

**Warner Elementary PTO  
Returned Check Policy  
Effective: January 1, 2017**

Warner Elementary PTO (the "PTO") 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 bylaws.

The PTO considers receipt of checks written on insufficient funds and/or on closed accounts (hereinafter "Returned" checks) to be a serious matter and will take necessary steps to collect all funds owed to the PTO for events, activities, and/or goods. The procedure outlined below will be used in the collection of outstanding funds on Returned checks, and on a person's continued check writing privileges to the PTO.

Upon initial Returned check notice from the PTO's banking institution:

1. The check writer will be notified of the Returned check by the PTO Treasurer via email or letter. The check writer will be informed in this communication that payment on the Returned check is required to be made in cash only, plus a service fee of \$10 ("Fee").
2. The check writer will need to respond to the PTO Treasurer within five (5) days to make arrangements for payment of the Returned check (as described above). All attempts to contact the check writer will be documented with date, time, communication type, and any other information necessary.
3. If contact has not been made within five (5) days, a second notification will be sent to the check writer by the PTO Treasurer requesting an immediate response to make arrangements for payment of the Returned check and Fee. If another five (5) days has passed with no response from check writer, a written demand for payment ("Written Demand") will be sent via certified mail to the check writer for the amount of the Returned check, plus the Fee and any postage incurred.
4. If the check writer fails to pay the amount within thirty-five (35) days of the sending of the Written Demand, the PTO may begin aggressive steps to obtain payment, including the pursuit of civil and/or criminal remedies in accordance with Texas law.

Check writing privileges subsequent to having a Returned Check:

1. The name of the Returned check writer will be entered onto a Returned Check List maintained by the PTO Treasurer. The PTO Treasurer will indicate next to the Returned check writer's name whether the Returned Check was a first or second instance for the check writer.

2. If the Returned check is a first instance for the check writer, the check writer will continue to be allowed to write checks to the PTO for events, activities and/or goods.
3. If the Returned check is a second instance for the check writer, the check writer will be prohibited from writing a check to the PTO for any event, activity and/or good for the remainder of the then-current school year. In this situation, the PTO Treasurer will provide a copy of the Returned Check List to all PTO board members and members of committees who receive, or may receive, check payments for any event, activity and/or sale of goods.
4. If the check writer failed to make restitution on the Returned check, or only makes restitution after the PTO's pursuit of any civil or criminal remedies, the check writer will thereafter be prohibited from making payment by check to the PTO for any event, activity, and/or good for the duration of their child(ren)'s attendance at Warner Elementary School (regardless of whether this is a first or second instance as noted above).