SUBJECT: Unclaimed Funds

PURPOSE:
To establish the proper disposition and accounting for unclaimed money. Government Code Sections 50050 through 50057 provide the authority for this policy.

POLICY:
1. Funds which are not the property of the City of Pleasanton that remain unclaimed for a period of more than three (3) years will become the property of the City of Pleasanton, if not claimed or if no verified complaint is filed and served, on or before the specific date stated in the public notice that is published in a newspaper of general circulation.

2. Any individual funds that are less than $15.00 or any funds regardless of amount for which the depositor’s name is not known shall be transferred upon the approval of the City Council to the fund of origin or if unknown, the General Fund of the City after one year and without the need to publish notice.

PROCEDURE: Applicable to #1 above
- Unclaimed funds over three years old and over $15.00 will be identified on an annual basis.
- For funds that have been unclaimed for at least a three year period, a notice will be published once a week for two consecutive weeks in a newspaper of general circulation. The notice shall state the individual or business name (original depositor for receipts, original vendor for stale-dated checks), the amount of money, the fund in which the money is held, and that the money will become the property of the City of Pleasanton on a specific date (not less than 45 nor more than 60 days after the first publication). (Section 50051)
- Upon or prior to publication, a party of interest may file a claim for the funds with the Director of Finance. The claim (see attached) must contain the claimant’s name, address, telephone number, amount, tax identification number, and grounds for the claim, and must be submitted and accepted before the date identified in the notice as the date the funds become the property of the City of Pleasanton. The Director of Finance can require additional information to help
substantiate the claim and to establish the authority of the claimant to receive the funds. (Section 50052)

- Notwithstanding Section 50052, the Director of Finance may release the unclaimed funds to the depositor, their heir, beneficiary, or duly appointed representative if claimed prior to the date the funds become the property of the City of Pleasanton and satisfactory proof has been submitted. (Section 50025.5)

- When the unclaimed funds become the property of the City of Pleasanton, 45 days and no more than 60 days after a published public notice, and are in a special fund, the City Council may transfer them to the funds upon which the money was originally drawn or was deposited into. (Section 50053)

**GLOSSARY:**

Unclaimed Monies May include but are not limited to stale dated checks, bond coupons, trust funds, deposits held for various purposes by City departments, and overpayments for City services.

**Attachments:**

1. Unclaimed Funds – Claim Form
2. Unclaimed Funds – Rejection of Claim Form
CITY OF PLEASANTON

OUTSTANDING CHECK CLAIM

Payee Name: __________________________________________

Check Date: __________ Check Number: __________ Check Amount: ____________

As of April 6, 2012, City accounting and bank records indicate that the check identified above is outstanding. Checks not cashed or deposited within 3 years of issuance may be treated as unclaimed funds and become the property of the City in accordance with Government Code section 50050 et. Seq.

Please indicate the disposition of the check:

_____ Check is in my possession and the City of Pleasanton still owes me this amount.

  I have enclosed the original check and request you issue a replacement check to the address below
(stale-dated checks may not be honored at your bank so we recommend you request a replacement).

_____ Check was not received, or was lost/destroyed. This money is still due to me from the City of
Pleasanton. Please mail a replacement check to the address below.

_____ Check was received and deposited or cashed on ____________________________

(insert date if known)

_____ Check was not received, deposited, or cashed; however there are no outstanding payments
due to me from the City of Pleasanton.

_____ Other (please explain): ________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

The undersigned declares that under penalty of perjury under the laws of the State of California that I am the
person or the successor in interest, heir, executors, administrators, or assignees of the person to whom the
claim check issued by the City of Pleasanton, I have an interest in the unclaimed check, and I am entitled to the
full amount of the check.

SIGNATURE: ____________________________________________ DATE: __________

PRINT NAME: __________________________________________

PHONE NUMBER: _________________________________

MAILING ADDRESS: __________________________________

Mail this completed form to: City of Pleasanton, Finance Dept – Unclaimed Funds, P.O. Box 520, Pleasanton,
CA 94566. If you have questions, please contact Kathy Kitterman at (925) 931-5407.
CITY OF PLEASANTON

UNCLAIMED FUNDS – CLAIM REJECTION FORM

The City of Pleasanton has rejected the unclaimed funds claim of:

Vendor or Individual Name: ________________________________

Taxpayer I.D. or Social Security Number: _______________________

Address: _______________________________________________________________________________________

City/State/Zip Code: _______________________________________________________________________________

Original Check Date: ________________________________

Original Check Amount: ________________________________

The grounds on which this claim has been rejected are:

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Under California Government Code Section 50052, you have the right to file a verified complaint seeking to recover all, or a designated part, of the money in a court of competent jurisdiction within Alameda County. A copy of the complaint and the summons issued thereon must be served within thirty (30) days of receiving this notice of rejection. Upon being served, the Treasurer will withhold the disputed amount from being released until a decision is rendered by the court.

Emily Wagner, Director of Finance ________________________________ Date __________________