



TOWN OF KENTVILLE POLICY STATEMENT G56F NSF CHEQUES POLICY

1.0 PURPOSE

To provide a uniform policy and procedures as they relate to NSF (returned) cheques. To deter customers from repeatedly supplying the Town with NSF cheques.

2.0 DEFINITIONS

The Municipal Government Act S. 49 (1) (a) states that Council may make policies “setting other charges or sums owing to the municipality”.

3.0 SCOPE

The Town of Kentville shall have an objective to defray a portion of the costs incurred by the processing of cheques returned due to non-sufficient funds (NSF).

This policy shall apply to all funds owned and operated by the Town of Kentville including (but not limited to): General Operating Fund, General Capital Fund, Kentville Water Commission Operating Fund, and Kentville Water Commission Capital Fund

4.0 PROCEDURES

All first-time Non-Sufficient Fund (NSF) cheques shall be subject to a \$ 20.00 administrative charge applied directly to the appropriate account of the issuing party.

Should the Town have post-dated cheques on file, they will be processed in the normal manner on their respective dates.

Should a customer issue an NSF cheque a second time and beyond, the administrative charge will apply for each NSF cheque issued.

In such cases, the Town will no longer accept uncertified cheques from that customer and any post-dated cheques will be returned to the customer.

This policy is subject to periodic review.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: June 20, 2009
Revisions: January 2017. Reformatted.

CAO Mark Phillips