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## UNCLAIMED FUND POLICY

### DEFINITION

Unclaimed funds are any uncashed checks that are older than one (1) year. Unclaimed checks consist of

- 1) Accounts payable checks - majority of unclaimed checks
- 2) Payroll Checks
- 3) Excess funds from Auditor Sales
- 4) Excess funds from Treasurer Sales
- 5) Outside accounts from the treasurer, clerk of courts, juvenile court, probate court, and sheriff's office.

### TYPES OF UNCLAIMED FUNDS

**Accounts payable and payroll checks** – Monthly the treasurer's office will clear any uncashed warrants from the previous year. They will send a complete list to the accounting department.

The department will submit to the accounting department via email

- 1) Completed cover sheet (exhibit A)
- 2) A detail report of the uncashed check, including name, original check number, original check date, description of original check
- 3) An excel spreadsheet of the unclaimed funds

**Outside accounts** - RC 2335.34 through .38 require that the Sheriff, Clerk of Court, and Probate make a list of all unclaimed funds in possession from the previous year. They must post this list and if unclaimed after a 30-day window, turn the money over to the county treasury. These monies include the commissary & inmate trust funds of the sheriff.

The department will submit to the accounting department via email

- 1) Completed cover sheet (exhibit A)
- 2) Copy of the pay in and check
- 3) A detail report of the uncashed check, including name, original check number, original check date, description of original check
- 4) An excel spreadsheet, if possible, of the unclaimed funds

*ORC 9.39 - The accounting department will maintain the a/p, p/r, and outside account warrants on a master list for 5 years. Monies unclaimed after 5 years will be transferred to the General Fund.*



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**Excess funds from Auditor Sale** - These are excess funds collected at the auditor sale. The real estate clerk will submit a detail list to the accounting department after the sale.

The real estate clerk will submit to the accounting department via email

- 1) Completed cover sheet (exhibit A)
- 2) Copy of the pay in and check
- 3) A detail report of the uncashed check, including name, original check number, original check date, description of original check
- 4) An excel spreadsheet, if possible, of the unclaimed funds

*ORC 5723.11 The accounting department will maintain these excess funds on a separate list for 1 year. Monies unclaimed after 1 year will be moved the Allen County Land Bank.*

**Excess funds from Treasurer Sale** -These are excess funds collected during the normal treasurer's office foreclosure sale. The sheriff's clerk will submit a detail list to the accounting department after the sale.

The sheriff department will submit to the accounting department via email

- 1) Completed cover sheet (exhibit A)
- 2) Copy of the pay in and check
- 3) A detail report of the uncashed check, including name, original check number, original check date, description of original check
- 4) An excel spreadsheet, if possible, of the unclaimed funds

*ORC 5721.20 The accounting department will maintain these excess funds on a separate list for 3 years. Monies unclaimed after 3 years will be moved the Allen County Land Bank.*

### **WEBSITE**

The list of unclaimed funds will be posted on the auditor's website as an excel spreadsheet with 3 separate tabs, listing the 5 year, 3 year, and 1 year unclaimed funds. The website will be updated as changes are made to the file.



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**REISSUE**

Funds will be reissued upon the approved application within 90 days. (Exhibit B)

If the Unclaimed Funds Form is incomplete and correct documentation hasn't been provided within 90 days from the date the form was originally submitted, the Form will be null and a new Form must be submitted with new documentation in order to claim funds.

Allen County does not charge to reissue funds.

**OLDER THAN 5 YEAR**

The 5, 3, and 1 year list will be maintained in the accounting department and on the website. The greater than 5 year list which are funds that have been moved to the General Fund, will be maintained by the accounting department but not listed on the website. Even though the greater than 5 year list is not on the website, it is still a public record and the unclaimed funds greater than 5 years can be reissued. OAG1959-161.