

 City of Santa Ana Administrative Policies and Procedures	 Executive Director, Finance and Management Services Agency, Authorization	
Subject UNCLAIMED FUNDS PROCEDURES	Date June 2019	Number

I. OBJECTIVE

To establish unclaimed funds procedures.

II. SCOPE AND APPLICABILITY

This document is intended to provide procedures for proper City-wide handling of unclaimed funds consistent with the provisions of Government Code Sections 50050 through 50057. The procedures are applicable to all City departments.

These procedures are not intended to limit any restrictions set forth by grant regulations. Therefore, when grant guidelines are available and applicable, the most restrictive regulations must be followed.

III. DEFINITIONS

- A. Unclaimed Funds: Funds that are not the property of the City, but remain in the City Treasury for three (3) or more years without being claimed by the legal owner(s).

IV. PROCEDURES

The unclaimed funds including outstanding checks should be reviewed on an annual basis. The City will dispose and account for unclaimed funds in accordance with Government Code Sections 50050 through 50057.

In January of each year, departments should evaluate all unclaimed funds as of December 31st of the preceding calendar year and make every reasonable effort to contact the owners. If the owners cannot be reached and the funds have been unclaimed for three (3) or more years, the following steps should be taken BEFORE the City takes possession:

- If departments have identified any funds that remain unclaimed, sufficient information and supporting documentation should be provided to Finance & Management Services Agency (FMSA) in order to initiate a public notice. Information required is outlined in Government Code Sections referenced above. Requests shall be submitted to FMSA no later than January 31st.
- FMSA will review documentation on all unclaimed fund claims submitted by departments and compile a comprehensive list. In April, FMSA will publish a notice (Attachment A) in accordance with Government Code Section 50050.
- Before or after the notice, and before the date the unclaimed funds become the City's property, any interested party may file a claim (Attachment B) for the funds with the FMSA. The City can request additional information to help substantiate the claim.
- If no claim has been filed, unclaimed funds will become the property of the City and transferred to the general fund upon the approval of City Council.

PUBLIC NOTICE OF UNCLAIMED MONEY HELD BY CITY OF SANTA ANA

This is a public notice that the City of Santa Ana ("City") is in possession of certain refundable monies in connection with the following list noted below in the total amount of approximately \$_____. These depositors are no longer on file with the City.

The above funds were collected/received by the City of Santa Ana. The funds have been deposited into the City's **designated financial institution's general operating account** ("Unclaimed Monies"). Pursuant to Government Code section 50050 et seq., it is proposed the Unclaimed Monies shall become the property of the City on **[DATE]**.

Anyone who has a legal claim to the Unclaimed Monies must file a written claim with the City Treasurer on or before **[DATE]**, at the address provided below. The claim must identify the name of the claimant, the claimant's current address and phone number, the amount claimed, and the grounds on which the claim is founded. The City Treasurer has the right to demand further proof of identity and other facts to establish any claim, and may accept or reject a claim. If the claim is rejected, the claimant may file a verified complaint seeking to recover all, or a designated part, of the Unclaimed Monies in a court of competent jurisdiction within Orange County and serve a copy of the complaint and summons upon the City Treasurer. A copy of the complaint and summons must be served within thirty (30) days of receiving the City's notice the claim was rejected. Further information regarding the Unclaimed Monies may be obtained from the City Treasurer, City of Santa Ana, 20 Civic Center Plaza, Santa Ana, California 92702. Claims or further information related to Unclaimed Monies may also be submitted by email to accounting@santa-ana.org.

DEPOSITED FUNDS WITH THE CITY:

<u>Fund and Description in Which Monies Are Held</u>	<u>Amount</u>
--	---------------

Attachment B – Claim Form



City of Santa Ana
Unclaimed Property – Claim Form

Email completed form to:

Accounting Division

accounting@santa-ana.org

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

Vendor or Individual Name (Printed)

Taxpayer I.D. or Social Security Number

Vendor or Individual (Signature)

Telephone Number

Address

City

State

Zip Code

Proof of Identity (circle one): Driver's License

Social Security Card

Birth Certificate

Verified By: _____

Date: _____

Claim: Approved

Rejected

Reason (if rejected) _____

Approved By: _____

Date: _____