

Contact Person:
Lisa Hester 534-0593 #51410
Business Services Memorandum
09-07

July 29, 2008

MEMORANDUM

TO: School Principals, Internal Account Secretaries, Foodservice Managers, Senior Directors, Dr. Gail Mckinzie, Dr. Bruce Tonjes, Dr. Sherrie Nickell

FROM: Mark Grey, Assistant Superintendent - Business Services Division
Ed Flood, Accounting Director – Finance
Lisa Hester, Senior Manager – Auxiliary Accounting

SUBJECT: Non Sufficient Fund Checks - Notice to Parent/Guardian to be included in student packets.

Effective August 8, 2008 we will be using an outside collection agency to collect all of our Non-sufficient Fund (NSF) returned checks. Currently, all NSF checks are returned to either the financial secretary or the foodservice manger at each school and the collection process then becomes their responsibility.

This will no longer be the case with the outside collection agency. Any checks that would have been returned from the banks will go directly to Automated Recovery Solutions (ARS) who will become responsible for collecting these checks.

We will be sending a packet to each school which will include stickers for your office door/window and counter signs to be displayed stating that we are now using ARS for our check collections. There will also be tear off sheets with ARS contact information that can be given to parents on an as needed basis.

We are using three processes in order to make the public aware of this new procedure. The first way is through a news release in the Lakeland Ledger. The second is a statement that will be added to the Polk County School Board Website. The third way is a letter to the parent/guardian to be included in the packet given to each student during orientation. **Please be sure to include this letter in the information sent home with the student either during orientation or on the first day of school.** This has been printed in English on one side and Spanish on the other.

These checks will be processed and recorded here in Auxiliary Accounting through reports and contact with ARS. This will take the responsibility of collecting and tracking these NSF checks away from the Internal Accounts secretaries and Foodservice managers thereby freeing up some of their time for other important duties. We also hope to be able to collect on more of these NSF checks as well as hopefully reducing the number of NSF checks being written to us.