

Ogden Elementary PTA Returned Check Policy

We truly appreciate the financial support given by our parents, and we understand that occasionally unforeseen circumstances can result in a returned check or inability to pay commitments made. Therefore, we want to provide you with a copy of our returned check (NSF) policy so that you are aware of the processes that the PTA will follow as it relates to these matters.

Ogden Elementary PTA must take NSF checks seriously as it can negatively impact the financial standing of the PTA and commitments made to support our school. The procedures outlined below will inform you of the necessary steps that Ogden Elementary PTA will take in order to ensure that the funds owed to the PTA for all activities and events are collected.

Initial NSF notice from banking institution:

1. The check writer will be notified by phone that a returned check has been received.

The check writer will need to be in contact with the PTA within 5 days to make arrangements for payment of the returned check amount plus applicable banking fees (currently \$25.00). If contact has not been made within 5 days, a letter, including a bill, will be sent to the check writer via certified mail.

2. Immediate payment will be expected in the form of Cash or Money Order to the PTA Treasurer.

Note: A money order can be mailed to: Ogden Elementary School c/o PTA Treasurer, 3637 Middle Sound Loop Rd., Wilmington, NC 28411

3. The PTA will be unable to accept another check from check writer until the NSF check balance is paid in full.

After 30 days of non-payment:

4. Aggressive steps will need to be taken, including contacting an attorney and/or collection agency in order to resolve the NSF issue.

NSF Checks and NC Law

Criminal Penalties:

Amounts greater than \$50: \$500 fine or up to 6 months in jail.

Amounts less than \$50: \$50 fine or up to 30 days in jail.

Check drawn on non-existent account: Fine not to exceed \$1,000 or imprisonment for not more

than 2 years or both.

Check drawn on account closed by drawer prior to time check drawn: Fine not to exceed \$400 or imprisonment for not more than 5 months or both.

Civil Penalties:

30 days after written demand, lesser of \$500 or 3x amount owed on check, but not less than \$100.

Thank you for your consideration of this policy,

Ogden Elementary PTA Board