Stale Dated Warrants - Object Code 9515

Liability Object Code 9515 is used for stale dated warrants (checks) and should be reviewed and reconciled.

The Fiscal03a report can be used to assist with the review and analysis of any balances. Balance should be zero after all checks have been either reissued or funds transferred to the original expense account based on district's practices and procedures and Government Code.

These funds should not be written off as they belong to the employee or vendor. In the event that there are multiple attempts with no success, please follow the steps below.

Government agencies are exempt from California's Unclaimed Property Law and Regulations

- Government agencies fall under **Government Code 50050-50057**
- This code states that a LEA may deposit and keep the stale dated funds in their General Fund if they do the following steps:
  1. Send a notice to the owner of the funds and explain how the owner can request the funds
  2. Wait 3 years
  3. Post a weekly notice in the local newspaper for 2 weeks
  4. Wait another 45 days
  5. If they don't hear from the owner after all of this, then the district becomes owner of the fund and the previous owner no longer has rights to the funds

This can be a tedious task. It is recommended to continue to reissue if your LEA does not have the capability to complete these steps.

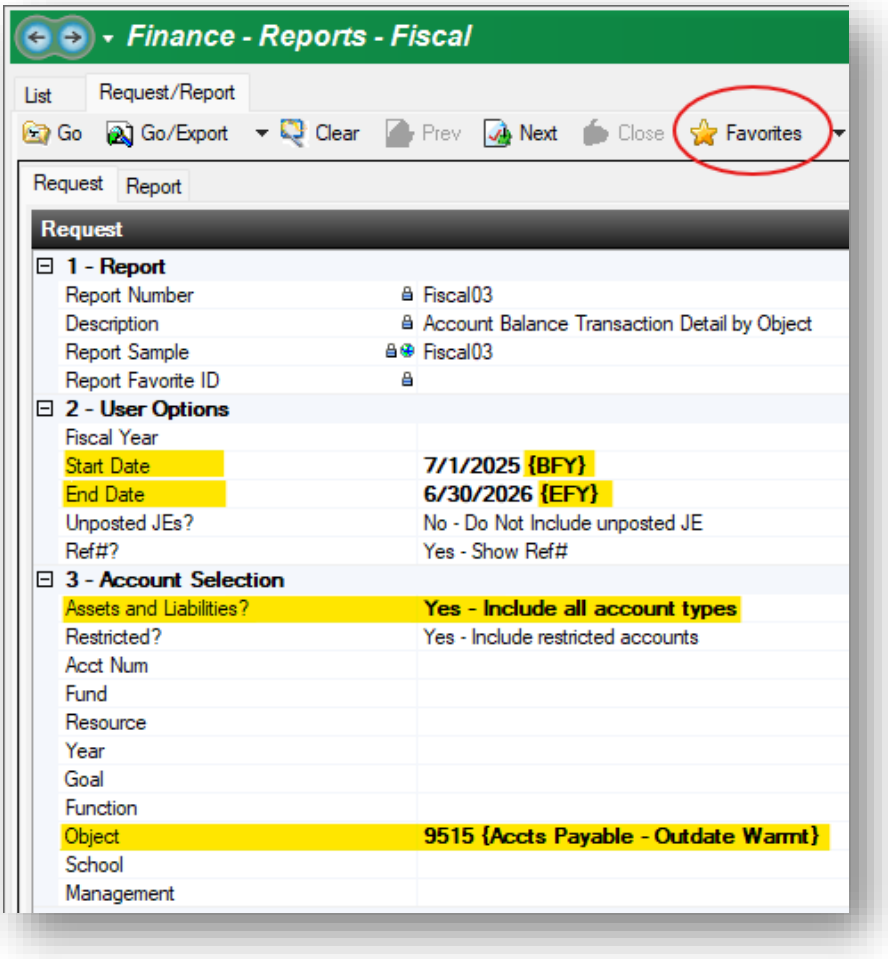
If the funds were never supposed to be issued to begin with, then a journal entry can be made to move these funds back to the general fund.

Please reach out if you have questions about this process to Christy Arend carend@scoe.org or Jing Liu jling@scoe.org.

Fiscal03 Account Balance Transaction Detail be Object

This report shows detailed transaction information for accounts within a specified range. Be sure the include We recommend to create a report Favorite for this and schedule to send monthly or quarterly for review.

Go to Finance – Report – Fiscal – Fiscal03



Create Report Favorite and schedule with attachment

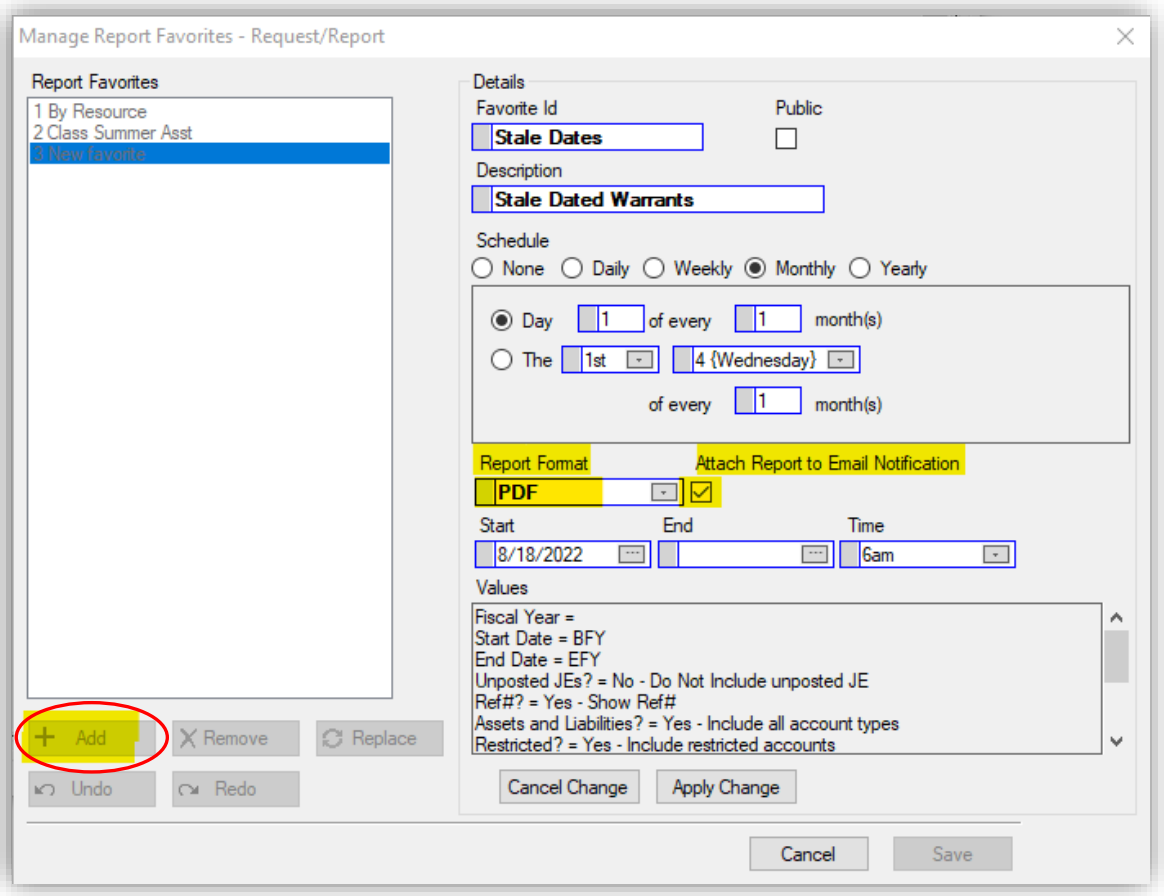
Use Mnemonics for dates to use year after year

- **Start Date:** BFY
- **End Date:** EFY
- **Assets and Liabilities?:** Yes – Include all account types
- **Object:** 9515
- **Click Go** to Generate Report to review it's as expected

- **If the Balance is 0.00, then you are good to go!**
  - If there is a balance, then need to review the account detail

Create Report Favorite and Schedule

- Click on Favorite
    - Select Manage



- Click +Add to create the Favorite
- Favorite Id: Stale Dates
- Description: Stale Date Warrants
- Schedule: Select Monthly
- Day: Select Day
- Report Format: PDF
- Attach Report to Email Notification Click in Box
- Click on Apply Change
- Save
- Now you have the report favorite that will be emailed each month with the Fiscal03 attached

Example Report for Stale Dates 9515

The account balance will need to be reviewed. A check can be reissued out of 9515 object code or a journal entry to credit the expense account and debit 9515.

Fiscal03a — **Account Transaction Detail by Object-Balance**

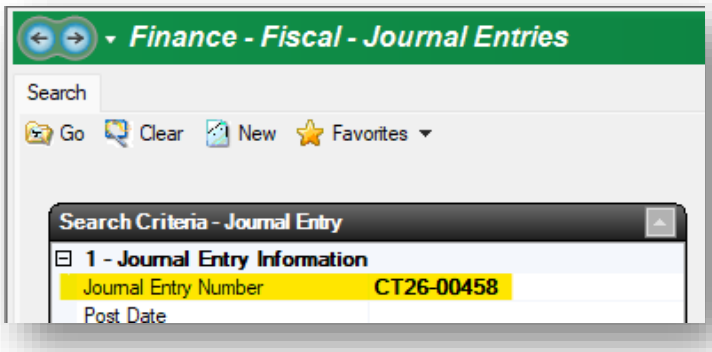
Detail for Dates 07/01/2025 through 06/30/2026 — **Fiscal Year 2025/26**

Ref#	Pay To Name	Journal #	Description	Trans Date	Debit	Credit	Account Balance
Fund **01 - General Fund**							
01-0000-0- - -9515- - Accts Payable -,Unrestric							
		CT26-00060	DECEMBER 2024 SCOE PR STA	07/15/25		221.74	221.74
		CT26-00060	DECEMBER 2024 SCOE PR STA	07/15/25		176.00	397.74
		CT26-00061	DECEMBER 2024 SCOE COMM	07/15/25		40.00	437.74
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		23.49	461.23
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		33.10	494.33
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		1,599.06	2,093.39
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		223.82	2,317.21
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		294.00	2,611.21
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		18.00	2,629.21
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		9.50	2,638.71
		CT26-00326	JANUARY 2025 SCOE COMM ST	08/29/25		24.00	2,662.71
		CT26-00327	JANUARY 2025 SCOE PR STALE	08/29/25		66.75	2,729.46
		CT26-00458	FEBRUARY 2025 SCOE COMM S	09/25/25		34.44	2,763.90
		CT26-00458	FEBRUARY 2025 SCOE COMM S	09/25/25		61.59	2,825.49
			Account Total	06/30/26	.00	2,825.49	
			Fund General Fund		**.00**	**2,825.49**	**2,825.49**

Review Journal Entry Details

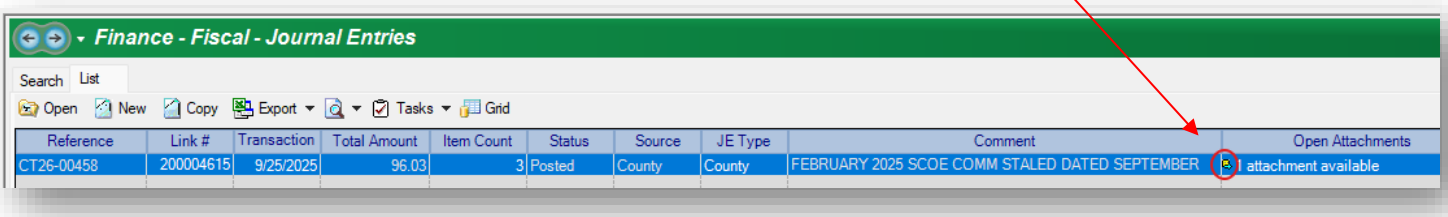
The County Transfer has an attachment with details of the stale dated warrant for each District.

Go to Finance – Fiscal – Journal Entries



- Journal Entry Number: Enter CT #
- Click Go

- Click on the quick link to open the attachment



Review the Stale Dated Check Spreadsheet

- Review the Org Number to see the details with Check Number, Issue Date, Amount Issued, Payee Name
- Determine if the check will be reissued or a journal entry to transfer back to the original expense account based on the district's practices and procedures and Government Code.

Org	Check Number	Issue Date	Amount Issued	Payee Name	Cancel Date	Cancel Status	Status Change Reason
5	2081266	2/26/2025	1,197.00	Solbakken, Amber F	9/11/2025	STOP	STALE DATED
17	2077288	2/5/2025	30.00	Selina Franci	9/11/2025	STOP	STALE DATED
21	2081373	2/26/2025	5,500.00	VanderVennet, Dr. Julia, SAGE	9/11/2025	STOP	STALE DATED
22	2078404	2/7/2025	56.06	Woods, Kayla D	9/11/2025	STOP	STALE DATED
38	2079372	2/14/2025	200.00	Kiley Clark	9/11/2025	STOP	STALE DATED
39	2081464	2/26/2025	29.20	Gillis, Kara P	9/11/2025	STOP	STALE DATED
53	2079527	2/14/2025	132.22	Redding, Cassandra	9/11/2025	STOP	STALE DATED
54	2081557	2/26/2025	1,400.00	SSDA	9/11/2025	STOP	STALE DATED
60	2078676	2/7/2025	153.50	Andrea Gough	9/11/2025	STOP	STALE DATED
63	2077742	2/5/2025	338.53	Davon Godwin	9/11/2025	STOP	STALE DATED
64	2080991	2/21/2025	2.03	Villalobos Campos, Cynthia	9/11/2025	STOP	STALE DATED
71	2079696	2/14/2025	34.44	Sarah Piccolo	9/11/2025	STOP	STALE DATED
71	2081695	2/26/2025	61.59	Sarah Zils	9/11/2025	STOP	STALE DATED
82	2077971	2/5/2025	800.00	School & College Legal Svc.	9/11/2025	STOP	STALE DATED
82	2079744	2/14/2025	399.00	Communakit, Inc.	9/11/2025	STOP	STALE DATED
82	2080320	2/19/2025	31.78	Ito, Momoko	9/11/2025	STOP	STALE DATED
85	2078001	2/5/2025	39.64	Diel, Emily	9/11/2025	STOP	STALE DATED
85	2078049	2/5/2025	9,951.31	Johnson Controls Fire Protecti	9/11/2025	STOP	STALE DATED
85	2078860	2/7/2025	178.36	Santos Arango	9/11/2025	STOP	STALE DATED
85	2081815	2/26/2025	30.60	Bonivert, Amanda R	9/11/2025	STOP	STALE DATED
88	2078984	2/7/2025	2,929.62	Sonoma Water Dept.	9/11/2025	STOP	STALE DATED
88	2081188	2/21/2025	513.40	Orbach Huff & Henderson LLP	9/11/2025	STOP	STALE DATED
97	2080529	2/19/2025	169.61	Bourgeois, Melanie	9/11/2025	STOP	STALE DATED
97	2082123	2/26/2025	188.16	Ridgway, Lauren N	9/11/2025	STOP	STALE DATED
	24 TOTALS		24366.05	JE#377158			

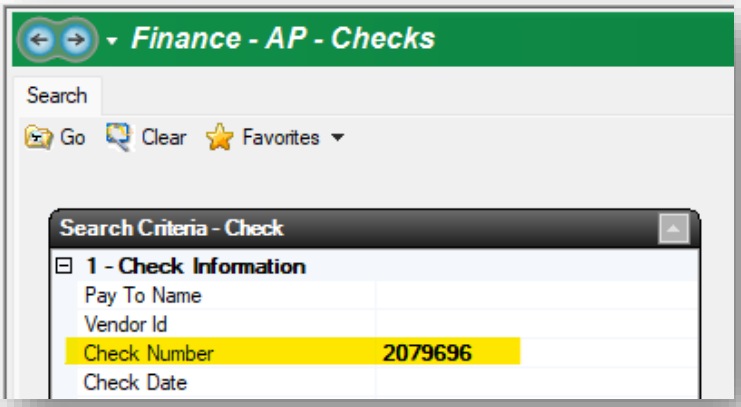
Research Type of Check

Review in Checks to see if this was a payroll or vendor check to help determine if the stale dated check will be reissued or If a Journal Entry is need to transfer the liability.

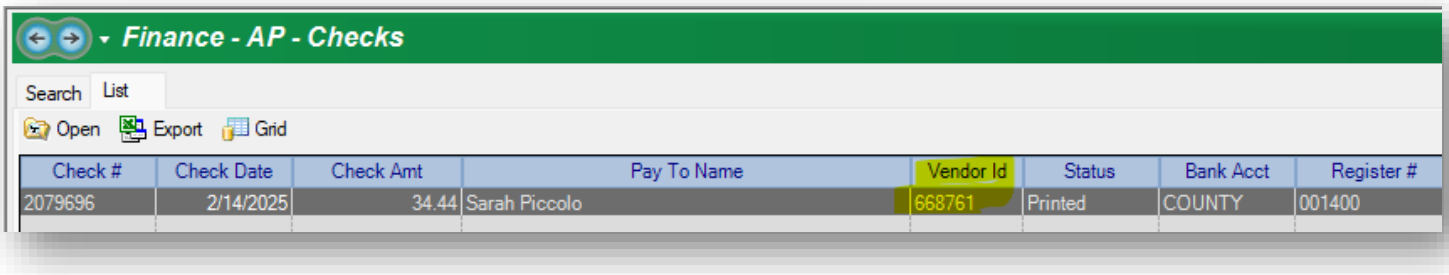
Checks

There are many ways to search in checks to review the detail. Use check number from the stale date list. Review if this will be reissued or credited back to the expense account based on the district's practices and procedures and Government Code.

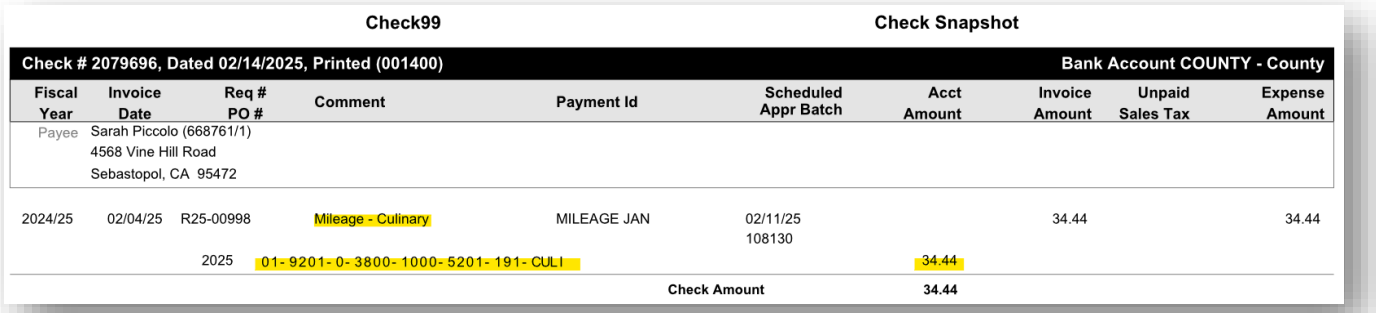
Go to Finance – AP – Checks



- Check Number: Enter the check number from the stale dated list
- Click Go



- Open the line item to review the Check Snapshot to see the original expense account



- If determined that the check will be reissued, then reissue from 9515 Object Code in Enter Direct Payments
- If determined that the check will not be reissued, then a manual journal entry is needed to credit back the original expense account

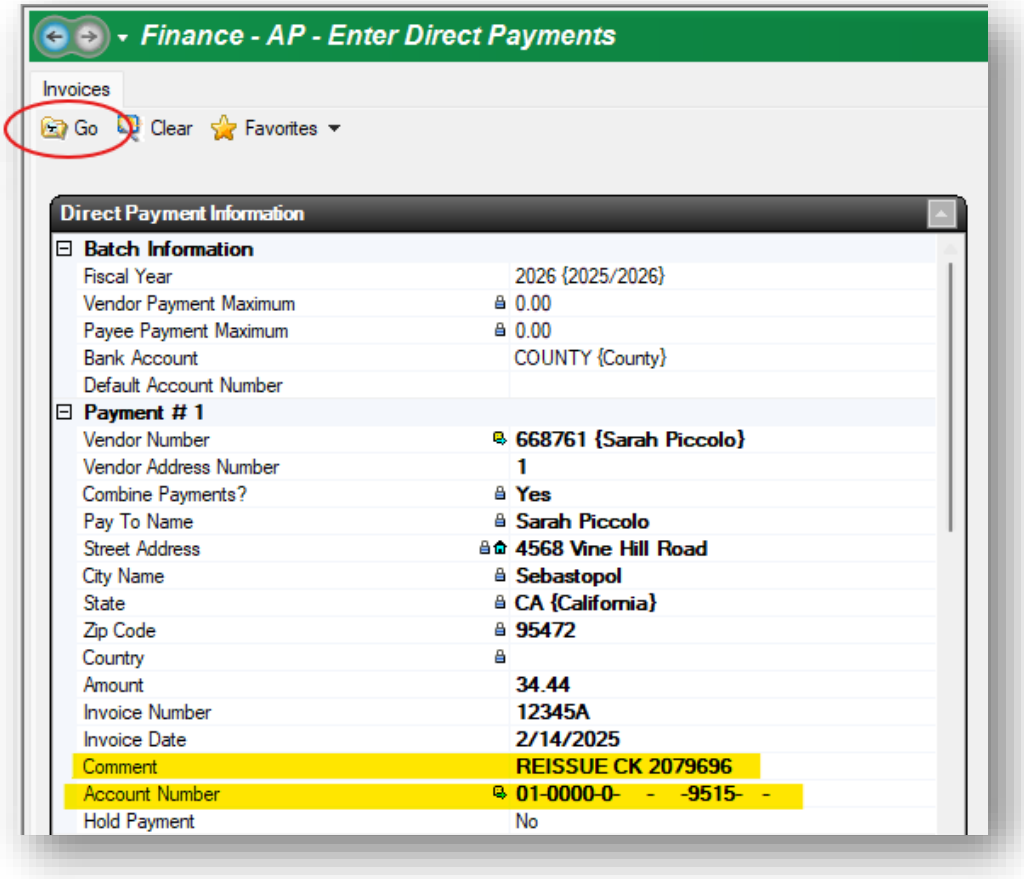
Reissue Stale Date Check

Reissue check through AP Enter Direct Payments from General Fund and object code 9515 with Bank Components.

Example District General Fund: 01-0000-0- - -**9515**- -

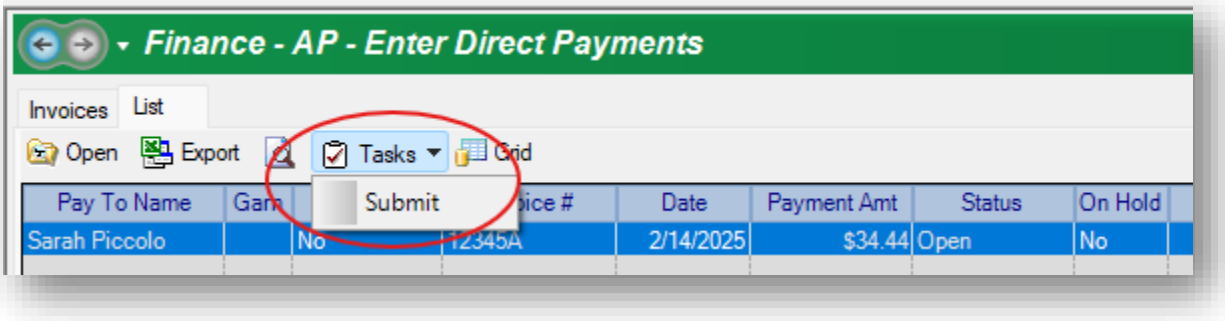
Example Charter General Fund: 62-0000-0- - -**9515**- -

Go to Finance – AP – Enter Direct Payments

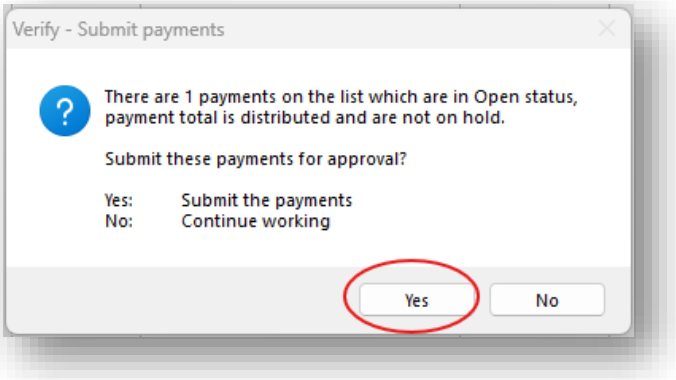


- Vendor Number: Enter Vendor Number – OR –
- Pay To Name: Enter Employee Name
    - A vendor does not need to be created in order to reissue to employees
- Vendor information will automatically load when the vendor id is entered
- Employee information needs to be entered manually
- Comment: Reissue Ck# XXXXXXX
- Account Number: 01-0000-0- - -9515- -
    - Independent Charters 62-0000-0- - -9515- -
- Continue to enter payments or Click Go to create the payment

- Go to Tasks to Submit Payments for Approval



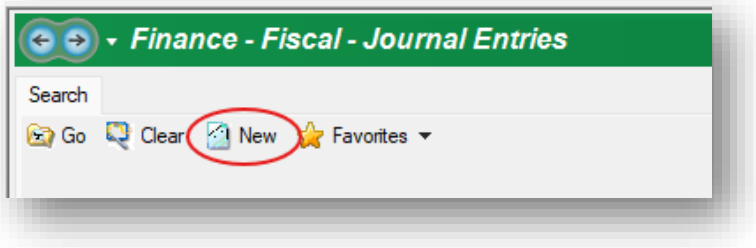
- Verify the number of payments
- Click Yes to submit



Journal Entry

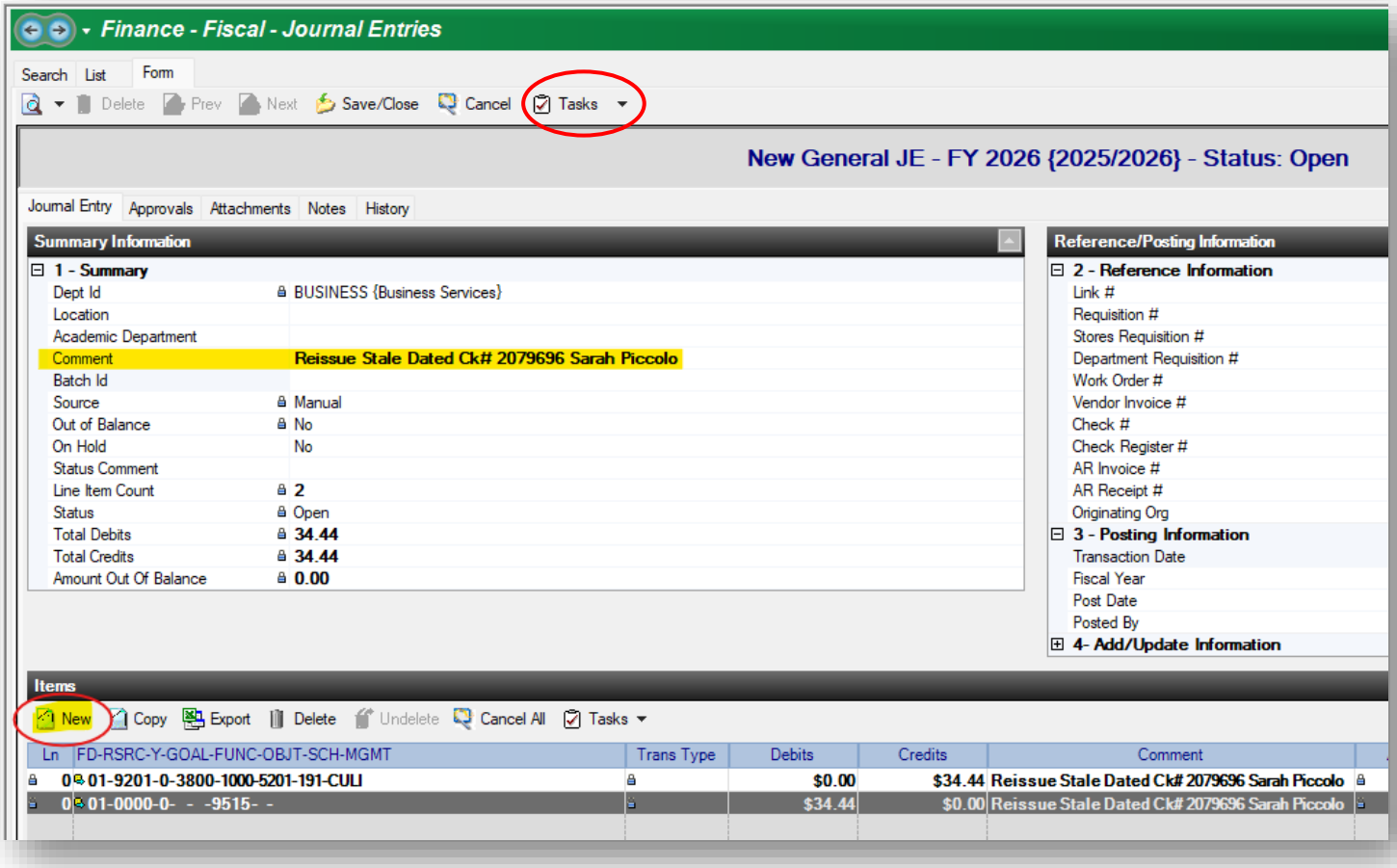
If the district has determined that the stale dated check will not be reissued based on district's practices and procedures and Government Code, then a manual journal entry is needed to transfer from 9515 Liability Object Code to the original expense account.

Go to Finance – Fiscal – Journal Entries



- Click New to create the JE

- Comment: Enter Description (Description is "searchable")



- Click New to enter the Accounts
  - Credit Expense Account
  - Debit 9515 Object Code
- Save/Close or go to Tasks to Submit for Approval