

FACTS

MONTHLY/DAILY REPORT CHECKLIST

CHECKMARK AND SEND IT WITH MONTHLY REPORT

ALLOCATE & PRINT FEES REPORT (FEE BOOK)

>Money Management>Receipting Menu>Allocation>Allocate & Print Fees Report

EVENT DISTRIBUTION

>Money Management>/Receipting Menu>Receipts Journal>Event Distribution

BANK DEPOSITS

>Money Management>Disbursements>Disbursements Reports>Bank Reconciliation

CASH BOND ACCOUNT RETRIEVAL (1st to end of the month)

>Money Management>Cash Bond Account Retrieval>(All Reports)

CASH BOND ACCOUNT RETRIEVAL (from 1/1/95 to end of the month)

>Money Management>Cash Bond Account Retrieval>(Outstanding Bail)

DISBURSEMENTS FOR THE MONTH

>Coversheet which shows disbursements for the month must match Checks Written

CHECKS WRITTEN

>Money Management>Disbursements>Disbursements Reports>Checks Written

Verify report to make sure all checks have been posted (Verify dates)

MAIL LOG

ATTACH DEPOSIT SLIP TO DAILY FACTS REPORTS

DAILY REPORTS

- ◆ DAILY FACTS REPORT COVER SHEET
- ◆ BANKING REPORT/ WITH EXPLANATIONS TO VOIDED OR RECEIPTS OUT OF SEQUENCE
- ◆ EVENT DISTRIBUTION
- ◆ RECEIPT EDIT REPORT
- ◆ ALLOCATE & PRINT FEES REPORT
- ◆ VOIDED RECEIPTS

BEFORE SENDING MONTHLY REPORT MAKE SURE IT BALANCES

1. FEE BOOK MINUS BAIL TRUST SHOULD EQUAL DEPOSITS FOR THE MONTH.
IF YOU RECEIVE AN ERROR LOG, CORRECT THE ERROR AND RE-RUN ALL REPORTS.
2. CHECKS WRITTEN REPORT SHOULD MATCH BONDS REFUNDED/TRANSFERRED, REFUNDS FOR OVERAGES, TAX INTERCEPT REFUNDS, OTHER REFUNDS AND AOC REMITTANCE.
3. IF THERE IS AN OVERAGE AND OR SHORTAGE, CALL FISCAL AND INTERNAL AUDITORS AND ALSO WRITE A MEMO ON WHAT HAPPENED. INCLUDE AN EXPLANATION ON THE DAILY COVER SHEET.
4. REPORTS SHOULD BE RECEIVED BY AOC FISCAL BY THE 7TH OF THE MONTH.

HOW TO READ THE MONTHLY (REMITTANCE) REPORT

ADDITIONS

- 1. Criminal Court Costs:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC MAG PENALTY ASSESSMENT + AOC MAG PERA**) minus NSF or Refund if any.
- 2. Lab Tests (DWI) Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC DWI CRIME LAB**) minus NSF or Refund if any.
- 3. Lab Fees**
Substance Abuse Lab Fee: Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC SUBSTANCE ABUSE LAB**) minus NSF or Refund if any.
- 4. Computer Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC COURT AUTOMATION**) minus NSF or Refund if any.
- 5. Corrections Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC CORRECTIONS FEE**) minus NSF or Refund if any.
- 6. Traffic Safety Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC TRAFFIC SAFETY EDUCATION**) minus NSF or Refund if any.
- 7. DWI Prevention Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC DWI PREVENTION**) minus NSF or Refund if any.
- 8. Civil Legal Services:** Total amount from the Fee Book (FACTS™ Fee Book under **CIVIL LEGAL SERVICES FUND**) minus NSF or Refund if any.
- 9. Fines:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **SCHOOL FUND**) minus NSF or Refund if any. (Also includes Bond Forfeitures)
- 10. Civil Jury Fees:** Civil Jury Fees are included with the bonds because they are held In trust until the Jury has concluded.
- 11. Magistrate Retirement** Total amount from the Fee Book (FACTS™ Fee Book under **AOC MAGISTRATE RETIREMENT**) minus NSF or Refund if any.

- 12. Other:** Total amount from the Fee Book (FACTS™ **DC NEW MEX. GENERAL FUND**) (overpayments/overages) minus Refund.
- 13. Interest Earned:** Interest from Bank Statement.
- 14. Judicial Education Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC JUDICIAL EDUCATION FEE**) minus NSF or Refund if any.
- 15. Bench Warrant:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC BENCH WARRANT ENFORCEMENT**) minus NSF or Refund if any.
- 16. Brain Injury Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC BRAIN INJURY SERVICES FUND**) minus NSF or Refund if any.
- 17. Metro Fee:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC MAG FACILITIES FUND**) minus NSF or Refund if any.
- 18. Drug Court:** Drug Court fees are not collected at this time.
- 19. Domestic Violence:** Total amount from the Fee Book including bond conversions from The Bail Trust. (FACTS™ Fee Book under **AOC DV TREATMENT FUND**) minus NSF or Refund if any.
- 20. Mediation:** Total amount from the Fee Book (FACTS™ Fee Book under **AOC MEDIATION PROGRAM**) minus NSF or Refund if any.
- 21. Total:** Total Amount of Fines & Fees

CASH ACCOUNT ACTIVITY

- 22. Previous Month Balance:** Amount from prior month's (ending) current balance.
- 23. Receipts:** Total of Cash receipts Journal (Grand Total on last page) plus interest Earned plus Deposit Amount from FACTS™ Reconciliation (Deposits).
- 24. Disbursements:** Total from FACTS™ Written Checks Report
- 25. Current Book Balance:** Prior Month's Balance plus Receipts less Disbursements.

BOND ACCOUNT ACTIVITY

- 26. Previous Month Balance:** Amount from prior month's (ending) current book balance.
- 27. Bonds Received:** Amount from FACTS™ Bond Detail Report "Bond Posted".
- 28. Bonds Refunded:** Amount from FACTS™ Bond Detail Report "Refunds".
- 29. Bonds Converted:** Amount from FACTS™ Bond Detail Report "Bond Forfeited".
- 30. Bonds Forfeited:** **Bonds forfeited included in Bonds Converted.**
- 31. Current Book Balance:** Previous months's balance plus bonds received minus refund and bonds converted.

BANK RECONCILIATION

- 32. Bank Statement:** Ending Balance of Actual Bank Statement.
- 33. Deposit In Transit:** Last Deposit of the month that has not cleared the bank.
- 34. Outstanding Checks:** Checks that have not been cashed.
- 35. CURRENT BOOK BALANCE:** Ending Bank Statement Balance plus Deposit in Transit minus Outstanding Checks.
- 36. Due to AOC:** Additions Total plus all outstanding prior month's remittances due.
- 37. Bond Cash:** Current Book Balance minus due to AOC plus positive variance minus negative variance.
- 38. Bond Inventory Balance:** Total Outstanding Bonds
- 39. Variance:** Overage/Shortage
- 40. Amount to be remitted to the Administrative Office of the Courts**

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