

## **Outstanding Checks**

### Section A - Introduction

The purpose of this policy is to help ensure accurate cash reporting and management, in accordance with state law and Generally Accepted Accounting Principles.

### Section B - Notification of Outstanding Checks

When a check is outstanding for more than six (6) months, the Director of Business Services or designee shall notify the payee by first-class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check.

### Section C - Recording of Outstanding Checks

At least once each year, the Director of Business Services or designee shall prepare a listing of all checks that have been outstanding for more than (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be completed to deposit the funds into the school district's unclaimed liability account.

### Section D - Transfer of Outstanding Check Value and Information to the State

At the conclusion of the school district's annual external financial audit, the Director of Business Services or designee shall review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent to the State of Illinois, Unclaimed Property Division per state law.

Approved:        June 14, 2021