

HIGHLAND CREEK ELEMENTARY PTA
RETURNED CHECK POLICY
2010 - 2011

We truly appreciate the tremendous financial support that is given by our parents. At the same time, we understand that occasionally parents run into circumstances which result in a returned check or financial hardships which make it difficult to pay their debts.

Highland Creek Elementary PTA considers NSF checks a serious matter and will take the necessary steps to collect all funds owed to the PTA for all activities and events. The procedures outlined below will be used to collect outstanding funds on NSF checks.

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 return the call within 3 days to make arrangements for payment of the returned check amount plus applicable fees (\$15.00).
- 2) If contact has not been made within 3 days, a notice will be sent via "certified mail" to the check writer for the amount of the check plus applicable fees (\$15.00).
- 3) Immediate payment will be expected in the form of Cash or Money Order:
 - a) **Cash MUST be:**
 - 1) Delivered to the office in a sealed envelope addressed to PTA Treasurer, or
 - 2) Arrangements made with the Treasurer for delivery (treasurer@hcepta.org)
 - b) **Money Order MUST be:**
 - 1) Mailed to Highland Creek Elementary, Attn: PTA Treasurer, 7242 Highland Creek Parkway, Charlotte, NC 28269,
 - 2) Delivered to the office in a sealed envelope addressed to PTA Treasurer, or
 - 3) Arrangements made with the Treasurer for delivery (treasurer@hcepta.org)
- 4) The check writer's name will be placed on the NSF list and will be provided to all Highland Creek Elementary PTA committees that receive check payments. Until the NSF check balance is paid in full, these names will remain on the list and the PTA will not accept a check for payment for any activity or event.

After 30 days of non-payment:

- 1) Aggressive steps will be taken up to and 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 treble (3x) amount owing on check, but not less than \$100.

We truly appreciate your support,

The Highland Creek Elementary PTA Board
Updated 8/10