

# Ballantyne Elementary School PTA

## Returned Check Policy

Adopted: September 7, 2017  
Effective: September 8, 2017

Ballantyne Elementary School PTA (the “PTA”) recognizes the tremendous financial support given by our parents. We understand that occasionally people will have to deal with economic issues that result in a returned check. At the same time, we are a volunteer non-profit organization and must protect our assets for uses that are permissible under our charter.

The PTA considers receipt of checks written on insufficient funds (hereinafter NSF checks) and on closed accounts to be a serious matter and will take necessary steps to collect all funds owed to the PTA for events, activities or goods. The procedure outlined below will be used in the collection of outstanding funds on NSF checks and on a person’s check writing privileges after having a written an NSF check.

Upon initial NSF notice from the banking institution:

1. The check writer will be notified of the NSF check via telephone, email or via letter. Any telephone conversation or message will be contemporaneously documented. The check writer will need to respond to the contact within five (5) days to make arrangements for payment of the NSF check plus a service fee equal to the charge incurred by the PTA for the NSF check (the “Fee”, currently \$10.00) plus the cost of any postage. All attempts to contact the check writer will be documented with date, time, type and information.
2. If contact has not been made within five (5) days, a written demand for payment (“Written Demand”) will be sent via certified mail to the check writer for the amount of the NSF check, plus a service fee of \$25 or the maximum amount as allowed by NCGS § 25-3-506.
3. Immediate payment will be expected in the form of cash or money order.
  1. Cash – Must be given to one of the following PTA Executive Board Members: President, Treasurer or Secretary.
  2. Money Order – May be mailed to Ballantyne Elementary PTA, 15425 Scholastic Drive Charlotte, NC 28277 or given to one of the above-listed PTA Executive Board Members.
4. The check writer’s name may be entered onto the Returned Check List and may be provided to all Ballantyne Elementary School PTA committees who receive check payments. Until the returned check amount is paid in full, such names will remain on the list and the PTA will not accept a check for a payment for any event, activity, or purchase.
5. If the check writer fails to pay the amount within thirty (30) days of the sending of the Written Demand, the PTA may begin aggressive steps to obtain payment, including the pursuit of civil and/or criminal remedies under NCGS § 6-21.3(a).