



Approved By Marc C. Grisham
City Manager

Subject: Unclaimed Check Policy

Purpose:

It is the policy of the City of Pittsburgh to properly account for unclaimed money in a manner which follows government code sections 50050 through 50056. Funds that remain unclaimed for at least 3 years will become the property of the City of Pittsburgh after the procedures identified herein have been followed. Unclaimed Funds consists of funds which are not the property of the City, but remain in the City Treasury for three or more years without a claim being filed by the legal owner(s).

Unclaimed money will not include individual items of less than \$15.00, or any amounts in which the depositor's name is unknown. These funds will become the property of the City of Pittsburgh after being unclaimed for a period of at least 12 months.

Procedures:

I. IDENTIFICATION

Every quarter the Accounting Operations Division will generate an outstanding check report which identifies all outstanding payroll checks and housing authority checks over three months old and all accounts payable checks over six months old. The Accounting Operations Division will review the listing to determine if disposition of the check is correct. This will include examination of the original documentation and the review of all relevant financial information as needed.

When the review process is completed, a letter and affidavit will be sent to each payee asking to verify the status of the check. A copy of the letter and the review history will be maintained in the Accounting Operations Division. See attachment A and B for examples.

A check will be considered unclaimed if:

- No response is received to the inquiry within 30 days.
- The payee can't be identified or located.
- The payee declines payment.

II. STALE DATING CHECKS

Payroll checks and Housing Authority checks drawn on City bank accounts that remain outstanding for six months or more and Accounts Payable checks drawn

on City bank accounts that remain outstanding for one year or more will be considered stale dated, and will not be honored by the City's bank if presented for payment.

III. RECLASSIFYING STALE DATED CHECKS

All checks that remain unclaimed will be transferred to the City's Unclaimed Property account based on the following criteria:

- Accounts payable checks - One year from the issue date
- Payroll checks – Six months from the issue date
- Housing Authority checks – Six months from the issue date

These checks will be cancelled, and notification of the cancellation will be sent to the City's bank. Accounting entries will be generated to record the dollar amount of unclaimed checks in the liability account: *Unclaimed Property*.

The payee/check information will be recorded in an unclaimed check spreadsheet maintained by the Accounting Operations Division. This list of unclaimed checks will include the individual or business name as shown on the issued check, the amount of the issued check, the check number, the check issue date, and the original expense account.

IV. CLAIMING FUNDS

An individual or business may file a claim for funds with the City's Accounting Operations Division or Housing Authority. Claimants will be required to complete an Unclaimed Property Form, along with supporting documentation to establish entitlement to payment. See attachment B for example. All funds that remain unclaimed based on the timelines established in Section V will be transferred to the City's General Fund or Housing Authority Fund.

Examples of claims and the types of supporting information that may be required include:

- A. Individual Claimant – Claims initiated by the owner or the parent/custodian of the owner of the property.
- Completed and signed Unclaimed Property Request Form.
 - A copy of the check (if available).
 - Copy of any official form used for identification, such as a driver's license, military identification card, or passport.
 - Proof of reported address associated with the unclaimed check. The following documents are acceptable: pay stub, tax return, mortgage, telephone or utility bill, bank or credit card statement.
 - If the claim is initiated by the parent/custodian of the claimant, proof of that relationship.
- B. Business Claimant – The claim must be made by an officer or official claiming on behalf of the business or corporation, partnership, professional

association, non-profit organization, government entity, or private organization.

- Completed and signed Unclaimed Property Request Form.
- A copy of the check (if available).
- Copy of official identification for each officer or official, such as a driver's license.
- Federal tax identification number.
- Business card of the authorized officer or official.
- Proof of the business's reported address associated with the unclaimed check, such as tax return documents, a mortgage, rent, telephone, or utility bill, or a bank statement.

If a company or business has dissolved or changed names additional information may be requested to process the claim.

C. Heir or Trustee of Deceased Property Owner – Claims initiated by the authorized lawful heir or trustee of the deceased payee's claim.

- Completed and signed Unclaimed Property Request Form.
- Death certificate of the deceased owner or owners of the property.
- Copy of any official form used for identification for each heir, such as a driver's license, military identification card, or passport.
- Proof of reported address associated with the unclaimed property. The following documents are acceptable: Pay stub, tax return document, mortgage, telephone, or utility bill, bank or credit card statement.
- Proof of the deceased owner's relationship to the claim holder. The following documents are acceptable: Bank statement, mortgage, telephone, or utility bill.
- Proof that no other person has a superior right to the interest of the decedent in the described property.

All claims made by heirs or trustees of a deceased payee are subject to review and approval by the City Attorney.

The City of Pittsburg retains the right to reject any claim in which entitlement has not been established to the City's satisfaction.

If a claim is approved, the check will be reissued and the original check will be removed from the unclaimed check listing.

V. TRANSFER OF CHECKS TO THE GENERAL FUND OR HOUSING AUTHORITY FUND

On an annual basis, the unclaimed check list will be reviewed to determine which checks can be transferred to the City's General Fund or Housing Authority Fund, as determined by Government Code Sections 50050 through 50056, as follows:

- Checks under \$15

Checks for less than \$15 that remain unclaimed for a period of at least one year will become the property of the City and will be transferred to the City's General Fund.

- Checks \$15 and Greater

Checks that are greater than \$15 and have remained outstanding for more than three years will be published once a week for two consecutive weeks in a newspaper of general circulation stating the payee, the amount, and the fund in which the money is held. The notice will also contain the specific date the money will become the property of the City. See Attachment C for example. This date shall not be less than 45 days nor more than 60 days after the first publication.

If there are no claims for the check by the date identified in the notice, a list of unclaimed checks and dollar amounts will be submitted to City Council for approval and transfer to the City's General Fund or Housing Authority Fund.

All approved funds will be transferred following the issuance of a resolution.

Attachments:

1. A – Sample Letter
B – Sample Affidavit
C – Sample Notice to be published in newspaper
D – Sample Unclaimed Money Claims Form

Attachment A

Sample Letter

Dear _____,

Our records indicated that check number _____ issued to you on
_____ in the amount of \$ _____ by the City of Pittsburg has not
been cashed and is now stale dated. To claim this money, please complete the
enclosed

'Stale Dated Check Replacement Affidavit' as indicated and mail to:

City of Pittsburg
Finance Department
65 Civic Avenue
Pittsburg, CA 94565

Upon receipt of the properly signed affidavit, a new check will be issued to you. Please
call if you have any questions or if I can be of any assistance.

Susan Winkelbauer
Accounts Payable
925-252-4011
City of Pittsburg

Enclosure

Attachment B

Sample Affidavit

**City of Pittsburg
Affidavit of Unclaimed Monies**

I, _____, hereby declare that I am the legal owner or custodian of check number _____, issued by the City of Pittsburg, in the amount of \$ _____, dated _____ and the name of the payee shown is _____.

Indicate below what happened – Mark on the box and explain.

- () The above check was not received.
- () The above check was destroyed by _____.
- () The above check was lost by me on _____.
- () Other _____.
- () The above check is attached. The check is now void because it was not cashed within six months and became stale dated.

I request that a replacement check be issued to me and agree that if the above warrant is received I will promptly return it to the City of Pittsburg Finance Department.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

EXECUTED AT _____,

THIS _____, DAY OF _____, 20 _____.

Signature

Daytime Phone number

Address

City State Zip

Attachment C

Sample Notice to be published in the newspaper

Notice is hereby given that the City of Pittsburg is holding funds for the following persons. If said funds are not claimed by MMMM dd, yyyy, these funds will become the property of the City of Pittsburg in accordance with California Government Code Sections 50050 – 50056. These funds may be released to the depositor, their heir, beneficiary, or duly appointed representative provided a claim form has been completed with the necessary information.

The Unclaimed Money Claim form is available at the City of Pittsburg Finance Department, 65 Civic Avenue, Pittsburg, CA 94565, or by calling Susan Winkelbauer, Accounts Payable, and 925-252-4011. Required claim information includes name, address, phone number, tax identification number, amount of claim, and grounds on which claim is founded. Once a claim is submitted, the Finance Director will determine what, if any, additional information is necessary.

Person with funds on deposit for 3 Years:

NAME	AMOUNT	SOURCE OF FUNDS
Vendor A	\$345.78	General Fund
Vendor B	\$127.52	Water Fund
Vendor C	\$300	Sewer Fund

Attachment D

Sample Unclaimed Money Claim Form

City of Pittsburg
Unclaimed Funds Claim Form

Pursuant to California Government Code Section 50052, I wish to file a claim for previously unclaimed funds in the amount of \$_____ that was published in the Local Newspaper on _____. The grounds on which I file this claim are:

Vendor or individual Name _____ Taxpayer ID # or SS# _____

Signature _____ Telephone _____

Address _____ City, State, Zip _____

FINANCE USE ONLY

Claim received on _____. Approved Denied

Original Warrant #: _____ Date: _____ Amount: _____
Replacement Warrant #: _____ Date: _____ Amount: _____

Director of Finance