



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Check Writing and Signing
Policy Number:	DGB-NSCA
Original Date:	10/15/2018
Last Reviewed:	3/12/2025
Category:	Board
Author:	Executive Director
Approval:	NSCA Board of Directors

Check Writing and Signing

At New Summit Charter Academy (NSCA), check preparation and signing are accomplished by the Business Manager after approval of payment by school administration to ensure accountability and internal controls. Usually, NSCA's Business Manager will prepare checks, and one authorized signer will print the checks. The authorized signers are the CFO, Business Manager, and Board President.

One of the authorized signers may sign checks for less than \$50,000. Two authorized signers are required to sign checks for \$50,000 or more.

Electronic transfers and payments will be authorized per the same approval process as check payments according to the banking institution's process, with the exception of recurring payments to established vendors, such as payroll liability payments and insurance premiums.

NSF Check Policy –Uncollectible checks to NSCA due to account closure or lack of funds will be assessed a \$25.00 collection fee in addition to the repayment of the uncollectible amount.

PL 874 and 815

Every Student Succeeds Act of 2016 (ESSA)

Revision History

Date	Revision Details	Revised By
5/20/2019	Creation	Board, Executive Director
12/04/2023		
3/12/2025	Revised	Chief Financial Officer