3-05/060.25 - Avalon Station Deposits

Avalon Station shall follow all of the same procedures outlined for other units on deposits to the miscellaneous fees account and the bail/fine account, with the following exceptions:

Bank Account

Avalon shall make all deposits directly to the Southern California Bank. Both miscellaneous fees, bail and fine monies, shall be deposited to this same account.

Deposit Instructions

- Bail/fine monies and miscellaneous fees shall not be included on the same deposit slip;
- The deposit slip copies will be distributed as follows:
  - Yellow copy shall be retained as the unit's file copy; and
  - The second certified pink copy shall be immediately mailed to Fiscal Administration, Attention: Revenue and Billing Section. The pink copy for miscellaneous fees shall be attached to the transmittal of fees while the pink copy of the bail/fine deposit shall be attached to the first two white copies of the bail/fine receipt form set.