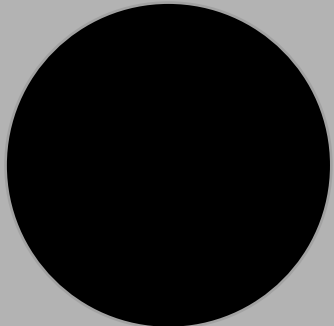




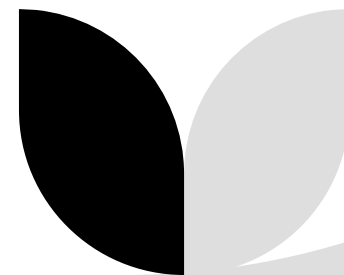
Submitting Monthly Report to State Treasurer by Municipality into the Submittable Portal

State Comptroller's Office – Receipts



Contents

- Act 2022-425
- Saving Monthly Reports
- Accessing the Submittable Portal
- Instructions
- Attaching Monthly Report Documents
- Keying in Information
- Common Trouble Sections
- Applying Submission
- Editing After Initial Submission
- Acceptance of Submission
- Q&A



Act 2022-425

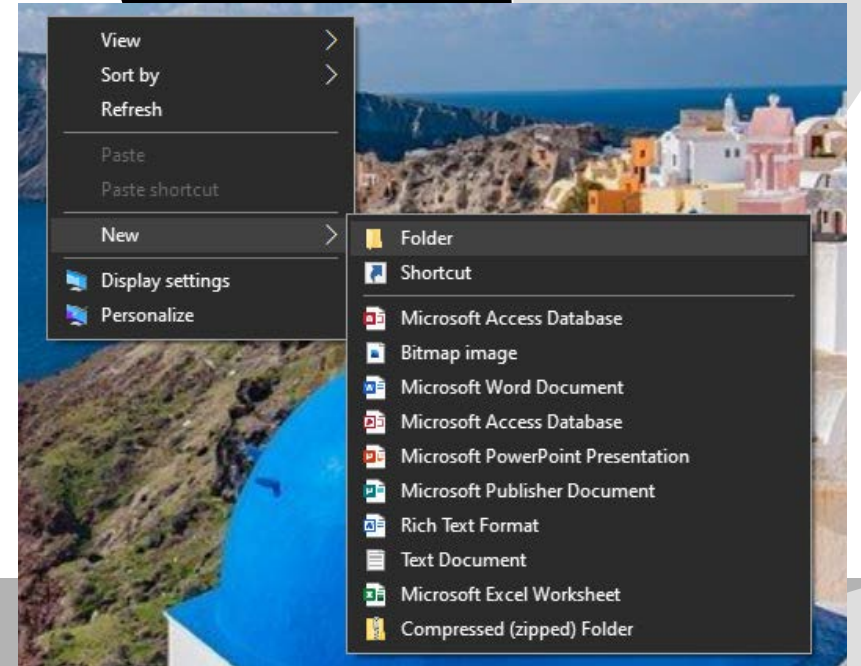
Section 3: Any Clerk responsible for preparing the monthly report (MC-13 Monthly Report To State Treasurer by Municipality) shall file the report electronically beginning January 1st, 2023.

Section 4: Any municipal court that fails to submit the data required by the Act within 60 days of the due date shall forfeit any fees and costs collected by the court that would otherwise remain within the municipality, and will be subject to Audit, until the data is submitted.

Saving Monthly Reports

The very first thing you will want to do is create a 'Submittable' folder on your desktop, to save your monthly reports in. This will make it easy to find when performing your submissions.

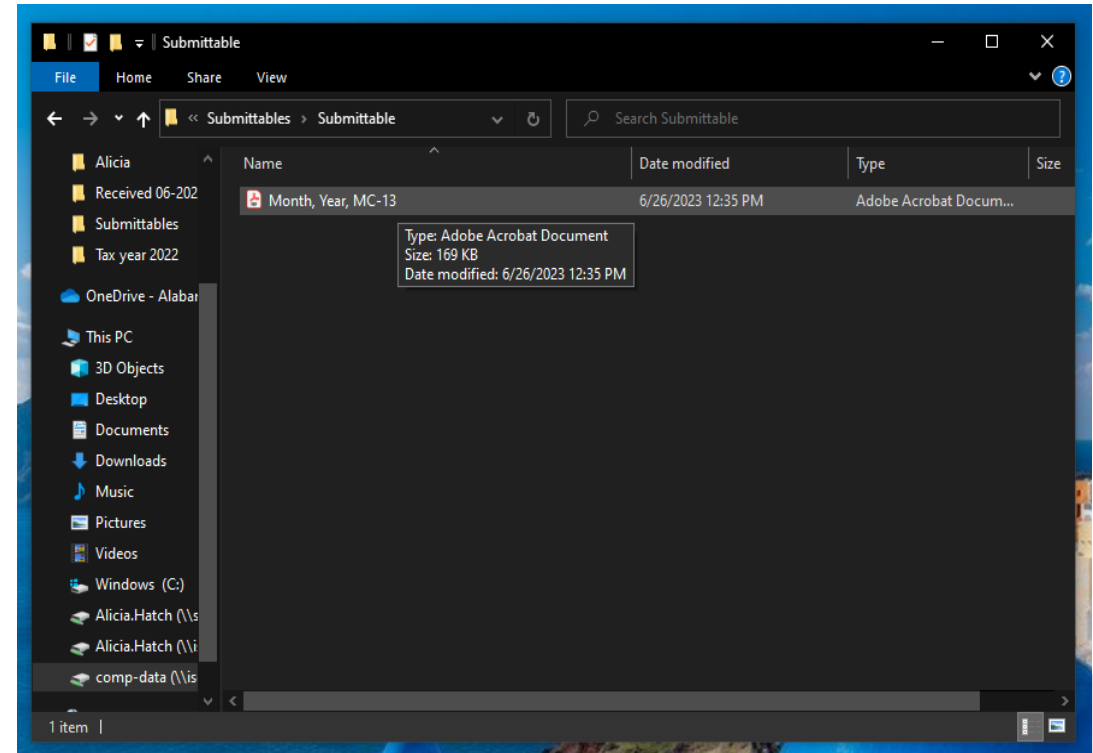
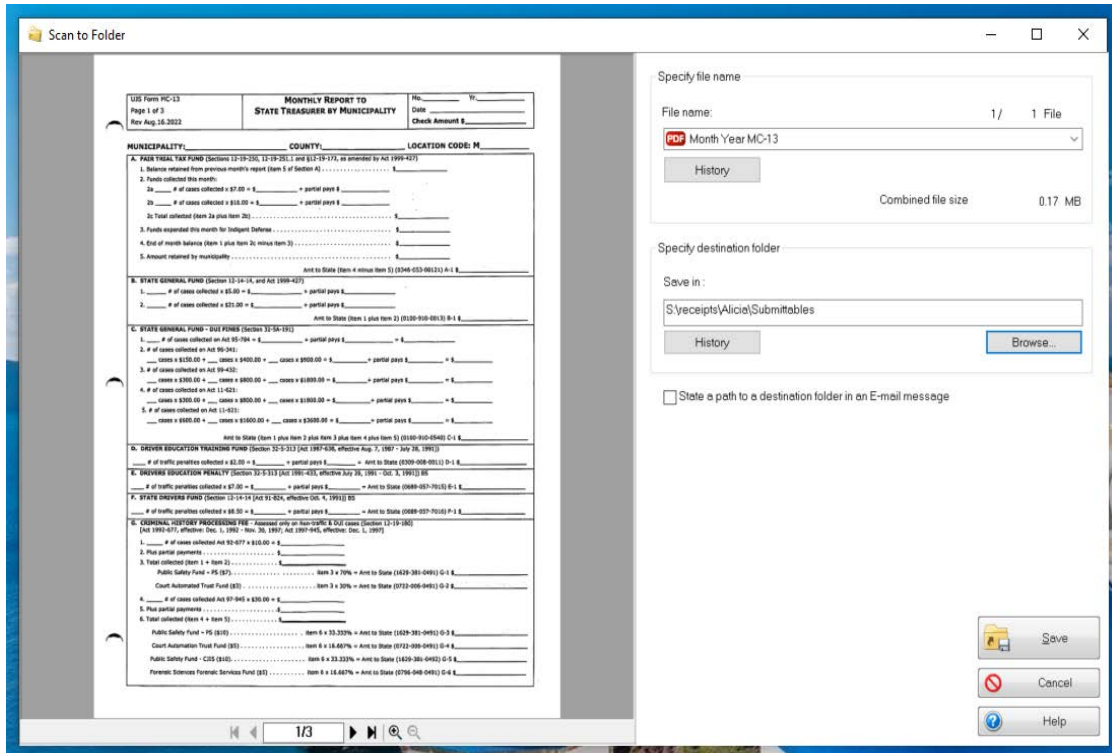
This can easily be done by right-clicking on your desktop and clicking 'New Folder', and then naming it **Submittable**.



...Saving Monthly Reports part 2

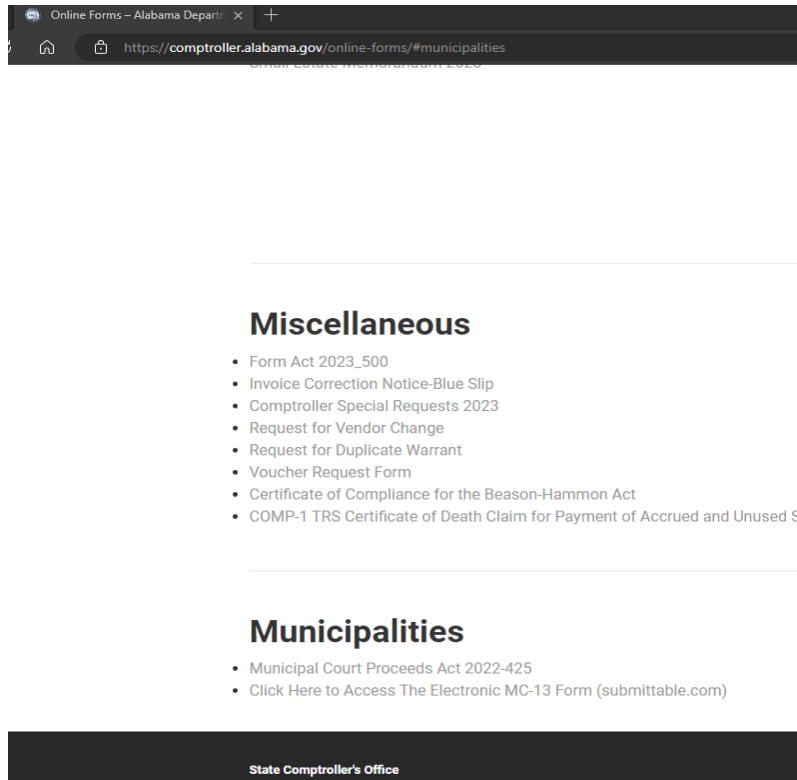
You will scan the 3-4 pages of the Monthly Report to State Treasurer by Municipality (UJS Form MC-13) and label the document: (Month, Year, MC-13). Select the Submittable Folder that you created on your desktop. ***This should be the same report that is mailed in with your payment.***

To make sure you saved the report into the correct folder, we strongly suggest that you go to the folder on your desktop to see if the document is there.

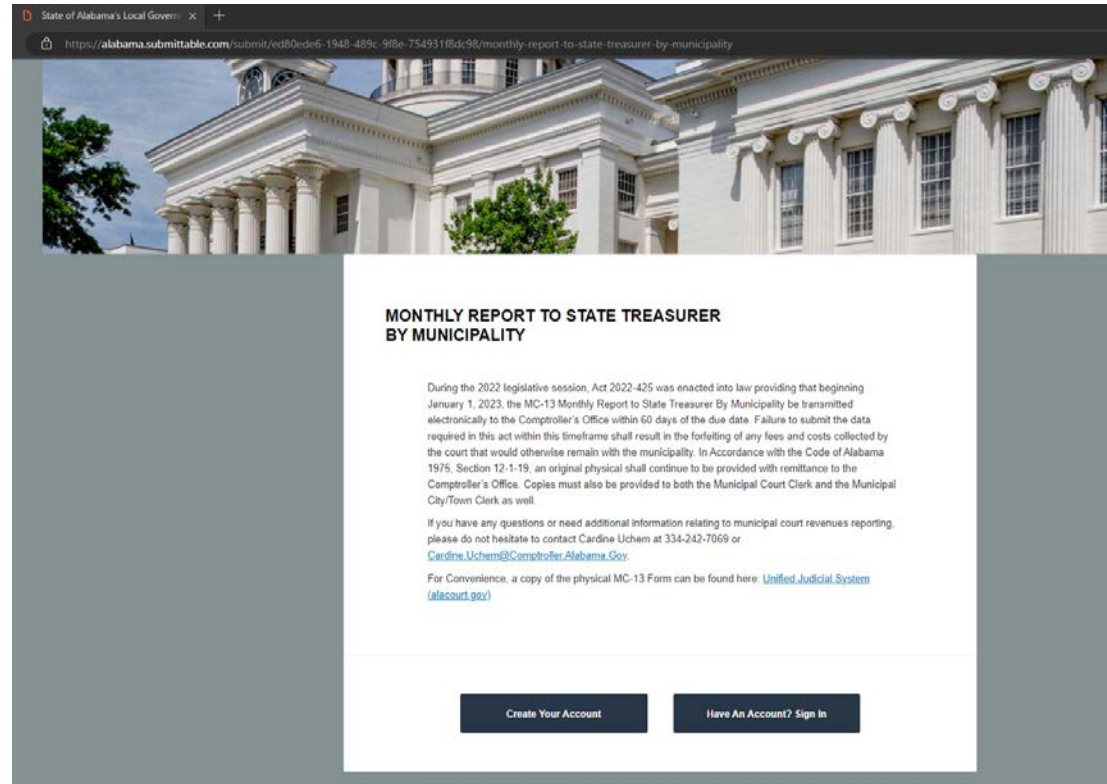


Accessing the Submittable Portal

Go to our website, comptroller.alabama.gov.
Select 'Click Here' under Online Forms.
Click or scroll down to 'Municipalities'.
The link to the Portal is listed as 'Click Here to Access The Electronic MC-13 Form (submittable.com)'.

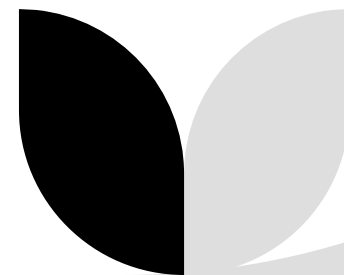


Once you click on the link, you will be brought to the submittable portal. You may be asked to create an account if you haven't done so already. Please use an email that you have daily access to, preferably your work email.



Instructions

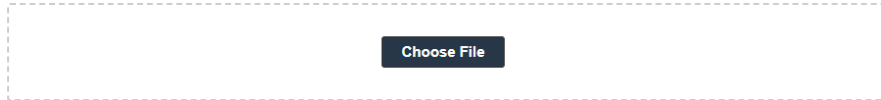
- Once your account is created, please read all instructions before starting your submission:
- **ONLY** navigate this form using your TAB key on your keyboard. **DO NOT** use down arrows or your mouse scroll wheel to proceed, failure to follow this direction will result in inadvertent changes to your entered figures.
- **ONLY** enter the values on the far righthand side of each section from the lines marked with “Amount to State”. **DO NOT** enter subtotals into any section. The new revised version (Rev Aug.16.2022) has a guide to go by when keying in values.
- **CONTINUE** to fill out the mailed physical copy in its entirety. This includes case counts, subtotals, and amount to state grand totals. **ATTACH** this completed form to your submission every month.
- **CHECK** your emails for any follow-up questions or errors needing to be corrected, and for confirmation of acceptance.



Attaching Monthly Report Documents

- Click on the Choose File button. When the Open window pops up, find the Submittable folder to attach the saved Monthly Report to State Treasurer by Municipality for the month that you are about to submit. You will click the Open button to attach the report to your submission. ***Each month will need to be submitted separately.***

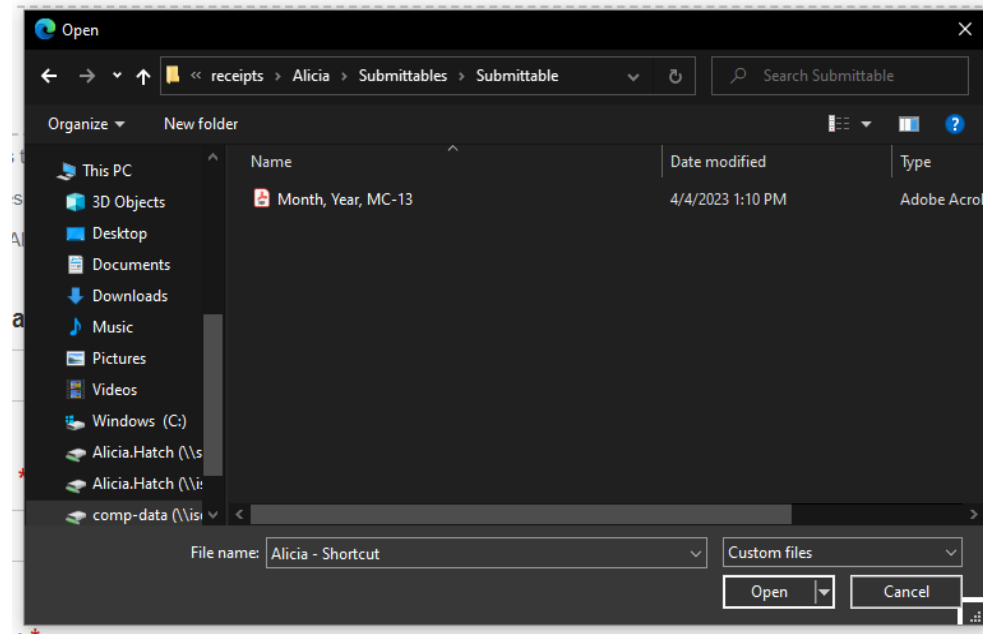
Please upload UJS Form MC-13 (All Pages) : *



Select up to 74 files to attach. No files have been attached yet. You may add 74 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

UJS Form MC-13 (All Pages) - Please upload necessary documentation



Keying in Information

Once the Monthly Report to State Treasurer by Municipality documents are attached to your submission, you will key in the proper information in each field box. Starting with the:

- Municipality Name
- County Name
- Location Code (**will always start with 'M' followed by 3 digit code**)
- Reporting Period (Format MM/YYYY) *Not the month the report was processed in*
- Name of Submitter
- Phone Number (**Please provide your work/office number**)

...Keying in Information part 2

The revised Monthly Report to State Treasurer by Municipality (Rev. Aug.16.2022) [UJS Form MC-13] has a guide on it that coincides with the submission portal.

Please make sure that as you are keying in the values in each field box that it matches the values on the document.

This is very important to follow when you get to sections: G 1-6, L 1-2, N 1-2 and O 1-2.

You are to only key in the 'Amount to State' totals from each section.

..... \$ _____
..... \$ _____
..... \$ _____
..... \$ _____
minus item 5) (0346-053-00121) A-1 \$ _____
.....
.....
1 plus item 2) (0100-910-0013) B-1 \$ _____
..... = \$ _____
+ partial pays \$ _____ = \$ _____
+ partial pays \$ _____ = \$ _____
+ partial pays \$ _____ = \$ _____
+ partial pays \$ _____ = \$ _____
4 plus item 5) (0100-910-0540) C-1 \$ _____
Aug. 7, 1987 - July 28, 1991])

Common Trouble Sections

G. CRIMINAL HISTORY PROCESSING FEE - Assessed only on Non-traffic & DUI cases (Section 12-19-180)
 [Act 1992-677, effective: Dec. 1, 1992 - Nov. 30, 1997; Act 1997-945, effective: Dec. 1, 1997]

1. _____ # of cases collected Act 92-677 x \$10.00 = \$ _____
2. Plus partial payments \$ _____
3. Total collected (item 1 + item 2) \$ _____
 - Public Safety Fund - PS (\$7) item 3 x 70% = Amt to State (1629-381-0491) G-1 \$ _____
 - Court Automated Trust Fund (\$3) item 3 x 30% = Amt to State (0722-006-0491) G-2 \$ _____
4. _____ # of cases collected Act 97-945 x \$30.00 = \$ _____
5. Plus partial payments \$ _____
6. Total collected (item 4 + item 5) \$ _____
 - Public Safety Fund - PS (\$10) item 6 x 33.333% = Amt to State (1629-381-0491) G-3 \$ _____
 - Court Automation Trust Fund (\$5) item 6 x 16.667% = Amt to State (0722-006-0491) G-4 \$ _____
 - Public Safety Fund - CJIS (\$10) item 6 x 33.333% = Amt to State (1629-381-0492) G-5 \$ _____
 - Forensic Sciences Forensic Services Fund (\$5) item 6 x 16.667% = Amt to State (0796-048-0491) G-6 \$ _____

L. DRIVER LICENSE VIOLATION PENALTY (Section 32-6-18(e); [Act 1998-671, effective May 6, 1998])

1. _____ # of cases collected x \$50.00 = \$ _____
2. Plus partial payments \$ _____
3. Total collected (item 1 + item 2) \$ _____
 - Traffic Safety Trust Fund (\$25) item 3 x 50% = Amt to State (0940-066-0540) L-1 \$ _____
 - Peace Officers Standards and Training Commission Fund (\$25) item 3 x 50% = Amt to State (0373-335-0540) L-2 \$ _____

N. UJS DRUG DOCKET FEES (Act 1999-427, effective June 10, 1999, assessed only on drug-related cases)

1. _____ # of cases collected Act 99-427 x \$40.00 = \$ _____
2. Plus partial payments \$ _____
3. Total collected (item 1 + item 2) \$ _____
 - Fair Trial Tax Fund (\$15) item 3 x 37.5% = Amt to State (0346-053-0525) N-1 \$ _____
 - Advanced Technology (\$5) item 3 x 12.5% = Amt to State (0969-006-0525) N-2 \$ _____
 - State General Fund Pro Bono (\$10) item 3 x 25.0% = Amt to State (0100-910-0525) N-3 \$ _____
 - tate General Fund UJS (\$10) item 3 x 25.0% = Amt to State (0100-910-0525) N-4 \$ _____

O. BAIL BOND FEES (Act 2012-535)

1. General Fd _____ # of cases collected x \$3.93 (\$100 Fee) = \$ _____ + partial pays \$ _____ = \$ _____
2. General Fd _____ # of cases collected x \$0.18 (\$25 Fee) = \$ _____ + partial pays \$ _____ = \$ _____
 - Amt to State (item 1 plus item 2) (0100-910-0525) O-1 \$ _____
3. AFSTF _____ # of cases collected x \$7.85 (\$100 Fee) = \$ _____ + partial pays \$ _____ = \$ _____
4. AFSTF _____ # of cases collected x \$0.35 (\$25 Fee) = \$ _____ + partial pays \$ _____ = \$ _____
 - Amt to State (item 3 plus item 4) (0796-048-0525) O-2 \$ _____



Applying Submission

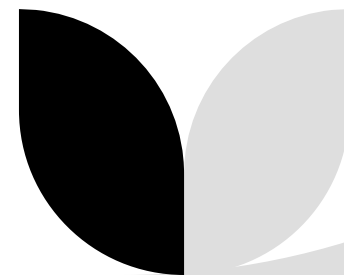
You will click the *Apply* button after you have carefully keyed in the values from your Monthly Report to State Treasurer by Municipality.

You will receive an initial notification of submission, not to be confused with the acceptance notification.



Editing after Initial Submission

- During our auditing process, we will check to make sure everything that is keyed in each section matches what is on the attached report. You will receive a notification via email with the Subject title: **State of Alabama's Local Government Submission Portal**. You may have to check your spam/clutter folders.
- Inside of this email notification, you will be provided with the information of what needs to be corrected on your submission: this could be an issue with the attachment or one of the sections that was keyed incorrectly.
- You will also see two buttons inside the email: **Reply** and **View Application**. You can click on either of these buttons to access the original submission that needs to be corrected. If you haven't logged into the portal that day, you may be asked to log in. Once you are inside the portal, you will need to select the **Forms** tab. That will bring you back to your original submission and you should see a purple **Edit** button to click to make the proper changes on the submission. **Please remember to use the tab key.**

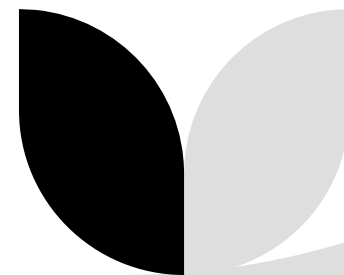


...Editing after Initial Submission part 2

After the changes are made, you will need to hit the **Apply** button at the bottom so that we may audit the submission again. We can not see the changes as you are making them; nor can we see them if you select the Save Draft button.

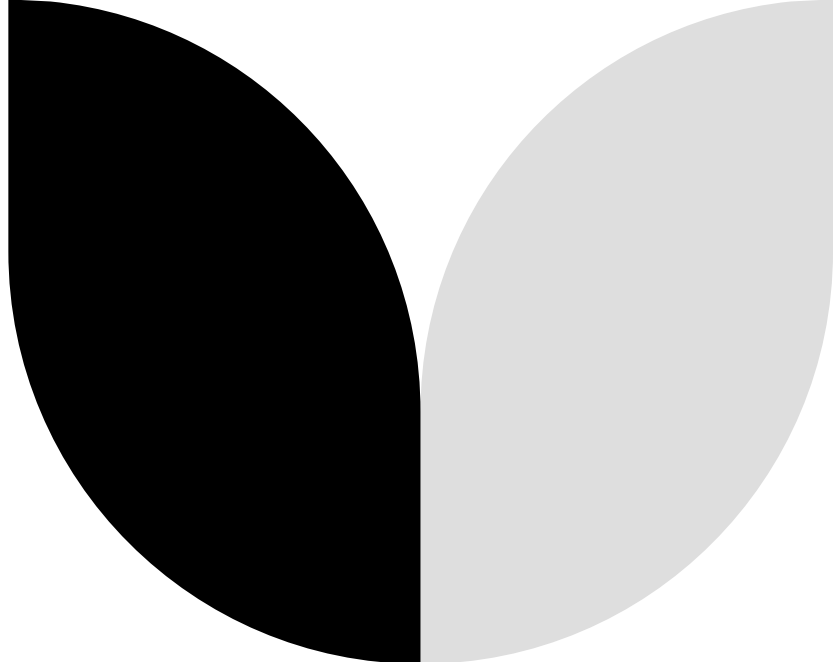

If you need any assistance during this process, please contact our office/individual that sent the notification.

Do not create a new submission to make corrections



Acceptance of Submission

Each submission that is submitted correctly or has been corrected will be marked as accepted and an acceptance notification will go out via email.



Q & A

Thank you
State Comptroller - Receipts