

CHECK ACCEPTANCE/RETURNED CHECK POLICY

The Mecklenburg County Park and Recreation Department will accept checks from individuals and organizations under the following circumstances.

A valid driver's license with a photo ID must be presented. The driver's license number will be recorded on the check if not already present on the check face. In the event the person does not have a valid license, a photo ID with the address must be presented.

If a check is returned to the department as a result of non-sufficient funds, effective immediately the person or organization responsible for payment will not be eligible for participation in Park and Recreation department events. All repaid funds must be paid with a money order, certified bank check or cash and must include a \$25 returned check fee. Once a check is returned, we **do not** accept a check from the individual or organization again. Staff is mandated to check the Returned Check List before accepting a personal or organization check. Once all funds are repaid, eligibility for participation is resumed.

If a satellite facility collects funds for a returned check, the check can be deposited but the deposit has to be made on a **separate** deposit slip. This deposit is carried to Finance by Accounting staff. We do not handle the cash receipt process. The Finance department handles this transaction.

When a returned check is received by the Accountant from the Finance Department, she notifies the General Manager or Division Manager. The Accountant also mails a letter to the individual or organization notifying them of the returned check. They are also notified in this correspondence of their ineligibility to participate in Park and Recreation events until all fees are paid. When the General Manager or Division Manager receives notification from the Accountant, they are responsible for contacting staff (Athletic Coordinators, Facility Managers, Recreation Center Directors, etc.) and instructing them to contact the person/organization to assist in collection of the fees.

Bank card returns will be handled by the same policy/procedures.