



**Administrative Policies and Procedures**

<b>Procedure Number</b>	<b>Subject</b>	<b>Effective Date</b>	<b>Revised Date</b>
BU-1.1.24	Unclaimed Property Procedure	07/02/2004	

**I. Unclaimed Property Act**

The Disposition of Unclaimed Property Act protects the rights of owners of abandoned property and relieves Bainbridge College of the continuing responsibility to account for the property.

Under the act, when someone holds property (Bainbridge College) that belongs to someone else (owner), but has lost contact with the owner for a specified period (holding period), Bainbridge College must remit the property to the State. The State serves as the custodian for any property remitted under the Act allowing the owners or their heirs an opportunity to claim their property in the future.

**II. Types of Unclaimed Property**

- a. Property issued or owned in the ordinary course of business (i.e.: vendor payments)
- b. Outstanding payroll checks
- c. Employee benefit trust distributions

**III. Attempts to Contact Property Owner**

- a. On a quarterly basis, Bainbridge College will review all outstanding payments made to customers, vendors and employees. If a payment is over ninety (90) days old, a letter will be sent to the owner notifying them of the payment that has been sent and requesting them to contact the Business Office if they have not received the payment.
- b. If the owner contacts the Business Office, a stop payment will be issued on the outstanding payment and a new payment will be reissued to the owner.
- c. If no contact is received from the owner, the business office will continue to contact them quarterly via US Postal Service until the unclaimed property is deemed abandoned and remitted to the State.

**IV. When Property is Considered Abandoned and Remitted to the State**

- a. Unclaimed property is reported and remitted annually after the holding period has expired. The report year is the fiscal year beginning July 1 and ending June 30; the report is due to the State the following November 1.



- b. The holding period is the time that must elapse before the property is considered abandoned and reportable to the State. The duration depends on the type of property held:

Property issued in the ordinary course of business	5 years from issue date
Outstanding payroll checks	1 year from pay date
Employee benefit trust distributions	5 years from last contact