**WALWORTH POLICY 661.3**

**ADMINISTRATIVE PROCEDURES**

**Non-Sufficient Fund Checks**

The following procedures are in place to follow when a check is returned to the District for non- sufficient funds.

1. If a bill has been paid by personal check and the check is returned from the bank due to

insufficient funds, a courtesy phone call will be made by the district’s Executive Secretary notifying the issuer of the problem and requesting prompt resolution of the payment difficulty within five days.

2. If payment is still not forthcoming by the issuer after the courtesy phone call is made and

the five days is documented, a letter will then be mailed to the issuer from the Business Office informing the issuer of the returned check and requesting payment within five days of the receipt of the letter.

3. If payment is not received within the five day limit validated by the district’s Business

Office, the District Administrator will complete a Procedure for Insufficient or Closed Account Check Form and Bad Check Information Sheet from the Walworth Police Department and submit it to the Department in order to work toward a resolution.

4. In the event that Walworth Jt. District #1 receives more than one NSF check from an

individual or family, the district reserves the right to not accept any further checks made by that individual or family until such time as the outstanding bills or checks have been paid.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:** October 25, 2010

**POLICY REVISED:**  May 22, 2017