
Town of Mulgrave NSF Cheques Policy

Title:

1. This Policy is entitled the "*NSF Cheques Policy*".

Definitions:

2. NSF means "no such funds", or insufficient funds at the bank.

Purpose:

3. The purpose of this policy is to deter customers from repeatedly supplying the Town with NSF cheques. NSF cheques require reinstatement of tax/water bills and reversing of bank transactions which takes up a considerable amount of staff time. Issuance of personal and corporate cheques as payment of outstanding amounts owing to the Town is recognized as the predominate choice by the majority of taxpayers. In most instances this transaction is completed without any difficulty, however, the Town must recognize that from time to time we will receive cheques drawn on accounts without sufficient funds to cover the amount of the cheques (NSF). In order to limit the number of times such an activity happens, it is imperative that a policy clearly spelling out the Town's recourse be made known.

Interpretation:

4. All first time NSF cheques will be subject to a \$20.00 administrative charge applied directly to appropriate account of the issuing party, and should the Town have post dated cheques on file they will be processed in the normal manner on their respective dates.
5. When a property owner provides the Town with an NSF cheque on more than one occasion, the Town will no longer accept uncertified cheques from that customer and any post dated cheques on file will be returned to taxpayer.
6. All former policies with respect to NSF cheques are hereby repealed and this policy substituted therefore.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: February 16^h, 2009

Date of Passage of Current Policy: March 2, 2009

I certify that this *NSF Cheques Policy* was adopted by Council as indicated above.


Municipal Clerk


Date