

Little Cedars PTA - NSF Check Policy

The Little Cedars PTA truly appreciates the tremendous financial support that is given by our parents. At the same time, we understand that occasionally families run into circumstances which may result in NSF checks. The procedures outlined below will be used to collect these outstanding funds:

- Upon receipt of a returned check, the Treasurer will notify the check writer by telephone and letter of the returned check and request replacement funds, including any and all bank fees. A copy of the returned check will be included with the letter.
- The check writer will need to return the call within 3 days to make arrangements for payment.
- Payment in the form of cash, cashier's check, or money order is expected within one week from the date the letter is mailed. If the individual is unable to make a lump sum payment, the individual must contact the PTA Treasurer to arrange a payment plan within one week.
- All telephone calls will be documented on the back of the bank notice, including the date and time of all conversations, the names of all people spoken with, if the person made promises of restitution, if a message was left, if the call received no answer, etc.
- If payment is not received or the individual does not contact the PTA Treasurer within one week from the day the letter is mailed, **a second letter will be sent informing the individual that their checks will no longer be accepted by the PTA.**
- At the time of yearbook distribution, anyone with outstanding NSF checks will have their yearbook withheld until full payment is received.

If you have any questions on the above policy, please contact the PTA Treasurer.