



# ZION-BENTON PUBLIC LIBRARY

## Outstanding Check Policy

### Purpose

The Outstanding Check Policy details the steps the Zion-Benton Public Library District will take in the case of an outstanding check.

### Policy

When a check is outstanding for more than four to six (4 – 6) weeks the Zion-Benton Public Library District's Director, or their designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Director, or their designee, shall prepare a listing of all checks that have been outstanding for more than four to six (4 – 6) weeks in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the Library District's unclaimed liability account.

Once a year, in August, the Director, or their designee, will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

Passed 2/25/20; Reviewed 1/30/2024; Revised 1/2026