

**SAM – TRUST AND AGENCY FUNDS (OTHER)**

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## SAM – TRUST AND AGENCY FUNDS (OTHER)

### SPECIAL DEPOSIT FUND ACCOUNTS

18420

(Revised 06/2011)

The Special Deposit Fund (SDF) is a trust fund in the [State Treasury](#). This fund provides a depository for money received in trust for specific purposes by a department but for which no other fund has been created to receive those funds. See Government Code sections [16370–16377](#). Departments may establish accounts in the SDF by submitting a Request to State Controller to Establish or Amend Special Deposit Fund Account, [form AUD 10](#), to the Department of Finance (Finance), Fiscal Systems and Consulting Unit ([FSCU](#)). Along with the AUD 10 form, departments must submit a cover letter to Finance, FSCU that includes a justification to establish the account. Approved requests will be forwarded to the State Controller's Office ([SCO](#)), Division of Accounting and Reporting (DAR). The SCO assigns an account number for each approved SDF account. A copy of the AUD 10 form with the approved account number is sent by the SCO to the department.

If the money is a gift, the department must first obtain approval from its Finance budget analyst to accept the gift, unless the department is statutorily exempted from Finance approval (See Sam section 8634). Departments may submit to the Finance budget analyst the Request for Approval of Gift form, [DF-581](#). In lieu of the form DF-581, departments may submit a letter with the required gift information. If the acceptance of the gift is approved, the department will then submit the Request to State Controller to Establish or Amend Special Deposit Fund Account, form AUD 10, to Finance, FSCU. Approved requests will be forwarded to the SCO, DAR. The SCO assigns an account number for each approved SDF account. A copy of the AUD 10 form with the approved account number is sent by the SCO to the department.

Each department is responsible for notifying the SCO, DAR when an account in the SDF can be terminated before the expiration date. A request letter, including the account title, number, and reason for termination, should be sent to the SCO, DAR. In addition, departments should send a copy to Finance, FSCU.

For unclaimed trust accounts information, see SAM section 18424.

**SAM – TRUST AND AGENCY FUNDS (OTHER)**

**UNCLAIMED TRUST ACCOUNTS**

**18424**

(Renamed and Revised 12/2003)

Unclaimed trust accounts are used for the following:

1. Any unclaimed money that is required by law to be deposited into the Special Deposit Fund.
2. Any unclaimed money, including deposits, that is not required by law to be deposited into a fund.

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**UNCASHED OR UNCLAIMED WARRANTS AND CHECKS**  
(Revised 12/2003)

**18424.1**

Refer to SAM Sections:

[8042](#)      Uncashed or unclaimed agency checks.

[8281](#)      State Controller's Warrants

[8422.6](#)    Delivery of SCO Warrants.

[8580.5](#)    Undelivered salary warrants.

18424.2    Uncashed or unclaimed agency trust fund checks.

18424.5    Remittances to the Special Deposit Fund.

18424.6    Withdrawals from the Special Deposit Fund.

## **SAM – TRUST AND AGENCY FUNDS (OTHER)**

### **UNCASHED OR UNCLAIMED AGENCY TRUST FUND CHECKS**

**18424.2**

(Revised 12/2003)

Checks have a one-year period of negotiability. Uncashed or unclaimed agency trust fund checks will be canceled and credited to the depositors or special trust accounts, unless the trust agreement or statute under which the trust was established requires that such checks be remitted to the Special Deposit Fund. Stop Payment Requests will be prepared for the uncashed checks. See SAM [8045](#).

**SAM – TRUST AND AGENCY FUNDS (OTHER)**

**UNCLAIMED DEPOSITS**

**18424.4**

(Renamed and Revised 2/1999)

Unless otherwise provided by law, unclaimed deposits will be remitted to the State Treasury monthly for deposit in the Special Deposit Fund.

## SAM – TRUST AND AGENCY FUNDS (OTHER)

### REMITTANCES TO SPECIAL DEPOSIT FUND

18424.5

(Revised 9/2000)

State agencies remitting unclaimed moneys to the Special Deposit Fund will prepare a Report to State Controller of Remittance to State Treasurer (remittance advice) form, CA 21, in triplicate, and a schedule of unclaimed trust deposits in duplicate. The schedule of unclaimed trust deposits must include the following:

- a. Name of original payee or depositor
- b. Amount
- c. Warrant or check number reference and date
- d. Remittance advice number

The total amount being remitted will be shown on both the remittance advice and the schedule of unclaimed trust deposits. The original schedule of unclaimed trust deposits will be sent to [SCO](#). The duplicate will be retained as the agency copy. The original and duplicate of the remittance advice, together with a check made payable to the State Treasurer, will be sent to the State Treasurer's Office ([STO](#)). The triplicate will be retained as the agency copy. After endorsement by STO, the SCO will send to the agency documentation that includes the controller's receipt number. After verifying the information on the SCO receipt document, the agency will file this document with their copy of the schedule of unclaimed trust deposits and destroy the agency copy of the remittance advice.

## **SAM – TRUST AND AGENCY FUNDS (OTHER)**

### **WITHDRAWALS FROM SPECIAL DEPOSIT FUND**

**18424.6**

(Renamed and Revised 9/2000)

A claim schedule to withdraw unclaimed moneys from the Special Deposit Fund must be filed by agencies with [SCO](#) in time to permit payment within two years of the issuance date of the controller's receipt. The claim schedule must include the following information:

- a. Name of original payee or depositor
- b. Amount
- c. Warrant or check number reference and date
- d. Controller's receipt number and date

If the claimant is a person other than the original payee or depositor of the unclaimed moneys, evidence must be provided with the claim schedule to show that the claimant is entitled to the payment.

Whenever a claim schedule is filed against an unclaimed trust deposit in the Special Deposit Fund, the state agency will note the claim schedule number and date opposite the applicable item listed on the duplicate copy of the schedule of unclaimed trust deposits.



## **SAM – TRUST AND AGENCY FUNDS (OTHER)**

### **REVERSION OF UNCLAIMED MONEY**

**18424.7**

(Renamed and Revised 12/2003)

GC Section [16374](#) provides for the reversion of unclaimed money after it has been on deposit in the Special Deposit Fund for two years. The SCO will notify State agencies of the amounts reverted. State agencies will note the reversion date on the duplicate copy of the schedule of unclaimed trust deposits if applicable.

Claimants requesting payment of amounts that have reverted should be directed to the California Victim Compensation and Government Claims Board. See SAM Section [8710](#).