

RESOLUTION NO. 335

A RESOLUTION ESTABLISHING A POLICY FOR CANCELING UNCASHED CHECKS AND FOR VOIDING AND THE REISSUANCE OF LOST, DESTROYED, OR STOLEN CHECKS ISSUED BY THE TOWN OF STEVENSVILLE, MONTANA

WHEREAS, the Town Treasurer issues checks drawn upon Town bank accounts to pay claims to a variety of vendors and individuals, after review and authorization by the Town Council; and

WHEREAS, checks issued are then entered into the Town's accounting system and charges made to the appropriate account; and

WHEREAS, there are times with a claimant simply does not cash a check issued by the Town resulting in additional effort by the Town Treasurer to regularly reconcile the Town's back accounts; and

WHEREAS, occasionally a check is reported by a claimant as being lost, destroyed or stolen resulting in the Town Treasurer issuing a stop-pay request to the bank and the reissuance of the subject check.

NOW, THEREFORE BE IT RESOLVED by the Stevensville Town Council that any check that has not been cashed for more than one year after issuance by the Town shall be canceled in accordance with MCA 7-6-4303 and the appropriate stop-pay request provided to the bank and adjustment entry made to the Town's accounting records; provided that a list of such canceled checks shall be subsequently provided to the Town Council and entered into the minutes of the Town Council proceedings.

BE IT FURTHER RESOLVED that the Town Treasurer shall be authorized to void and reissue lost, destroyed or stolen checks in accordance with MCA 7-6-4304 and that the cost of issuing stop-pay requests and the reissuance said checks shall be borne by the claimant, with the amount of \$25.00 deducted as a processing fee from the amount of the reissued check.

BE IT FURTHER RESOLVED that any vendor or individual may resubmit its claim to the Town at a future date and the Town Council may reauthorize payment of the claim, subject to deducting a reprocessing fee with shall include the recovery of bank charges, the cost of research and investigation of the claim, the processing of the new check, and the reentry of the claim into the Town's accounting records; provided that such fee shall be no less than \$35.00 nor exceed \$100.00 for any individual claim.

Passed and adopted by the Town Council of the Town of Stevensville, Montana, this 10th day of April, 2014.

Approved:



Gene Mim Mack, Mayor

Attest:



Stacy Bartlett, Town Clerk