

**Border Terrier Club of America
Policies and Procedures Manual**

Check Policy for Funds Submitted to the BTCA

1. All funds submitted for any BTCA sponsored activity will be in US currency.
2. Whenever possible, checks should be deposited prior to the event to allow the checks to clear. (2 weeks recommended.)
3. In the event of a check being returned NSF, the Treasurer will send a certified letter detailing the NSF check including date, amount, and check number. The Treasurer will also list the outstanding amount due which will include the check amount, and bank fees assessed, and a \$10 service fee.
4. The BTCA member will have 30 days from the date of receipt of the certified letter to return the entire outstanding amount due in order to remain in good standing with the BTCA.
5. After the 30-day period, if the outstanding amount has not been remitted to the Treasurer, the Treasurer shall notify the Borderline Editor and the Database Manager that the BTCA member is in arrears and therefore is a member not in good standing. A member not in good standing will not receive the Borderline.
6. The BTCA member in arrears that may apply for membership renewal will not be accepted for renewal until such time that all outstanding amounts are received.
7. For collection of NSF funds from non-BTCA members, the Treasurer will send a certified letter detailing the NSF check including date, amount, and check number. The Treasurer will also list the outstanding amount due which will include the check amount, and bank fees assessed, and a \$10 service fee.
8. BTCA members collecting funds are advised by the BTCA Treasurer of the approved BTCA procedures for deposits, etc. All events should include a statement that all funds are collected under approved BTCA guidelines.
 - a. All subsidiary accounts are set up with the BTCA Tax ID number.
 - b. All subsidiary accounts with the BTCA Tax ID number have the BTCA Treasurer as a co- signer.
 - c. Whenever possible, the accounts are set up to have online access with the BTCA Treasurer allowed full access to the account online.
9. No postdated checks will be accepted.
10. Checks will be processed in a timely manner and will not be held longer than is necessary to process.