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BUDGET BULLETIN	NUMBER 343	October 7, 2002
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - Revenue Refund Policies and Procedures

This bulletin promulgates an amended chapter 3.070 of Part IV, volume 2 of the UCS Financial Planning & Control Manual. This material describes the policies and procedures applicable to the issuance of revenue refunds issued by the courts and related agencies of the Unified Court System.

Pursuant to Chapter 83 of the Laws of 2002, a new \$15 Cultural Education Fee must now be collected upon the issuance of a Supreme and County index number, thus raising the amount collected to \$185 (see Budget Bulletin 341, dated June 10, 2002). With this new fee, the following additional amounts must be recouped when a Supreme and County index fee is to be refunded:

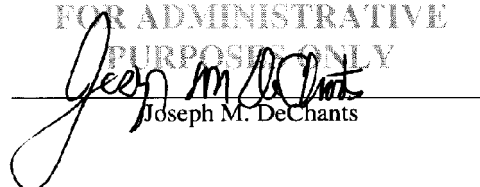
- County Clerks \$.75 (for a total of \$6.00)
- State Education Department \$14.25 (for a total of \$19.00, including \$4.75 from the Records Management Improvement Account and \$14.25 from the Cultural Education Account)

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.

NYS UNIFIED COURT SYSTEM

FOR ADMINISTRATIVE

PURPOSE ONLY


Joseph M. DeChants