

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Insufficient Funds	
Procedure No. 6151-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6151 Insufficient Funds	Last Reviewed: 8/16/2018

1. Background

Describe relevant background to the implementation of the policy.
When the District receives notification from the bank that monies from an individual or company are being returned as insufficient funds.

2. Responsibilities

Title: Accounts Receivable	
Address: 2651 Burnet Avenue	
Phone: 513-365-1206	Cell phone:
<i>Describe responsibilities:</i> Research and find where the monies were deposited. Send a copy of the returned check notice, check, and all backup to the CPS school/department that originally collected the funds. Reverse funds.	

3. Responsibilities

Title: CPS Schools/Departments	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> Provide an opportunity for the payer to make proper payment, including a fee for non-sufficient funds or arrange a satisfactory payment schedule.	

4. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Determine which school/department received the payment.
2. Email the school/department a copy of the returned payment and any backup pertaining to the payment. The school/department is responsible for recollecting the funds.
3. Complete a journal entry to reverse funds.

5. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

No equity considerations in this procedure.

6. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

7. Additional Information

Describe any additional information relevant to the implementation of the policy.

CPS should only be accepting cash, money order, or cashier's check. The only exception for accepting a personal check is for donation.