

**TO: Sharon PTA Board Members**  
**FROM: Laura Brown, PTA Treasurer**

**RE: Sharon Elementary PTA**  
**Returned Check Policy (NSF Policy)**

Please note the Sharon PTA returned check policy below. We are required to communicate our returned check policy to our school community. To comply with this requirement, the policy is published in our school newsletter at the beginning of the school year.

If your committee collects funds by check on behalf of the PTA, please be sure to include the policy in your communications.

Please contact me if you have any questions regarding the policy.

Thank you!

**Sharon Elementary PTA**  
**Returned Check Policy (NSF Policy)**

If Sharon PTA receives a returned check from our bank for a payment, you will be asked to resubmit payment for the original amount of the check plus a \$12.50 bank fee. This fee is to cover bank fees incurred by the PTA due to the returned check. Payments should be sent to Laura Brown, PTA Treasurer either via the child's teacher or submitted directly to Sharon School to the attention of "PTA Treasurer."