

**EXTRACLASSROOM ACTIVITY FUND  
RETURNED CHECK POLICY**

Not Sufficient Funds

A check returned from the bank for “Not Sufficient Funds”

1. The amount of the check will be deducted from the activity organization’s treasury and the Activity Treasurer and Faculty Advisor notified.
2. The Treasurer will notify the maker of the check, informing him/her that their check was returned to the District because of “Not Sufficient Funds.” The Treasurer will notify the maker that they have ten (10) business days to make payment, in cash or money order only to the Treasurer, and will assess any bank fees that they may be charged for the returned check.

Additionally, if the check has been deposited and returned for a second time, the Treasurer will send a certified letter informing the maker that all bank fees and the amount of the check is due in cash or money order only to the Treasurer in ten (10) business days. A copy of this policy will accompany the letter. No further checks will be accepted for the remainder of the school year.

3. After ten (10) business days, the check will be turned over to the Sheriff’s Department with appropriate jurisdiction for legal processing.

Account Closed

A check returned from the bank for “Account Closed”

1. Upon notice from the bank, the Treasurer will immediately send a certified letter to the maker of the check informing him/her that their check was returned to the district because of “Account Closed.” The letter will explain that the district is assessing an additional \$20.00 service fee to the amount of the check. The maker will also be informed that they have ten (10) business days to make payment, in cash or money order only, to the Treasurer or legal action will be taken. No further checks will be accepted for the remainder of the school year.
2. After ten (10) business days with no response, the check will be turned over to the Sheriff’s Department with appropriate jurisdiction for legal processing.

Adoption date: June 12, 2007