Stale Dated Warrants

• Definition
• Government, Civil Codes, Board Resolutions and Standard Practice Manual that govern stale dated warrants
• New Process and Revised/New Forms
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Stale Dated Warrants
Definition

A Stale Dated Warrant is any warrant issued by the County that is not presented for payment within six months after its original issuance date therefore becomes stale.

Stale Dated Warrants
Government Code (GC) 29802

• GC section (a) reads that unless otherwise provided by ordinance, any warrant issued is void(stale) if not presented for payment within six months after its original issuance date and that the moneys for stale dated warrants may be transferred to the County general fund by the County Auditor unless disposition is otherwise provided by law.
Stale Dated Warrants
Government Code (GC) 29802

• GC section (b) reads that if warrant is within 2 ½ years of original issuance, the payee or assignee may present the warrant to the governing body and the governing body may by resolution authorized the Auditor to draw a new warrant within the limitation prescribed by the resolution.

Stale Dated Warrants
Government Code (GC) 29802

• GC section (c) reads that for warrants after the period of 2 ½ years of original issuance, if payee or assignee **PRESENTS** such warrant to the governing body, the governing body may adopt an order instructing the County Auditor to draw a new warrant in favor of the payee or assignee.
Stale Dated Warrants
Civil Code

• Per section 337 of the California Code of Civil Procedure, vendor warrants are eligible to be reissued within 4 years from the date the warrant became stale.

• Per section 338 of the California Code of Civil Procedure, property tax warrants are eligible to be reissued within 3 years from the date the warrant became stale.

Stale Dated Warrants
Board Resolutions 82-75 and 82-278

• Board resolution 82-75 approved authorized the Auditor-Controller office to reissue stale dated warrants.

• Board Resolution 82-278 amended the authorization for the Auditor-Controller to only reissue warrants in the amount $5,000 or less per warrant, without prior individual order of the Board.

• Agenda Item 3.5 approved on August 6, 1996 then amend the amount from $5,000 to $10,000.
Stale Dated Warrants
Standard Practice Manual 214

Stale Dated Warrants
New Process and Revised/New Forms

• Monthly we will post the “Outstanding Stale Dated Warrants Listing” in the Auditors website, except for confidential business units.
Stale Dated Warrants
New Process and Revised/New Forms

• Monthly we will be notifying departments of warrants that have stale dated for departments to review and contact payee’s.
• Email will include template to send in department’s letterhead to payee along with AP-8 Form to complete.

Stale Dated Warrants
New Process and Revised/New Forms

April 24, 2015
Payee’s Name
Payee’s Address 1
Payee’s Address 2

Re: Stale Dated Warrant #05-XXXX0000

Dear Payee,

We have been informed that warrant #05-XXXX0000 issued to you has stale dated. To have your warrant reissued please complete the enclosed AP-8 Form, “Affidavit for the Replacement of Stale Dated Warrants” and submit with required supplemental information to the County of Riverside Auditor Controller’s Office within 30 days. Please refer to the instruction page(s) for the required supplemental information.

The completed claim(s) and required supplemental information should be mailed or delivered to:

County of Riverside
Office of the Auditor-Controller
Attn: Stale Dated Warrant Desk
4088 Lemon Street, 11th Floor
P.O. Box 1325
Riverside, CA 92502-1320

If you have any question regarding the warrant please contact our office at (XXXX) XXX-XXXX, questions regarding the AP-8 Form or the process of reissuing the stale-dated warrant please contact the Auditor's Office at (951) 955-3858 or email them at ACOStaleWarrants@vera.org.

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Stale Dated Warrants
New Process and Revised/New Forms

Stale Dated Warrants
Departments Responsibilities

• When a payee contacts your department inquiring about a warrant, it is the department’s responsibility to do their due diligence and research the status of the warrant before reissuing warrant.

• If warrant has stale dated, refer the vendor or customer to the ACO Stale Dated desk for assistance in reissuing the warrant.
Stale Dated Warrants
Departments Responsibilities

• Please note that in order to comply with government code and board resolution, department should not be reissuing stale dated warrants.

• If departments reissue warrants without ACO approval they will jeopardize their ability to request a refund from the stale dated fund.

Stale Dated Warrants
Departments Responsibilities

• Review list of Stale Dated Warrants emailed monthly

• If warrants were not reissued and warrants are eligible for replacement, sent letters to payee.
Stale Dated Warrants
Departments Responsibilities

• If letters are sent to payee’s and they are returned by the post office. It is the departments responsibility to try to find another address or contact number to notify payee.

• If vendor code is still active with an invalid address contact ACO Accounts Payable section to update or inactive vendor code.

Stale Dated Warrants
Departments Responsibilities

• If warrants should not be reissued after department’s review, submit a memo from the Department Head or a designee to the ACO stating the reason why the warrant should not be replaced along with documentation supporting your justification.

• Please note that after the ACO’s review, if it is determined that the warrant should be returned to your department, ACO will process a journal entry to returns funds to the original accounting string the warrant was originally issued.
Stale Dated Warrants
Departments Responsibilities

• Once the ACO receives an AP-8 Form we will review the claim along with the provided documentation and we will forward your Department an “Approval to reissue Stale Dated Warrant” memo. Please approve memo and forward original to our office.

Stale Dated Warrants
Departments Responsibilities

Change to Form

Change to Form

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Stale Dated Warrants
Departments Responsibilities

• When a warrant has stale dated, do not submit a ACO Cancellation/Stop/Void Form to our Accounts Payable section. Please send the following documentation for all warrants that have stale dated:
  1) Department Memo requesting funds to be transferred back with justification and support or
  2) If warrant is to be reissued, contact payee and provide them with AP-8 Form.

Stale Dated Warrants
Departments Responsibilities

• On a yearly basis when money is being returned to your department for warrants that has passed the claim period, the Department will receive a “Stale Dated Warrant Certification” please complete and return to our office.
Stale Dated Warrants

Departments Responsibilities

• On a monthly basis we will notify departments via email of monthly stale dated warrants.

• On a monthly basis we will post on our website the “Outstanding Stale Dated Warrant Listing”.

• ACO will present to Board Stale Dated Warrants $10,000 or greater for reissuance every two months.

• We will reissue stale dated warrants.

• We will contact payee’s if additional documentation is needed.
Stale Dated Warrants

ACO Responsibilities

• We will process journals to return funds to your department and we will issue warrants under your business unit for stale dated warrants.
• Please **DO NOT** approve vouchers that are under your business unit and are relating to stale dated warrants.
• On a yearly basis we will refund monies to the appropriate funds for those claims no longer within the claiming period.

Stale Dated Warrants

Recap of Changes

• AP form to request stale dated warrants has changed from AP-3 to AP-8 Affidavit of for Replacement of Stale Dated Warrant
• Claims submitted for stale dated warrants after 2 1/2 years of original issuance will not be reissue unless original warrant is presented
• Only stale dated warrants of $10,000 or greater will be presented to Board of Supervisor for approval before reissuance
Stale Dated Warrants
Recap of Changes

• Stale dated warrant claims submitted for reissuance must be received by our office on or before the claim date to be reissued

• Vendor warrants have a claimable period of 4 years from stale dated date

• Property Tax warrants have a claimable period of 3 years from stale dated date

• Confidential business units will not be listed in the web post list of Outstanding Stale Dated Warrants

Stale Dated Warrants
Recap of Changes

• Departments will be getting on a monthly basis a list of all stale date warrants that stale dated within the month

• Departments are responsible to contact payees to notify of stale dated warrants

• Departments are responsible to notify ACO Accounts Payable if vendor codes needs to be updated of invalid addresses or vendor code needs to be inactivated
Stale Dated Warrants
Recap of Changes

• Departments requesting for funds to be returned to their office will need to submit a memo to the ACO stating reason for request and including support documentation. Also memo must be approved by a manager

• A Department approval memo is required for all warrants $10,000 or greater

Stale Dated Warrants
Recap of Changes

• Beginning FY 17/18, on an annual basis the ACO will refund monies to the appropriate funds for those claims no longer within the claiming period

• Departments must complete the Stale Dated Warrant Certification memo before funds are returned to the department on an annual basis
Stale Dated Warrants
Contact Information

(951) 955-3800

ACOStaleDatedWarrant@rivco.org