

When submitting Board agenda items for uncollected checks, please use the following language and the attached documents. Please print this out for use with all agenda items.

TITLE: Approval to Write-Off Uncollectable Checks in the Amount of \$__

EXECUTIVE SUMMARY:

Pursuant School Board Policy 7.32 - Internal Funds, Section (3)(a), the District has established written procedures and rules governing the receipt, use, and accounting of internal funds. The Internal Accounts Procedures Manual, Section 2.4 - Collection of Returned Checks, requires all checks in excess of \$50 must have Board approval before being written off as uncollectable.

The District contracts with an outside agency for the collection of returned checks. All attempts have been made to collect on the check(s) being presented to the Board tonight for approval.

During the 201x-201x school year, {school name} collected \$__ in checks. Of this amount, \$__ were returned and the school is writing of \$__, which is __% of checks collected.

BOARD ACTION REQUIRED:

Approval to write-off uncollectable checks in the amount of \$__.

MY CONTACT:

{School Name}

{Your Name, Title}

{Phone Number and Extension}

FINANCIAL IMPACT:

\$____ - See attached summary.

ATTACHMENTS:

Budget Sheet (see attached example)

Uncollectable Checks Summary (see attached example)

Hernando County School District
{NAME OF SCHOOL}
Uncollectable Checks Summary
Fiscal Year Ending June 30, 201x

<u>Check Writer</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Amount Collected</u>	<u>Balance to Write Off</u>	<u>Internal Account Number</u>	<u>Internal Account Name</u>
	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>		

Budget Information: Either Section A or B

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.

(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name											
Account Number	Fund		Function		Object		Cost Center		Project		Sub Project
Original Approved Budget	+	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available	
\$		\$		\$		0.00		\$		0.00	

B. Item Currently Not Budgeted -

Funding Source	School Internal Accounts										
Account Name	{NAME OF INTERNAL ACCOUNT PROJECT}										
Account Number	Fund		Function		Object		Cost Center		Project		Sub Project
Amount	\$										