

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 notified of the delinquency up to three times by the superintendent or superintendent's designee via letter sent by U.S. First Class Mail providing that the individual owes the district fees or that a specified account has insufficient funds or a negative balance and the reason for the fees or account withdrawals.

If, after the second notice was mailed, the debt is not paid in full or arrangements have not been made with the superintendent or superintendent's designee to pay it, a third and final notice shall be sent to the debtor by mail. Postage and stationary costs may be added to the original bill.

If full payment is not received by the clerk after mailing of the final notice, authorization for the enforcement of collection may be obtained through the local small claims court in compliance with Kansas statutes, the superintendent or superintendent's designee may turn the matter over to legal counsel to commence debt collection proceedings on behalf of the district, or the district may turn the collection over to the Kansas Setoff Program.

Insufficient Funds Checks

The superintendent or 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 person will be notified of the first returned check via U.S. First Class Mail. There will be a charge for a returned check. The charge is equivalent to the amount that the bank charges the district for insufficient funds. A second notification will be sent if restitution is not made within seven working days.

- If restitution of the check is not made within seven working days from the third and final notification, the superintendent or superintendent's designee will be notified, and the superintendent or superintendent's designee may turn the matter over to the county attorney for legal action.
- If the amount owed to the district is equivalent to \$25.00 or more, the uncollected debt will be turned over to the Kansas Setoff Program. Three attempts will be made before turning this debt over to the Kansas Setoff Program for collection.

KASB Recommendation – 12/16; 6/18

BOE Policy Approval Date: 9/10/2018