

COVINGTON COUNTY BOARD OF EDUCATION

WORTHLESS CHECKS

The Board of Education authorizes the Superintendent to charge a fee of \$30 for worthless checks whether collected or not and to implement procedures for collection including referring the matter to the district attorney for prosecution. Should a school receive a second bad check from an individual, then no further checks are to be accepted from that individual. **A log for worthless check transactions will be maintained in the Superintendent's office.**

Local school administrators and Child Nutrition Program personnel shall keep a list of all individuals who submitted bad checks. Each school must take necessary action to collect the check amount and must document those actions and procedures.

Uncollected fund balances in the Child Nutrition Program will not be carried over from one fiscal year to the next. Monies will be taken from non-public funds at the end of the fiscal year to cover the amount of the worthless checks.