



OUTSTANDING CHECK POLICY

Purpose

The purpose of this policy is to ensure accurate cash reporting and management.

Guidelines

When a check is outstanding for more than six (6) months the library's Business Manager 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. The payee will have 30 days to claim the outstanding check.

At least once each year, the library's Business Manager shall prepare a listing of all checks that have been outstanding for more than six (6) months for which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the La Grange Park Public Library's unclaimed liability account.

Once a year, in July, the Business Manager will 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 (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.