



## POLICY MANUAL

Title	Not Sufficient Funds (NSF) Cheques	
Section	Administration	Index 321
Date	April 14, 2015	Authority Res. 15-121

1. **Supercedes.**

2. **Purpose.** From time to time the Municipality receives payments by cheque which are returned by the bank because of insufficient funds. This creates additional work and costs for the municipality. The purpose of this policy is to set out the manner in which such cheque(s) shall be handled.

3. **Policy.**

A charge of \$25.00 shall be levied for all NSF cheques and shall be added to taxes if the payment was for services which can be added to property taxes.

4. **Administration of the Policy.**

- a. upon notification by the bank that there are insufficient funds, the person, who issued the cheque, shall be notified by telephone and requested to pay the account immediately.
- b. if the person does not pay the account within forty-eight (48) hours, excluding the weekend or holiday, of the time of the telephone call, a letter shall be forwarded by certified mail requesting immediate payment.
- c. the person shall be advised that only cash or a certified cheque will be accepted as payment on the account. The person shall also be advised that, failure to pay the account will result in the outstanding amount being added to taxes or that a claim in court will be filed.
- d. a record of telephone calls shall be noted in the client's file. Any letters sent to the client, shall also be placed in the file.