

### **Motion 2508FIN02 – Reissued Check Policy**

The Finance Committee moves to amend the Policies and Procedures as follows to adjust the fee charged for stopping or reissuing checks.

**Purpose:** The Finance Committee has been reviewing its Financial Procedures on aging checks and reissuing uncashed checks. In this process it is standardizing its policies for the Zones. In some cases, checks issued by a Zone have been uncashed or undeposited for months. The money legally belongs to the payee and Zone funds/accounts are made inaccurate by such inaction. This amendment to the P&P is to reflect the changes made to the Financial Procedures document used by all Zone Treasurers.

## **SECTION III**

### **FEES**

#### **H. Financial Fees**

1. [unchanged]
2. The minimum service charge for a stopped check or to reissue lost or stale dated checks not cashed shall be ~~\$50~~ as follows:
  - a. First reissue - \$25 fee deducted from reissued check amount.
  - b. Second reissue - \$50 fee deducted from reissued check amount.
  - c. Third reissue - \$100 fee deducted from the reissued check amount.

~~The second offense for a stopped check or to reissue lost or stale dated checks shall require the requestor to register for Bill.com e-payment service.~~

3. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. (3/20/2024)