

# **SCAPA**

**Subject:** Returned Checks

**Primary Responsibility:** President  
Treasurer  
Financial Committee

**Date:** February 20, 2001

## **POLICY STATEMENT:**

A fee shall be charged for returned checks.

## **Purpose:**

To assure SCAPA is reimbursed for bank fees charged for returned checks.

## **Procedure:**

1. The Treasurer shall contact SCAPA member or individual when a check has been returned.
2. SCAPA member or individual will be asked to make the check good.
3. SCAPA member or individual will be charged a fee of \$35.00 (or the amount the bank charges if higher) to cover the bank fees.
4. SCAPA member must make the check good and pay all charges in order to remain a member in good standing.
5. Should SCAPA member not abide by these guidelines, they can be removed from the membership at the discretion of the Executive Committee.
6. Prosecution of the SCAPA member or individual for returned check shall be at the discretion of the Executive Committee.