3-5 Returned Checks (Excerpt from County Financial control Policy)

All returned checks are sent to the Finance Office. Returned checks are charged against a special account for bad checks where the funds are held until the check is cleared.
Collection is the responsibility of the department, which accepted the check. Each department should make a concentrated collection effort so that returned checks can be cleared from the system.
All returned checks should be charged a $25 return check fee. Return check fees should be deposited into 110-0000-341-9020.

Library Policy

The Library Administrative Assistant shall process all returned checks. Letter will be sent to the individual that wrote the bad check to the library. The individual will have 15 days to pay the library the funds in cash. We will only accept cash payments for bad checks.

If the total amount due is not paid (cash only) within fifteen (15) days from the date of this letter, we will turn this matter over to the Worthless Check Program Coordinator with the Office of the District Attorney of Rockingham County. At that point, all further efforts to resolve the matter will be handled by that office.

DO NOT ACCEPT ANY PAYMENTS AFTER THE RETURNED CHECK HAS BEEN SENT TO THE DISTRICT ATTORNEY'S OFFICE!