



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: NSF Cheques Policy	POLICY NUMBER: ADM-03
POLICY MANUAL SECTION: Administration	RESOLUTION NUMBER: 360-2018
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NSF CHEQUES POLICY

Purpose

As the processing and administration of cheques drawn on accounts without sufficient funds results in extra work and costs, the Municipality aims to recover some of these costs, and to discourage the passing of NSF cheques. The purpose of this policy is to establish rules for handling NSF cheques.

Policy

- 1) If a cheque is returned NSF, the amount of the cheque will be added to the account of the ratepayer, in addition to the \$25 NSF cheque fee.

Procedure

- 1) The NSF cheque policy will be displayed in full view at the Municipal Office.
- 2) When an NSF cheque is returned to the Municipality, the payee shall be advised in writing indicating:
 - a) That their cheque has been returned to the Municipality NSF;
 - b) That the account paid has been reversed and is still outstanding;
 - c) That a fee of \$25 has been charged for handling the NSF cheque;
- 4) The Municipal Office will adjust the account of the payee to reflect the reversal of the cheque and the \$25 fee.
- 5) The account shall be treated as if the account has not been paid and shall incur any penalties that are due.
- 6) The \$25 fee shall form part of the outstanding balance of the account and be subject to any applicable penalty charges on the account.