

Unpaid Fees and Negative Account Balances

Unpaid or overdue accounts disrupt accounting practices within the district. All persons who owe overdue fees or have negative account balances with the district shall be charged the previous year's balance when enrolling for the current year. All previous balances (unreturned books, delinquent meal accounts, and semester fees) must be rectified before any payments are taken against current year fees. Starting in October and going through December, patrons with delinquent accounts are notified monthly by the superintendent's designee via letter sent by U.S. First Class Mail.

If payment has not been received by superintendent's designee, a fourth and final notice shall be sent to the debtor by mail. The final notice shall notify the person that the outstanding debt, if unpaid by the third Friday in January, will be submitted to the State of Kansas Setoff Program for collection. Any settlement of the outstanding debt must be made with the State of Kansas, once the debt has been submitted for collection.

Insufficient Funds Checks

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.

The district will assess a \$30.00 fee for all checks returned due to insufficient funds. The district will send a notice of the insufficient funds check being returned to the district and request that restitution for the value of the check, plus the returned fee, be made within 10 calendar days of the notification

date. If the debt is not cleared, a second notice will be sent via Certified Mail providing a seven-day period to clear the outstanding amount. If restitution is not made after the second notice period expires, the superintendent's designee may turn the matter over to the city or county, dependent upon location, for collection. Any settlement of the outstanding debt must be made with the city or county, once the debt has been submitted for collection.

Approved: 4/17