

### **STALE-DATED CHEQUE POLICY**

Where a cheque has been issued by the municipality and does not return as having been deposited or cashed by the party or parties to whom or to which it was issued (the payee) within six months of the date of issue, the following policy shall become effective:

1. If the original cheque is not returned to the municipality as having been cashed or deposited by the payee, then the cheque shall be canceled. The banking institution that the municipality deals with for the purpose of issuing cheques shall be notified as such.
2. Administration staff shall make reasonable efforts to contact the payee to ascertain a reason why the cheque may not have been cashed or deposited and to ensure that the mailing address used to originally deliver the cheque is correct and current.
3. The cheque shall be re-issued to the payee in the original amount.
4. If all reasonable efforts have been performed in No. 2 above, and the re-issued cheque is not returned to the municipality as having been cashed or deposited by the payee, no further cheque shall be re-issued.