STANDARD ACCOUNTING PROCEDURE</b>	<b>NUMBER- E-4351 (Rev. 3) SUPERCEDES E-4351 (Rev. 2)</b>
<b>Title</b> <b>MAJOR CLASSIFICATION: CASH AND RELATED BANK ACCOUNTS</b> <b>SUBJECT UNCLAIMED MONEY</b>	<b>ISSUED: 4/8/1985 EFFECTIVE 4/8/85</b>

- Exhibit "A" Unclaimed Money Procedure – All Departments and Agencies
- Exhibit "B" Subsidiary Record Form Letter (SRFL)
- Exhibit "C" Revenue Department Deposit Summary Form No. 83-F-29
- Exhibit "D" Request for Unclaimed Moneys
- Exhibit "I" Unclaimed Money Procedure – Office of the Director of Finance

**PURPOSE:** To provide a uniform system for maintaining control of unclaimed Moneys and to establish guidelines which conform with Act 1982-248 of the Commonwealth of Pennsylvania.

ALL DEPARTMENTS/AGENCIES

**ADMINISTRATOR:**

1. Designate ACCOUNT CLERK, other than custodian of property or checking account, who will be responsible for processing Unclaimed Money transactions.
2. Oversee operation of Unclaimed Money Procedure in accordance with Exhibit A.
3. Review Unclaimed Money SRFL's, (Exhibit "B") periodically. The "open" amount on the form letters must be summarized on Deposit Summary (Exhibit "C") before semiannual transfer to Unclaimed Money Fund on June 30 and December 31.
4. Initiate a check payable to the City of Philadelphia for the total on Exhibit "C". Deposit must be validated by the Revenue Dept. on or before June 30<sup>th</sup> for funds becoming one year old between January and June; and no later than December 31<sup>st</sup> for funds becoming one year old between July through December.

Deliver check and four copies of Deposit Summary to the Revenue Department for validation with three (3) copies of supporting details. Certification notation and distribution of copies must be shown per Exhibit "C".

5. Upon change of office of Agency Head, a Statement of Accountability for funds on hand shall be signed and acknowledged by the outgoing and incoming Agency Head (temporary or permanent.).
6. The Statement of Accountability shall be signed and distributed similar to Exhibit "C", plus one copy to outgoing Agency head.

**UNCLAIMED MONEY PROCEDURE FOR ALL CITY DEPARTMENTS/AGENCIES**

ACCOUNT CLERK:

1. All moneys which remain unclaimed by the owner(s) for one year or more shall be deposited with the Revenue Department together with interest earnings thereon, if any. This includes unclaimed "found" moneys left with the Police Department.
2. If an item becomes one year old on or before June 30<sup>th</sup>, it must be validated by the Revenue Department no later than June 30<sup>th</sup>. You can meet the deadline by starting work on this in late May or early June.

If an item becomes one year old on or before December 31<sup>st</sup>, it must be validated by the Revenue Department no later than December 31<sup>st</sup>.

3. Pull all Subsidiary Record Forms Letters (SRFL's) on which checks were issued or distributable more than one year ago.

NOTE: SRFL follow-ups are initiated when checks become outstanding more than 90 days (See E-450; Exhibit "A" Step 3).

4. Place a stop payment order with the bank(s) in preparation for transfer of items to Unclaimed Money Fund.
5. Pull SRFL's for \$25 or less, add list each, and keep in a separate batch labeled "Miscellaneous Unclaimed items under \$25".
6. Sort remaining SRFL's of \$25 and over in alphabetical order. Then add list to get total for batch.

Sequentially number each SRFL with [YOUR] department number and a \*calendar year\* prefix. For example:

<b>June 30, 1985</b>	<b>Under \$25 batch</b>	<b>[*] 1250001</b>
June 30, 1985	Assuming 132 items	1250002/50132
December 31, 1985	Under \$25 batch	1250133
December 31, 1985	Assuming 160 items	1250134/50292
June 30, 1986	Under \$25 batch	1260001

7. Add list total from Step 5 with total in Step 6 and post the grand total on Exhibit "C", Line 1.
8. Follow the same procedure as in Steps 5 through 7 and secure the total of OTHER INTEREST EARNINGS, if any, and enter on Line 2 of Exhibit "C".
9. Deliver Exhibit "C" with supporting detail to Administrator or authorized signer for review and his/her signature.
10. Upon receipt of approved documents, draw a check payable to the City of Philadelphia – Unclaimed Money Fund.
11. Take check Exhibit "C", and supporting documents and secure Revenue Department validations

**UNCLAIMED MONEY PROCEDURE FOR ALL CITY DEPARTMENTS/AGENCIES**

ACCOUNT CERK (cont'd)

12. Distribute validated copies in accordance with distribution shown on Exhibit "C".

**NOTE:** STEPS 13 THROUGH 16 ONLY APPLY TO DISBURSEMENTS FROM UNCLAIMED MONEY FUND AFTER FUNDS WERE DEPOSITED WITH THE REVENUE DEPARTMENT, YET, PRIOR TO THE TIME MONEYS ARE ESCHEATED TO THE COMMONWEALTH OF PENNSYLVANIA.

13. Secure three (3) copies of a notarized statement, Exhibit "D", from claimant(s) proving their right to unclaimed check or other property. The estate of a deceased individual shall first establish it's right to make the claim before payment may be made under this procedure.

If unclaimed money payment is required as part of a Court Order, attach three (3) copies of it in place of Exhibit "D".

14. If claim is in order and has been substantiated, prepare a 71-20 payment voucher, attach supporting documents (including Exhibit "D") and secure authorized signatures on the payment voucher.
15. Forward the 71-20 payment voucher with two copies of claimant's notarized statement to:

**OFFICE OF THE DIRECTOR OF FINANCE  
Accounting Verification Section  
1340 Municipal Services Building  
Phila., Pa. 19102-1695**

16. Upon approval by the Director of Accounting and the City Controller, payment will be mailed directly to payee(s). A copy of the approved payment voucher will be returned to Agency.

**Unclaimed Money Procedure  
Standard Accounting Procedure E-4351 (Rev. 3) Exhibit B**

Payee's name and address  
Would be here after follow-up  
In accordance with E-4501 (Rev. 3),  
Exhibit "A", Step 4 concerning  
Checks outstanding more than 90 days

\*RE: SRFL Number \_\_\_\_\_

Dear Sir or Madam:

Our records show the following property and/or outstanding check(s) remain uncollected by you:

DATE ISSUED	CHECK NO.	ORIGINAL RECEIPT NUMBER, IF ANY	AMOUNT
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Please explain below why check(s) or property were not claimed by you and return one copy of this form letter to me for further action. You can reach me by telephone if you need any further information.

Very Truly Yours,

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\*NOTE: The SRFL Number shall only be assigned if payee cannot be located. This must be done in accordance with E-4351, Exhibit "A", Step 6 just prior to the time these funds are deposited, semiannually, in the Unclaimed Money Fund.

<b>DEPOSIT SUMMARY</b>	<b>CITY OF PHILADELPHIA DEPT. OF REVENUE</b>	DATE OF DEPOSIT
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NAME OF DEPARTMENT, BOARD OR COMMISSION MAKING DEPOSIT

FFund	Dept.	Div.	Source	TITLE (source of Revenue)	AMOUNT
5200	XX	XX	6606	UNCLAIMED MONEY per attached "Subsidiary Record Form Letters (SRGL) which have Payee's Last known address, amount(s) due payee, and Date follow up letter was mailed.	
			*		
01XX	XX	XX	5110	OTHER INTEREST EARNINGS, if any, earned on These funds	
				<u>DISTRIBUTION OF VALIDATED COPIES</u>	
				Copy 1 - Revenue Department	
			*	Copy 2 – OFFICE OF THE DIRECTOR OF FINANCE Accounting Verification Section 1340 Municipal Services Building Philadelphia, PA 19102-1695	
				Copy 3 – OFFICE OF THE CITY CONTROLLER Expenditures & Receipts Control Div. 1230 Municipal Services Building Phila, Pa 19102-1679	
				DEPARTMENT/AGENCY FILE COPY	
				I hereby certify that the amounts shown Hereon are in agreement with the records of this Agency.	
				Date	
				Authorized Signature for Agency	

TOTAL

PREPARED BY

DEPOSIT RECEIVED

<b>REQUEST FOR UNCLAIMED MONEYS</b>		<b>TO: OFFICE OF THE DIRECTOR OF FINANCE ACCOUNTING VERIFICATION SECTION 1340 MUNICIPAL SERVICES BUILDING PHILADELPHIA, PA. 19102-1695</b>		
<b>(Submit 3 copies of this Proof of Claim)</b>				
I, THE UNDERSIGNED, REQUEST PAYMENT OF THE BELOW LISTED CHECK WHICH WAS DEPOSITED IN THE UNCLAIMED MONEYS FUND.				
TYPE OF CHECK	DATE	CHECK NO	PAYEE	AMOUNT
ORIGINAL CHECK WAS NOT CASHED DUE TO THE FOLLOWING REASON				
<ul style="list-style-type: none"> <li>■ LOST</li> <li>■ PAYEE UNABLE TO COLLECT – IF ESTATE OF..., PAYEE'S EXECUTOR MUST SIGN</li> <li>■ OTHER (EXPLAIN)</li> </ul>				
CLAIMANT (TYPE OR PRINT)			ADDRESS	
<i>THIS REQUEST MUST EITHER BE WITNESSED BY TWO INDIVIDUALS OR NOTARIZED IN TRIPLICATE</i>				
WITNESSES			NOTARIZATION	
(1)----- NAME  <hr/> ADDRESS  (2)----- NAME  <hr/> ADDRESS  _____ CLAIMANT'S SIGNATURE			STATE OF _____  CITY OF _____  being duly sworn doth depose and say that the statements contained in the above application are true to the best of his (her) knowledge and belief. Sworn and subscribed before me This: _____ day of _____ 20____  _____ Notary Public  _____ Claimant's Signature	
<b>DEPARTMENT'S ENDORSEMENT</b>				
DEPARTMENT NAME AND LOCATION				
Claimant has been properly identified and payment can be made as specified. The amount shown above was deposited in the Unclaimed Money Fund on _____ In accordance with Standard Accounting Procedure E-4351  _____ Authorized signature for department				
				_____ Date

Internal, limited distributionUNCLAIMED MONEY PROCEDURE  
OFFICE OF THE DIRECTOR OF FINANCE  
ACCOUNTING VERIFICATION AND PROCEDURES SECTION

ACT NO. 1982-248 requires a report be filed on or before April 15 "...of the year following the year in which the property first became subject to custody and control of the Commonwealth of Pennsylvania". In general, this means that unclaimed property which has remained unclaimed by the owner(s) for more than Seven (7) years after it became payable or distributable, is presumed abandoned and unclaimed.

ACCOUNT CLERK

RECEIPTS 1. Receive copy of deposit summary and supporting detail from departments and agencies.

2. Verify supporting detail for each deposit to Unclaimed Money Fund as a by-product of updating automated record

3. Maintain control totals by calendar year in which money is received/validated by the Revenue Department. Track each calendar year's work until it is paid to the Commonwealth of Pennsylvania in year 7.

## DISBURSEMENTS

4. Upon receipt of 71-20 payment vouchers from departments and agencies-

A. Verify payment request against automated record.

B. If partial payment, show previous balance, current payment, and remaining balance. Explain reasons for part payment.

C. If in order, initial the 71-20, secure signature of Director of Accounting, and process for payment

D. Update automated subsidiary record with date paid, voucher number, and amount of payment.

5 Monthly, run a Transaction Register for all accounts which had activity during the month showing beginning balance, receipts, disbursements, and ending balance. Also list one line summary showing the Unclaimed total due all other inactive accounts in the file. The grand total of active and inactive accounts must be reconciled with the FAMIS general ledger control account for Unclaimed Money.

UNCLAIMED MONEY PROCEDURE  
OFFICE OF THE DIRECTOR OF FINANCE  
ACCOUNTING VERIFICATION AND PROCEDURES SECTION

ACCOUNT CLERK (CONT'D)

A DETAIL TRANSACTION REGISTER OF ALL ACCOUNTS IN THE FILE  
MUST BE RUN AS OF JUNE 30 AND DECEMBER 31.

DISTRIBUTION: Keep one copy for file and send one copy to

OFFICE OF THE CITY CONTROLLER  
Expenditures & Receipts Control Division  
1230 Municipal Services Building  
Philadelphia, PA 19102-1679

6. Around March 15 of each year, run alphabetic listing of unclaimed money which has remained unclaimed by owner(s) for seven years from the date payment first became payable or distributable (calendar year basis).

7. Upon receipt of above listing, verify total thereon with control totals. Then complete the Commonwealth of Pennsylvania escheat form which must be filled on or before April 15 and,

A. Initiate a 71-20 payment voucher for the amount due and show the following thereon:

Misc. items under \$25	\$ _____
All items for which payee	_____
Name is unknown	_____
<b>TOTAL</b>	_____

B. Payment for the remaining items on the report are not due at this time. They become due after the Commonwealth of Pennsylvania has published escheat notices in local newspapers and sends a written request for payment of unclaimed Moneys.

8. Deliver escheat form and supporting documents to Director of Accounting for review and authorized signature.

9. Upon approval by the Director of Accounting and the City Controller, mail escheat form, alphabetic listing, and Vendor's copy of 71-20 payment voucher to address shown on forms. Be sure to enclose detail listing noted in Step 7A together with check for amount due.