



Judicial Council of California

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January 19, 2024

Subject Text

Meeting materials
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File #: 22-029, Version: 1

Title

Trial Courts | Trial Court Financial Policies and Procedures Manual (12th ed.) (Action Required)

Summary

Judicial Council staff recommends adoption of the *Trial Court Financial Policies and Procedures Manual* (TCFPPM), twelfth edition. The manual was last updated in 2020. The TCFPPM requires both substantive and nonsubstantive revisions to maintain clarity and update and improve the existing system of internal fiscal controls in accordance with California Rules of Court, rule 10.804.

Recommendation

Judicial Council staff recommend the Judicial Council, effective July 1, 2022, adopt the twelfth edition of the TCFPPM, which:

- Clarified definitions of the words used to signify requirements or prohibition to align with contemporary policy language;
- Added requirements for socioeconomic and environmental programs to the purchasing section;
- Clarified requirements for immediate endorsement of negotiable instruments upon receipt
- Clarified direction regarding receipt of foreign currency;
- Clarified acceptance of electronic records to reflect more accurately the applicability to all records; and
- Added additional clarification to the escheat section regarding surplus trustee foreclosure proceeds, published notice requirements, and appropriate general ledger account usage.