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**UNIFIED COURT SYSTEM**  
OFFICE OF MANAGEMENT SUPPORT  
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BUDGET BULLETIN	NUMBER 341	June 10, 2002
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - Revenue Processing Procedures

Attached are amended chapters 3.030, 3.110, 3.120 and 3.130 of Part IV of the UCS Financial Planning and Control Manual. Incorporated into these sections are the following changes:

3.030 Cash Receipt Procedures

- # This chapter has been amended to include a new section 3.030.6 which incorporates the credit card handling provisions promulgated via Budget Bulletin number 339, issued on March 22, 2002.
- # Section 3.030.2 which deals with Automated Cashiering System Controls has been expanded to include guidelines applicable to any "manual" receipts which may necessarily be issued by courts or agencies which maintain automated cashiering systems when such systems are not functioning (e.g. during power outages or other operating emergencies).

3.110 Custodial Funds

- # Section 3.110.5 dealing with Bail Poundage has been updated to reflect a recent opinion of Counsel which addressed certain questions raised by the Internal Affairs office.
- # In addition, references to bail forfeitures have been corrected to reflect that forfeited bail should be distributed to the appropriate political subdivision, as determined by statute, at the conclusion of the month in which the bail was forfeited.

3.120 Special Revenue Programs and Other Revenue Topics

# Section 3.120.5 relating to the distribution of index number fee revenue has been updated to reflect the provisions of chapter 83 of the Laws of 2002. This revenue legislation established a new \$15 Cultural Education fee to be collected upon the issuance of a Supreme and County index number fee, essentially increasing the amount collected from \$170 to \$185 effective July 1, 2002. This legislation also increased certain CPLR section 8021 recording fees collected by County Clerks when functioning other than as clerks of court. As with the existing Records Management Improvement fee, the new fee will not be transmitted through UCS district/administrative offices for processing; County Clerks will pay these fees directly to the State Education Department pursuant to procedures established by that agency.

3.130 Codes for Revenue Processing

# Section 3.130.1 has also been amended to reflect the provisions of chapter 83 of the Laws of 2002. As discussed above, the fee to be collected to initiate a civil action in Supreme Court has been increased to \$185, effective July 1, 2002.

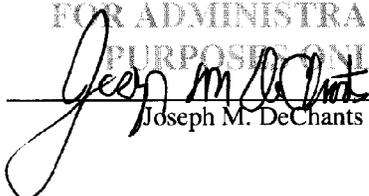
# Section 3.130.1 has also been amended to clarify the amounts to be collected by Supreme and County Courts upon the issuance of certificates. These amendments also resulted from a recent opinion of Counsel.

# Section 3.030.5 has been amended to include the cost center information associated with crediting revenues to the newly created Cultural Education Account administered by the Department of Education.

Pending Postage Increase

# Finally, all courts should be reminded of the pending increase in First Class postage rates effective June 30, 2002. Where specifically authorized by statute (e.g. Small Claims notices), court clerks should adjust the amount of applicable filing fees collected so as to fully recover the cost of any postage expense the court may incur.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the collection, recording or classification of UCS revenues, or the monitoring of internal controls relating thereto. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY  
  
Joseph M. DeChants