

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices with the district. All persons who owe overdue fees or have negative account balances with the district shall be notified of the delinquency up to two times in not less than seven day increments by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, within seven days after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a final notice shall be sent to the debtor by mail that the district will no longer accept checks. Postage and stationary costs may be added to the original bill.

If full pay is not received by the clerk within seven days after mailing of the second notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes or the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district.

Insufficient Funds Checks

The superintendent or the superintendent's designee is authorized to request charges to be filed against a person or persons giving worthless or insufficient fund checks to the school district. In addition, the board adopts the following procedures for dealing with returned checks in the school setting.

For all insufficient fund/account closed checks, the person will be notified of the first returned check via U.S. First Class Mail/Return Receipt Requested. The person will need to

make restitution of a \$30.00 service charge, in addition to the amount of the insufficient fund/account closed check, within seven days from the date of the letter.

If the district receives a second returned check, the person will be notice of the returned check via U.S. First Class Mail/Return Receipt Requested. The person will need to again make restitution of \$30.00 plus the amount of the insufficient fund/account closed check, within seven days from the date of the letter.

After two insufficient fund/account closed checks, USD 273 will no longer accept any personal checks for pay of school debts. All future payments to the district or individual schools would then need to be in the form of cash, cashier's check or credit/debit card payment.

**APPROVED:** August 14, 2017