

## Kimbleworth and Plawsworth Parish Council

### Cheque Cancellation Policy

Kimbleworth and Plawsworth Parish Council (KPPC) primarily make payments by cheque. All cheques are sent to the person or organisation requiring payment (the 'payee') within 48 hours of the cheque being signed by two counter signatories of KPPC.

The Council expects all cheques to be cashed by the payee within a reasonable timeframe. Banks usually reject cheques presented after a 6-month period (from the date of the cheque).

If a cheque has not been presented within 5 months of it being sent to the payee, the Clerk of the Council will make contact (in writing) and ask that the cheque be cashed within the *original* 6-month timeframe.

If the cheque is not cashed within 6 months of the date of the cheque, the Council will decide at the next meeting of KPPC to cancel the cheque. This means it will be 'written off' and this will be done by reducing expenditure on the accounts for that year.

Unless there is an exceptional reason (in the opinion of the Council) for the cheque not being presented by the payee, a new cheque will not be issued.

If a cheque is lost and this is notified to the Council within the 6-month period from the original date of the cheque, a new cheque will be issued at the next meeting of the Council. This (replacing a cheque) will only be done on one occasion.