

# CRESCENTA VALLEY/GLENDALE GIRL SCOUT SERVICE UNIT

## Policy re Returned Checks

*Effective September 2011*

When a check is returned due to non-sufficient funds, account closed, etc., the following shall occur:

1. The Service Unit Treasurer (“Treasurer”) shall contact the Troop Leader via email and/or phone notifying him/her of the returned check.
2. Within ten business days, the Troop Leader must submit payment in the form of cash or cashier’s check to cover the cost of the check **plus** any incurred bank fees.
3. If payment is not issued to the Treasurer within ten business days, a letter will be sent to the Troop Leader requesting payment.
4. If payment is not received within 45 calendar days, the Service Unit:
  - a. Will notify Council of the Troop’s failure to cover the costs of the returned check.
  - b. Has the right to take further collection measures to secure the funds which could include turning the matter over to a collection agency, filing a small claims action, etc.
5. If further collection measures result in additional fees, it shall be the responsibility of the Troop Leader to pay these fees.
6. Until the check is cured, the Service Unit will not accept any further payments via check from the Troop.
7. If the Troop/Troop Leader is due any reimbursements from the Service Unit, the Service Unit has the right to withhold any reimbursements until the returned check has been cured in full (including any bank incurred fees).
8. If the Troop has three returned checks within a given year, the Service Unit Manager will discuss this issue with the Troop Leader.
9. Once the check and all incurred charges have been paid in full, the Treasurer shall return the check to the Troop Leader.

**Rule of Thumb:** Before writing a check, ensure the funds are available. If a situation should arise after writing a check, the Troop Leader should immediately make contact with the Treasurer to discuss same.