

**Meadow Drive PTA**  
**Returned Check Policy**  
**Adopted: 3/12/19**

Meadow Drive PTA (the “PTA”) recognizes the tremendous financial support given by our parents. We understand that occasionally people will have to deal with economic issues that result in a **returned check**. At the same time, we are a volunteer non-profit organization and must protect our asset for uses that are permissible under our charter.

The PTA considers receipt of **checks written on insufficient funds (hereinafter NSF checks)** and on closed accounts to be a serious matter and will take necessary steps to collect all funds owed to the PTA for events, activities, or goods. **The procedure outlined below will be used in the collection of outstanding funds on NSF checks and on a person’s check writing privileges after having written an NSF check.**

Upon initial NSF notice from the banking institution:

1. The check writer will be notified of the NSF check via telephone, email or via letter. Any telephone conversation or message will be contemporaneously documented. The check writer will need to respond to the contact within five (5) days to make arrangements for payment of the NSF check plus a service fee equal to the charge incurred by the PTA for the NSF check (the “Fee”) plus the cost of any postage. All attempts to contact the check writer will be documented with date, time, means of communication, and information. See example letter attached.
2. If contact has not been made within five (5) days, a written demand for payment (“Written Demand”) will be sent via certified mail to the check writer for the amount of the NSF check, plus incurred Fee and postage.
3. If the check writer fails to pay the amount within thirty (30) days of the sending of the Written Demand, the check writer will be notified they no longer have check writing privileges with the PTA and the check writer’s name will be entered into the No Check Acceptance List which will be provided to each committee chairperson who accepts payments.
  - [ Any Committee Chair not in compliance with the returned check policy will be removed from their position and the PTA will not pay for you to attend PTA events such as Workshops, Dinner, and other Events.
4. Once the issuer compensates the PTA, they will be allowed to continue writing checks. If the issuer has any additional NSF checks in the school year, they will be notified that their check writing privileges to the PTA will be suspended for the remainder of the school year.

Our goal is not to have a No Check Acceptance List. We will work with anyone who would like to resolve a returned check.

EXAMPLE LETTER

Date

Name

Street Number

City, State, Zip

Dear Name:

Recently, Meadow Drive PTA received notification from our bank that a check you wrote was returned for insufficient funds. This check was written for \_\_\_\_\_. The information for this check is:

Check # 1234

XYZ Bank

Amount: \$1.00

Payee: Meadow Drive PTA

Date: \_\_\_\_\_

The PTA was assessed a \$\_\_\_\_\_ fee for each deposited item that is returned unpaid; therefore, the new total due is \$\_\_\_\_\_ (add postage). Please send cash or money order payable to the Meadow Drive PTA, attention Treasurer by [Date that is 5 days from approximate receipt].

Thank you for your prompt attention to this matter. If you have any questions, you may contact me at meadowdrtreasurer@gmail.com.

Sincerely,

Your Name

Treasurer

Meadow Drive PTA

Enclosed: photocopy of returned check