Permitting System Help Guides

TOPIC: **How to read your Discretionary Trust Account Billing Statement**

A

COUNTY OF SAN DIEGO
Trust Account Billing Statement
5510 Overland Avenue, Suite 110
San Diego, CA 92123-1239
Phone 858-694-2320 Fax 858-694-2519
E-Mail: PDSDevDep@sdcounty.ca.gov
Online Balances: https://publicservices.sdcounty.ca.gov/citizenaccess/

B

INVOICE #: **2021630-D-01456-1212**
Invoice Date: **01/24/2013**

C

JOHN DOE INC.
Customer #: 2021630
Trust Account: 2021630-D-01456

D

Project To Date		Invoice Period 12/01/2012 To 12/31/2012			
Total Net Deposits	Total Net Charges	Beginning Balance	Net Deposits	Net Charges	Ending Balance
$9,255.00	($1,763.43)	$0.00	$9,255.00	($1,763.43)	$7,491.57

E

Trans Date	Charge Date	Task / Activity	Employee / Supplier	Hrs / Units	Rate	Amount
Record ID: PDS2012-ZAP-05-555W5		**Sample Project Name;**				
12/07/2012	12/05/2012	B-Project Scoping	Gungle, Ashley	0.90	164.00	($147.60)
12/07/2012	12/07/2012	B-Field Visit	Gungle, Ashley	0.50	164.00	($82.00)
12/11/2012	12/11/2012	B-Permit Processing	Sinsay, Edwin	0.50	175.44	($87.72)
12/12/2012	12/12/2012	B-Conditioning	Hoang, Susan	2.30	155.04	($356.59)
12/12/2012	12/12/2012	B-Conditioning	Hoang, Susan	(2.30)	155.04	$356.59
12/12/2012	12/12/2012	B-Conditioning	Hoang, Susan	2.80	155.04	($434.11)
12/12/2012	12/12/2012	B-Conditioning	Hoang, Susan	(2.80)	155.04	$434.11
12/12/2012	12/12/2012	B-Conditioning	Hoang, Susan	2.80	155.04	($434.11)
12/19/2012	12/19/2012	B-Project Scoping	Gungle, Ashley	0.90	164.00	($147.60)
12/20/2012	12/20/2012	B-Project Scoping	Gungle, Ashley	3.80	164.00	($623.20)
12/21/2012	12/21/2012	B-Project Support	Ramalya, Jarrett	1.20	201.00	($241.20)
Trust Account Activity F						
12/05/2012	N/A	DEPOSIT				$3,650.00
12/05/2012	N/A	DEPOSIT				$5,605.00
		******************END OF STATEMENT***************	***********			

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For assistance, contact Customer Service at the phone, fax, or correspondence address listed at the top of this invoice.

To pay by mail, use the enclosed envelope and include the bottom portion of this statement.

Invoice #: **2021630-D-01456-1112**
Customer #: 2021630
Trust Account: 2021630-D-01456

☐ Check this box if you have a new address and complete the reverse

Due Date	Amount Due*	Payment Amount

* Minimum amount due required to bring your account into good standing. If additional work is required, additional funds may be included with this payment.

"WX1.X.w2020842-D-01456"

For credit card payments, complete the form on the reverse. Make checks payable to the address below and include the invoice number on your payment

JOHN DOE INC.
123 Anywhere Street
Anytown, CA 12345-1234

COUNTY OF SAN DIEGO
Attn: Cashiers
5510 Overland Avenue, Suite 110
San Diego, CA 92123-1239

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Frequently Asked Questions

The Land Use & Environmental Group (LUEG) has implemented a group-wide Business Case Management System (BCMS) to improve data sharing, project management, inspection activities, online services, and enhance efficiencies throughout the departments within the group.

- **What changes will I see on my monthly customer statement?**
In the month of February 2013 you will receive two separate statements. The first statement mailed will cover the invoice period 11/16/12 – 12/31/12, and shortly after another statement covering period 01/01/13 – 01/31/13 will be mailed. Although the customer statement will have a slightly different look and feel, there will be minimal changes to the statement. The changes include:

A) For inquiries regarding your trust account, please contact us using the information provided. We have a new location, email address, and online service center.

B) The **invoice#** is your trust account followed by "mmyy" which represents the month and year of the statement activity/invoice period.

C) The **financial responsible party** is one who can make the financial decisions of the project. At the end of the project, should there be any funds to refund, a check will then be made payable to the financial responsible party.
The **customer number** is unique to the customer.
The **Trust Account number** is unique to your project. Project Numbers (i.e. Reference Numbers as seen on the previous monthly statements) have been renamed to remove the individual department prefix (e.g. PLU, PWR, PWW, DEH) to allow for a single Trust Account to follow the life of the project from beginning to end. For example, a project may have had an account with Department of Public Works and Planning & Development Services with numbers of "PWR 10-1234567" and "PLU 10-1234567" respectively. In BCMS, the two project numbers have been condensed to a single account that looks as follows "12-D-10-1234567," (with the '12' representing the year of conversion, the "D" representing the account is a Developer Deposit project, followed by the previous existing project number "10-1234567"). In cases where the customer had projects with the Department of Environmental Health, the project number may include one of the following: Permit Type & Number (e.g. LOWS #####) or DEH Tracking Number (e.g. VS####).

D) **Project to Date: Total Net Deposits** represent the cumulative total of deposits your trust account has received throughout the life of the project.
Project to Date: Total Net Charges represent the cumulative total your account has been charged throughout the life of the project.
Beginning balance represents the beginning balance for the invoice period.
Net Deposits represent the total deposits received during the invoice period.
Net Charges represent the total amount charged to your trust account during the invoice period. **Ending balance** represents the balance at the end of the invoice period.

E) **Trans Date** is the date in which the funds affected the trust account.
Charge date is the date in which labor charges were performed.
What was previously referred to as the Project Number is now called the **Record ID.** The Record ID will typically appear on your project correspondence and is searchable online via Accela Citizen Access (ACA).

F) All **trust account activity** during the invoice period would be listed here. "Deposits" represent money received. "Withdraw" represents a refund. "Adjusts" represent any corrections made to your account.

- **What do the positive and negative numbers mean?**

G) A positive number represents money added to your trust account, whereas a negative number represents money charged to your trust account. When the system went live, a number of errors occurred that were identified and since then has been corrected.

- **What do the task descriptions and abbreviations on my monthly statement mean?**
The "B" in front of the task description is referring to the fact that the activity was billable. The information after the "B", for example "Project Scoping" is a description of the work that was done. For additional details on the specific activities associated with certain tasks, see http://www.sdcounty.ca.gov/dplu/regulatory/DD/developerdeposits.html.