

Policy Name: Returned Checks
Section: 3000 Operational: 3300 Finance
Policy Number: 0000

Purpose: To define how checks returned to the District for insufficient funds will be handled.

Reference: None applicable

Policy:

If a check is returned to the District for insufficient funds or other reasons the following procedures will be followed:

- The Administrative Division will contact the customer by letter to inform them that the check has been returned and indicate that they have ten days to pay the fees.
- All returned checks will be charged a fee determined by the Finance Manager based on processing costs. Such fees can be waived by the Finance Manager. Fees can only be waived one time per household.
- The payment and administrative fee must be paid with cash, money order, credit card or certified check.
- If payment is for an ongoing program the customer may be suspended from participating in that activity until the charges are paid. The Finance Manager or Recreation Services Director will make that determination
- If the returned payment was for reserving a facility (including picnic shelters), the reservation will immediately be withdrawn until payment is made. The customer will be informed of the withdrawn reservation in writing by Administrative Staff.
- The customer will be suspended from registering for any future classes, or reserving facilities until the charges are paid. The Finance Manager may waive this requirement, taking into account the particular situation.
- If the household has had two returned checks within 12 months, they will be required to pay by cash, money order, credit card or certified check for any further Park District participation. The Finance Manager may reinstate check writing privileges after one year if requested by the household.