

SCAPA

Subject: Returned Checks

Primary Responsibility: President
Treasurer
Financial Committee

Date: May 23, 2003

POLICY STATEMENT:

A fee shall be charged for returned checks.

Purpose:

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

Procedures:

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