



Franklin County Clerk of Courts

Fiscal Bank Reconciliation Reporting

The Franklin County Clerk of Courts Office of Fiscal Services (OFS) is responsible for issuing up to 3,000 checks per month from funds held within several bank accounts. The checks serve as payments for various cases, such as domestic, civil, or adult probation, relating to court fees, restitution for crime victims, and other causes. Under the former fiscal bank reconciliation reporting system, the banks in which these unclaimed funds were held would provide hard copy statements to the Clerk of Courts' OFS. These statements listed checks that were not reconciled. Upon receiving this information, the Deputy Clerks would input monthly data regarding these non-reconciled checks into an Excel spreadsheet. In order to publish these aged non-reconciled checks to the unclaimed funds system, office clerks manually matched payee and address information to the check numbers within their bookkeeping system. The Clerk's OFS staff was concerned with maintaining updated, well-organized financial records given the high volume of work relating to reconciling checks. Additionally, office staff would manually construct lists of outstanding checks—a task that was both laborious and time consuming.

Improving the System

The Data Center was approached to create a procedure that would streamline the check issuing process and assist the Clerk of Courts with the organization of outstanding checks listings. Under the new process, OFS employees now receive a monthly listing of reconciled checks from the processing banks. These check numbers are saved to the Clerk of Courts' financial management system, where they are then used as input to the monthly outstanding check reports in order to assist in listing those checks that have not yet been reconciled. The process queries SQL and compares all processed check numbers against the bank listing of reconciled checks. This process then determines what check numbers have not yet been reconciled. Once those numbers have been ascertained, the system then matches the remaining non-reconciled checks to the correct payee information.

Office of Fiscal Services

The Challenges:

- Thousands of checks from multiple accounts issued monthly
- Manual maintenance of current financial records
- Creating updated, organized listings of outstanding checks

The Results:

- Automatic monthly provision of electronic outstanding checks lists
- Streamlining of the unclaimed funds process
- Increased staff's efficiency by 90% and allows for faster report processing
- Automated detailed financial reports produced
- Final report available 6 months sooner

The new system is a database driven process allowing OFS employees to quickly match outstanding checks to payee names and addresses for the purpose of publishing to the unclaimed funds database. As reconciled check numbers are now saved to the financial management system, Deputy Clerks can automatically report non-reconciled checks on demand. This improved process allows the OFS to receive pertinent fiscal bank reconciliation information in a timely, more efficient manner through a computer-based means of assembling the outstanding checks.

Time Saving Efforts

The system that the Data Center created has drastically reduced the amount of time that the Clerk's OFS employees spend on collating and organizing outstanding check information, which has saved them months in processing of unclaimed funds. As a direct result of the Data Center's improvements, the Deputy Clerks can perform reconciliation reporting at a much quicker rate, which in turn allows them to post unclaimed funds to the database sooner. This is especially valuable to members of the public, as they are now able to search for and receive their unclaimed funds much earlier than they would have under the former system. This level of high quality, efficient customer service that the Clerk of Courts provides to the citizens of Franklin County is an essential component of its business. Ultimately, the Data Center's work has proven beneficial both to the Clerk of Courts Office of Fiscal Services and the greater public.

"The unclaimed funds report process previously was completed in September; now that report is available as early as March."

Eddie Baumann

*Cash Manager, Office of Fiscal Services
Franklin County Clerk of Courts*



Franklin County Data Center
373 South High Street
9th Floor
Columbus, OH 43215

Phone: (614) 525-3208
Fax: (614) 525-6311