


Chapter:	Finance	Classification:	Public Document
Subject:	Fine Monies		
For:	Adult Institutions	 Authorized by Executive Director	

**1. Policy**

- 1.1 All fine monies received from individuals in custody will be recorded and accounted for in each facility using the approved computerized accounting system, Offender Trust Information System (OTIS).


**2. Payment Procedures**

- 2.1 The superintendent will designate a staff member who will be responsible for the receipt of fine monies and who is responsible for the proper recording of funds received at the facility.
- 2.2 The individual may request that monies within their facility offender trust account be sent to the Provincial and Family Court.
- 2.3 Accurate records of funds received from the individual in custody and funds submitted to the Provincial and Family Court will be maintained.
- 2.4 The amount designated by the individual will be recorded in OTIS and a cheque will be created, made payable to the Provincial and Family Court.
- 2.5 The amount of fine required to be paid by the individual will be determined through calculations in accordance with Policy and Procedures, Subject No. 25.03.00, [Sentence Calculation - Fines](#).
- 2.6 All persons wishing to drop off fine monies for individuals in custody will be directed to pay those fines
  - 2.6.1 through the government website at <https://novascotia.ca/sns/access/services/fine-payments.asp>, or
  - 2.6.2 in person at the Provincial and Family Court.

**3. Payment to Court**

- 3.1 Fine monies will be issued to the Provincial and Family Court at least once per week in the form of a cheque from OTIS. The funds submitted to the Provincial and Family Court will be accompanied by a fine listing. The fine listing will contain the following information:

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- 3.1.1 date fine received
- 3.1.2 name
- 3.1.3 case number
- 3.1.4 amount received
- 3.1.5 a total of the amount on the fine listing to equal the amount being issued to the Provincial and Family Court

**4. Documentation**

- 4.1 Information to be recorded in OTIS will include
  - 4.1.1 date
  - 4.1.2 receipt number
  - 4.1.3 name
  - 4.1.4 case number
  - 4.1.5 total amount received with an annotation for the intended court, i.e., PC for Provincial Court and FC for Family Court
- 4.2 The designated staff member will request a receipt for the cheque given to the Court. Receipt will be attached to a copy of the fine listing and returned to the facility and filed for auditing purposes.
- 4.3 A monthly reconciliation will be completed as per Policy & Procedure Subject No. 9.05.00 Non Public Funds.