

Uncashed Checks Issued by St. Martha's

It is the policy of St. Martha's Episcopal Church regarding all checks that do not appear on the bank statement as cancelled or not cashed within sixty (60) days of issue, the following shall take place:

1. Treasurer shall contact the payee and determine if said check has been received.
2. If said check has been received by payee, then payee is encouraged to deposit check **within two (2) weeks. If the payee fails to deposit the check, then the Treasurer shall request a Stop Payment from the bank.** The bank fee to do so shall be posted to Operating/Office/Bank Charge.
3. If said check has **not** been received by payee, then a new check shall be issued with a memo noting that it is a replacement check for check # _____; issued to _____ (payee).
4. If the amount of the check in question is less than **the Bank Charge**, then the Finance Committee will deal with the situation on a check by check basis.

Approved by Vestry: 9/18/17