

**Policy 716**  
**Outstanding Check Measures**

The purpose of the Lisle Library District's (LLD) Outstanding Check Measures Policy is to ensure accurate cash reporting and management.

**1. Notifications**

- a. When a check is outstanding for more than six (6) months appropriate LLD Administrative staff shall notify the payee by first class mail that the check was issued and is still outstanding.
- b. The letter shall indicate the check number, check date, and the amount of the outstanding check.
- c. The payee will have 30 days to claim the outstanding check.

**2. Actions**

Once a year the LLD shall:

- a. Prepare a list of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be made to deposit the funds into the LLD's unclaimed liability account.
- b. Review the list 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.

Adopted 8/12/20